

Handbook for Parents (P2 to P6)

MOTTO

"THE BEST IS YET TO BE"

It is a motto that unites all ACSians, in the certainty that challenges of the future will be overcome, that traditions and present effort will allow for the creation for a better future.

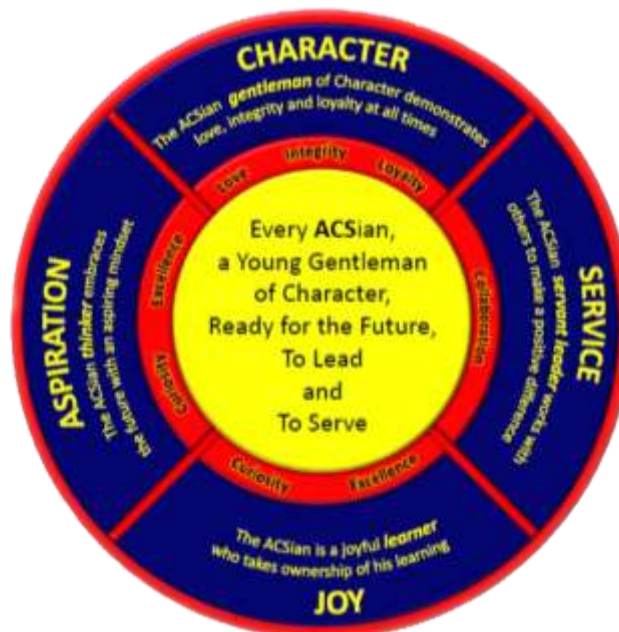
VISION

Every ACSian a young gentleman of character, ready for the future to lead and to serve.

MISSION

To nurture our pupils with a quality, holistic education, rooted in Christian values, that allows each to reach his fullest potential, equipped with life skills to face the future and to serve God and nation.

VALUES



INFORMATION FOR PARENTS

1. School Operating Hours

School hours	
Monday – Friday	7.30am to 1.30pm

2. School Contact Details

Telephone Number	6733 7911
Email Address	acjs@moe.edu.sg
Address	16 Winstedt Road, Singapore 227988

3. Recess

To avoid over-crowding in the Canteen, the staggered recess times and snack breaks are as follows:

Level	Recess Timing	Snack Timing
P1	8.45am to 9.15am	11.45am
P2	9.15am to 9.45am	12.15pm
P3	9.45am to 10.15am	Not applicable
P4	10.15am to 10.45am	Not applicable
P6	10.45am to 11.15am	Not applicable
P5	11.15am to 11.45am	9.15am

The boys are allowed a 10-minute snack time. This is to help tide them over until school dismissal time. We seek your cooperation in packing healthy snacks (dry finger food) or fruits for the 10-minute snack break and encouraging your child/children to take responsibility for the maintenance of the cleanliness of the classroom.

4. Personal Belongings

To help your child with identifying his personal belongings, parents/guardians are encouraged to include labels bearing his name and class on personal belongings (e.g. lunch box, water bottle, wallet/purse, stationery & books). Nametags have to be sewn on the school uniform (white shirt only).

5. Attendance

It is compulsory for every pupil to attend school daily. A pupil who is absent from School is required to submit a Medical Certificate (MC) or a letter of excuse from parents/guardians. Pupils will be punctual for all school activities. Pupils who reach school after 7.30am are considered late.

School hours are from 7.30 am to 1.30 pm. A pupil who leaves the school during curriculum hours must first obtain a permission slip duly signed by the subject teacher at that point of time. The permission slip will then be signed by the parent/guardian who is picking the pupil up and handed in to the receptionist before the pupil is allowed to leave the school. No pupil is allowed to leave the school during curriculum hours without being accompanied by a parent/guardian.

6. Communication with the School

In case you need to reach your son urgently, please call the School office (6733 7911) with your message. We will ensure that it is communicated to your son. Do note that this is for urgent matters only. If your child/ward has forgotten to bring items like books or homework, we would like to discourage parents from bringing 'forgotten' items to school for your son. They will learn to manage if they forget their water bottles or do not bring their assignment/book/CCA attire. If we continually save them from these situations, we deprive them of the opportunity to grow and learn.

