

# Australian International School

## Elementary School Handbook

### 2016



**Australian  
International  
School**

Globally focused,  
distinctly Australian

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# A Message from the Head of Elementary

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A warm welcome to the Australian International School (AIS) for the 2016 Academic Year. We trust that this handbook will be a valuable tool in

understanding how the School works, what your child will experience and how to make the most of the year ahead.

AIS blends the Australian Curriculum standards through the framework and ideology of the International Baccalaureate Primary Years Programme. Our curriculum emphasises the value of learning and development through the acquisition of knowledge, skills, understanding, concepts and attitudes across all subject areas.

Our vision statement "AIS strives to be a globally recognised centre of educational excellence whose students consistently exceed expectations and are committed to addressing the needs of our world". along with our mission "To enable our students to realise their potential through exceptional opportunities, within a nurturing community which equips them to flourish in life and to make a difference for good" and our values of Respect, Opportunity and Achievement; these statements underpin every element of what we do at AIS.

The Vision, Mission and Values are embedded in our programs of learning, co-curricular activities and community service initiatives; they are modelled by our leaders, our teachers and our non-academic staff.

They drive us to ensure each and every student at AIS is given the very best education which will lead them to take their place as global citizens in the 21<sup>st</sup> century.

We believe that high quality, two-way communication between the School and home is fundamental to every child's success. To this end Connect AIS was launched to the AIS community in January 2015 and is our school's online learning environment. This password protected website is a place for parents, students and teachers to engage with the learning that is happening at AIS every day.

Our vision for Connect AIS is to allow parents immediate access to information and communication with the School as and when they would like to access it, rather than waiting for updates from teachers. In this way, Connect AIS enhances the communication channels which already exist within the School, and paves the way for a strong partnership between school and home. Please contact the School if you have any issues in getting connected!

AIS is a wonderful School, with a wealth of opportunities that exist for your child and your family to learn and develop. I would encourage all of our students, families and staff to work hard, take advantage of these opportunities, to try new activities and above all else to strive to challenge yourself.

"Don't tell me the sky's the limit when there are footsteps on the moon!" - Paul Brandt

Have a wonderful year ahead.

Mr Neil Smith  
Head of Elementary School.



# Contact Details

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# Introduction to AIS

## A Brief History

The Australian International School opened on 1 February 1993 at its first campus on Mount Sophia, an area behind Plaza Singapura and the Cathay Building reconstruction. The School started under the leadership of Miss Coral Dixon with 32 students and 7 teachers, with no air-conditioning, uniform or facilities that are now taken for granted. By the end of 1993, there were over 200 students.

The School experienced rapid growth and by the end of 1994, with numbers just over 400, the students moved to Emerald Hill, directly behind Orchard Road. Although the School was bigger and could accommodate more students it still did not have a full-sized gym, pool, theatre and other much needed facilities.

As the School continued to expand it was clear that space was running out at Emerald Hill and by the end of 1997, AIS had moved to Ulu Pandan, near Clementi, the site of the old Singapore American School, which had recently moved to a new site at Woodlands.

The School enjoyed five and a half years at Ulu Pandan during which time it finally secured land to construct a purpose built school at Lorong Chuan, with first class facilities. In February 2002, Mr Peter Bond began as Principal of AIS.

The School moved from Ulu Pandan to its final "home" at Lorong Chuan over the holidays in July 2003, with 1,100 students enrolled.

In October 2007, the School was purchased by the Cognita Group of Schools and in July 2008, a Junior School and Preschool wing were built to house children from Preschool to Year 2 at a purpose-built facility. The campus is a bright, airy and modern building with large pod spaces for group work.

In 2010, a new Senior School Building was opened to accommodate Year 10, 11 and 12 students. This wing incorporates private study spaces, 35 classrooms and a new Science and Technology area.

In January 2012, Dr Nick Miller took over as Principal of AIS, and the School moved to a new school structure with two sub-schools: Elementary School and Secondary School.

In November 2014, Mr Andre Casson was appointed the fourth Principal for AIS, and in January 2015, AIS opened a nursery class for two year olds, creating a separate Early Years Centre, whilst still maintaining strong links to the Elementary School and the whole AIS community.

We look forward to the expansion of our purpose-built Early Years Centre being open in late 2017.

## School Guiding Statements

### **Vision**

AIS strives to be a globally recognised centre of educational excellence whose students consistently exceed expectations and are committed to addressing the needs of our world.

*'Globally focused, distinctly Australian'*

### **Mission**

To enable our students to realise their potential through exceptional opportunities, within a nurturing community which equips them to flourish in life and to make a difference for good.

## School Governance and Board Members

AIS is owned by the Cognita Group of Schools, a UK based company. For further information, see [www.cognitaschools.co.uk](http://www.cognitaschools.co.uk). The School receives no government funding and is funded by school fees and the investment of shareholders. The School has an advisory board which meets quarterly.

