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## OUR VISION

To provide the best learning community and create an environment where learning, values and relationships are at the heart of everything we do. This community will be collaborative, take action and be one with the world.

## OUR MISSION

One World International School aims to develop independent, inquiring, lifelong learners, whilst fostering internationally minded individuals within the school and the wider community.

## OUR VALUES & CULTURE

- The IB Learner Profile is the centre of our learning community.
- Our school is an internationally minded community of learners with responsibilities as global citizens.
- All individual members of our community are valued and have a right to be heard.
- We encourage respect and open communication from everyone within our community.
- We allow students to develop in a safe and caring learning environment.
- We encourage collaboration and cooperation within our community in an inquiring and reflective environment.
- We strive for dynamic growth and academic excellence for all members of our community.



## OUR SCHOOL AND THIS HANDBOOK

Whether your child is new to the school, or already an existing student starting another academic year with us, we hope you find this handbook helpful and enjoy being part of our school community.

One World International School is a Private Education Institution (PEI) registered by the Committee for Private Education (CPE), Singapore. (Registration number 200800495N)

Under the Private Education Regulations, we are required to issue ‘*An Advisory Note to Students*’ together with a copy of the Student Contract.

Each academic year, the Student Contract must be signed as an acceptance of a place in our school and as an agreement to its terms and conditions.

There are various other important forms which need to be completed, signed and returned to us for our records, whether you are new to the school, or existing students starting a new academic year.

### School Authorisation

Our Primary School Curriculum is authorised by the International Baccalaureate for the Primary Years Programme (PYP). Our Secondary School Curriculum lays the basis for the IGCSE (International General Certificate of Secondary Education) in Grades 9 and 10. We are authorised as a CIE (Cambridge International Examinations) School.

## SCHOOL CONTACT INFORMATION

### School address

696 Upper Changi Road East  
Singapore 486826

### School telephone number

+65 6542 2285

### School website

[www.owis.org](http://www.owis.org)

### School email address

[office@owis.org](mailto:office@owis.org)

### School Twitter

### School Facebook

### School fax number

+65 65428602

### School Community Portal

The Community Portal is our main form of contact with parents - it can be found on the OWIS website: [www.owis.org](http://www.owis.org). This portal is updated by our Principal and Primary School teachers on a weekly basis and by our Secondary School teachers periodically. We expect parents to log in to the Community Portal often to ensure they have the most up to date information.

Community Portal Username: parentfirstname.parentfamilyname

Community Portal Password:

## STAFF CONTACT DETAILS

EC1 Teacher	Reema Monk	monkr@owis.org
EC2 Teacher	Asha Waldrom	waldroma@owis.org
EC3 Teacher	Dawn Ross	rossd@owis.org
Grade 1 Teachers	Lesley Polson Sue Lynn Tan	polsonl@owis.org tansl@owis.org
Grade 2A Teacher	Genevieve De Santis	desantig@owis.org
Grade 2B Teacher	Sarah Lee	sarah.lee@owis.org
Grade 3 Teacher	Marion Chapman	chapmanmarion@owis.org
Grade 4 Teacher	Myles Chapman	chapmanm@owis.org
Grade 5 Teacher	Ged Thomason	thomasong@owis.org
Secondary School English Teacher	Susan Sawarkar	sawarkars@owis.org
Secondary School Science & PSHE Teacher	Melanie Martin	martinm@owis.org
Physical Education / Grade 9 & 10 ICT Teacher	Glyn Martin	marting@owis.org
Art Teacher	Kerry Hacking	hackingk@owis.org
Secondary Coordinator & Secondary School Mathematics Teacher	Anthony Hacking	hackinga@owis.org
Secondary School History, Geography & PSPE Teacher	Gary Holland	hollandg@owis.org
Mandarin Teacher and	Jia Zhao	zhaoj@owis.org

Coordinator		
Mandarin Teacher	Yulin Zhang	zhangy@owis.org
Music Teacher	Cindy Rouwhorst	rouwhorstc@owis.org
Librarian	Anjana Sarda	sardaa@owis.org

Principal	Gregor Polson	headl@owis.org
Vice Principal / PYP Coordinator	Michelle Dickinson	dickinsonm@owis.org
Communication & Admissions Director	Jasween Gill	gillj@owis.org
Human Resource Administrator	Nancy Lim	hr@owis.org
Academic Support Officer	Josephine Chen	office@owis.org
Finance Officer	Treeconica Sapra	finance@owis.org
Nurse	Grace My Chau La	lag@owis.org

## School Facilities

### Classrooms

Room No	Grade / Subject
1-1	Music
1-2	EC1
1-3	EC2
1-4	EC3
1-5	Grade 1
2-1	Office
2-1B	Humanities
2-2	Grade 4
2-3	Science
2-4	Grade 5
2-5	Art
3-1	English

3-2	Mathematics
3-3	Grade 3
3-4	Grade 2A
3-5	Grade 2B

### Other Facilities

- Auditorium
- Basketball court
- Multi-purpose court
- Grassed area - football pitch
- First Aid room
- School Office / PYP Coordinator Office / Staff room
- Library
- Male / female toilet on each floor

## WELCOME TO THE SCHOOL

If you are new to OWIS, we want you to feel secure and a valued part of our school community.