Should you need to communicate with your son/s teachers, you may email the teachers or call the school office and leave a message for the teacher to return your call. The email addresses of the teachers will be available on the school website. We seek your understanding that teachers may be teaching at the time you call/ email and may not be able to return your call/email immediately.

7. Wellness Cove

The school Wellness Cove, otherwise known as the Sick Bay, is located just next to the Reception counter in the General Office at the Administration Block. The Wellness Cove is equipped to address the needs of the boys should they feel unwell, or are suffering from cuts/bruises, as they wait to be taken home by their parents/guardians. Please note that the School is **not** allowed to administer or apply medication on any child unless otherwise arranged (eg. Administration of EpiPen for allergies). The school has staff trained in basic first-aid to attend to your child/ ward.

11. School Uniform

The School uniform is to be worn with white shoes and socks. If your son wears track shoes, they should be predominantly white. Primary 1 & 2 boys may wear shoes with Velcro straps. The official school PE tank tops must be worn during PE lessons. The Corporate Shirt is to be worn on Fridays.

12. Chapel

Chapel is held during school hours for all levels.

Levels	Chapel days
P5 & P6	Tuesday
P3 & P4	Wednesday
P1 & P2	Thursday

13. Parents Gateway App

Parents Gateway is an initiative by MOE to enable parents to interact with schools more conveniently on administrative and financial matters. Parents will also be able to use this mobile application to stay updated on school's programme and activities. The Principal and teachers send out information and updates periodically through Parents Gateway. Do ensure that notifications are turned on for the Parents Gateway app so you do not miss out on any relevant updates.

Kindly download the Parents Gateway if you have yet to do so.

iOS: Download Parents Gateway on Apple AppStore

Android: Download Parents Gateway on Android PlayStore

14. POSB Smart Buddy Programme

In tandem with Singapore's vision to become a Smart Nation, the school has implemented a cashless and contactless payment system for our canteen and bookshop. In collaboration with POSB, we have introduced the Smart Buddy Programme. Additionally, the safety of the students is our priority as contactless payment minimizes contact risks, given the current COVID-19 pandemic. We would like to invite 2021 P1 students to participate in this programme. This programme is optional. The school bookshop and canteen stalls will still accept cash payments. You may refer to the handout given for more details in graphics. If you are keen, simply complete the online application form at www.posb.com.sg/acsjunior

*Please note that the Smiley Stamps feature has been suspended until further notice.

15. CCA Matters

It is strongly encouraged for Primary 4 to Primary 6 boys to take part in at least one CCA, which could be a uniformed group, a club or a sport. Primary 3 boys are encouraged to take part in at least one CCA.

For Primary 1 and 2 boys, the school has Program for Active Learning (PAL), which nurtures the boys' character via physical and aesthetics development. Learning for Life Programme (LLP) is also part of our sports curriculum where the boys are introduced to the basics of Rugby and Tennis. Both programmes, which are carried out within curriculum hours, encourage the well-rounded development of our boys and provide varied avenues for our boys to develop social and emotional competencies and values. Boys are encouraged to pursue and specialise in one CCA. They may participate in a second CCA should there be vacancies.

In line with the national direction of reducing early specialization, we have introduced ACSplore, a modular sports programme, from 2020 onwards. This will replace our Recreational Sports CCAs. As of 2021, our Primary 3 and Primary 4 boys are doing modular sports, while our Primary 5 and Primary 6 boys are specializing in a single sport. By 2023, all our Primary 3 to Primary 6 boys who would like to do Recreational Sports CCAs will be doing ACSplore. ACSplore boys who demonstrate the readiness to train at a competitive level will be recommended to join the Training Squad from Primary 4 onwards. These are the boys who might have the opportunity to represent the school in National School Games.

CCAs may take place on any one of the weekdays. This allows for other days be made available for other School programmes and activities, in support of our School policy to provide a holistic education for our pupils. Twice-a-week sessions or more in certain CCAs are meant for boys who are taking the CCA at a competitive level. Boys who are taking a CCA at a non-competitive level are required to attend CCA only once a week unless otherwise stated by the teachers-in-charge for the respective CCA. Please refer to the school website for specific CCA details.

Most CCAs will be held within the school premises with the exception of a few sports which require external facilities specific to the sport, namely Sailing, Swimming and Tenpin Bowling.

Registration of CCAs is done online. Phase 1 takes place in November, Phase 2 takes place in January. Please refer to the instructions given on the registration of CCAs sent via Parents Gateway.

