

2023

IB Student Starter Pack



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THE PRINCIPAL'S WELCOME MESSAGE

Dear Students,

A warm welcome to ACS (International)'s IB Diploma Programme. This is but the beginning of an exciting two-year journey for you.

You have joined a great school with many opportunities and challenges extended to every student in order for them to achieve their potential. We are very proud of the many features which make us quite special including our strong academic performance in the IGCSE and IB Diploma international curricula, the equal mix of local and international students and staff, giving us the best of both worlds, and the all-round holistic education underpinned by our dual Christian and ACS heritage.

We regard ourselves as a family. The concept of family is important to all cultures and in this diverse and inclusive school, we look forward to supporting, encouraging and challenging all students to achieve to their potential in every aspect of school life. We are confident that you too will enjoy being a part of the ACS (International) family and we wish you every success in achieving your hopes, dreams and goals.

This booklet contains much information to assist you in your IB learning journey. The first few weeks are crucial for a good start, to feel the ground and to know who to seek help from. Those students who perform very well in the IBDP invariably start working hard straightaway, as opposed to easing into the programme over the first few months. Please read this starter pack carefully to ensure maximum success at school and in your IB learning journey.

ACS (International) graduates are confident, successful and well prepared for the future. They will have a positive and increasingly significant impact in local, national and international contexts. We look forward to working together to "Nurture Future Leaders and Global Citizens in our Christian Community". The Best Is Yet To Be!

Yours sincerely,

Gavin Kinch
Principal

ABOUT US

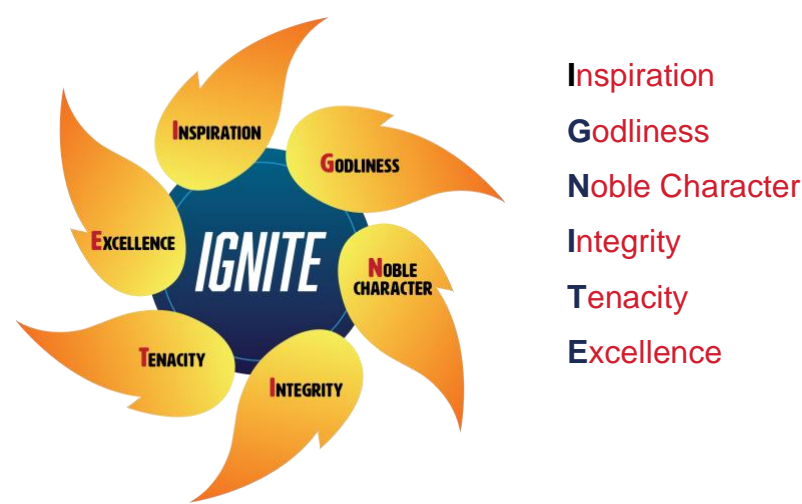
Heritage and Philosophy

Anglo-Chinese School (ACS) has shaped the lives of hundreds of thousands of students since its founding in 1886. Today it has grown to family of six fine schools in Singapore and one school in Indonesia.

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 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.

Values

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



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.

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.*

*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.*

*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

(Chorus)



IB learner profile

The aim of all IB programmes is to develop internationally minded people who, recognizing their common humanity and shared guardianship of the planet, help to create a better and more peaceful world.

As IB learners we strive to be:

INQUIRERS

We nurture our curiosity, developing skills for inquiry and research. We know how to learn independently and with others. We learn with enthusiasm and sustain our love of learning throughout life.

KNOWLEDGEABLE

We develop and use conceptual understanding, exploring knowledge across a range of disciplines. We engage with issues and ideas that have local and global significance.

THINKERS

We use critical and creative thinking skills to analyse and take responsible action on complex problems. We exercise initiative in making reasoned, ethical decisions.

COMMUNICATORS

We express ourselves confidently and creatively in more than one language and in many ways. We collaborate effectively, listening carefully to the perspectives of other individuals and groups.

PRINCIPLED

We act with integrity and honesty, with a strong sense of fairness and justice, and with respect for the dignity and rights of people everywhere. We take responsibility for our actions and their consequences.

OPEN-MINDED

We critically appreciate our own cultures and personal histories, as well as the values and traditions of others. We seek and evaluate a range of points of view, and we are willing to grow from the experience.

CARING

We show empathy, compassion and respect. We have a commitment to service, and we act to make a positive difference in the lives of others and in the world around us.

RISK-TAKERS

We approach uncertainty with forethought and determination; we work independently and cooperatively to explore new ideas and innovative strategies. We are resourceful and resilient in the face of challenges and change.

BALANCED

We understand the importance of balancing different aspects of our lives—intellectual, physical, and emotional—to achieve well-being for ourselves and others. We recognize our interdependence with other people and with the world in which we live.