## Population

AIS is a co-educational school for students from Nursery (age 2) to Pre University (Year 12, age 18+). There are over 50 nationalities represented at the School; however, more than two thirds of the students across the School are citizens of Australia and New Zealand. Around 4% of students at AIS are learning English as their second language.

Section of school	Program	Age
Early Years Centre	2, 3 and 4 year olds program	Children can commence the day they turn 2
Elementary School	Prep to Year 5 (5-11 year olds)	Children commence Prep if turning 5 by 30 April
Secondary School	Years 6 to 12 (12-18 year olds)	Students usually complete High School at age 18

## School Year

AIS follows the Australian school holidays as closely as possible, but commences in mid-January and takes a four-week break mid-year. This is to coordinate with other international schools in Singapore who have a long break in the middle of the year. Singaporean rather than Australian public holidays are celebrated. An annual and term calendar can be viewed on Connect AIS.

# Our Values

## RESPECT - OPPORTUNITY - ACHIEVEMENT

### Respect

We Value:

- Integrity and responsibility
- Acceptance and appreciation of differences
- Care for self, each other, the community and the environment

Therefore we will:

- Develop positive attitudes and a sense of personal and social responsibility
- Build relationships within communities based on mutual respect, trust, acceptance and care
- Foster a community of learners who take responsibility for their choices and actions
- Maximise the learning opportunities for all students through the differentiation of programs and practices
- Embrace and celebrate diversity

### Opportunity

We Value:

- Confidence
- Creativity and innovation
- Leadership and initiative
- A balanced and well-rounded education

Therefore we will:

- Provide a broad range of opportunities for the development of well-rounded learners who can make links across curricula, across cultures and across languages

- Develop individuals who have the capacity and aspiration to make a positive contribution to the local and international community
- Provide opportunities for all members of the community to exercise initiative and leadership
- Capitalise on innovation to enrich our programs and practices
- Motivate our students in all endeavours and encourage curiosity in their learning

### Achievement

We Value:

- The pursuit of individual interests and passions
- Commitment to learning
- Personal Excellence
- Perseverance and resilience

Therefore we will:

- Encourage a passion for learning and a spirit of inquiry
- Celebrate success and achievement across all endeavours
- Support and challenge the members of our community to reach their full potential
- Encourage a culture which rewards initiative, continuous learning and teamwork
- Nurture the capabilities of each individual to strive for personal excellence

# Elementary School Leadership

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The Elementary School Leadership Team exists to advise and assist the Head of Elementary School and the School Principal in the daily management of the Elementary School. The Deputy Head of Elementary School (Welfare and Administration) supports the Head of Elementary School and is responsible for all matters relating to Welfare and Administration in the Elementary School. The Deputy Head of Elementary School (Curriculum) is responsible for the continuity and coherence of the curriculum across the Elementary School.

The Lower Elementary School is led by the Assistant Head of Lower Elementary School (Welfare and Administration) and Assistant Head of Lower Elementary School (Curriculum). The Upper Elementary School is led by the Assistant Head of Upper Elementary School (Welfare and Administration) and the Assistant Head of Upper Elementary School (Curriculum).

The Elementary School consists of classes from Preparatory (Prep) to Year 5, with each class being of mixed ability.

Class allocations are made each year on the basis of a variety of criteria including gender, ability, learning style and learning needs.

In Lower and Upper Elementary, each Year level is guided by two Heads of Year, one who is responsible for curriculum and one who is responsible for welfare and administration. Each class in Lower Elementary has a full-time teacher's assistant (TA). In the Upper Elementary, teacher's assistants are shared amongst the classes.

In addition in Lower and Upper Elementary, we have specialist staff members that have responsibility for the areas of Learning Enrichment, EAL (English as an Additional Language), Additional Languages (Chinese), ICT (Information and Computer Technology), Physical Education, Music, Visual Arts and Library. Two Counsellors also work within the School to provide children and families with counselling support.

# Facilities

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## Lower Elementary School

The Lower Elementary School is housed in a purpose built complex that is well resourced and designed for the needs of learners aged 5-8. General teaching classrooms are clustered to provide for a team approach to learning, with each year being together on their own level of the building.

Each year level can be accessed directly from the underground car park by an internal lift. Each year level also has its own toilet facilities and staff work areas, as well as centralised pod areas that allow for additional small group work and whole year-level activities to take place. A large, centrally located well-stocked library with print and electronic resources serves the Lower Elementary School community. This is housed on Level 3 of the Lower Elementary School Building.

Lower Elementary School boasts excellent technology resources including one-to-one iPads in all year levels.

Specialist rooms are provided for Visual Art and Music. Small group teaching spaces provide for instrumental music, EAL and Learning Enrichment support. A multi-purpose gymnasium is acoustically designed not only to provide for physical education and gymnastics but to also be utilised for assemblies, drama and musical productions, as well as parent information sessions and other events.

The Lower Elementary School also has direct access to the School's 25-metre, 8-lane swimming pool as well as having its own multi-purpose playing field.

