



ACS (International)

61 Jalan Hitam Manis, Singapore 278475 Tel: 6472 1477

ACS Starter Pack

Name:

Year and House:

House Master:

House Tutor:

Welcome to ACS (International)!

Dear Student,

A very warm welcome to our school! This is but the beginning of an exciting journey for you. Here at ACS (International), our first day of school might be far away in the past, and we might not really remember all the details, but we still remember the anxiety and trepidation we experienced.

The first 2 weeks at any new school is a strange experience. You have to learn quite a lot about how the school works in a relatively short period of time: how to read the timetable, where rooms are, and making new friends. In a bid to help make those 2 weeks as stress-free as possible, we have produced a handy guide for quick reference. Good luck, ACSian!

(A copy of this booklet may be downloaded from our website – under Potential Students > Welcome Pack. See address overleaf)

School Values

Our school values help define and empower us. They contribute to our sense of purpose and vision, and inspire collective action. Our IGNITE values are:



Inspiration and Impact - Inspiring Individuals, Impacting lives

Godliness

Noble Character

Integrity

Tenacity (= Perseverance)

Excellence

As well as the values identified, IGNITE speaks of 'lighting the flame', the fire of the Holy Spirit, energy and action. All members of the ACS (International) community live by these values.

ACS Heritage and Philosophy

ACS was founded in 1886, and has grown to a family of six schools. The ACS motto is "The Best is Yet to Be". We believe that we are all created by God, and have God-given purpose. This drives our attitude to providing you, our students with as much opportunity as possible so that God's will for each of us may be fulfilled. We are an international school that embraces Singaporean values, so we sing the national anthem at flag-raising every morning.

The ACS Anthem

In days of yore from western shores
Oldham dauntless hero came
and planted a Beacon of Truth and Light
in this island of the Main.

Here may it stand from year to year
Emblem of grand endeavour
the regions round echo the sound
Of A.C.S. forever.

(Chorus)

Sing A.C.S. forever more,
our A.C.S. forever.
God save our land and heaven bless
our A.C.S. forever.

Our students hail from China's plains
and the Land of Rising Sun.
We have many sons from India's strand
and the islands of the Main.

Our hearts our hopes our aims are one.
No discord e'er will sever.
We'll stand together for the cause
of A.C.S. forever.

(Chorus)

Sing A.C.S. forever more,
our A.C.S. forever.
God save our land and heaven bless
our A.C.S. forever.

We know you can Google the rest if you want to, so we'll cut to the chase.

ACS (International) is online!

School Website: <http://www.acsinternational.com.sg>

School Intranet (accessible from school website): <https://intranet.acsinternational.com.sg/api/homepage/>

ACS (International) Facebook page: <https://www.facebook.com/ACSInternationalSingapore/>
(go on, give us a like!)

These are the people you will meet at some point. Here are their names, emails, and where to find them:

● *International students should look out for the \$ symbol – this highlights a person who is particularly helpful for you to know.*

● *See pages 9 and 10 for more information on room numbers e.g.: [OB 1-01]*

Senior Leadership Team

These are the people in charge – you will see them at Assembly and Chapel. You will can approach them about urgent or serious school matters.

Principal	Mr Rob Burrough	rob.burrough@acsinternational.edu.sg
VP (Senior Division – IB students)	Mrs Tan Siew Hoon	siewhoon.tan@acsinternational.edu.sg
VP (Middle Division – Pre-IB, FIB, Year 3 and 4 IGCSE students)	Mr Gavin Kinch	gavin.kinch@acsinternational.edu.sg
VP (Junior Division – Pre-IGCSE, Year 1 and 2 students)	Dr Kris Achter	kris.achter@acsinternational.edu.sg
Head of IT	Mr Chia Choong Kiat	choongkiat.chia@acsinternational.edu.sg

Housemasters (HsM)

Everybody is assigned to a House* – your Housemaster, Deputy Housemaster and House tutor are the first people you should approach if you are facing problems in school.