REFLECTIVE

We thoughtfully consider the world and our own ideas and experience. We work to understand our strengths and weaknesses in order to support our learning and personal development.

The IB learner profile represents 10 attributes valued by IB World Schools. We believe these attributes, and others like them, can help individuals and groups become responsible members of local, national and global communities.



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THE DIPLOMA POINTS MATRIX

		Theory of knowledge					
		Grade A	Grade B	Grade C	Grade D	Grade E	No grade N
Extended essay	Grade A	3	3	2	2	Failing condition	Failing condition
	Grade B	3	2	2	1	Failing condition	Failing condition
	Grade C	2	2	1	0	Failing condition	Failing condition
	Grade D	2	1	0	0	Failing condition	Failing condition
	Grade E	Failing condition	Failing condition	Failing condition	Failing condition	Failing condition	Failing condition
	No grade N	Failing condition	Failing condition	Failing condition	Failing condition	Failing condition	Failing condition

AWARD OF THE IB DIPLOMA

All assessment components for each of the six subjects and the additional Diploma requirements must be completed in order to qualify for the award of the IB Diploma, except under the conditions stipulated in articles 18 and 19 of these regulations.

The IB Diploma will be awarded to a candidate provided all the following requirements have been met.

- CAS requirements have been met.
- The candidate’s total points are 24 or more.
- There is no “N” awarded for Theory of Knowledge, the Extended Essay or for a contributing subject.
- There is no grade E awarded for Theory of Knowledge and/or the Extended Essay.
- There is no grade 1 awarded in a subject/level.
- There are no more than two grade 2s awarded (HL or SL).
- There are no more than three grade 3s or below awarded (HL or SL).
- The candidate has gained 12 points or more on HL subjects (for candidates who register for four HL subjects, the three highest grades count).
- The candidate has gained 9 points or more on SL subjects (candidates who register for two SL subjects must gain at least 5 points at SL).
- The candidate has not received a penalty for academic misconduct from the Final Award Committee.

FORM OF THE RESULTS

Successful IB Diploma candidates will receive an IB Diploma and a document entitled “Diploma Programme (DP) Results” listing the total IB Diploma points score, the subject grades, confirmation of the completion of all CAS requirements and any points awarded and individual grades for the combination of Theory of Knowledge and the Extended Essay.

A Bilingual IB Diploma will be awarded to a successful candidate who fulfils one or both of the following criteria:

- completion of two languages selected from Group 1 with the award of a grade 3 or higher in both.
- completion of one of the subjects from Group 3 or 4 in a language that is not the same as the candidate’s Group 1 language. The candidate must attain a grade 3 or higher in both the Group 1 language and the subject from Group 3 or 4.

An IB Diploma Candidate who fails to satisfy the requirements for the award of an IB Diploma will receive DP Course Results indicating the grades obtained in individual subjects, together with results in Theory of Knowledge and the Extended Essay, and confirmation of the completion of all CAS requirements, as appropriate.

Source: <http://www.ibo.org/globalassets/publications/become-an-ib-school/dp-general-regulations-en.pdf>

ACADEMIC CALENDAR

ACS (International) Term Dates 2023

2023	M	T	W	Th	F	Sa	Su	M	T	W	Th	F	Sa	Su	M	T	W	Th	F	Sa	Su	M	T	W	Th	F	Sa	Su	M	T	W	Th	F	Sa	Su
Jan	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31					1
Feb			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28					
Mar			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	1	2
Apr	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30							
May	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31				
June				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	1	2
July	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31						
Aug		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31			
Sept					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	1
Oct	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31					
Nov			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30			
Dec					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31

School holidays

Public holidays

Teacher Only Days & New Student Orientation

Friday 6 January: 9am all students except Year 5 non-DSA

Final School Day for Yrs 1 - 5 & Speech Day Prize Giving

Year 1, 2 and 3 Camp Week

Year 6 Graduation

Year 6 Prom (TBC)

Teacher Only Days

Singapore Public Holidays 2023

New Year's Day	Sunday	1 January
New Year's Day (PH)	Monday	2 January
Chinese New Year	Sunday	22 January
	Monday	23 January
Chinese New Year (PH)	Tuesday	24 January
Good Friday	Friday	7 April
Hari Raya Puasa	Saturday	22 April
Labour Day	Monday	1 May
Vesak Day	Friday	2 June
Hari Raya Haji	Thursday	29 June
National Day	Wednesday	9 August
Deepavali	Sunday	12 November
Deepavali (PH)	Monday	13 November
Christmas Day	Monday	25 December