Starting a new school is probably one of the most important moments in a young person's life. Some may be familiar with the experience if they have moved frequently. To others, it may possibly be the first time they have moved away from the familiar surroundings and people of their home country.

The first few weeks will be a period of transition. To begin with, the new student will be assigned a buddy who will help him/her to learn about the school and to become familiar with routines and expectations. Many of our students have had to make 'fresh starts' during their education and understand what it feels like to be new to a school.

As a parent/guardian, please let the class teacher know if there are any concerns with settling in. Likewise, feedback is also valued if all goes smoothly and settling in is a positive experience.

## TERM DATES AND HOLIDAYS

The academic year commences on the 28th August 2017 with four terms and 178 student school days. OWIS observes all Singapore public holidays.

There are staff professional development and parent-teacher conference days, when students are not in attendance at school. The academic calendar is also available on the school website.

## SCHOOL HOURS

EC1/2:	Half-day	8.30am to 12.50pm
	Full-day	8.30am to 2.50pm (Pick-up from classroom)
EC3 and above:	Full-day	8.25am to 2.50pm
Secondary School:	Full-day	8.20am to 2.50pm
Student pick-up:	2.55pm to 3.00pm from auditorium	

### Beginning and end of day

For EC1/2 students, the classroom will open at 8.25am for parents to drop off their children. For those children who arrive early to school, the Early Childhood play area to the rear of the classrooms will be open from 8:00 onwards. At the end of the day, parents are expected to collect their child from the EC classroom between 12.50pm and 1.00pm (for half-day attendants) and 2.50pm and 3.00pm (for full-day attendants).

All other Primary students meet in the auditorium before the start of the day. The bell sounds at 8.25am when all students should be ready to line up with their class teacher. Any daily messages will be given to students via the Vice Principal or Principal.

Secondary students should congregate in the auditorium until 8:15, at which time they should go to their lockers to organise themselves for the day. They should go to their form room, ready to begin registration at 8.20am.

At the end of the school day, all primary students meet in the auditorium, to leave school in one of the follow ways:

School buses:	Students line up for buses, escorted and supervised by staff.
Collection:	Parents, or a designated adult, take home.

Parents are requested to wait for students in the auditorium, not near the car park, and make contact with the class teacher before leaving with your child. Students are not permitted to wait in the car parking area. Permission should be provided, in writing, if you wish for your child to go home on his/her own.



## Typical day

Each school day has eight 40-minute periods with a snack break and a lunch break.

After school, we have many Co-Curricular Activities (CCAs) in which students can participate from 3.00pm until 4.00pm. For Secondary School and Upper Primary students, a variety of lunchtime clubs are also available.

## SNACK, LUNCH AND BREAK TIMES

10.00am – 10.30am	Early Childhood-Grade 1 Snack break
12.10pm – 12.50pm	Early Childhood-Grade 1 Lunch break
10.30am – 10.50am	Grade 2–Grade 10 Snack break
12.50pm – 1.30pm	Grade 2–Grade 10 Lunch break

We do not have a canteen. All students are required to bring their own food and drink, or opt for catering from MyNonnas.

If you wish to subscribe to this option please contact the school office.

All students opting for a packed lunch should bring in a healthy snack and lunch each day. Please ensure that the lunch is well packed and that lunch boxes, bags and water bottles are clearly named. It is advisable to put the lunch in an insulated bag, preferably with an ice pack. Lunch bags will be stored in air-conditioned classrooms. In our endeavour to foster environmental awareness throughout the school, please minimise the use of disposable packaging.

Water bottles should contain plain water, not juice or fizzy drinks. Water fountains are available throughout the school.

Early Childhood students are supervised whilst eating lunch before being allowed to play. They are given an adequate amount of time to eat their food and are encouraged to do so. Any leftovers are packed up to take home.

