

2024

Welcome Pack



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THE PRINCIPAL'S WELCOME MESSAGE

Dear Parents / Guardian,

A warm welcome to ACS (International)! You are joining 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. We look forward to a strong partnership between home and school and to seeing parents and guardians at the various school functions.

We believe in effective two-way communication with parents and guardians, and we have developed a number of systems to support this process. These include email contact, the school website and "Parent Portal", monthly newsletters, formal reports every term plus two Parent-Teacher Meetings per year. We encourage parents and guardians to contact the school to share student successes, to advise absences, to ask questions and to give comments. We ask that parents, guardians and students inform the school office quickly if you have a change of email or phone number. The school email for general enquiries is general@acsinternational.edu.sg.

This booklet contains much information to assist the smooth running of the school. Please read carefully to ensure maximum success at school. Of special notice, students admitted to Years 1, 2, 3, FIB or Pre IB should take note of the Service and Adventure Camp, which takes place at the end of the year.

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

<i>In days of yore from western shores</i>	<i>(Chorus)</i>
<i>Oldham dauntless hero came</i>	<i>Sing A.C.S. forever more,</i>
<i>and planted a Beacon of Truth and Light</i>	<i>our A.C.S. forever.</i>
<i>in this island of the Main.</i>	<i>God save our land and heaven bless</i>
	<i>our A.C.S. forever.</i>
<i>Here may it stand from year to year</i>	
<i>Emblem of grand endeavour</i>	<i>Our students hail from China’s plains</i>
<i>the regions round echo the sound</i>	<i>and the Land of Rising Sun.</i>
<i>of A.C.S. forever.</i>	<i>We have many sons from India’s strand</i>
	<i>and the islands of the Main.</i>
<i>Our hearts our hopes our aims are one</i>	
<i>No discord e’er will sever.</i>	
<i>We’ll stand together for the cause</i>	<i>(Chorus)</i>
<i>of A.C.S. forever.</i>	

GOVERNANCE AND MANAGEMENT STRUCTURE

ACS (International) is owned and operated by the Methodist Church in Singapore. The **Board of Management** is responsible for ensuring that ACS (International) is governed and managed properly and prudently to achieve effectiveness, credibility and sustainability of the agency in the pursuit of its mission.

The Board of Management consists of the following:

- a Chairman who is concurrently the Chairman of ACS (International) and Supervisor of the School;
- three members of the Board of Governors, one of whom is a representative of the Old Boys' Association appointed by its Management Committee;
- three members from The Methodist Church in Singapore nominated by the Bishop; and
- four members from amongst respected members of the community nominated by the Bishop.

The Board of Management oversees 3 committees, namely Finance, Audit and Human Resource Committee. Committees are delegated responsibilities by the Board of Management to handle specific long term or on-going concerns, as well as to look into specific matters and deal with short term or one-off projects.

The day-to-day operations of ACS (International) are executed by a team of staff comprising of the Principal, Vice Principals, Academic Heads of Faculty, Heads of House (HOH), Finance and Admin Manager, administrative staff and teachers. The Principal leads the Senior Management in the academic areas and has overall oversight of all day-to-day operations of the school. The Finance and Admin Manager of ACS (International) is in overall charge of finance and administration.

APPOINTMENT, ROLES AND RESPONSIBILITIES OF BOARD OF MANAGEMENT AND PRINCIPAL

All office-bearers are appointed by the Bishop in consultation with the Chairman.

The Board of Management is responsible for establishing the overall mission and vision. The BOM approves the short and long-term outcomes of ACS (International) that are defined by the Principal and his team. The BOM is also responsible for developing a strategic plan to ensure that ACS (International) carries out its mission through its key programmes and projects. The BOM also ensures that the reporting structure of ACS (International)'s programmes and outcomes is established.