TERM START DATES

Term 1

School Starts

Date	Information	Time
6 January 2023 (Friday)	Tutor Group Meetings for distribution of timetable, checking of iSAMS details, ice breaker games, goal setting, etc. for all students in Year 5 DSA.	9:00am to 10:15am
	IB Induction Part 1 for Year 5 DSA.	10:30am to 12pm
	Students with subject and timetable issues to see the DC.	12pm to 2pm

Term 1

Lesson Starts

Date	Information	Time
9 January 2023 (Monday)	House Assemblies/ House Tutor Time	8:00am
	Period 1 begins, followed by regular timetable.	8:45am

SHAPE OF THE WEEK

The generic school’s operating hours and timetabling structure is shown below:

Period	Time	Monday	Tuesday	Wednesday	Thursday	Friday
Meeting Time	8:00am – 8:40am	Tutor	Staff Collaboration/ Student Activities	Tutor	Tutor	Tutor
		House/ IB Core	Tutor (8:35am)	Assembly Division		Chapel
1	8:45am – 9:45am					
2	9:55am – 10:55am					
3a	11:00am – 12:45pm	Junior School Lunch (10:55am – 11:45am) / Senior School Period 3 (11:00am – 12:00noon)				
3b		Senior School Lunch (12:00noon – 12:50pm) / Junior School Period 3 (11:45am – 12:45pm)				
4	12:50pm – 1:50pm					
5	2:00pm – 3:00pm					
	3:05pm – 3:35pm	Staff Briefing	Student Consultation / Support			
CCA1	3:40pm – 4:40pm	Staff Collaboration				
CCA2	4:40pm – 6:00pm					

SCHOOL UNIFORM / ATTIRE

Uniform

- The full school uniform must be worn with the school badge at all times.
- No coloured vests/singlets must be worn underneath the school uniform.
- Boys' white shirt must be tucked in at all times.
- Boys' trousers must not be altered to make them taper fit or slim fit.
- Boys' trousers must cover the ankles.
- Girls' skirt length must not be more than 6 cm above the top of the knees.
- School polo shirt is allowed on non Chapel days.
- School hooded cardigan/jacket is an optional attire for students if they wish to wear an additional garment in school (but no CCA or trip hoodie/jacket is allowed during school days).
- The regulated PE kit must be worn for PE lessons.
- Students may not wear PE kit to school or to lessons/Tutor Time/Assembly/Chapel.

Footwear

- White short socks must be worn.
- Plain ALL white or black school shoes must be worn, e.g. NO coloured logos.
- Slippers/sandals must not be worn unless a doctor's letter is provided.

Hair

- Outlandish hairstyles are not allowed.
- Dyed hair is discouraged. All-over dye will only be tolerated if it is close to the student's natural hair colour; highlights must be minimal and in natural hair colours.
- Boys' hair must be clear of the collar, ears, eyebrows and must be neat and tidy at all times.
- Boys must be clean-shaven at all times, except for validated religious observance reasons.
- Girls' hair must be neat and tidy at all times. All hair accessories must be ALL black, white or any other school colour.

Others

- Tattoos and body piercings are not allowed.
- Make-up (including false eyelashes or eyelash extension) is not allowed.
- Boys may not wear ear studs.
- Girls may wear one pair of discreet single ear studs or sleepers earrings.
- Girls may use clear nail varnish only.

Chapel Days (Every Friday)

- White shirt or white blouse, together with tie, must be worn.

Formal School Events

The formal wear attire is compulsory for all students and must be worn on formal school events such as Founder's Day, Student Leadership Investiture and Speech Day and when students represent the school externally. Hair must be tied up for girls.

Any requests for special consideration with regards to attire and grooming guidelines should be submitted in writing to the school. Such requests should be supported by relevant documentation and will be considered on a case-by-case basis by the school's disciplinary panel.

**Note: 3-strike policy: Any student who has been booked for inappropriate attire for three or more times per term will be referred to their HsM for sanctions.*

Other School Attire



ACS Polo Shirt
(Female)



IB Chapel Attire
(Female)



Female Chapel Attire
(Years 1 to 4)



IB Formal Attire
(Female)



Female Formal Attire
(Years 1 to 4)



ACS Polo Shirt
(Male)



IB Chapel Attire
(Male)



Male Chapel Attire
(Years 1 to 4)



IB Formal Attire
(Male)



Male Formal Attire
(Years 1 to 4)

Where to Purchase School Uniform/Attire

New students will need to purchase their uniform before school starts at the school bookshop or directly from the supplier's shop.

Popular Book Store (School)

Located behind the canteen, next to the Student Centre

School terms: 9am to 4pm (weekdays)

School holidays: 10am to 3pm (*Please call the General Office to check on the business hours.)