16. After-School Programmes

After-School programmes, which your son may be identified for, will be scheduled as follow:

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
2.00 pm to 3.45 pm	Hinch and Thoburn Programmes (Maths & Science) P3 SDR/ RRP, P4 SDR (2.00pm – 3.00pm)		P3 & P4 SDR (2.00pm – 3.00pm)	Hinch and Thoburn Programmes (Mother Tongue & English) P3 SDR/ RRP, P4 SDR (2.00pm – 3.00pm)	

17. Safety and Security

For the safety and well-being of our students, parents/guardians are only allowed access to the Foyer for drop off or pick up purposes. The teaching blocks are out-of-bounds to parents. Parents/ Guardians must report to the General Office if they are in the school for meetings/consultations with teachers or picking up your child during school hours.

We have a Security Pass System to monitor and manage the movement of Parents and Visitors on the Campus. Parents/ Guardians wearing a Security Pass do not need to sign for a Visitor's Pass at the Security Post. After clearing with the security guards, all parents and visitors are to proceed directly to the General Office. Please note that the security passes are not transferrable. Parents/Guardians are required to visibly display their Security Pass at all times while in the school compound.

To apply for a security pass, you can download the application form from our School website at General Information > Forms.

18. Dropping off and Picking up your child

Arrival in school and Dismissal from school can be daunting and stressful for parents. We seek your kind cooperation to follow the traffic rules and instructions to help us maintain an orderly flow of traffic.

For students who enter the school by foot, they will need to walk along the sheltered walkway and enter the School via the side-gate (Gate 3).

For students who take the school buses, they will be dropped off and picked up in the allocated School bus assembly area in the school compound

There are two locations to drop off and pick up your child/ward if you are driving.

- 1) The sheltered lay-by along Winstedt Road. Please note that the lay-by is used for drop off and pick up only, please do not park in there.

After the boys are dropped off at the lay-by, they are to walk along the sheltered walkway and enter the School via the side-gate (Gate 3).

- 2) The lay-by in front of the Foyer within the School. Please note that vehicles will not be allowed to enter into the School compound after 7.30am. The School gates will be opened after 1.50pm for pick up.

Do note that Winstedt Road is a one-way road. No parking or waiting is allowed on either side of the road – parents in the past have received traffic summons for failing to adhere to these traffic rules.

Traffic & Transportation

Please take note of the following:

- All pedestrians are to use the side-gate (Gate 3) for coming into and leaving the School Campus.
- We seek your understanding that heavy traffic and delays will be expected during the arrival and dismissal timings. Please cooperate with the traffic wardens on duty.
- Our total student population is over 1,650. Many boys will be crossing the road/lay-by every day, so please be careful and considerate if you are driving your son to School.
- The school gates will open at 1.45pm for parents to drive in after the school buses leave the school compound.
- To avoid congestion please let your son alight at, and pick him up from, the sheltered lay-by. Only four cars are allowed to stop at the lay-by at any point of time, along Winstedt Road.
- Parents are encouraged to teach their sons to put their school bags next to them, or on top of their own laps to facilitate a quicker drop-off. Parents are also encouraged to bid their farewell before the child is dropped off, and not while their son is outside the vehicle.
- Do not wait for your son at the lay-by. If you do not see your son at the waiting area, please move ahead and park your vehicle at Newton Hawker Centre car park and walk back to the waiting area to fetch him OR drive one round and re-join the queue to get to the lay-by.

- If your son is being escorted (whether by yourself or someone else) into or out of the School, please ensure that the driver of your vehicle does not wait at the lay-by for you to return. Kindly drive ahead and re-join the queue at the beginning of Winstedt Road.
- Remind your son not to run/go to your vehicle before it reaches the lay-by. This is extremely dangerous.
- Refrain from parking at Monk's Hill Road to wait for your child. This is a narrow road with a dead-end, making it very difficult/near impossible to make a 3-point turn. School buses will be using Monk's Hill Road to turn out onto Winstedt Road so it will be hazardous for parents to park their vehicles or collect their sons along this road.
- The best option is to park at the **open-air public car park next to Newton Food Centre** or **10 Winstedt Road** (building just before ACS Junior).
- Kindly note that part of Monk's Hill Road is designated as a **one-way** carriage from Newton Food Centre into Winstedt Road, from 6.45am to 7.45am and 12.45pm to 1.45pm on weekdays except on Public Holidays and School Holidays. This means that during these times, you are **NOT ALLOWED** to turn right into Monk's Hill Road from Winstedt Road. Do follow the traffic rules to ensure safety for all other road users.