## ATTENDANCE AT SCHOOL

Punctuality is an expectation at OWIS. A timely arrival at school in the morning gives students important time to socialise with their friends and be ready to start learning in a positive way. In the unlikely event that a student will be late coming to school, please follow the following procedures:

### Primary school

Students arriving after 8:30am should report to the office and collect a late-slip. This ensures that your child is registered as present; the class registers close at 8:30am. The late-slip should be given to the class teacher. If your child arrives late to class without this late-slip, they will be requested to go to the office for registration.

### Secondary school

- A student who arrives between 8.20am and 8.30am should go straight to their form room.
- A student who arrives after 8.30am should report to the office.

In all cases of lateness, marks will be recorded in the register to highlight this.

If a parent would like to collect their child early from school they must inform the school office and collect a early dismissal slip from the office for school security to allow the child to leave the school premises.

Parents picking up their child at the end of the day should arrive on time. In the event of a delay in the collection of your child, please inform the office and the class teacher. Primary School students will be escorted from the auditorium to the office after 3.00pm.

For all students, it is important that your child attends school regularly. Poor attendance can lead to falling behind academically and being unable to honour commitments to Co-Curricular Activities. To avoid your child missing school for non-medical reasons, please arrange your holidays during school breaks.

In exceptional cases when your child needs to be excused from school for a sustained period, written approval needs to be sought from the Principal before the leave is taken.

## PASTORAL CARE

In the Early Childhood and Primary School, class teachers provide pastoral care for their students and are responsible for their individual needs. In Secondary School, form teachers and the Secondary School Coordinator provide pastoral care. It is helpful that you inform your child's class/form teacher about any circumstances that may affect the behaviour of your child in school.

## ASSEMBLIES AND PERFORMANCES

Each Friday the school holds an assembly. The School offers a range of different assemblies to give our students varied experience. During the academic year, students will have the opportunity to present a class assembly to the rest of the school, as well as attending teacher-led assemblies.

The aim of assemblies is to give students the opportunity to discuss issues, develop agreements, to celebrate achievements, contributions and learning as well as developing confidence and presentation skills. OWIS uses a school reward system, as described in the behaviour policy. They also provide an opportunity for reflection, meditation and consideration of the learner profile and attitudes.

Throughout the year, the school holds a number of performances: these include the UN Day celebration, the school Christmas performance and the school production. These are rehearsed performances by the students and are produced to a high standard. The performances are instrumental in meeting learning objectives from both the Arts curriculum and the Literacy curriculum.

## FINDING OUT ABOUT LEARNING

There are a number of planned opportunities to meet with the teachers to find out more about the curriculum, teaching and learning. In the Primary School, these are regular opportunities for the class teacher and parent to discuss achievements, set targets and review learning.

### Teacher and Parent Meetings

#### Term 1:

Welcome Afternoon - Whole School

Meet the Teacher Evening

An opportunity to find out more about the routines, learning experiences and expectations of class time and specialist lessons.

#### Term 2:

Whole School Parent Teacher Consultation Meetings

An opportunity for an interview with your child's class and specialist teachers.

#### Term 3:

Whole School Parent Teacher Consultation Meetings

An opportunity for an interview with your child's class and specialist teachers.

#### Term 4:

Primary Student-Led Conferences

Your child will lead this conference and share their learning experiences with you.

## Reports

Primary School students receive a Mid-Year Report in Term 2 and an End-of-Year Report in Term 4. These reports provide parents with clear academic achievement grades against age-related expectations as well as indicators for progress. The student and class teacher work in partnership to develop targets for next steps for learning which are shared with parents.

Secondary School students receive a progress report at the end of terms 1 and 3. These reports will include information from all teachers who teach your child. This information is based on teacher observations during the term and will include advice for further development. These reports will also give an indication of scores of effort. Further to these reports, at the end of terms 2 and 4, reports are given in the form of statements of achievement, including final scores for two terms along with a description of the material and skills covered.

If a student has been at the school for six weeks or less before the report deadline, a letter or settling-in report will be generated. This contains similar information as a full report, but will not be as comprehensive. Likewise, if a student leaves school before reports are issued, then a leaver's report will be provided.

## INTERNATIONAL SCHOOLS' ASSESSMENT (ISA)

The ISA assessment programme is designed especially for international school students from Grades 3–10, inclusive. It is based on the internationally endorsed reading, mathematical and literacy frameworks of the [OECD's Programme for International Student Assessment \(PISA\)](#). Each student from Grade 3 to 10 will undertake these assessments in the month of February.

What does the ISA provide?

- An assessment with a broad cultural base;
- Mix of multiple-choice and open-ended questions to better illuminate students' thinking processes;
- Student-level information about what individuals know and can do;
- Class and school-level information that can inform instructional programmes;
- Information about sub-groups' performance;
- Relevant comparisons between 'like' schools;
- International normative information;
- Information about growth over time.