Bibi&Baba Private Limited (Supplier)

545 Orchard Road #02-28 Far East Shopping Centre Singapore 238882

Phone: (65) 6271 9248

Email: uniforms@bibibaba.com.sg

Business hours: Mon to Sat: 10am to 7:30pm, Sun: 10am to 6pm

School Shoes Guidelines



All white or all black
Smart
In good condition



Mixture of black and white
Markings in other colours
Visible soles of a different colour
Dirty or in a poor condition



SCHOOL UNIFORM / ATTIRE

Bibi&Baba Private Limited
545 Orchard Road, #02-28
Far East Shopping Centre
Singapore (238882)
Tel: 6732 7022; Fax: 6835 4979

Opening Hours
Mon – Sat: 10am to 7pm
Sun: 10am to 6pm



DAILY WEAR MEASUREMENT FORM

Name			Class		
Address			Mobile No.		
Date		Fax/Email			

SHIRT W/ NEW EMBROIDERY		White CVC Oxford (193259)								\$14.50	S\$
SIZE	12	13	14	14 ½	15	15 ½	16	16 ½	17		
QUANTITY											

LONG PANTS W/O PLEATS		Midnight Blue TR Suiting (188963)										
		S \$19.30				\$21.40			\$23.50		S\$	
SIZE	26	27	38	29	30	32	34	36	38	40		
QUANTITY												

BLOUSE W/ NEW EMBROIDERY		White CVC Oxford (193535)								\$15.50	S\$
SIZE	12	13	14	14 ½	15	15 ½	16	16 ½			
QUANTITY											

CULOTTES SKIRT W/ WRAP-OVER		Midnight Blue TR Suiting (189804)							\$17.10	S\$
SIZE	XS	S	M	L	XL	2XL				
QUANTITY										

POLO T-SHIRT		100% Cotton White							\$15.00	S\$
SIZE	XS	S	M	L	XL	2XL				
BOYS (191694)										
GIRLS (191695)										

HOUSE T-SHIRT			100% Cotton White					\$15.00	S\$
COLOUR/ HOUSE/ SIZE			XS	S	M	L	XL	2XL	
NAVY	TKK	193771							
GREEN	THOBURN	193772							
RED	OLDHAM	193770							
TURQUOISE	CKS	193765							
YELLOW	GHK	193766							
ORANGE	TCT	193769							
GREY	SVM	193773							
PURPLE	SVM	193768							

HOODIE		CVC 80/20 Fleece (191274)							\$17.10	S\$
SIZE	XS	S	M	L	XL	2XL				
QUANTITY										

ACCESSORIES					Price	Qty	S\$
ACS TIE					Tri-colour 100% Polyester (188929)	\$S8.55	

Prices include GST. Made to measure: 1 Size up/down – 50% upcharge; our sizes – 100% upcharge (min 2pcs)

Total Payment Due For: _____ pieces S\$ _____

SCHOOL UNIFORM / ATTIRE

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545 Orchard Road, #02-28
Far East Shopping Centre
Singapore (238882)
Tel: 6732 7022; Fax: 6835 4979

Opening Hours
Mon – Sat: 10am to 7pm
Sun: 10am to 6pm



FORMAL WEAR MEASUREMENT FORM

Name		Class	
Address		Mobile No.	
Date	Fax/Email		

BOYS

BOYS LONG SLEEVED SHIRT		White CVC Poplin w/ Placket (190409)							\$26.80	S\$
SIZE	13	14	14 ½	15	15 ½	16	16 ½	17		
QUANTITY										

BOYS LONG PANTS W/O PLEATS					White 100% Polyester Gebardine (189803)					\$26.80		S\$
	S \$19.30					\$21.40			\$23.50		S\$	
SIZE	26	27	38	29	30	32	34	36	38	40		
QUANTITY												

JACKET W/ EMBROIDERED BADGE		Midnight Blue TR Suiting (189801)							\$95.20	S\$
SIZE	2XS	XS	S	M	L	XL	2XL			
QUANTITY										

GIRLS

GIRLS LONG SLEEVED BLOUSE		White CVC Oxford (190410)							\$26.80	S\$
SIZE	13	14	14 ½	15	15 ½	16	16 ½	17		
QUANTITY										

PLEATED SKIRT (UNLINED)		White 100% Polyester Gebardine (189932)							\$41.70	S\$
SIZE	2XS	XS	S	M	L	XL	2XL			
QUANTITY										

JACKET W/ EMBROIDERED BADGE		Midnight Blue TR Suiting (189801)							\$95.20	S\$
SIZE	2XS	XS	S	M	L	XL	2XL			
QUANTITY										

ACCESSORIES

		Price	Qty	S\$
ACS TIE	Tri-colour 100% Polyester (188929)	S\$8.55		
ACS HANKERCHIEF	Red TC Poplin (190264)	S\$8.55		

Prices include GST.
Made to measure: 1 Size up/down – 50% upcharge; our sizes – 100% upcharge (min 2pcs)

Total Payment Due For: _____ pieces S\$ _____

CORE TEAMS

Senior Leadership Team

The Senior Leadership Team provides the school with the oversight it needs to guide the teachers and students to achieve at the highest levels.