The BOM shall:

- a) (i) Ensure that the national educational policies set by the Ministry are fulfilled.
(ii) Ensure the Christian character of the School is preserved and that the vision and mission of The Methodist Church in Singapore are fulfilled.
- b) Regulate the admission of pupils to the School to determine the criteria for such admission and the fees payable by the pupils or any class of pupils;
- c) Promote a philosophy of education which will enable every pupil to progress towards his overall best in character and personality development as well as academic achievement;
- d) Provide educational facilities for pupils of the school;
- e) Raise funds necessary for the operational and development needs of the School and for providing financial assistance to needy pupils; and
- f) To do such other acts and deeds and things incidental to the foregoing or which the board may deem necessary or expedient for the attainment of any of the foregoing objects.
- g) The Board of Management endorse the full authority of the Principal to be the guardian of the Guiding Statements.
- h) The Board of ACS (International) affirm their commitment to the wellbeing and safety of all members of the ACS community in reflection of ACS (International) core values. They also affirm their full commitment to safeguarding and to promoting the wellbeing of all children and young people in the care of ACS (International).

The Principal has overall oversight of all day-to-day school operations. He provides effective leadership for all school staff and staff committees through direct involvement and delegation to senior and middle management. He reports to the Chairman of the Board and is responsible for ensuring the maintenance, development and improvement of all areas of school life. He reports on school achievement and progress at each Board meeting, and meets regularly with the Board Chair

ACADEMIC CALENDAR

ACS (International) Term Dates 2024

2024	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	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				
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	29			
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
Apr	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					
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
July	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				
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		
Sept	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						
Oct		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			
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	1*
Dec	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*	3*		

School holidays
Public holidays
Teacher Only Days & New Student Orientation
Friday 8 January: 9am all students except Year 5 non-DSA
Monday 22 January: non-DSA students
Final School Day for Yrs 1 - 5 & Speech Day Prize Giving
Year 1, 2 and 3 Camp Week
Year 6 Graduation (TBC)
Year 6 Prom (TBC)
Teacher Only Days

Singapore Public Holidays 2024		
New Year's Day	Monday	1 January
Chinese New Year	Saturday	10 February
	Sunday	11 February
	Monday	12 February
Good Friday	Friday	29 March
Hari Raya Puasa	Wednesday	10 April
Labour Day	Wednesday	1 May
Vesak Day	Wednesday	22 May
Hari Raya Haji	Monday	17 June
National Day	Friday	9 August
Deepavali	Thursday	31 October
Christmas Day	Wednesday	25 December

TERM 1 START DATES

Term 1		
School		
Date	Information	Timing/Site
3 January 2024 (Wednesday)	<ul style="list-style-type: none">Principal's WelcomeIntroduction of the Senior Leadership Team, Holland Village Methodist Church Chaplaincy and Student Prefectural Executive CommitteeBriefing by Parent School Partners (PSP)Briefing by Director of Administration on Student IT Portal (iSAMS) <p>(All students and parents to attend)</p>	10:30am to 11am Oldham Chapel
	<ul style="list-style-type: none">Meeting with International Pastoral Coordinator (Only international students and parents need to attend)	11am to 11:10am Oldham Chapel
	<ul style="list-style-type: none">Welcome Tea	11:10am Student Centre
	<ul style="list-style-type: none">Admissions finalisation including fees, subject choices, language options and any other matters related to admissions with Office of Admissions.Student Subject Consultation with Divisional Co-ordinators <p>(Only those students and parents who need to follow-up to attend)</p>	12:30pm to 1:15pm Conference Room
	<ul style="list-style-type: none">Books and Uniform Purchases <p>Onsite sales from School Bookshop and Bibi&Baba (uniform) are on 3, 4 and 5 January 2024 in school dining hall.</p> <p>(Students and parents should only purchase books and uniforms outside the organised events)</p>	11am to 4pm Canteen

Orientation		
Date	Information	Date/Site
4 January 2024 (Thursday)	New Student Orientation by the Student Council (Only new students to attend)	8.30am to 6:30pm School
	Presentation by School Counsellor 'Supporting your child through transition' (Only parents need to attend)	4pm to 4.45pm Oldham Chapel
	Orientation Finale Dinner (New students and parents to attend)	5pm to 6pm Sports Hall 6pm Student Centre

School Starts		
Date	Information	Time/Site
5 January 2024 (Friday)	Whole School Assembly (All students)	8:50am to 9:45am Sports Hall
	Tutor Group Meetings – Distribution of timetable, checking of personal information on iSAMS details for all students in Years 1, 2, 3, 4, 6. Students released at 11am unless required further.	9:45am to 11am Tutor Homeroom
	Tutor Group Meeting for Year 5 DSA	9:45am to 10:30am Tutor Homeroom
	IB Induction Part 1 for Year 5 DSA	10:30am to 12:00pm Oldham Chapel

Lesson		
Date	Information	Time
8 January 2024 (Monday)	Classes commence. House meetings and normal timetable commences.	8:00am

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	Pastoral	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 HoH for sanctions.*

SCHOOL UNIFORM / ATTIRE

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.