## LEARNING SUPPORT

OWIS accept students with Learning Support requirements, if it is believed that we can provide adequately for the student without this provision placing a detrimental impact on the education of other students. From the time a student starts school, we constantly monitor his/her individual progress. If at any point we think your child requires extra support, we will contact you. Often, we can cater for learning needs by differentiation and the development of an IEP (Individual Education Plan). This is done in partnership with parental support, however sometimes specialist help is required. OWIS will

liaise with specialist organisations, which can provide this support at a cost to parents. All costs will be agreed with parents before an IEP is put in place.

OWIS accepts students who have English as an Additional Language (EAL) if we believe the student has sufficient English to access the school curriculum and support is provided at home.

We accept students who are new to English up to Grade 5 if we believe they have the capacity to learn quickly through immersion in normal class activities in the early years. Parents of children in Grade 1-5 must be willing to support the learning of their child by payment for intensive English lessons and with general support at home. All students from Grade 6 onwards are required to have a sufficient level of English to access the school curriculum.

## COMMUNICATION

Our website provides a Community Portal for finding out information about life at OWIS. Information can be found on the Primary School class websites, the Secondary School section and also the Principal's blog. Primary and secondary websites are updated by the end of Friday each week. Parents are encouraged to visit the community portal at least once a week to keep abreast of what is happening in school. If you would like to activate the email alert from the Community Portal, please contact the school office at [office@owis.org](mailto:office@owis.org).

Students and teachers at OWIS use the app 'Seesaw'. This app enables students and parents to view an online portfolio of their learning. A personal username and password for this app will be provided from your child's class teacher.

## COMMUNICATION WITH TEACHERS

Primary class teachers are always available in the hall at 8.20am in the morning and at the end of the day. This time is used for the exchange of messages or to make an appointment for further discussion.

For Secondary School students, the main form of communication is by email. If a parent or student has any concerns, please email the appropriate Form Tutor and or the SEcondary School Coordinator. The school uses a homework app to record any relevant homework information.

Teachers also communicate with parents by email, so please ensure the school office has your up-to-date email address. Teachers always endeavour to reply to an email within 24 hours from Monday to Friday. Class or form teachers should be included in any emails sent to a subject teacher.

The office should be included in any email that refers to the collection of a student from school. It is also vital that the office is given notice if a student will not be taking the school bus home.

Any urgent messages should be left at the office and the teacher will be informed immediately.

For general advice, matters, concerns or simply to share ideas, please do not hesitate to approach either the appropriate School Coordinator or Vice Principal. The Vice Principal is always available in school, both at the beginning and end of the day.

## **STUDENT PERSONAL INFORMATION**

It is vital that any changes to personal information, pertaining to both student and parent is communicated to the office. A data checking form will be issued; this will need to be returned to school to help ensure we have correct information for our records.

## **STUDENT RELATIONSHIPS, RIGHTS AND RESPONSIBILITIES**

### **Maintaining a Positive Learning Environment**

Our policy aims to ensure everyone:

- Is happy coming to school;
- Feels safe at school;
- Is able to learn effectively;
- Is respected and valued by others;
- Learns to take responsibility for their behaviour and understands the consequences of their choices.

Most matters are dealt with in school, but class or form teachers will ensure that parents are kept informed, when deemed necessary, for your support. Procedures vary between the Primary and Secondary School.

Throughout the school, we do not tolerate any form of bullying behaviour. Suspension and/or exclusion procedures may be deemed necessary when managing extreme behaviour, which causes harm to others.

### **Primary School**

At the beginning of the year, students and their class teacher develop a class Essential Agreement. This is for the students to agree upon, and clarify, behavioural expectations within their learning environment.

If students do not comply with behavioural expectations, we use the following process:

#### **Step One**

If the issue is very serious, we may go straight to step two, three or four.

It is made clear to the student that he/she is choosing to behave in an inappropriate way, i.e. not keeping to the class agreement. Teachers make the consequences of choosing to continue to behave in that way clear to the student.

Possible consequences are:

Moving away from the area for a period of 'Time out' (within the classroom); losing some playtime; repairing damage caused; writing a letter of apology.

### **Step two**

If the behaviour continues, the consequence, as explained, is carried out.

### **Step three**

If a student persists in making the wrong choice, the teacher may refer the student to a member of the Senior Leadership Team who will complete a Behaviour Responsibility form with the student. In the event of three such forms having been completed within a term, parents will be informed and notified about the possibility of progression to step four.