## Upper Elementary School

The Upper Elementary School is housed in the Main School Building. The location of all Upper Elementary School classes is central within this building.

General teaching classrooms are clustered to provide for a team approach to learning, with each year being together on their own level of the building.

Each year level is housed around centralised pod areas that allow for additional small group work and, where possible, whole year-level activities to take place. A large, centrally located and well-stocked library with print and electronic resources serves the Upper Elementary School community. It is located on Level 4 of the Main School Building.

Each class has access to one-to-one iPads, which are used as an integrated part of teaching and learning. Students visit specialist facilities for Visual Art and Music, these facilities are located in the Main School Building and in the Lower Elementary School Building.

Small group teaching spaces provide for instrumental music, EAL and Learning Support lessons. PE and sports sessions make use of a number of facilities. There are two air conditioned gymnasiums, a 25-metre, 8-lane swimming pool and a large oval that are utilised throughout the year for our sports program.

## Canteen

There are two canteens on the School grounds and these are operated by an external provider. Students and parents may purchase items from the canteen during its hours of operation. Students are also able to bring their own meals from home if preferred.

A canteen menu is supplied on Connect AIS and orders can be taken online via the School Smartcard System.

### Lower Elementary School

Parents of children in Lower Elementary are able to pre-order lunches from the canteen. Over-the-counter sales are not allowed for Lower Elementary School children at break or lunch periods, nor are students permitted to have money in their pockets or school bags.

### Upper Elementary School

The Upper Elementary students share use of the Main canteen with the Secondary School. It is open from 8.00am to 5.00pm each week day. Lunches can be pre-ordered online or the students may purchase items themselves using their Smartcard or cash.

## AIS Parent Café

The AIS Parent Café is situated behind the Lower Elementary School reception area, opposite the Lower Elementary School canteen.

The Café is open from 7.00am to 5.00pm and serves a selection of coffees, teas, juices and food items. The Café is for parents and staff to use throughout the school day, and we ask that children only enter the Café when accompanied by an adult.

## Library/Inquiry Centre

There are four libraries on the School campus; the Early Years Centre Inquiry Centre, the Lower Elementary School Library and Inquiry Centre, the Central Library and the Senior Library. Parents are welcome to become members of the Library and borrow books. All parent fiction, non-fiction,

newspapers and magazines are housed in the Central Library. Information pamphlets are available at the circulation desk to assist you with any enquires you may have. We have a great network of parent-volunteers in the library, and all parents are welcome to join the team. Please speak with the Library staff if you would like to volunteer your time.

### Lower Elementary School Library

The Lower Elementary School library is located on Level 3 of the Lower Elementary School Building and is open from 8.00am until 4.00pm from Monday to Thursday and from 8.00am until 3.30pm on Fridays.

Children have access to over 10,000 books in the library, including a substantial picture book collection, non-fiction, fiction and access to online databases. The Internet is available for use by students for educational purposes, along with access to the library's search system.

Parents are free to utilise the library from 8.00 to 8.30am weekdays and from 3.00 to 4.00pm (except on Fridays).

Students in Lower Elementary School visit the library once a week, with all students being expected to bring their library bag to their lessons. Prep and Year 1 students are able to borrow one book per week; Year 2 students may borrow two books per week.

### Upper Elementary School Library

The Upper Elementary School utilises the Central Library, on Level 4 of the Main School Building. This is open from 8.00am until 5.00pm from Monday to Thursday and from 8.00am until 3.30pm on Friday. The library also opens for various periods during school holidays from 9.00am until 3.00pm. Parents need to contact the School to clarify specific opening times during holiday periods.

Students in Upper Elementary School visit the library once a week. The children are required to bring a library bag and their ID card. They are able to borrow two books per week.

# Elementary School Routine

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## Daily School Routine

School commences at 8.30am for Lower and Upper Elementary students. Playground supervision begins at 8.00am. They may also visit their respective libraries at this time.

Children should arrive at school with time to spare so that they can organise their belongings and prepare themselves for the morning session. Children should be encouraged to become independent as soon as possible after they begin school. They should carry their own bags and be responsible for organising their own belongings e.g. homework folder, notes for the teacher, student diary, lunch order etc. If they arrive prior to the bell, children are encouraged to seek out their friends and to play in the playground area. When the bell rings at 8.30am, Lower Elementary School children make their way to their classrooms so that the first lessons can begin.

The Elementary School week is divided into 5 nine-period days, each period being 35 minutes in length. There are also two break periods. Children have an opportunity to eat and play during both break periods. Teachers are on duty at all times in the playground during these times.

At the beginning of each school year, class teachers provide children and parents a timetable outlining the days and times of specialist lessons. This will assist to ensure that children have the correct equipment required for each day.