HsM of Cheong Koon Seng (CKS)	Mr S. Sivarajan [NB 1-01]	s.sivarajan@acsinternational.edu.sg
HsM of Goh Hood Keng (GHK)	Ms Gaye Hazel Kirby [LB 3-01]	gaye.kirby@acsinternational.edu.sg
HsM of Lee Seng Gee (LSG)	Mr Lim Tse Ren [SB 4-03]	tseren.lim@acsinternational.edu.sg
HsM of Oldham (OLD)	Mrs Georgina Patterson [SB 1, PE Office]	georgina.patterson@acsinternational.edu.sg
HsM of Tan Chin Tuan (TCT)	Mdm Chin Siew Lin [NB 3-02]	siewlin.chin@acsinternational.edu.sg
HsM of Thoburn (THO)	Mr Billy Molloy [SB 1, PE office]	billy.molloy@acsinternational.edu.sg
HsM of Tan Kah Kee (TKK)	Mr Peter Talbot [LB 5-05]	peter.talbot@acsinternational.edu.sg
HsM of Shaw Vee Meng (SVM)	Mr Ian Parry [OB 2-03, Science Office]	ian.parry@acsinternational.edu.sg

**You can head over to our website or Google to find out more about the ACS heroes we have named our Houses after.*

Use the space below to record your House Tutor's email address:

House Tutor:

Email:

Division Coordinators (DC)

These people will also be looking after your grades and overall welfare.

Senior DC (IBDP)	Ms Alka Hingle	alka.hingle@acsinternational.edu.sg
Middle DC (IGCSE: Pre-IB, FIB, Y3, 4)	Ms Pamela Ng	pamela.ng@acsinternational.edu.sg
Junior DC (Pre-IG, Y1, 2)	Ms Lim Lay Pian	laypian.lim@acsinternational.edu.sg

Key Personnel

These people are important if you need any help with subject-related matters, and if your own subject teacher is not around.

IB Coordinator	Ms Carol Ling [IB Office]	carol.ling@acsinternational.edu.sg
HoF Arts	Mdm Chang Hung Tho [LB 5-04]	hungtho.chang@acsinternational.edu.sg
HoF English	Mr Peter Thompson [NB 2-07]	peter.thompson@acsinternational.edu.sg
Assistant HOF English	Ms Linda Lauv [NB 2-02]	linda.lauv@acsinternational.edu.sg
HoF ESOL	Mr Christopher Bossan [LB 3-06]	christopher.bossan@acsinternational.edu.sg
HoF Humanities	Mr Tien Chan [NB 2-05]	tien.chan@acsinternational.edu.sg
Assistant HOF Humanities	Ms Alice Wong [NB 1-07]	alice.wong@acsinternational.edu.sg
HoF Languages	Mdm Koh Leng Khim [LB 3-05]	lengkhim.koh@acsinternational.edu.sg
Assistant HOF Languages	Mdm Koh Leng Leng [LB 4-01]	lengleng.koh@acsinternational.edu.sg
HoF Mathematics	Mr Raghuraman PC [OB 3-06]	raghu.PC@acsinternational.edu.sg
Assistant HOF Mathematics	Mr Charles Lee [OB 4-05]	charles.lee@acsinternational.edu.sg
HoF P.E.	Mr Michael Patterson [SB 1, PE Office]	michael.patterson@acsinternational.edu.sg
Assistant HOF P.E. and PSHE Coordinator	Ms Kerry Sibson [SB 1, PE Office]	kerry.sibson@acsinternational.edu.sg
HoF Science	Mdm Susan Ong Saw Wan [Ch 1-01]	susan.ong@acsinternational.edu.sg
Assistant HOF Science	Mr Kent Kor [Ph 2-03]	kent.kor@acsinternational.edu.sg
Science Coordinator (for Junior Division)	Ms Low Lin Da [Bi 1-03]	LinDa.low@acsinternational.edu.sg
Head of Examinations	Mr Gregory Goh [OB 4-08]	gregory.goh@acsinternational.edu.sg
Assistant Examinations Officer	Ms Analiza Garcia [Ph 1-01]	analiza.garcia@acsinternational.edu.sg

Key Personnel (continued)

