

SCHOOL ADMINISTRATION

General Information

General Office Operating Hours

Term Time

Day	Time
Monday to Friday	7.00 a.m. to 5.30 p.m.
Saturday, Sunday & Public Holiday	Closed

School Holidays

Day	Time
Monday to Friday	7.30 a.m. to 5.00 p.m.
Saturday, Sunday & Public Holiday	Closed

N.B.-All government department and agencies operate on ½ day during New Year Eve, Chinese New Year Eve and Christmas Eve.

To maintain a safe environment for your children, parents are requested to book an appointment to visit the school premises at the following timings

Purchase of books & uniforms* - 2.00 p.m. – 3.00 p.

* School uniform is available for sale at bookshop subject to stock availability.

Meeting with staff at general office/ school - 8.00 a.m. – 12.30 p.m.
3.00 p.m. – 5.00 p.m.

Appointments can be made through your son's Form Teacher or calling the General Office.

School Curriculum Hours

Day	Time
Monday to Friday	7.30 a.m. – 1.30 p.m.

CCA Schedule

Tuesday	2.15 p.m. – 4.15 p.m. 2.15 p.m. – 5.15 p.m. (Brass Band)
Thursday	2.15 p.m. – 4.15 p.m. (Track & Field)

Friday	2.15 p.m. - 4.15 p.m. 2.15 p.m. - 5.15 p.m. (Brass Band)
--------	---

If you require more specific/updated details of the CCA schedule, please refer to the CCA schedule sent via Parent Gateway (PG) or you can check with the CCA teacher i/c of your child's CCA .

Recess Timings are as follows:

Levels	Recess Time
Primary 3	9.00 am to 9.30 am
Primary 2	9.30 am to 10.00 am
Primary 1	10.00 am to 10.30 am
Primary 4	10.30 am - 11.00 am
Primary 5	11.00 am - 11.30 am
Primary 6	11.30 am - 12.00 pm

Snack Break Timing are as follows:

Levels	Snack break
Primary 1 to 4	12.00 pm to 12.10 pm
Primary 5 & 6	9.00 am to 9.10 am

Lunch Break

For Stephenians who need to stay back in school for CCAs/Remedal lessons or Enrichment lessons, lunch will be from 1.30 pm to 2.15 pm. This would be mainly for Primary 3 to Primary 6 Stephenians.

RATE OF MONTHLY SCHOOL & MISCELLANEOUS FEES 2023 (MONTHLY)

	2023			
Nationality	School Fees	Standard Misc Fees	2nd Tier Misc Fees	Total
	\$	\$	\$	\$
SC	Free	6.50	6.50	13.00
PR	255.00	6.50	6.50	268.00
IS (ASEAN)	520.00	6.50	6.50	533.00
IS	885.00	6.50	6.50	898.00

For more information on student admission and updates on fee rate, please visit <https://www.moe.gov.sg/financial-matters/fees>

MOE Financial Assistance Scheme (FAS)

Open to students who are Singapore Citizens and meet the Income Eligibility Criterion.

Income Eligibility Criterion
Gross Household Income (GHI) not exceeding \$3,000 OR Per Capita Income (PCI) not exceeding \$750 Per Capita Income = Total Household Income / No. of Household Members

MOE FAS Application Forms are available from the General Office or through Form Teachers.

Pupils who fail to qualify for MOE FAS can be considered for school based financial assistance.

BENEFIT FOR STUDENTS ON MOE FAS

Item	Primary
School Fee	Not Applicable
Standard Misc Fee	Full waiver of \$6.50 per month
Textbooks	Free textbooks
School Attire	Free school attire
School Meal Subsidy	\$2.60 per meal for 7 meals per school week. (Based on 5 meals for a typical 5 day school week and 2 meals for CCAs/Remedial days when pupils are required to stay in school after dismissal.) School meal subsidy will not be provided on non-schooling days.

Transport Subsidy	65% subsidy of monthly school bus fares for students taking school bus*; or \$17 transport subsidy per month from the month of approval, up to a total of \$204 transport subsidy per annum for students taking public transport^
---------------------------------	---

**The school meal and school bus subsidy will only be provided from the month after your application is approved. There will be no reimbursement or retrospective subsidy for school meals incurred in the months prior or in which your application is approved.*

^The public transport subsidy will be pro-rated based on the number of remaining months in the calendar year after your application is approved.

APPLICATION PROCEDURE

Application forms available from the school. Return the completed form to the school and the school will inform you of the outcome.

PARENTS WITH CHILDREN IN DIFFERENT SCHOOLS

Parents/Guardians need only submit one application form for all their school-going children/wards to one of the schools. The school which receives the application form will inform the parents/guardians of the outcome for all the children.

PRIMARY 6 STUDENTS GOING TO SEC 1 IN 2024

Primary 6 students can apply for MOE FAS for Secondary 1 at their primary schools after the PSLE results are released.

For more information and updates, visit www.moe.gov.sg/education/financial-assistance/

OTHER INFORMATION

STUDENT GROUP INSURANCE POLICY

- All students in the school are covered by the student Group Personal Accident (GPA) insurance policy underwritten by NTUC Income.