School finishes for all Elementary students at 3.15pm. Lower Elementary School children catching the bus home will be escorted to the bus bay area by teachers' assistants. All other Lower Elementary School children

are to be collected from the undercroft area adjacent to the Lower Elementary School Reception or directly from the pick up/drop off zone in front of the Lower Elementary reception area. Lower Elementary School children are not permitted to leave the pick up/drop off zone to go to a different collection point unless with their parents/legal guardian.

Upper Elementary children make their own way to the bus bay if they are travelling home by bus or can be picked up from the front car park area near the Main Reception area at Gate 1. Upper Elementary School children are only permitted to be picked up at the Lower Elementary School pick up/drop off zone if they are joining with a younger sibling from the Lower Elementary School. Upper Elementary School children can meet siblings, or the family member/guardian collecting them from school at any pre-arranged location on the school campus.

## Assemblies

### Lower Elementary School

All children in the Lower Elementary School attend regular assemblies. At weekly assemblies, individual children are recognised for their achievements, awards are presented, children discuss individual work that they have prepared and issues of current concern, and they are invited to volunteer to present performance items and new songs are learned. These assemblies encourage in the children the development of public speaking and performance skills, as well as confidence and self-esteem. Student leadership of Assemblies is encouraged, particularly in Years 1 and 2. Parents of children leading or performing in a Lower Elementary School Assembly are welcome to attend.



### Upper Elementary School

All children in Upper Elementary School attend an assembly once a week. To cater for the size of the school, classes are split into two Year 3-5 groups so that the theatre may be utilised for assemblies. At weekly assemblies, individual children are recognised for their achievements, awards are presented, classes share work that they have prepared, issues of current concern are discussed, children are invited to present musical performance items and information is shared

about various fundraising and other initiatives. These assemblies encourage in the children the development of public speaking and performance skills, as well as confidence and self-esteem. Assemblies are led by the student leaders of the Upper Elementary School. Parents of children leading or performing in an Upper Elementary School Assembly are invited to attend. Each year level may also have a year-level communication meeting on a regular basis. These are conducted by the Heads of Year.



# Elementary School Program

The Elementary School is authorised to offer the IB Primary Years Programme (PYP) for students aged 3 to 12 years. AIS has developed a curriculum that maximises the use of PYP scope and sequence documents, aligned with the Australian Curriculum and also draws on other international resources to provide for further detail and rigour. Detailed information about the PYP can be accessed at [www.ibo.org/pyp/](http://www.ibo.org/pyp/). We provide a broad, balanced, contemporary curriculum that seeks to provide for all students an enriching school experience that is significant, challenging, meaningful and relevant to the needs of each child. The curriculum is based upon a continuum of learning which recognises that, at any one time, children of the same age are not always at the same point in their learning.

Inquiry is the leading pedagogy of the PYP, and allows students to be actively involved in and take ownership of their learning, although a variety of other teaching methodologies are also utilised. Teachers and students at AIS develop and use key questions that are concept-based to structure learning. Student-initiated inquiry is planned for and fostered, and this approach nurtures independence and results in building enduring understandings.

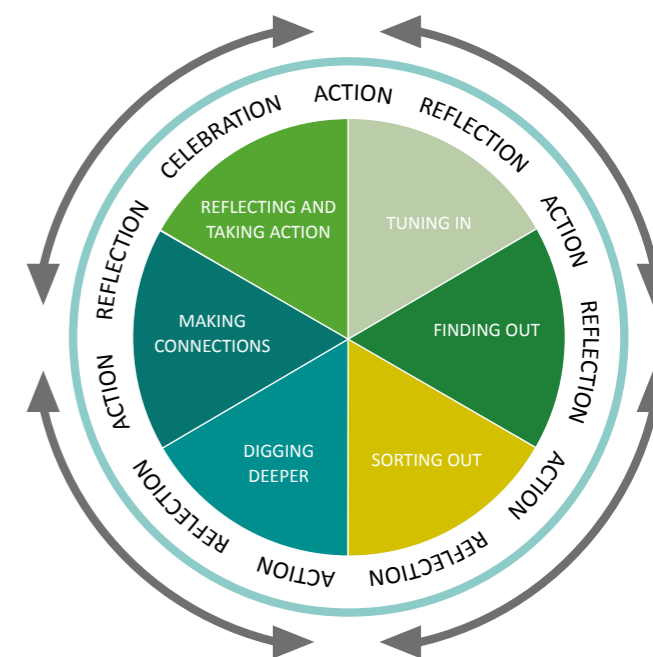
An explicit expectation is that successful inquiry will lead to action, initiated by the student as a result of the learning process. This action may extend the student's own learning, or it may have a wider social impact, and will clearly look different within each age range, and from one age range to the next.

### The PYP Programme of Inquiry

AIS has developed a comprehensive Programme of Inquiry including all aspects of Social Studies and Science and many of the other learning areas. In many of the Units of Inquiry, Literacy and Mathematics also form part of the inquiry process as part of meaningful, transdisciplinary learning. Each year level

from Prep to Year 5 works on six Units of Inquiry each year. There are six Transdisciplinary themes that are covered each year.