Pacific 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.*)

Website: <https://www.pacificbookstores.com>

Bibi&Baba Private Limited (Supplier)

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

Phone: (65) 6271 9248

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

Email: uniforms@bibibaba.com.sg

Website: <https://www.schooluniforms.sg/>

SCHOOL UNIFORM / ATTIRE

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)	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\$ _____

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



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\$ _____

IMPORTANT INFORMATION AND NOTICES FOR ALL STUDENTS

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 (HOH) and Tutor during Orientation. They will meet with their Head of House (HOH) 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 (HoHs) 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 HoHs 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 of HoH	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 of DC	Email
Junior Division	Mrs Lim-Tan Lay Pian	laypian.lim@acsinternational.edu.sg
Middle School	Ms Pamela Ng	pamela.ng@acsinternational.edu.sg
Senior Division	Ms Alka Hingle	alka.hingle@acsinternational.edu.sg

Important Contact Persons

No.	Name	Designation	Room	In charge of
1	Mr Joseph Ng	Director, Marketing and Admissions	General Office	Admissions Referrals
2	Ms Serene Lim	Admissions Officer	General Office	Student Pass Assistance
3	Ms Rosdiawati bte Hamdan	Data Management Executive	IT Office	ACS Student / EZ Link Card Parent and Pupil portal account issuance
4	Mr Chia Choong Kiat	Director of Administration	IT Office	Office 365 Managebac Account – IBDP students only Purchase of Apple Devices
5	Mdm Chin Siew Lin	International Pastoral Coordinator	NB302 (IPC Office)	IS Guardianship and Accommodation Assistance

IMPORTANT INFORMATION AND NOTICES FOR ALL STUDENTS

Progression

Progression to the next stage of study is dependent on the student meeting the criteria for progression. Of significance, late starting students who have missed classes are expected to catch up with the content they missed in order to meet progress requirements for promotion. They are encouraged to use the school's additional academic support to help do so.

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 have their Student ID to scan in at the guard house. When arriving to school they should report to class.

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

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.

Language and Subject Options

New students in Years 1 and 2 need to identify the second language they wish to study (see Academic Option Forms). Singaporean and Singaporean PR students follow the MOE MTL framework. All other students are required to study a foreign language, including local students who are exempted from MTL.

All students commencing Years 3, 4 Foundation IB, Pre-IB and 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. Please check with the IT department on details regarding IT equipment specification.

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.

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/>

CODE OF CONDUCT – STUDENTS

All students must abide to the Student Code of Conduct which is as follows:

- We have the responsibility to think and act right by having good manners, showing respect and care for others and the environment. We also have the responsibility of being good ambassadors for the school.
- We will inspire others by treating all with dignity and respect with regard to gender, race, values, religion, and disabilities to help create experiences that are meaningful and uplifting for our community which in turn help create lifelong bonds and support networks that enrich our lives. ACS (International) community members must feel safe and secure at all times.
- As citizens of Singapore, PRs, International Students, and members of the ACS (International) community we have the responsibility to show our loyalty and respect to Singapore along with our home nations. We therefore honour the flag raising ceremony, pledge, and school song with dignity and pride.
- We are obliged to observe and uphold the laws of Singapore as well as the policies and regulations of ACS (International) at all times. When we undertake an overseas educational programme, we will uphold our own Code of Conduct and are also expected to observe and uphold the laws of the host country.
- We are expected to adhere to the same high standards of respectful behaviour online as we would in face-to-face interactions.
- We have the responsibility to maintain and uphold the highest standards of personal integrity and academic honesty at all times.
- We have the responsibility of showing our loyalty to the school by properly wearing our uniform with honour while at school and out of school.
- We have the responsibility to learn in a safe, clean, and healthy environment. We will keep our campus clean and better for all to use.
- We have the right to an education and therefore have the responsibility to attend all lessons, CCAs and other school activities punctually, prepared, and regularly. We also have the responsibility not to disturb the learning of others.
- We have the right to a positive classroom and school environment. We have the responsibility to be respectful and considerate to teachers, classmates, all staff, and community members. We will hold ourselves to have a zero-tolerance for any form of bullying behaviours.