Role	Name
Principal	Mr Gavin Kinch
VP (Senior Division) – Oversees IB students, Student leadership matters	Mrs Tan Siew Hoon
VP (Middle Division) – Oversees Pre IB, FIB, Year 3 and 4 IGCSE students	Mr Christopher Hayward
VP (Junior Division) – Oversees Pre IGCSE, Year 1 and 2 students	Dr Kris Achter
Director of Administration – Oversees IT and security matters, and academic reports	Mr Chia Choong Kiat

The House System

The school has established a House system to ensure that all aspects of a student's life are catered for in line with the school's Vision and Mission. Each student will be assigned to a House and informed of their Head of House and Tutor during Orientation. They will meet with their Head of House and House Tutor formally on the first day of school where they will receive their final timetable and can clarify any area in doubt.

New students with older siblings, or who have come from an ACS school, will be placed in the same house.

Heads of House

The Heads of House (HoH) have a coordinating role for all activities, and also oversee all pastoral aspects of the school including attendance and discipline. They are supported by House Tutors. Each House Tutor looks after approximately 20 students of the same year level. **The House Tutors and HoH should be the first point of contact with the school.**

An informal “Meet the Tutor” meeting is held in Term 1 for parents.

House	Name	Email
CKS	Mr S. Sivarajan	s.sivarajan@acsinternational.edu.sg
GHK	Ms Gaye H. Kirby	gaye.kirby@acsinternational.edu.sg
LSG	Mr Lim Tse Ren	tseren.lim@acsinternational.edu.sg
OLD	Ms Koh Leng Leng	lengleng.koh@acsinternational.edu.sg
SVM	Mr Charles Lee	charles.lee@acsinternational.edu.sg
THO	Ms Low Lin Da	linda.low@acsinternational.edu.sg
TCT	Ms Cheryl Seah	cheryl.seah@acsinternational.edu.sg
TKK	Mr Peter Talbot	peter.talbot@acsinternational.com.sg

Division Coordinators

Each Division Coordinator (DC) is in charge of one division and responsible for timetable and academic matters of the level.

Division	Name	Email
Junior Division (Pre IGCSE, Year 1 and 2 students)	Mrs Lim-Tan Lay Pian	laypian.lim@acsinternational.edu.sg
Middle School (Pre IB, FIB, Year 3 and 4 IGCSE students)	Ms Pamela Ng	pamela.ng@acsinternational.edu.sg
Senior Division (IB students)	Ms Alka Hingle	alka.hingle@acsinternational.edu.sg

CORE TEAMS

Heads of Faculty

The school is organised into eight faculties, each being led by a Head of Faculty (HoF) and an Assistant HoF (where appropriate), covering a different area of academic discipline. You can approach them if you need any help with subject-related matters, or if your subject teacher is not available.

Role	Name	Email
IB Coordinator (IBC)	Ms Carol Ling	carol.ling@acsinternational.edu.sg
HoF Arts	Mdm Chang Hung Tho	hungtho.chang@acsinternational.edu.sg
HoF English	Mr Peter Thompson	peter.thompson@acsinternational.edu.sg
Assistant HoF English	Ms Cody Edgcombe	cody.edgcombe@acsinternational.edu.sg
HoF ESOL	Ms Caroline Heng	caroline.heng@acsinternational.edu.sg
Assistant HoF ESOL	Ms Alicia Chan	alicia.chan@acsinternational.edu.sg
HoF Humanities	Mr Tien Chan	tien.chan@acsinternational.edu.sg
Assistant HoF Humanities	Ms Alice Wong	alice.wong@acsinternational.edu.sg
HoF Languages	Mdm Koh Leng Khim	lengkhim.koh@acsinternational.edu.sg
Interim Assistant HoF Languages	Ms Cheng Wei	cheng.wei@acsinternational.edu.sg
HoF Mathematics	Mr Raghuraman PC	raghu.PC@acsinternational.edu.sg
Assistant HoF Mathematics	Ms Jasmine Teo	jasmine.teo@acsinternational.edu.sg
HoF PE	Ms Kerry Sibson	kerry.sibson@acsinternational.edu.sg
Assistant HoF PE	Ms Laura Blunt	laura.blunt@acsinternational.edu.sg
HoF Science	Mdm Susan Ong Saw Wan	susan.ong@acsinternational.edu.sg
Assistant HoF Science	Mr Kent Kor	kent.kor@acsinternational.edu.sg
Head of Examinations	Mr Gregory Goh	gregory.goh@acsinternational.edu.sg