### **Step four**

If the student has acquired three Behaviour Responsibility forms, parents will be invited to school for a meeting and an agreed course of action will be implemented.

### **Certificates**

Certificates are awarded for exceptional examples of students demonstrating the attributes of the IB Learner Profile. These are presented during assemblies.

### **House System**

OWIS operates a House System to foster a sense of belonging and cooperation. In this system students are assigned to one of the four Houses: Satumu (purple); Tembukul (green); Brani (red); Ubin (yellow). This is a pastoral system, and in the case of students who are family members, the same house allocation will be made to each student.

Throughout the year, House competitions will be held to encourage competition. Not all competitions will be sports based; housepoints will also be awarded for other activities and competitions. The housepoint is the main reward incentive with each student gaining housepoints for their House. These totals are collected periodically with announcements of current positions given throughout the year. At the end of each academic year, a House Cup is presented to the House with the largest number of housepoints.

House Captains are elected from the student body, annually. Their main role is to run House events.

## Student Council

The Student Council is a democratically elected student body that act on behalf of the students of OWIS. Student Council members form an invaluable route of communication within the OWIS community, particularly between classes.

The Student Council meet weekly and consist of a student representative from each class and a specially elected Council Administrator, to oversee the organisation of tasks undertaken.

The role of the Student Council is to represent the student body, to communicate with the wider school community and to play a role in school policy making and improvement.

## Secondary School

A Code of Conduct is established by students and the form teachers, based on the principles of relationships, rights and responsibilities. As part of the Merit Reward System, subject and form teachers award merit slips. Certificates are awarded for gaining slips in multiples of 10. Certificates of Participation are awarded for commitment to extracurricular activities and projects such as the Science Fair. Both Merit and Participation Certificates gain points at the end of each term, contributing to the overall House System.

If students do not comply with these behavioural expectations, the process below is followed:

The subject teacher is responsible for dealing with matters in the classroom that involve unwanted behaviour or a negative attitude within the learning experience, or towards other people. Examples of consequences include: the student being moved to another seat; being asked to repeat a piece of work; having a note written in the student's diary.

For more serious matters, the subject teacher will refer the student to the form teacher. Examples of consequences include: an email to parents; detention; the student writing a letter of apology.

In the event of persistent bad behaviour, and/or a negative attitude, a student may be put on a report to monitor him/her in one or more particular subjects. Daily monitoring will occur for a set amount of time (usually 4 weeks). The form teacher, in negotiation with the Secondary Co-ordinator and/or the Principal, will determine this.

If there is no significant improvement, the student will be referred to the Principal. Parents will be asked to attend a meeting to discuss what further measures are to be taken. These measures may include continued monitoring with set goals and specific deadlines, internal or external suspension, withdrawal from the school.

For serious breaches of school rules, e.g. violence, possession of drugs or theft, the student will be sent directly to the Principal and the parent will be asked to come into school immediately. Consequences could include internal or external suspension or withdrawal from school. Referral to the police will be carried out if necessary.



## Not Permitted in School

### Mobile Phones

The school accepts no responsibility for phones brought into school by students. Phones are not allowed to be used within the school grounds unless a teacher gives permission.

Phones must be turned off at all times and should not be carried around by the student.

If a student needs to make a call, they can seek permission from a teacher, the office or the nurse to use the school phone.

### Items and Substances

- Chewing gum;
- Alcohol (including food which contains alcohol);
- Drugs;
- Cigarettes;
- Knives and anything else which could cause harm, e.g. metal corkscrews;
- Pornographic material;
- Lighters and matches;
- Nail polish and remover;
- Toys and electronic devices unless for 'Show and Tell' (in the primary school).

## SWIMMING

We use the SIA swimming pool which is in close proximity to the school. All students, from EC3 to Grade 10, have weekly swimming lessons for a nine week block each academic year.

All students are expected to go swimming unless there is a special medical reason why they are unable to do so. In this event, please write a letter to the teacher, supported by a medical note.

Swimming will not occur in the event of lightning warnings or heavy rain.

However, students should always come to school prepared for swimming as weather can change by the minute in Singapore!

If the swimming session is early in the morning, students can come to school wearing their swimming clothes under their uniform. In this case, students must bring a towel and underwear in a bag to carry to the swimming pool. If in doubt, discuss with the class teacher.

## CELEBRATIONS

OWIS understands the desire to celebrate special occasions in the Primary School. We prefer that parents do not bring in whole birthday cakes and candles are not permitted. However, children can bring individual birthday cupcakes to celebrate their birthday at break time. Please liaise with the class teacher beforehand. Students may give out party invitations if the whole class is invited. If your child prefers to have a smaller party with only a few friends invited, then we kindly request that parents organise this separately outside of school.