ADDITIONAL INFORMATION FOR INTERNATIONAL STUDENTS

Student Pass Application

Non-Singaporeans (non-Singapore Citizens and Permanent Residences) are required a valid study visa to study in Singapore. These are limited to one of the following:

- 1) Student Pass
- 2) Dependent Pass
- 3) Long-Term Visit Pass with ICA Consent Letter
- 4) Immigration Exemption Order

Students requiring study visas, including those who are pending appealing outcomes, are not allowed to commence their studies with ACS (International) unless an In-Principle Approval from the relevant authorities is sought.

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 → e-Services 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 4-1.

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) A tour of the campus by appointed buddies from their respective Houses and an introduction by HoHs and House Tutors are arranged.
- b) The IPC would meet them on the first day before and after school to ensure that all is well.
- c) Students are encouraged to look for their House Tutors, HoHs 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.acsindep.moe.edu.sg/about-acsindependent/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@acsindep.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 uses both Windows and Apple devices. While Junior students can probably work on a tablet (Windows or 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 laptop (Windows and Macbook) is preferred.

All students will be provided with a free Office 365 account to install the Office applications on their device, including email. Students who are involved in creative media will also be provided the full Adobe Creative Cloud.

Students are also expected to download apps as when required by teachers for classroom activities. Commonly use apps include Kahoot and Peardeck.

Online Teaching and Learning will largely be done in Google Classroom and Managebac (for IBDP students).

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

How to access the Parent Portal

To access the parent portal, a one-time registration is required. Registration can be done via a web browser only.

To register go to <https://acsinternational.parents.isams.cloud> – click Create New Account

The Parent Portal Access Code and Password will be sent to you via email.