IB related Coordinators

Role	Name	Email
TOK Coordinator	Dr Philip Tieh	philip.tieh@acsinternational.edu.sg
EE Coordinator	Ms Claire Tan	claire.tan@acsinternational.edu.sg
CAS Coordinator	Ms Jamuna Madhav	jamuna.madhav@acsinternational.edu.sg
Service/Overseas Service Trip Coordinator	Ms Jasmine Lee	jasmine.lee@acsinternational.edu.sg

Higher Education and Careers

Role	Name	Email
Head of Higher Education and Careers	Ms Soakvinder Kaur (Rita) [LB, Level 6]	rita.kaur@acsinternational.edu.sg

CORE TEAMS

Heads of CCAs

Role	Name	Email
Head of Interest Group CCAs	Mr Christopher Hayward	christopher.hayward@acsinternational.edu.sg
Head of Arts CCAs	Mdm Chang Hung Tho	hungtho.chang@acsinternational.edu.sg
Head of Sports CCAs	Ms Kerry Sibson	kerry.sibson@acsinternational.edu.sg

Pastoral Support

Role	Name	Email
International Student Coordinator (ISC)	Mdm Chin Siew Lin [NB 3-02]	siewlin.chin@acsinternational.edu.sg
School Counsellors	Ms Charlina Gozali [SB 3-01]	charlina.gozali@acsinternational.edu.sg
	Ms Dorothea Yeo [SB 3-01]	dorothea.yeo@acsinternational.edu.sg
Learning Support Specialist	Ms Adina Wong [LB, Level 6]	adina.wong@acsinternational.edu.sg
School Nurse	Ms Pauline Tang [SB, Level 1, Medical Centre, near the PE office]	pauline.tang@acsinternational.edu.sg

Admin Support

Role	Name	Email
Director of Administration	Mr Chia Choong Kiat [LB, Level 1, IT Office]	choongkiat.chia@acsinternational.edu.sg
Data Management Executive	Ms Rosdiawati Hamdan [LB, Level 1, IT Office]	rosdiawati@acsinternational.edu.sg
Secretary to VP (Senior Division) & IBC	Ms Seet Eng Neo [Admin Office]	engneo@acsinternational.edu.sg

Christian Ministry

Role	Name	Email
Chaplain-in-charge	Rev Jeremy Ong [SB, Level 5]	jeremy@hvmc.sg

INFORMATION FOR ALL STUDENTS

Attendance

Classes begin at 8:00am except Tuesdays and student attendance at school is recorded electronically each morning by House tutors. If a student is late or absent without a valid reason, an email will be sent automatically to their parent with a follow-up later. Students who are late for school should report to the school office immediately on arrival.

All absences and late-coming will be recorded on the student's end-of-year report and on their transcript. The school only accepts a maximum of two parent letters per term for an explanation of absence. A medical certificate (MC) is required for sick leave.

Student Card

New students must complete a Student Card application form. This card serves to identify the student during school registration, library books loan as well as photocopying service. A student account, along with a school email address, will also be generated to allow the student to access the school intranet and iSAMS student management system.

Subject Options

All students commencing Year 5 are to confirm their subject/Science option by completing the form(s) (see Academic Option Forms). Those who wish to change their option(s) have to use these form(s) too.

Booklist

Students are to refer to the school's website for the booklist for the various year levels.

Laptops

All students are required to have a laptop. Details on specification of the IT equipment to be purchased are outlined on page 20 of this booklet.

Transportation

Students who wish to use the school bus to commute to and from school must complete the Transport form. Kindly note that this engagement is a personal arrangement between the parent/guardian and the operator. Concession for public transportation at this juncture is only available to Singapore Citizens only.

Block Names

The school houses several blocks with classrooms, science laboratories, studios and other facilities. Their abbreviations are as follows:

OB	Oldham Block
NB	New Block (Foo Hee Lim Block)
LB	Library Block (Darren Loh Block)
SB	Sports Block
Bi	Biology Lab (in OB)
Ch	Chemistry Lab (in OB)
Ph	Physics Lab (in OB)
MS	Music Studio

Gate C Opening Times

One of the two back gates, Gate C, has restricted opening times during term time. It is open from 7:00am–8:00am and after Period 5, 3:00pm–5:30pm.