For further information on the IB Primary Years Programme and how it is integrated into the classroom, please consult AIS' Curriculum Guides which are available on Connect AIS.



### Reports

Written school reports are distributed four times per year: interim reports containing areas of strength, areas for growth and next steps are issued at the end of Term 1 and 3. At the end of each semester (Term 2 and 4) a full report is issued.

For students who have attended school for less than a term, families will be offered a parent/teacher interview and/or interim written report.

Students leaving during Term 2 or Term 4 will have an end of Semester Report written and sent to them at the close of the Semester.



Students leaving in Term 3 should use the Semester 1 report as their final written report alongside any discussions that take place as part of the Student Led Conference.

All reports are accompanied by each student's learning journal – a collection of student and teacher chosen samples of learning experiences that demonstrate progress and celebrate the learning journey throughout the year.

## The Academic Calendar

Introduced in 2015, the Academic Calendar is a particularly useful document for parents as it outlines all of the key academic dates for each year group. These include assessment, recording and reporting dates; as well as dates when you can learn more about your child's progress and the School's work. These opportunities include parent teacher meetings, student led conferences and drop in sessions.

The Academic Calendar can be found on Connect AIS.

## Houses

There are four houses across the school:



Derwent – Storm (Blue)



Fitzroy – Dragons (Green)



Lachlan – Devils (Red)



Murray – Lions (Yellow)

Various House competitions are held throughout the year in the Elementary School such as:

Lower and Upper Athletics Carnivals, Lower and Upper Swimming Carnivals, Upper Elementary Cross Country Carnival, and the Upper Elementary Biathlon.

The weekly Gross Motor Program (GMP), conducted in the Lower Elementary School also operates as a House Competition and children are encouraged to wear their House T-shirt on the appropriate day.

In the Upper Elementary School the GMP is replaced by a School sports programme. As with the GMP, the School sports programme is run in houses and therefore students should wear house shirts to school on the appropriate day.

Once each student is allocated a House, parents are expected to purchase a House T-shirt from the Uniform Shop or AIS Uniform Supplier.

House competitions look to celebrate excellence in the wide range of opportunities on offer. Children can earn points for their House through excellence in academics, music, art, representative events like the School sports program and performance at the annual sports carnivals. Merit awards and learner profile certificates also gain points for the House Competition. At Presentation Day, at the end of the year, the House Cup is awarded to the winning house for their achievements throughout the year.

## Camps

All Upper Elementary School students attend annual school camps. Year 3 attend an overnight camp to the Singapore Zoo. The camps for Year 4 and Year 5 are held in different locations in Johor Bahru, and Malaka Malaysia. The students look forward to the camps each year where they learn a range of skills including: adapting to different environments and ecosystems, community service, leadership and teamwork.

# Inside the Classroom

## Buddy System for New Students

In the first week, new students will be assigned to a "buddy" whose job is to help new students settle in, find their way, and introduce them to the School. This process of induction is managed by the class teacher. The School Counsellors support the buddy process and are ready to assist with any children who may have any transitional issues. If new students have any questions or concerns, they should see their Class Teacher.

## Celebrating Diversity

AIS recognises the diversity of cultures in Singapore and even in each child's own class, and provides opportunities for all children to learn about and to respect other cultures.

This is implemented in the Elementary School program by using a large variety of books, music, cooking, crafts, clothing, singing, posters, assembly activities, excursions and by the celebration of special days and festivals (e.g. Chinese New Year, Hari Raya, and Deepavali). AIS parents and staff are from a variety of backgrounds with diverse cultural experiences, and are encouraged to contribute their knowledge and culture to enhance the overall program.

## Class Parties

### Birthdays

Children who would like to celebrate their birthday at school may bring cupcakes or another similar item that they may share with their classmates during a break period.

Parents who plan to deliver such items to school need to negotiate a suitable time and date with the

classroom teacher so that food can be shared during a break period and not during class time.

Please remember that AIS operates a 'Nut Minimisation' policy which means that no nuts, nut-based products, or products containing traces of nuts are allowed anywhere on school grounds or buses. For more information you can contact the AIS Health Centre nurse@ais.com.sg

### Farewells

Children who are leaving the School often wish to say farewell to their classmates by sharing a small cake (or cupcakes).

Guidelines for all class celebrations are as follows:

- Class celebrations are usually held in the last hour of the day or just prior to a break period. The actual timing must be negotiated with the class teacher.
- It is the responsibility of the parent(s) of the departing child/children to make all the arrangements for the celebration. Should more than one child be leaving a class, a combined farewell will be held. The Class Contact (Friend of AISPA) will be able to help to coordinate between parents in this case.
- All food supplied must meet the School's 'Nut Minimalisation' policy.
- Geckos are an AIS tradition; a stuffed calico lizard is available from the Uniform Shop for the class to sign. However, it is not mandatory. It is the responsibility of each departing family to purchase the gecko for their child.
- Children are not permitted to have the uniform that they are wearing signed by their friends.