TOK Coordinator	Mrs Rebecca Mok	rebecca.mok@acsinternational.edu.sg
EE Coordinator	Mrs Rhevatee Gobin [Bi 2-02]	rhevatee.gobin@acsinternational.edu.sg
CAS Coordinator	Ms Jamuna Madhav [NB 1-03]	jamuna.madhav@acsinternational.edu.sg
Global Perspectives & IIE Coordinator	Mr Mark Ritchie [NB1-05]	mark.ritchie@acsinternational.edu.sg
Service/Overseas Trip Coordinator	Mr Antonio Inigo [Bi 1-02]	antonio.inigo@acsinternational.edu.sg
Teacher Librarian	Ms Emma Murray [NB 2-01]	emma.murray@acsinternational.edu.sg
Academic Research Coordinator	Ms Ceri Sinnett [LB 3-07]	ceri.sinnett@acsinternational.edu.sg
Adventure Camps and NYAA Coordinator	Ms Gemma Adderley [SB 1, PE Office]	gemma.adderley@acsinternational.edu.sg
Head of Interest Group CCAs	Dr. Kris Acter [Admin Office]	kris.achter@acsinternational.edu.sg
Head of Arts CCAs	Mdm Chang Hung Tho [LB 5-04]	hungtho.chang@acsinternational.edu.sg
Head of Sports CCAs	Mr Michael Patterson [SB 1, PE Office]	michael.patterson@acsinternational.edu.sg

Academic and Pastoral Support

These people are important. You will probably meet all of them at some point.

International Student Pastoral Care Coordinator (ISPC)	Ms Stacey Low [SB 4-01]	stacey.low@acsinternational.edu.sg
If you are an international student, you will be seeing Ms Stacey quite often. She liaises with guardians and helps students arrange for homestay or boarding.		
Counsellor	Ms Chantal Roux [SB 3-01]	chantal.roux@acsinternational.edu.sg
If you are having problems or just want someone to talk to in a non-judgemental environment, find Ms Chantal. Alternatively, you can seek out your HsM, House Tutor, or a Chaplain.		
Learning Support Counsellor	Ms Adina Wong [LB1, next to IT office]	adina.wong@acsinternational.edu.sg
If you have special education needs, the Learning Support Counsellor can help you manage your study strategies.		
Higher Education and Career Advisor	Ms Soakvinder Kaur (Rita) [LB 6]	rita.kaur@acsinternational.edu.sg
If you have any questions about University and advice on careers, Ms Rita is the one to approach. She helps you with testimonials too.		
Higher Education and Career Administrator	Ms Nedyalka Stoilova (Nelly) [LB 6]	nelly.stoilova@acsinternational.edu.sg
Assistant to Ms Rita		
Head of IT	Mr Chia Choong Kiat [LB 1, IT office]	choongkiat.chia@acsinternational.edu.sg
Mr Chia is the person to go to for Managebac and Firefly issues.		
IT Administrator	Ms Lincy Rainald [LB 1, IT office]	lincy.rainald@acsinternational.edu.sg
Ms Lincy will sort you out if you have forgotten your passwords for the student and parent portals (please try not to).		

Admission and Administration

This isn't a complete list of the other people working behind the scenes – but it is a list of people you will want to find when you need something pretty important. You can find them in the Admin Office.

Director of Marketing and Admissions §	Mr Joseph Ng	joseph.ng@acsinternational.edu.sg
You've probably already met him during your application process – he can answer any questions about our admissions process.		

Bursar	Mr Jeremy Kwai	jeremy.kwai@acsinternational.edu.sg
If you have any questions about school fees, you can check with Mr Jeremy or Ms Jesslyn in the Accounts team.		
Principal's Secretary	Ms Stella Sim	stella.sim@acsinternational.edu.sg
Academic Secretary	Ms Manwant Kaur	manwant.kaur@acsinternational.edu.sg
You will need to see her when you request for transcripts and testimonials.		
Admissions Officer §	Ms Serene Lim	serene.lim@acsinternational.edu.sg
Ms Serene can help you with questions about student passes.		
Data Management Assistant	Ms Rosdiawati Bte Hamdan	rosdiawati@acsinternational.edu.sg
Ms Ros does a lot of things, including generating studentship certificates and helping Singaporean students get their student transport cards.		
Admin Officer	Ms Helen Koo	helen.koo@acsinternational.edu.sg
Ms Helen does general enquiries, and if you don't know who you should be looking for, or have gotten lost in school, you can look for her. The lost and found is also at reception.		