Parent School Partners (PSP)

The Parent School Partners (PSP) is a strong and active parents group who runs a variety of excellent and enjoyable activities throughout the year. Parents are encouraged to join this group. Information and photos of PSP activities may be found on Facebook – ACS International PSP. The Co-Chairs can be contacted via acspsp.net@gmail.com

Useful School Online Sites

Students can refer to the following websites for more information:

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

ACS (International) Facebook page: <https://www.facebook.com/ACSInternationalSingapore/>

ADDITIONAL INFORMATION FOR INTERNATIONAL STUDENTS

Student Pass Application

The agent or the school recommends that the guardian be familiar with the process. A brief outline of the application process is as follows:

Go to www.ica.gov.sg → Eservices and forms → Student's pass → SOLAR+ → 'Click here if you wish to access FSS → Apply and pay insurance fee → Applicant to wait for email from ICA regarding In-Principal Approval (IPA) → Call Ms Serene Lim/Admissions Department and the school will email the IPA letter to the applicant → Applicant to bring along relevant documents as stated in the IPA letter to ICA for collection of the student pass

After application, if international students do not hear from ICA, they should take the initiative to check on the application status.

All international students are reminded that it is their responsibilities to ensure that they are aware of the conditions that govern the student pass. This includes the important condition that they must not be absent from school for a period of 7 days without valid reason during term time.

For any queries related to after-hours welfare, international students can get in touch with Mdm Chin Siew Chin (IPC) or see her in SB 4-01.

Bank Account Opening

To open a bank account, international students have to visit the bank in person with their guardian/parent. They also need the following documents when opening an account with their:

Guardian

Valid passport

Student Pass

Address in the form of a recent bill or certification of address

Letter from school certifying that the guardian is the legal guardian of the student

Initial deposit (this amount varies from bank to bank)

Parent

Valid passport

Student Pass

Address in the form of a recent bill or certification of address

Birth certificate and relevant identification document of the parent

Initial deposit (this amount varies from bank to bank)

As the documents required by the bank may change from time to time, international students are advised to call their bank of choice to confirm the documents required prior to going to that bank.

Transport

For international students from Oldham Hall, one-way transport is available from the boarding hall to the school every morning during term time.

The nearest MRT station to the school is Holland Village MRT station or Commonwealth MRT station (where one enters the school via the school's back gate)

International students are not eligible for student concession passes. The most convenient way to travel via public transport (MRT and buses) is to buy the adult stored value card. More details at: <http://www.transitlink.com.sg/PSdetail.aspx?ty=art&Id=37>

Orientation to School and Settling in

The school organises Orientation programmes to settle new international students in when they are admitted for January or July intake. For international students who are admitted at other times, the following arrangements are made:

- A tour of the campus by appointed buddies from their respective Houses and an introduction by HsMs and House Tutors are arranged.
- The IPC would meet them on the first day before and after school to ensure that all is well.
- Students are encouraged to look for their House Tutors, HsMs or the IPC if they need assistance.

Orientation to Singapore

The school organises two Singapore Orientation outings for new international students per year, in January and July. The one-day programme takes place on a Saturday and visits include places of cultural interests, e.g. Chinatown, Arab Street and Little India to familiarise international students with the cultures of the main races in Singapore.

ADDITIONAL INFORMATION FOR INTERNATIONAL STUDENTS

Accommodation Matters

The school requires all international students who are residing in Singapore without their parents to stay in approved accommodation.

From 2018, all new international students who are residing in Singapore without their parents are to commit to staying in ACS (Independent) Boarding School or ACS Oldham Hall for a minimum period of ONE year. Please refer to the Accommodation Policy of ACS (International) for more details.

Types of approved accommodations

The approved accommodations are as follows:

- (a) ACS (Independent) Boarding School <http://www.acsinddep.moe.edu.sg/about-acs-independent/boarding-school/>
- (b) ACS Oldham Hall <http://www.oldhamhall.org/>

International students applying to stay at either hostels must fill up the respective application form and submit it according to the boarding regulations.

- (c) Homestay providers

This is only applicable to international students who have stayed in ACS (Independent) Boarding School or ACS Oldham Hall or for a mandatory period of one year. The school screens potential homestay providers and conducts periodic checks on its approved homestay providers. Advertisements of available homestays can be found outside the IPC Coordinator's room.

Important notes on the two hostels

ACS (Independent) Boarding School

- a. Contact person: Mrs Jasmin Tan, jasmin@acsinddep.edu.sg, DID: 68700906
- b. Curfew: Before 11pm every day irrespective of weekends, school holidays or public holidays. Boarders seeking to return late at night are to obtain permission from their respective Hall Masters/Mistress or Hall Tutors at least 3 days in advance. If not, disciplinary action will be taken and expulsion is a possibility if the offence is repeated.
- c. *Withdrawal: For the refund of deposit after withdrawal, local cheques will be issued. All boarders must provide the name of the beneficiary for the local cheque to be deposited into a local bank with a local forwarding address.