## Classroom Materials

All stationery and textbook items required by students are supplied by the School at the commencement of the school year, or at the point during the year when the student joins the School. Some stationery items may need to be purchased by families during the course of the Semester to supplement this allocation. For further inquiries about your child's needs, please refer to your child's class teacher.

## Excursions and Visiting Performances

These are an integral part of the educational program and provide experiences not possible in the normal classroom environment. Excursions are planned to stimulate, support and extend classroom learning, with all children expected to participate. Supervision is always well organised and costs are kept to a minimum. Details of excursions and permission forms are sent to parents well in advance.

The Elementary School also regularly invites artists to perform or children's authors to visit. Performances can include drama, puppetry, and mime, cultural activities from other countries, music and dance.

Within each school term or semester, the AIS Accounts department will invoice direct to the family, the cost of any year level excursions or incursions. Where possible, excursion invoices will be computed, processed and delivered with the tuition accounts, permitting payments to be re-directed from the classroom teachers and school secretaries to the

finance team members. This process reduces the number of hands the payment needs to pass through (parent, student, teacher, secretary, finance). The new process for excursions and incursions will follow the following steps:

- Prior to the start of the term, parents will receive a letter from their class teacher or Head of Year, outlining the excursions and incursions that will be undertaken for their child's class/year level.
- AIS will prepare an invoice for distribution to complement the communication from the AIS classroom staff member. Where possible, an invoice will accompany the letter. The invoice must be paid directly to the accounts department in the form of NETS, credit card, cheque or cash by the date specified.
- Classroom staff will continue to communicate with parents as events approach, seeking and confirming attendance permission via the traditional manner (send home notes) or via Connect AIS.
- Parents respond with the permission slip, but do not include the cash payment.

Please be aware that these excursions are booked and paid for in advance and are based on the number of students on the roll in any given class or year level. For this reason, we will be unable to offer a refund should a student be sick or unable to attend an excursion.

## Food and Nutrition

All children in the Elementary School are required to be supplied with food for two break periods (lunch and afternoon recess). Teachers may also incorporate a munch and crunch opportunity within the classroom during which times students are encouraged to consume a healthy snack whilst participating in classroom activity – this normally occurs between 9.00am and 9.45am. These should be sent to school in your child's bag and should be contained within a sturdy lunch bag or box that will protect the food until it is eaten. Alternatively, arrangements can be made for food to be ordered through the School's canteen.

We actively encourage the children to develop healthy eating habits. Parents are encouraged to discuss ideas about food with their children so that food for school can be both healthy and fun.

Please note that, owing to the risks to children who have a severe allergy to peanuts or other forms or nuts, no nut-based products (e.g. peanut butter, Nutella) are permitted in the School. AIS is a nut-minimisation zone. You can contact the AIS Health Centre for more information on this policy, [nurse@ais.com.sg](mailto:nurse@ais.com.sg).

When you prepare school lunches, consider how well the food will last. Special insulated lunch containers available for sale in the School's Uniform shop/Uniform Supplier are recommended to keep food cool and fresh.

## Parent Teacher Interviews and Student Led Conferences

A scheduled Parent Teacher interview is conducted in Term 1 and arranged through the class teacher. It is an opportunity for parents and class teachers to discuss progress, concerns, individualised learning needs and to determine appropriate action or follow-up that is required in order to maximise student learning and growth.

The second interview, held in Term 3, is a student-led conference attended by the teacher, parents and the child. In these, the students demonstrate and articulate their learning and progress to date. This also provides them with an opportunity to identify goals and to set manageable steps for further learning.

Should parents have any concerns at other times throughout the year, they should contact their class teacher directly. Class teachers will also contact parents as and when required.

# Expectations of Elementary Students

## Absences/Attendance

Attendance at school is one of the key factors in student success. As a school, we are privileged to have families and students who thrive on being in the school environment, making the most of every opportunity offered to them.

On the occasions when students are absent we would like to remind our families and community to inform the relevant secretary, classroom teacher and or teacher assistant(s) before 8.30am of any absences – either by email or by telephone.

- lowerelementary\_secretary@ais.com.sg and +65 6319 7589
- upperelementary\_secretary@ais.com.sg and +65 6319 3787

Student rolls are marked each day in Elementary School. Parents should email the class teacher and relevant school secretary directly before 8.30am to advise the School of a student's absence that day.

Upon return to school, students must produce a note or evidence concerning their absence. This note is to be handed to or emailed to the class teacher. Such notes should specify the date(s) of absence(s) and reason.

Frequent absences from school can interrupt the child's learning and the development of good working habits and social friendships. Parents should endeavour to make medical, dental and other appointments out of school hours. Family holidays

should coincide with school vacations and only in extraordinary circumstances should holidays be arranged during school terms. Permission for any child to be absent for any reason for more than five days must be requested in advance in writing from the Head of Elementary School.