Secondary School students are requested to celebrate special occasions outside of school hours.

## EDUCATIONAL VISITS AND CAMPS

In the Primary School, the class teachers arrange a number of educational visits to support the Units of Inquiry throughout the year. In the Secondary School, trips may be arranged by the subject teachers or the form tutors. Typically, there will be three trips per year.

Grade 3 and above participate in a residential outdoor educational visit to support both their academic learning and their personal and social development. These camps typically take place in Malaysia within responsible traveling time from Singapore.

There will be an additional cost for these to cover expenses.

## LIBRARY AND INFORMATION CENTRE

We have an excellent library of English books. Each week, Primary students have the opportunity to borrow books. The library is open each day of the week and stays open until 4.00pm, Monday to Thursday. An adult should supervise all students younger than Grade 2 if they wish to stay in the library after school. Primary School students also have designated library times during the school day.

Secondary School students have access to the library at any time of the day unless it is in use for a meeting, etc.

All books must be taken care of and returned in good condition. Any losses or damage will need to be paid for by the parent of the student who has lost or damaged the book. Once payment for a damaged/lost book has been made, no refunds will be made if the original book is returned.

The library has recently started the implementation of e-readers and these can be booked out, for home use, using our Follet Brytewave K-12 Edition App. A number of iPads are available in the library to access these books from within the school environment. However, students can also access this through Follett Shelf at the following URL <http://wbb46867.folletshelf.com> The Library also has the following App - Destiny Quest.

## COMPUTERS AND INFORMATION TECHNOLOGY

Information Technology is an integral part of the curriculum. We have banks of Macbooks and iPads that are used in the classroom. Computers and interactive whiteboards are in all classrooms.

All students, or parents on behalf of students, are expected to sign an ICT Agreement form. All students in Grade 2 and above have school email accounts.

Students are generally not allowed to bring in personal laptops unless given permission in special circumstances.

OWIS expects all students above Grade 1 to have access to a computer at home and all parents to have sufficient technology at home to access our school website. If this is a problem, either in the short term or long term, please inform the class/form teacher.

As a school, we use Google Apps for Education. This is a suite of applications which allow easy access and communication between teachers and students. These applications are available when a student is assigned a school email address and will be used for the entirety of the student's life at the school.

## PARENT INVOLVEMENT IN SCHOOL

There are many opportunities for parents to be involved at school. We always welcome parents to help in school on a voluntary basis in areas such as: the Parents and Friends Association (PFA); library; swimming; school trips and at school events.

For the Primary school, there are PFA representatives who play an active role in developing the relationship between school and parents, supporting the class teacher in a number of ways.

As part of the conditions of joining the school, all parents must allow for their email address to be added to a class list of parents and children. This list will be distributed via the community portal to help network our community.

## CO-CURRICULAR ACTIVITIES (CCAs)

We believe it is important to give all of our students the opportunity to enjoy, experience and shine in non-academic activities. It is part of our CCA programme to keep our students fit, healthy, having fun, stimulated and experiencing something new. Previously these have included soccer, basketball, karate, music and movement, guitar and yoga.

Teachers, outside providers or specialist teachers provide CCAs (on a paid/free basis) on weekdays other than Fridays. This programme is organised by the CCA Co-ordinator. These CCAs run from 3:00pm to 4:00pm for about 9 weeks of each session. Our Extra-Curricular Co-ordinator organises the administration of these activities and will keep you updated of the options and charges.

Parents will pick the children up from the room where the CCA takes place and not the auditorium. Students who travel home by school bus should line up in the appropriate place.

Students will also be offered a number of clubs/activities during lunch breaks as well as after school.

## INSTRUMENTAL TUITION

For students interested in learning a specific musical instrument, we offer tuition on a range of instruments as part of our elective Instrumental Tuition Programme. Students can choose from a wide variety of instruments including: woodwind (recorder, flute, clarinet, saxophone); brass (cornet, trumpet, trombone, euphonium); piano; violin; guitar (classical, electric and bass) and singing. The tutors we engage are experienced, both as performers and as music educators, and deliver a comprehensive programme of tuition. This programme includes both practical music-making and theoretical understanding. Instrumental tuition takes place during the school day, on a rolling timetable, in order to ensure that students do not consistently miss the same lesson every week, and instruments can be hired or purchased at a discounted rate through the tutors.

## FIELD AND PLAY (RECREATION) AREAS

We are fortunate to have extensive grounds, these grounds are for authorised school use only. Students are not permitted to play in the grounds after school hours unless an adult is directly supervising them. To prevent accidents occurring, the playground apparatus and bikes are not to be used before the start of school. Secondary School students can remain until 4pm as a privilege - they must behave sensibly and leave by 4pm, as they will not be directly supervised. The school campus **closes** for all students at **4:45pm**.