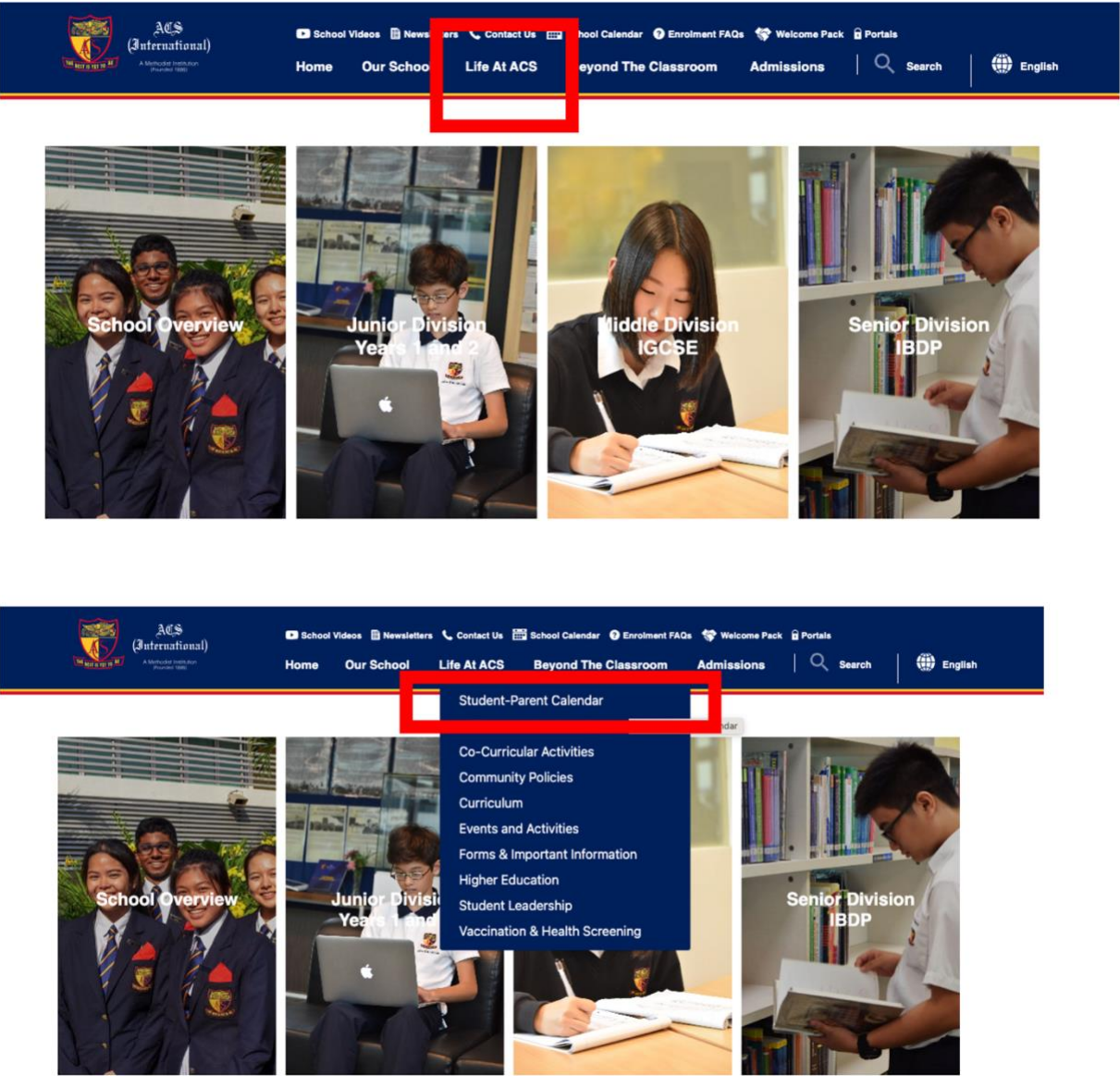


STUDENT-PARENT CALENDAR

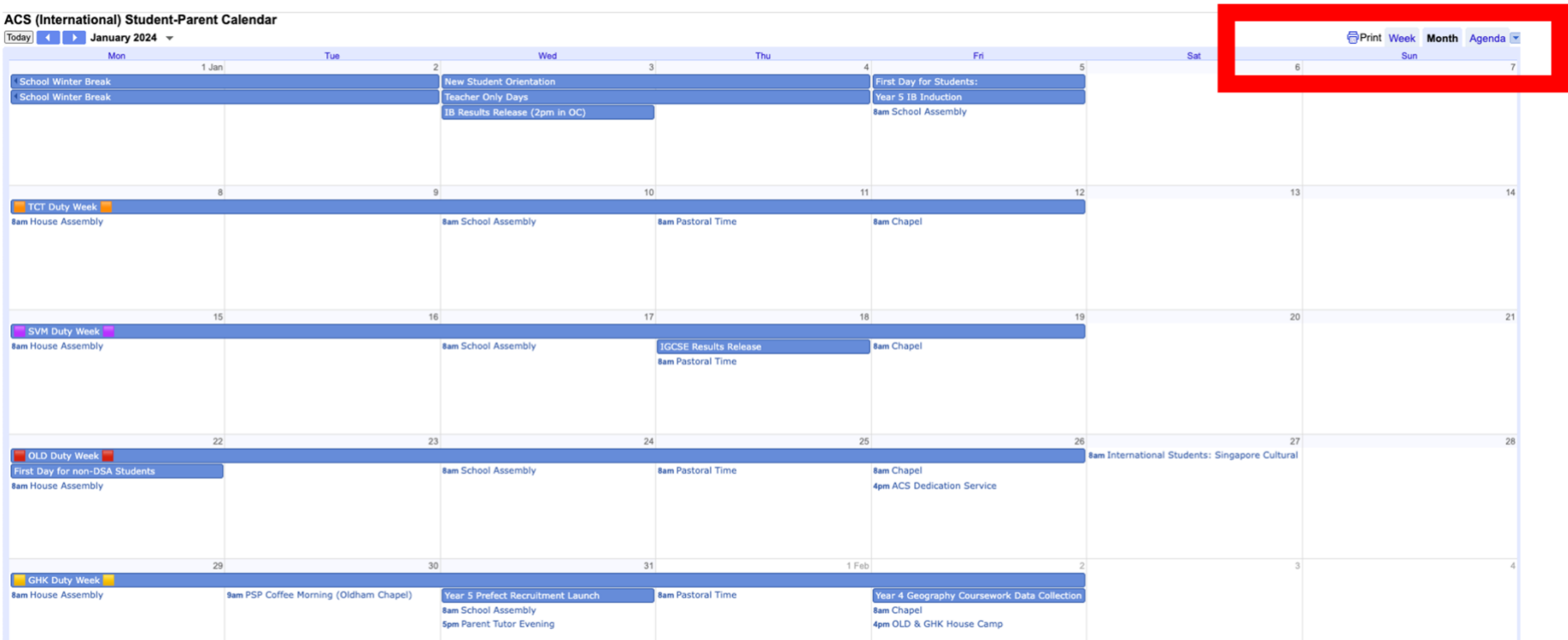
All school events can be viewed on the Student-Parent Calendar managed by Google Calendar. This is embedded on the school website.