The School is obliged to submit to the Singaporean government records of attendance for students. Students who have repeated or long-term absences may be in breach of Singaporean immigration laws. Such breaches can lead to the cancellation of student passes.

If a student is late to school, the class teacher will note this for roll recording purposes. Where practical, parents should send a note or call the School to explain the late arrival.

It is an expectation that students also attend all compulsory school-related functions including chosen CCAs, sports carnivals, International Cultural Experience Day and curriculum-related excursions.

### Policy Statement:

A minimum level of attendance is required in order to successfully complete any course of study or academic year at AIS. The minimum student attendance required by AIS is 90% of the allocated time for a course. Students on Student Study Visas must also maintain a 90% attendance record. In order to fully attain the desired outcomes of the school in relation to the development of the whole person, a minimum level of attendance is required during each semester, including attendance at

all compulsory school-related activities. When determining progression to the next year level in the Elementary School, attendance is a factor that will be considered as part of a larger process of retention.

### Definitions:

Unexplained absence: When a student is absent from school without parent notification.

Unjustified or Unapproved absence: When a student is absent from school without school approval.

## After-School Procedures

To ensure the safety of students at all times, students are asked to comply with the following after-school procedures:

- Students will be required to be off campus after 4.00pm if they do not have CCA or study.
- Students remaining at school for CCAs must be supervised by parents or guardians before their CCAs commence. The School is unable to take responsibility for students who are unsupervised on campus after 4.00pm.
- Students wishing to study from Monday to Thursday must do so in one of three locations.
  - Central Library on Level 4, Main School Building: 3.15pm – 5.00pm.
  - Senior Library on Level 3, Senior School Building: 3.30pm – 5.00pm.
  - Lower Elementary Library on Level 3, Lower Elementary School Building 3.15pm – 4.00pm.
- Students may wait in one of the three libraries before their CCAs but the School cannot take responsibility for ensuring that they are in situ.
- The play equipment next to the CTE behind the Main School Building will be roped off and not available for play after 4.00pm.

- Students may only use the play equipment at the end of the Lower Elementary Oval under the supervision of parents or guardians.
- Staff will be monitoring for students who are unsupervised on the campus after 4.00pm. They will contact the parents of unsupervised students to make arrangements to ensure their safety.

## Home Learning / Homework

Homework provided to students reaffirms the role of parents and caregivers as partners in education and provides parents and caregivers with insights into what is being taught in the classroom and the progress of their children. We neither expect nor wish you to do your child's homework for them. However, there are some things that you can do to make it easier for them.

1. Take an interest in their reading each night and talk about possible ideas for related activities.
2. Help them to plan and organise their time.
3. Encourage them to work reasonably quickly and efficiently. There is no point in continuing if they are frustrated or tired.
4. Encourage them, and express approval and satisfaction.
5. Be supportive of all attempts by your child to research topics of interest and to devise their own "homework" tasks. Self-devised and initiated projects can be of far greater benefit to children than those imposed by the classroom teacher. Further details regarding Home Learning will occur via your child's class teacher.
6. Remind your child to speak to their teacher if they are unsure about any aspect of their homework.



## Uniform

All children are expected to wear full school uniform at all times. Only garments purchased through the AIS Uniform shop/approved AIS Uniform Supplier are regulation uniform.

The AIS approved Uniform Supplier is Lim Meng Keng, located at #02-18 Holland Road Shopping Centre, 211 Holland Avenue, Singapore 278967. Contact +65 6468 3655.

Lim Meng Keng is also able to offer three flexible service options for families:

1. Visit Lim Meng Keng Department Store direct to fit and purchase AIS uniform items on the day;
  2. Fit and order at the AIS Uniform Shop on the school campus, and then pick up and pay at Lim Meng Keng Department Store direct when the order is ready for collection; or
  3. Fit and order at the AIS Uniform Shop on the school campus, and then return to the AIS Uniform Shop to collect from Lim Meng Keng and make payment (Lim's will visit AIS every Monday during term time between 2.00pm to 4.00pm to facilitate this service).
- NB. Sale of Representative Sports uniforms (as used by AIS representative sports team players) will only be sold at the AIS Uniform Shop and will not be available at Lim Meng Keng Department Store.

School shoes must be black leather and kept clean and polished. No T-shirt is to be worn under the school shirt. Should children be cold inside the classroom, a school jumper may be purchased.

Students may wear a watch and girls may wear a single stud or sleeper in each ear.

In Elementary School PE Uniform is to be worn during PE lessons and students may wear their PE uniform to and from school on PE and sports days or on special sports carnival dates. Details will be advised to parents at the beginning of each new year or term.

Boys are to adopt a neat hair-cut, with hair being above the collar. A minimum Blade 2 hair cut is allowed. Girls are to wear their hair in a bunch, bunches, ponytail or plaits, or tied with a ribbon.