- The policy provides 24-Hour Worldwide Accident Coverage related to all school initiated activities and school CCAs.
- Insurance claims can be made online via the GPA portal at <https://studentgpa.incomegroupins.com.sg>

SUMMARY OF CLAIM PROCEDURES

All claims should be submitted within 365 days from the date of accident.

Online Submission

1. Go to Income's GPA portal at <https://studentgpa.incomegroupins.com.sg>
2. Complete online claim form.
3. Upload tax invoice(s), receipts (outpatient/inpatient claims) and required documents.
4. Confirmation email will be sent to parents or students, and school administrator.

Follow Up Claim Submission

1. Go to Income's GPA portal at <https://studentgpa.incomegroupins.com.sg>
2. Click on "New/Follow Up Accident Claim".

Enquiry on Status of Claims

1. Go to Income's GPA portal at <https://studentgpa.incomegroupins.com.sg>
2. Click on "Check Claims Status".

A user guide is also available from the GPA portal above. Click on "User Guide" for detailed instructions on making online claim.

Details of the GPA policy benefits and coverage are available via the GPA portal above. Click on "Product Fact Sheet".

REPLACEMENT FOR LOST, DAMAGED OR FOR MAKING 1ST ISSUE OF THE SCHOOL SMART CARDS

The student should go directly to any of the following TransitLink Concession Card Replacement Offices (CCRO) listed at the website below:

<https://www.transitlink.com.sg/lost-card-replacement>

Alternatively, students can apply for a replacement online at TransitLink website.

The charges¹ for replacement of a lost, damaged or defective School Smartcard are:

Replacement Costs	Lost Card made at CCROs	Lost Card made thru Self-service channels (eg online, mobile or Transitlink Kiosk)	Damaged Card	Defective Card
Administrative Fee	\$13	\$11	Waived	Free replacement
Card Cost	\$5	\$5	\$5	
Personalisation Fee	\$3.10	\$3.10	\$3.10	
Total	\$21.10	\$19.10	\$8.10	\$0

Students should bring with them the following documents¹ for the issue of a School Smart Card under the respective circumstances mentioned below:

	Lost	Technically Faulty or Damaged	Change of Critical Information	1st Issue
Singapore Citizen: Original Identity Card /Passport/Birth Certificate	Yes	Yes	Yes	Yes
Singapore Permanent Resident: Original Identity Card/ Re-entry Permit/ Certificate of Identity	Yes	Yes	Yes	Yes
Foreign Student: Original Foreign Student Immigration Pass	Yes	Yes	Yes	Yes
Technically Faulty/Damaged Card		Yes		
TransitLink Temporary Card (if any)		Yes		
Deed Poll (if applicable)			Yes	
Colour passport size photograph in school uniform	Yes	Yes	Yes	Yes
Application Form (Appendix D) - Available from General Office.				Yes

For more information on card replacement, please visit link at <https://www.transitlink.com.sg/lost-card-replacement>

¹Subject to change please check with Transitlink website <https://www.transitlink.com.sg> for updated information.

SCHOOL SERVICE PROVIDERS

SCHOOL BOOKSHOP (TEL. 6441 1303)

The school bookshop is operated by Pacific Bookstores Pte Ltd

Opening Hours : Mon – Fri 8.30 a.m. – 3.30 p.m.
 Lunch 12.00 p.m. - 1.00 p.m.

Website :- www.pacificbookstores.com

Parents will need to book an appointment between 2.p.m.– 3.00 p.m. if they wish to come to the bookshop.

SCHOOL BUS TRANSPORT SERVICE (TEL. 8656 9889/8869 8853)

The school bus operator for the school is Liberty Resources Pte Ltd. You may contact the bus co-ordinator, Mr Thevar / Ms Mala, for any enquiries on bus transport service.

More details on school bus services can be found at this link :

<https://schadmsvc.moe.gov.sg/schbusoperators/>

SCHOOL DENTAL SERVICES (TEL. 9112 2045)

The School Dental Services provides free basic dental services for our students.

Opening Hours : *Mon to Thu 8.00 a.m. – 5.30 p.m.
 *Fri 8.00 a.m. – 5.00 p.m.
 Lunch 1.00 p.m. - 2.00 p.m.

* Dental clinic will open on even weeks i.e. Term 1 Week 2, Term 2 Week 2.

SCHOOL STUDENT CARE (9821 8990)

The school student care centre is operated by Young Men Christian Association (YMCA). Please contact Ms Selvi at the numbers above.

SCHOOL UNIFORM (TEL. 6747 8037)

Shanghai School Uniform Pte Ltd is the appointed school uniform vendor. School uniforms are available for purchase from the school bookshop.

Parents may also purchase the uniform at Shanghai School Uniform outlet at the following address :-

Shanghai School Uniform Pte Ltd
63, Ubi Avenue 1
#04-09, 63@UBI,
Singapore 408937

Opening Hours:	Mon – Sat	10.00 a.m. - 6.00 p.m.
	Lunch	1.00 p.m. - 2.00 p.m.

Website :- www.shanghai-uniforms.com