FINANCIAL MATTERS

School Fees, Standard and 2nd tier Miscellaneous fees

Please refer to the table below for the fees payable for students who are Singapore Citizens

Monthly School Fees (\$)	Monthly Standard Miscellaneous Fees (\$)	Monthly 2 nd -tier Miscellaneous Fees* (\$)	Monthly total Fees (\$)
0	6.50	6.50^	13.00

* 2nd-tier Miscellaneous Fees is decided by the schools and is capped at 100% of the Standard Miscellaneous Fees.

^ Singaporean students can use their Edusave Accounts to pay the 2nd-tier Miscellaneous Fees.

Edusave Account

Every Singapore Citizen (SC) will have an Edusave account created automatically for them.

- Every student, who is a Singapore Citizen in MOE-funded schools, will receive \$230 in their Edusave account annually, from Primary 1 to Primary 6 (contribution amount vary from year to year). They will receive annual contributions from the start of their primary school education until they complete their secondary school education.
- Parents are encouraged to use their child's Edusave funds for the payment of 2nd tier miscellaneous fees of \$6.50 every month. After setting aside \$78 (\$6.50 x 12 months) from your child's Edusave account for the 2nd tier miscellaneous fees, your child's Edusave account will have a balance of \$152 which can be used for payment of enrichment programmes organized by the school.
- Parents will receive a statement of account by end of March every year from MOE.
- Your child's Edusave account will be closed in the year they turn 17 years old or when they are no longer studying in an MOE-funded school, whichever happens later. The balance will be automatically transferred to their Post-Secondary Education Account (PSEA).

Edusave Programme Standing Order (EPSO)

You son/ward can use his Edusave funds to pay for both approved fees and school enrichment programmes. Currently, we have to seek your authorisation to make withdrawals from your son/ward's Edusave funds for each school enrichment programme, as and when payment is required.

To save you the trouble of signing and returning the Edusave withdrawal authorisation form multiple times in a year, MOE is introducing the Edusave Enrichment Programme Standing Order (EPSO), akin to the payment of fees using GIRO. With EPSO, you will only need to give authorisation once, for Edusave withdrawals from your son/ward's Edusave funds for enrichment programmes. This one-time Edusave withdrawal authorisation will remain valid throughout your son/ward's school years.

We will continue to seek your consent for your child/ward's participation in our planned programmes for the year, without which no Edusave withdrawals will be made.

If the balance in the Edusave account is insufficient, you can make payment through AXS, cheque or in cash at the General Office. You may also choose to terminate the Standing Order at any time.

Financial Assistance Scheme (FAS)

Financial assistance is provided for needy families. You may download the FAS form from our website: <https://acsj.moe.edu.sg/our-school/general-information/forms> If you require further assistance, you may approach our Admin Manager, Mdm Filza Sarip Udin at Tel: 67337911 or email her at filza_sarip_udin@schools.gov.sg

OTHER ADDITIONAL MATTERS

School Canteen Stalls

There are 8 stalls at the school canteen. The Canteen Committee ensures that the food sold at the School Canteen adheres to the guidelines stipulated by the Health Promotion Board:

1. Muslim Food stall
2. Drink Stall.
3. Snacks Stall.
4. Japanese Food Stall.
5. Local Rice Stall.
6. Vegetarian Stall.
7. Chicken Rice Stall.
8. Western Food Stall.

Food purchases can be made by cash/ POSB Smart Buddy Watch/ POSB Smart Buddy Card / Ezlink card/ Student Concession Card

If your son has special dietary needs, do inform the Form teacher/ Co-Form teacher. Currently, most boys who have special dietary bring their own food to School.

Parents' Support Group

ACS (Junior) is a Methodist Mission School with 135 years of history. Our open and inclusive culture supports and strongly encourages purposeful and sustainable partnerships with our stakeholders and the larger community. Indeed much of our School tradition is anchored on a culture of collaboration which recognises values and embraces a strong partnership with our stakeholders. We enjoy long-standing and firm collaborations with parents, six brother Schools in the ACS Family, the ACS Old Boys' Association, the Methodist Church in Singapore, Cairnhill Methodist Church, institutions in the wider local community as well as schools overseas. The collaborative climate is part of the School culture and having stood the test of time, proved its sustainability.