To access the calendar via the website:

1. Navigate to the ACS (International) homepage: <https://www.acsinternational.edu.sg/>
2. Click on 'Life At ACS' and then 'Student-Parent Calendar' as shown below:



3. The calendar of events should now be shown:



4. By default this is shown as a month view. However, it can be changed to view by week by clicking appropriately in the top right corner.
5. Clicking on any event will expand the event and provide more detail if there is. Eg. clicking on a House Assembly on a Monday will show the detail of the location for each house for the assembly.

SCHOOL FEES SCHEDULE

Each of the two charts, Newly Admitted Students and Continuing Students, gives an indication of the various fees payable for different year levels. All fees are compulsory, unless otherwise stated. For explanation, see next page.

YEAR 2024 School Fees – <u>Newly Admitted Students</u>					
Standard Fees For All New Students (in S\$)					
	Y1	Y2	Y3	FB / PB	Y5
Test Fee (Academic and Aptitude) (1)	565 (if test is required)				
Test Fee (Aptitude Only) (2)	205				
Registration Fees (3)	3,270				
Development Fund (4)	1,090				
Deposit (5)	6,000				
Tuition Fees (Per Semester) (6)	14,750			16,500	19,000
Miscellaneous Fees (7)	870				
Parent School Partners (PSP) Fund (8)	75				
IB Induction & Enrichment (9)					1,020
Total Fees Payable at Admission for All New Students with Semestral Tuition Fee	26,055			27,805	31,325
Additional Fees For All New Students Requiring Student Passes (in S\$)					
International Student Pastoral Care (10)	565				
International Student Hospital and Surgical Insurance (11)	366.80				
Total Fees Payable at Admission for All New Students Requiring Student Passes with Semestral Tuition Fee	26,986.80			28,736.80	32,256.80

YEAR 2024 School Fees – <u>Continuing Students</u>							
Standard Fees For All Continuing Students (in S\$)							
	Y1	Y2	Y3	Y4	FB / PB	Y5	Y6
Tuition Fees (Per Semester) (6)	14,750				16,500	19,000	14,000
Total Fees Payable per semester without annual incidentals for all continuing students	14,750				16,500	19,000	14,000
Miscellaneous Fees (7)	870						
Parent School Partners (PSP) Fund (8)	75						
IB Induction & Enrichment (9)						1,020	
Total Fees Payable at Commencement of Academic Year for All Continuing Students with Semestral Tuition Fee	15,695				17,445	20,965	14,945
Additional Fees For All Continuing Students Requiring Student Passes (in S\$)							
International Student Pastoral Care (10)	565						
International Student Hospital and Surgical Insurance (11)	366.80						
Total Fees Payable at Commencement of Academic Year for All Continuing Students Requiring Student Passes with Semestral Tuition Fee	16,626.80				18,376.80	21,896.80	15,876.80

Additional Curriculum Fees For All Students (in S\$)	
Years 1 – 3/FIB/Pre-IB Camps (12)	500–1,500
Overseas Trips (Optional)	1,500–5,500

SCHOOL FEES SCHEDULE (Explanatory Notes)

New Students are students who have just joined the school or have been with the school for less than one semester.

Continuing Students are students who have been with the school for one semester or more.

Test Fees (1) & (2) Test Fees are collected per attempt. Applicants are expected to attempt both Academic and aptitude component of the admission test; unless the academic component is waived. (1)/(2) S\$565 and S\$205 is collected for both component and aptitude component only respectively. Non-Refundable if test is attempted.

Registration Fees (3) A one-off amount of S\$3,270 payable upon registration. Non-Refundable.

Development Fund (4) A one-off amount of S\$1,090 payable upon registration. Non-Refundable after programme commencement.