## FEES AND INVOICES

Please see our fees sheet at the end of the handbook. The enrolment of a student is an individual contract between the parent/guardian regardless of any arrangements a parent may have with his/her employer concerning payment of fees. The parent/guardian remains responsible for the payment of all fees.

We have four terms in each academic year and each term is approximately ten weeks long, dependent upon the timing of the public holidays.

Fees are stated annually, but billed over a 12-month period from July to June, to cover the whole academic year (August to June).

For students who start at the beginning of the academic year, first payment is due by the 15th July.

For students who start midway through the year, fees are calculated pro-rata to the month of joining.

We encourage the payment of fees by giro. Under normal circumstances, all fees paid are non-refundable.

If you have a child in EC1 who is part-time and you wish to extend their time, this can be done on a termly basis with two weeks' notice required. This notice should be given in writing to the Admissions Officer, to enable the Finance office to recalculate the fee payable.

### **Withdrawal Policy**

For a withdrawal of a Student from OWIS, all parents are required to give two months' advance notice, in writing, to the Admissions office or Principal.

The withdrawal notice period is applicable for the entire academic year; this includes withdrawals at the end of the academic year.

If the required notice is not given, the school reserves the right to collect the applicable tuition fee.

Only with due notice given, fees paid in full and all School equipment returned, will the School issue a certificate of attendance and any School reports due.

Fees are non-refundable except only in exceptional circumstances approved by the Board.

School reserves the right to withdraw any student from the school if fees are not paid within two months of the due date.

Fees will not be calculated pro-rata for part months. Full monthly fees are applicable for mid-month withdrawals.

### **Late Payment Policy**

No student will be permitted to start school until registration fees have been paid and tuition fees have been committed.

If payment is not made on or before the due date for that invoice, \$107 per month, or part month, will be charged each month after the given due date.

## **UNIFORM**

All our students are required to wear school uniform, which is available from -

LIM MENG KENG DEPARTMENTAL STORE  
211 Holland Avenue  
#02 - 18 Holland Road Shopping Centre  
Tel: +65 64683655

#### **Opening Hours:**

Mon - Sat, 10.00am - 8.00pm

Sun & Public Holiday, 10.30am - 6.00pm

#### **How to get here:**

Bus: 7, 48, 61, 75, 77, 95, 106, 165, 970  
MRT Circle Line Holland Village

### Early Childhood Uniform (Early Childhood 1 and Early Childhood 2)

Pinafore dress with bloomers	Boy's shirt
	Jnr. boys' pull-up Bermudas
P.E shirt	P.E shirt
P.E shorts	P.E shorts
Japanese sun hat	Japanese sun hat
Hooded jacket (optional)	Hooded jacket (optional)
School rucksack Size S School book bag	School rucksack Size S School book bag
White socks Covered training shoes (trainers) should be either white, blue, grey or black.	White socks Covered training shoes (trainers) should be either white, blue, grey or black.

### Primary School Uniform (Prep to Grade 5)

Girls' blouse	Boys' shirt
Girls' skirt	Jnr. boys' adj-waist Bermudas
P.E shirt	P.E shirt
P.E shorts	P.E shorts
Sun hat	Sun hat
Hooded jacket (optional)	Hooded jacket (optional)
School rucksack School book bag	School rucksack School book bag
White socks Covered training shoes (trainers) should be either white, blue, grey or black.	White socks Covered training shoes (trainers) should be either white, blue, grey or black.

### Secondary School Uniform (Grade 6 to Grade 10)

Secondary School polo shirt	Secondary School polo shirt
Girls' skirt	Snr. boys' Bermudas
P.E shirt	P.E shirt
P.E shorts	P.E shorts
Sun hat (optional)	Sun hat (optional)
Hooded jacket (optional)	Hooded jacket (optional)
School rucksack	School rucksack
White socks Covered training shoes (trainers) should be either white, blue, grey or black.	White socks Covered training shoes (trainers) should be either white, blue, grey or black.

### Additional PE Uniform for Secondary

Long football socks (navy blue)	Long football socks (navy blue)
Trainer footwear (different to those worn as school shoes)	Trainer footwear (different to those worn as school shoes)
Gum shield	Gum shield
Studded football boots	Studded football boots
Swimming cap	Swimming cap
Swimming goggles	Swimming goggles
Swimming costume plain navy or black. (1piece)	Swimming shorts plain navy or black.