ACS Oldham Hall

- a. Contact person: House Mistress/Deputy House Mistress for pastoral care matters.
- b. (For finance matters, contact Finance Executive. For application of boarding, contact Business Development Executive. Contact number: 62528513)
- c. Curfew: 7:30pm (Mondays to Thursdays); 10:30pm (Fridays, Saturdays, eve of public holidays); 6pm if boarders want dinner or 7:30pm if they do not want dinner (Sundays). Boarders who seek to return past the curfew must obtain permission three working days in advance – by informing the teacher-in-charge of the school programme or by asking the parent/guardian to request via email.
- d. *Withdrawal: For the refund of deposit, the Withdrawal Form must be submitted, giving one month's notice (before check out date). Boarders who have left must come back to collect the cheque. If telegraphic transfer (TT) is preferred, bank details (i.e. account number and SWISS code) and the name of the beneficiary must be indicated.

**All international students who wish to withdraw from either boarding halls are to get a notification form of withdrawal from the IPC at least 1 month before withdrawal. They are to let the IPC know of their intended accommodation before they sign any contract with the homestay/hostel provider.*

Guardianship Matters

Please refer to Guardianship Policy of ACS (International) for more details.

IT FOR TEACHING AND LEARNING

The school is a registered Apple School and aims to tap on the resources and support of Apple Education. As such, we recommend that students use Macbooks and iPads. Please visit: <https://www.apple.com/sq/mac/compare> and <https://www.apple.com/sq/ipad/compare> for the range of Macbook and iPad products.

Common classroom usage includes quiz apps such as Peardeck (<https://www.peardeck.com>) and Kahoot (<https://kahoot.com>).

All students will be provided with a free Office 365 account to install the Office Utilities in their devices. Students who are involved in creative media will also be provided the full Adobe CS at no cost.

While Junior students can probably work on an iPad for quizzes and presentations, Middle and Senior students are expected to work more intensively on longer reports and presentations, including collaborative work on Google Docs. As such, a Macbook is preferred.

PUPIL PORTAL AND PARENT PORTAL

The school uses a Pupil Management System known as Internet-based Schools Administration Management System (iSAMS) to manage all of its data. iSAMS is a suite of powerful software modules that allow the school to manage every aspect of school life for teachers, managers, administrators, parents and students.

The Pupil Portal and Parent Portal are parts of this suite. They can be accessed via a web browser as well as through apps from both Play Store and App Store. All portal accesses can be found at <https://www.acsinternational.edu.sg/en/portals-new-3/> or click on “Portals” at the top of the school web page.



The Pupil Portal

Each new student will receive an information sheet containing login details of various portals including the Pupil Portal (<https://acsinternational.students.isams.cloud>). No registration of account is required. Alternatively, the iStudent App can be used. The school code of the app is **ACS**.



The Parent Portal

The Parent Portal (<https://acsinternational.parents.isams.cloud>) provides specific information about a student’s life in school. It gives the parent secured access to key information about their child that is pulled directly from the Management Information System. The portal is 100% web based which means only a computer/laptop and a web browser are required to use it at any location with internet access.

Access is by invitation only after a student commences school. The parent will receive an email containing a registration number and a registration password along with instructions on how to register. Activation of account can only be done using a web browser, not the app.

Some of its features are as follows:

- Email
- Timetable
- Details of Teaching Groups
- Morning Attendance
- Detention
- Reward and Conflict
- School Reports and Assessments
- Common Documents
- School Directory
- School News and Daily Bulletin
- School Calendar

How to access the Parent Portal

To register using a web browser, click Parent Portal to bring up the login page. To register initially, click on Register using the Activation Letter Link.



Home

Register

Parent Portal

Welcome Guest [58.185.210.146]

Log into the Parent Portal

Username / E-Mail:

Password:

Remember Username

Login

Login Issues & Problems

I have forgotten my username

Your username is either your school network username or e-mail address. If you no longer have access to your username click here.

I have forgotten my password

If you have forgotten your password please use the link above.

Parent Portal Log in

Use the form on the left hand side of this page to log into the Parent Portal. Simply enter your username and your password.

First time users to the Parent Portal

Register using Activation Letter

If you have received a letter from the school specifically about the Parent Portal and it contains both a registration number and password then click here to register automatically.

Parent Portal News

There are no active news articles for you to view.

Home

Register

Parent Portal Register Register using Activation Letter

Welcome Guest [58.185.210.146]

Parent Portal Registration by Email or Letter

This option should **only** be used if you have received an email or letter from the school which clearly provides both a registration number and password. If you have not received an email or letter for registering on this portal please e-mail rosdiawati@acsinternational.edu.sg.

N.B. If the information you type below is correct the next page will ask you for your email address and allow you to specify a password.

Registration Number:

Enter the Registration Number that is specified in the Parent Portal email or letter.

Registration Password:

Enter the Registration Password that is specified in the Parent Portal email or letter.

* The fields in red are required.

Register

Reload

Upon successful registration, future access can be done via iParent App which can be downloaded from Play Store and App Store. The school code is **ACS**.