Medical Aid

Nurse Pauline can be found at the Medical Centre, Sports Block Level 1, near the PE office (see page 11).

Staff Nurse	Ms Pauline Tang	pauline.tang@acsinternational.edu.sg
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Church Leaders

Chaplain-in-charge	Rev Joel Yong	joel@hvmc.sg
Chaplain	Rev Loretta Lim	loretta@hvmc.sg
Christian Ministry Staff	Mr Roger Teo	roger@hvmc.sg

Shape of the Week

This is an overview of the week, and indicates where important periods are.

Period	Time	Monday	Tuesday	Wednesday	Thursday	Friday
Meeting Time	8.00 – 8.40	Tutor	Staff Collaboration/ Student Activities	Tutor	Tutor	Tutor
		House / IB Core	Tutor (8.35)	Assembly Division		Chapel
1	8.45 – 9.45					
2	9.55 – 10.55					
3a	11.00 – 12.45	Junior School Lunch (10.55 - 11.45) / Senior School Period 3 (11.00 - 12.00)				
3b		Senior School Lunch (12.00 – 12.50) / Junior School Period 3 (11.45 - 12.45)				
4	12.50 – 1.50					
5	2.00 – 3.00					
	3.05 – 3.35	Staff Briefing	Student Consultation / Support			
CCA1	3.40 – 4.40	Staff Collaboration				
CCA2	4.40 – 6.00					

A note on how to read your timetable and its abbreviations:

This is an example of a class as represented in your timetable.

Integrated Humanities 1-IH-X Miss Mak [SB3-03]	English Language 3-ELa-1 Mr Dickins [NB2-03]	Biology HL 6-BiHL-3 Ms Sharma [Bi2-01]
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- The first line always shows the subject of the class.
- The second line is the name of your class in the format: Year – Subject Abbreviation – Class letter/number
- The third line is the name of your subject teacher, and the classroom in which your class will be held. This is usually the teacher's homeroom, but not all teachers have a homeroom and may be found in other rooms such as the Science Office and the PE Office.

List of Classroom Abbreviations[†]:		Back Gate Opening Times (term time only)[†]:	
OB	Old Block	Gate B & C	Morning: 6.00am – 8.00am
NB	New Block (Foo Hee Lim Block)		After school: 3.00pm – 5.30pm
LB	Library Block (Darren Loh Block)		
SB	Sports Block		
Bi	Biology Lab (OB)		
Ch	Chemistry Lab (OB)		
Ph	Physics Lab (OB)		
MS	Music Studio		

[†]See map, insert.

<u>Books and Uniforms:</u>	<u>Uniform Vendor:</u>
<p>Popular Bookstore: Located behind the canteen, next to the Student Centre. See the inserted map for more details.</p> <p>Tel: 6471 2127</p> <p>Opening Hours: Mon – Fri: 9am to 4pm Closed on weekends and PH</p> <p>*Please note that these operating hours apply only to term time, and not school holidays.</p>	<p>Bibi & Baba Private Limited 545 Orchard Road, #02-28, Far East Shopping Centre Singapore 238882 Tel: 6732 7022 Fax: 6835 4979</p> <p>Opening Hours Mon - Sat : 10am to 7.30pm Sun : 10am to 6pm</p> <p>*Uniforms may also be purchased from the school bookstore. You can only get the PE uniform from the bookstore, as they are not sold by Bibi & Baba. *You can also purchase a school tie from the reception.</p>