Deposit (5) A one-off amount of S\$6,000 is also collected on registration. This is held as security to cover damage or loss to school property, expenses and fees not otherwise collected. For refund, refer to refund policy.

Tuition fees (6) Tuition fees are payable by semester and payable one month before the start of the semester. There are 2 semesters in a year.

Miscellaneous Fee (7) and Parent Support Partners (PSP) Fund (8) An annual non pro-rata S\$870 (GST inclusive) and S\$75 (GST exempted) respectively payable at admissions/beginning of the academic year.

IB Induction & Enrichment for Year 5 (9) A one-off non-amortised amount of S\$1,020 payable for Year 5 admission. This covers the two-year Diploma Programme for workshops on EE, ToK, Critical Thinking, Research, EE and ToK handbooks; and some CAS activities.

International Student Pastoral Care Fee (10) and International Student Hospital and Surgical Insurance (11) An annual non pro-rata amount of S\$565 and S\$366.80 payable at admissions/beginning of the academic year for students who require a student pass. For more details on the school's recommended insurance package, you may contact AIA Singapore Pte Ltd.

Years 1 to 3 and FIB/Pre-IB Camp Fee (12) These adventure/service camps are compulsory, with three choices of a 4-day overseas trip for Year 3 and FIB/Pre IB students. The trip costs, ranging from S\$500–S\$1,500, are payable separately before the camp departures.

Overseas Trips (Optional) Voluntary trips to Asia, Western Australia, the UK, the USA and Africa during the school holidays range from S\$1,500–S\$5,500, depending on location.

IGCSE Examination Fees Approximately S\$2,000 payable in September for Year 4 students.

IBDP Examination Fees Approximately S\$2,400 payable in August for Year 6 students.

Other Costs (not listed in the two charts) Parents or Guardians are responsible for the payment of uniform, school bus, meals, school books and other special co-curricular activities at school.

All fees are inclusive of prevailing GST unless otherwise stated and subject to change.

SCHOOL FEES SCHEDULE (REFUND POLICY)

Withdrawals, Refunds and Payments

Withdrawal Procedure

A withdrawal notice in writing to the Principal's Office is expected to officiate withdrawal. Students without serving notice of withdrawal will be deemed to be progressing to the next academic year, and shall pay school fees according to the terms of the Student Contract and/or official invoice. Places will be reserved only upon receipt of school fees within the stipulated deadline.

Refund Policy

Tuition Fees for newly Admitted Students

1. 100% refund if notice is received more than 30 days before course commencement.
2. 50% refund if notice is received less than 31 days before course commencement.
3. 25% refund if notice is received 1–60 days after course commencement.
4. NO refund if notice is received 61 days after course commencement.

Deposit

1. 100% refund if a minimum 3-month's notice is received in writing to the school and an acknowledgement is ascertained from the Principal's Office.
2. NO refund if notice is NOT received.
3. NO refund for Years 5 or 6 students with early withdrawal.
4. Any balance is refunded 4–6 weeks from the date the Refund Advice Form is received, after deductions of all outstanding amounts (e.g. school camps, examination fees or losses or breakage of school property).

Payment Procedure and Conditions

- Payments are preferably made by PAYNOW, interbank transfer/telegraphic transfer. Cheque, cashier's order or cash payments are acceptable. Credit card facilities are not available. Cheque payments are to be crossed and made payable to ACS (International) with the applicant's name written on the back of the cheque. Interbank transfer, overseas payments by cashier's order or telegraphic transfer are to be made payable to ACS (International) with the applicant's name listed.
- All bank charges must be borne by the applicant. All fees are payable one month in advance before the commencement of each semester on a half yearly basis. **Students cannot commence or continue schooling whilst fees are unpaid.**

Account Details for PAYNOW, Bank Transfer or Cheque

1	PAYNOW – ACS International – UEN Number: 200514169H
2	Bank Transfer Name of Bank: DBS Bank Ltd Singapore Bank Address: 12 Marina Blvd Level 3 MBFC Tower 3 S'018982 Beneficiary: ACS (International) Bank Account No: 033-900959-8 Bank Code: 7171 Swift Code: DBSSSGSG Payment Ref: Student Name & NRIC No / FIN No All bank charges must be borne by applicant
3	By Cheque All cheques must be crossed and made payable to "ACS (International)" Please note the name of the child on the back of all cheques

Updated 21 November 2023