- House T-shirts are available to purchase and can be worn on a Friday and any appropriate House competition day or event;
- Hair and nails should be of a natural colour;
- Jewellery is limited to one watch and one pair of stud earrings;
- Long hair is to be neatly tied back in blue or white headbands, ribbons or clips;
- School hats are to be worn during outdoor play or during excursions. This is compulsory for Early Childhood and Primary School and optional for Secondary School students;
- For Secondary students, P.E uniform should only be worn during P.E lessons. If the P.E lesson is the first period, students may travel to school in P.E clothes, but must bring their regular school uniform to change into. Primary students are required to wear P.E uniform all day on the days that they have P.E lessons.

## STATIONERY AND KIT LIST

### Primary School

All stationery is provided by the school.

### Secondary School

Secondary School students are required to have the following at all times:

- Pencil case;
- Pens (black, blue and red);
- HB pencils;
- Eraser;
- Pencil sharpener;
- Glue stick;
- Small scissors;
- 30cm ruler;
- Coloured pencils;
- Scientific calculator;
- Pocket size dictionary/thesaurus (electronic dictionaries are not suitable);
- Ear or headphones (these are to be kept at school at all times);
- Pendrive – 2gb minimum, with tie/strap;
- Padlock for locker;
- Compass;
- Protractor;
- Set square.

Secondary School students have a locker at school where they keep their school bags and books. Students do not carry their schoolbags between classes.



## HOME STATIONERY AND KIT LIST

Secondary School students need to be able to work independently at home and will require tools and materials to complete tasks to the best of their ability. It is expected that students will have the following:

- Access to a working computer with Internet access and Microsoft Office;
- Access to a working colour printer;
- Basic stationery materials including a hole punch and stapler;

In order to complete certain tasks - mostly long term projects - your child will benefit from having a stock of additional materials on hand at home:

- Coloured paper and card of various sizes;
- A set of paints and brushes;
- Felt-tipped pens/markers;
- Craft glue.

Occasionally, we may ask students to provide additional materials for specific projects.

## SICKNESS AND ACCIDENTS IN SCHOOL

In the event of a medical emergency, the School Nurse will attend the patient and the parent will be contacted.

If students fall sick or are injured at school, Primary School students will be taken to our medical room and the parent will be contacted. Parents may be contacted to collect their child. If asked to do so, please do this as soon as possible. Rest assured, however, that we will care for your child until your arrival.

If a Secondary School student feels unwell or has a minor injury they must seek permission from their teacher, or the office, to gain a medical slip to visit the nurse. The nurse will attend to the student and document details of action taken on the slip. The slip will then be put in the homework diary for the parent to acknowledge and sign. If the student needs to go home, the nurse will consult with the form teacher and the parent will be informed.

If students are on prescribed medicine from the doctor, and the course is not finished when students return to school, please contact the school nurse for advice.

If a student has any type of ailment, it is very important that you inform the class or form teacher and nurse. Students who suffer from asthma and need to bring inhalers to school must give them to the nurse for safekeeping, together with instructions for use.

We take all allergies seriously. If we have a student with a nut allergy in class, the classroom will become a NUT FREE ZONE.

In the case of an individual outbreak of a highly contagious ailment in school, we will inform all parents of students in that class - and the school community - via the school website.

It is important that you monitor the health of your child and keep them at home if they are sick.

## **TRANSPORT TO AND FROM SCHOOL**

School buses serve various areas within Singapore. Please contact our transport company Johnson Transport and Trading Pte Ltd (JTT) for information about collection times and routes. This is also the case to be able to register your child for the school bus. They can be contacted via their website: [www.owisbus@jtt.com.sg](mailto:www.owisbus@jtt.com.sg) or telephone at 6463 2580.

If you use the bus service, and for some reason your child is not travelling home from school on the bus, please inform the office as soon as possible.

## **LOST PROPERTY**

Please ensure all belongings are labelled with the name of the student. The school has a 'lost property' box which is located in the nurse's room.

## **SECURITY**

OWIS has a 24-hour security service. All visitors should either report to security, at the main gate, or to the school office.

## **COMPLAINTS**

If you have any concerns about the education of your child, please arrange to discuss these with the class teacher. If you are then not satisfied with the response, please contact the respective Coordinators or Principal.

If you have a general complaint about the school, please either email the Principal or contact the office to arrange a meeting to discuss the matter. If you have a complaint about educational resources, please contact the Principal or our Librarian for library resources.

## **FEEDBACK**

As a school we strive to improve continually to provide the best education possible for all our students. Do not hesitate to contact the Principal if you have any suggestions for improvement, or commendations for what you like about our school.