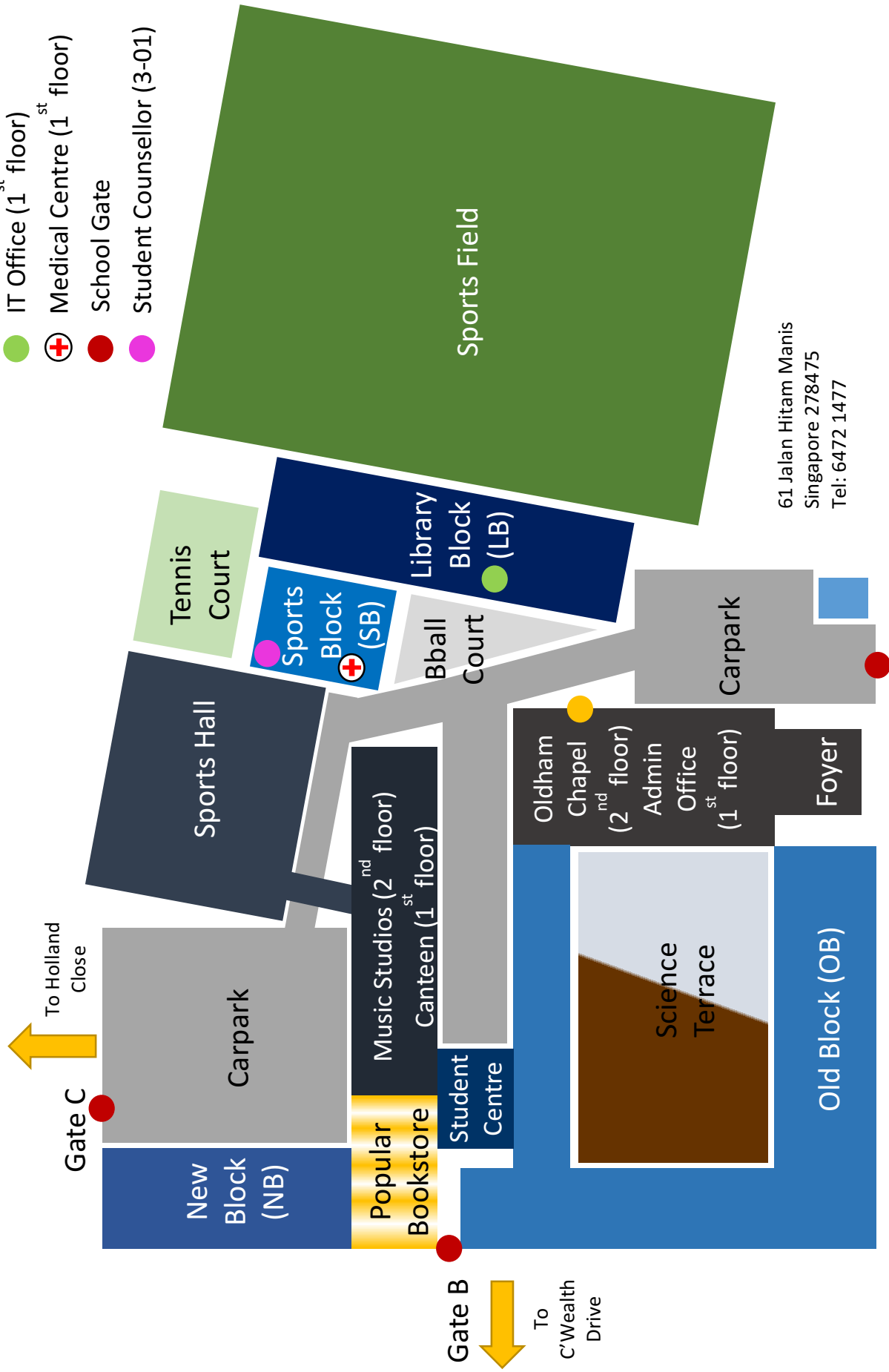
Item Checklist:

Every student should have the following by the time classes begin. Here is a checklist for you to make sure that you have everything!

- Timetable
- ISAMS login details
- Firefly login details
- Managebac access
- Student card
- Formal Attire (ordered)
- Laptop connected to the school Wifi
- Know who to find if you don't have any of the above

School Map (Not to scale)

- IB Office (1st floor)
- IT Office (1st floor)
- ⊕ Medical Centre (1st floor)
- School Gate
- Student Counsellor (3-01)



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