Our Partnership framework is a lateral one, with many varied interest groups each with their own Group Representative and internal committee. This framework allows for a diverse and wide range of parental and community involvement as each group is free to initiate or volunteer their expertise, resources and support. We enjoy the rich and varied experiences our partners bring, to realise our vision of providing a holistic education for our boys.

An online form will be made available via Parents Gateway at the start of each year for parents to sign up.

OTHER USEFUL INFORMATION

School Contact/ Location:



General Information	
Address	16 Winstedt Road, Singapore 227988
Telephone Number	6733 7911
Fax Number	6734 6518
Email Address	acsj@moe.edu.sg
School Website	https://acsj.moe.edu.sg/
General Office hours	
Monday – Friday	7.00am to 5.00pm
Monday – Friday (During school holidays)	8.00am to 5.00pm
Getting to school	
Bus Services	<u>Bus-stop located along Scotts Road</u> Bus Services: 5, 54, 124, 143, 162, 162M, 167, 518 and 518A <u>Bus-stop located in front of the Esso petrol station along Bukit Timah Road, near the entrance of Winstedt Road</u> Bus Services: 48, 66, 67, 170 and 960.
Nearest MRT	Newton MRT station

OTHER CONTACT INFORMATION:

Vendor	Details												
School Bus	Vendor: Peck Hay Transport (Pte) Ltd If your child requires school bus transport, you can fill in the transport application form found on our school website. Completed forms can be submitted via the following options: • Hardcopy to the General Office • Email the form directly to ph_tpl@yahoo.com You may also contact our school bus transport directly: <table><thead><tr><th><u>Name</u></th><th><u>Designation</u></th><th><u>Contact No</u></th></tr></thead><tbody><tr><td>(1) Ms Katherine Loh</td><td>Transport Admin</td><td>8586 2368</td></tr><tr><td>(2) Mr Michael Lim</td><td>Operation Manager</td><td>9675 8765</td></tr><tr><td>(3) Ms Candy Ang</td><td>Managing Director</td><td>8188-2387</td></tr></tbody></table> Bus vendor will contact parents to confirm on the bus details at the end of the year or before the commencement of the school bus service.	<u>Name</u>	<u>Designation</u>	<u>Contact No</u>	(1) Ms Katherine Loh	Transport Admin	8586 2368	(2) Mr Michael Lim	Operation Manager	9675 8765	(3) Ms Candy Ang	Managing Director	8188-2387
<u>Name</u>	<u>Designation</u>	<u>Contact No</u>											
(1) Ms Katherine Loh	Transport Admin	8586 2368											
(2) Mr Michael Lim	Operation Manager	9675 8765											
(3) Ms Candy Ang	Managing Director	8188-2387											
School Bookshop	Vendor: Popular Book Co (Pte) Ltd Tel: 68387008 Email: acj@popularworld.com To order books online: https://textbook.popular.com.sg/ Operating hours: Mondays to Fridays from 9am to 3pm												
School Uniform	Vendor: Bibi & Baba Pte Ltd Bibi & Baba Shop Add: 545 Orchard Road #02-28 Far East Shopping Centre Singapore 238882 Tel: 6732 7022												

	Operating Hours: Mondays to Saturdays from 10am to 7pm Sundays from 10am to 6pm Made to Measure Order @ Henderson Factory Add: 213 Henderson Road #01-28 Singapore 159553 Tel: 6271 9248 To order uniforms online: https://www.schooluniforms.sg/bb-ac-s-junior
Student Care Centre	Vendor: Epworth Student Care Contact: Ms Julie Chu or Ms Carol Aw: Tel: 6592 2846 or 9727 0614 Email: SCC-ACSJ@epworth.sg Website: www.Epworth.sg
Dental Clinic (Health Promotion Board)	Monday to Thursday: 8.00am – 5.30pm Friday: 8.00am – 5.00pm Lunch: 1.00pm – 2.00pm Note: For urgent or emergency cases during the closing dates, please School Dental Centre at 64353782. The schedule for next year is not out yet. Please call the school General Office for more information.

Site Plan