AIS School Bags are to be brought to school each day. Bags for sport and library are sold separately through the Uniform Shop. Upper Elementary students are advised to choose a bag which is suitable to the size of the student.

The school sunhat is to be worn at all times when students are playing outside, attending PE lessons and on excursions.

## SCHOOL DRESS CODE

	BOYS	GIRLS
Shirts	Navy striped Elementary School shirt	Navy striped school shirt with white collar*
Dress		Blue school dress with white collar*, worn at knee length
Shorts / Culottes	Navy formal school shorts, must be worn on or above the hips.	Navy formal school culottes*
Socks	Ankle length standard white AIS school socks	
Shoes	Regulation plain black leather school shoes must be worn. They must be clean and polished. Black runners are not permitted as school shoes	
Hats	The school navy bucket-style hat must be worn for outdoor play. The school navy PE cap may be worn during PE lessons only	
PE	The school PE uniform is to be worn for all PE lessons. House shirts are worn for Lower Elementary School, School Gross Motor and Upper Elementary School Sports programs and for School Carnival events. Appropriate running shoes must be worn, not skater shoes e.g. Vans or Converse	
Hair	<ul style="list-style-type: none"> <li>• Neat and tidy hair cut</li> <li>• Above collar length</li> <li>• Fringe clearly out of face, not tucked behind the ears</li> <li>• Only natural hair tones accepted</li> <li>• No extreme hairstyles</li> <li>• Limited use of hair product</li> </ul>	<ul style="list-style-type: none"> <li>• Neat and tidy hair cut</li> <li>• Fully tied back if shoulder length</li> <li>• Fringe clearly out of face</li> <li>• Hair ties, headbands and clips must be navy, black or white in colour</li> <li>• Only natural hair tones accepted</li> <li>• No extreme hairstyles</li> <li>• Limited use of hair product</li> </ul>
Jewellery	Only the following items are permitted: <ul style="list-style-type: none"> <li>• Watch</li> <li>• Medical alerts</li> <li>• Earrings are not to be worn</li> </ul>	Only the following items are permitted: <ul style="list-style-type: none"> <li>• Earrings are to be plain small round gold/ silver studs or small round sleeper earrings to be worn in ear lobes only, one earring per lobe. No additional plastic earrings to be worn</li> <li>• Watch</li> <li>• Medical alerts</li> <li>• No make-up or nail polish to be worn</li> </ul>
School Bag	Navy AIS School Bag, free from graffiti. A navy school library bag is required for students in Prep to Year 4	

\*Elementary School girls may wear either the shirt and culottes option or the dress to school

# Academic and Student Support

## Learning Enrichment

Students at AIS are part of an inclusive, rich and dynamic learning environment where the expectations are high and individual learning styles are identified and programmed for. This occurs within a framework of partnership between the School and family based on open communication and collaboration.

Capacity within the classroom to successfully identify and manage student diversity is achieved through collaboration with a variety of support staff across the Elementary School including personnel from the Learning Enrichment Department. This department is led by the Head of Learning Enrichment and comprises six Learning Enrichment Teachers, two Counselors and two Learning Enrichment Teaching Assistants.

Teachers across the Elementary School are responsible for supporting students with a wide range of abilities and needs within their classrooms. Differentiation at AIS is seen as a process that creates the conditions which enable and extend the personalised high performance learning of all students.

Staff within the Learning Enrichment Department at AIS partner with class teachers and specialist staff to enable students to realise their potential through exceptional opportunities. This occurs within the context of a nurturing community that operates from an acceptance and appreciation of differences. AIS is an inclusive community and the Learning Enrichment Department assists in the provision of a differentiated learning program that aims to meet the needs of the individual and reflect students' abilities and learning styles.

In collaboration with class teachers and specialist staff, the Learning Enrichment Department offer a continuum of services to support positive learning

outcomes for all students. The use of this flexible learning and teaching model, allows for the provision of support in accordance with currently identified student needs. The educational experiences offered through the Learning Enrichment Department are informed by our high expectations, our knowledge of the students, their readiness to learn and their backgrounds, as well as their needs and interests as individuals. We aim to provide educational frameworks which honour and maximise the aspirations and achievements of our students in relation to developing their holistic development.

## English as an Additional Language (EAL)

English as an Additional Language, or EAL, assists the English language development needs of children who arrive from non-English speaking backgrounds. It plays a valuable role in supporting these children's first experiences of life in a new school where English is the language of instruction and is the main means of communication generally.

An Admissions Manager will meet the families and children when they come to the School for their initial enrolment interviews. Apart from sharing contact details, parents will also be asked to complete a language profile. This can be very informative for us in understanding the language learning background and needs of the child upon entry into the School. The child is then assessed through questioning and the formal MAC II Screener, to ascertain how easily they will be able to participate in the classroom when they commence.

If it is apparent from the screening results that a child will require further assistance, then the EAL teacher assigned to the child's year level is notified of their

commencement date. The EAL teacher will set aside time for face-to-face teaching, resourcing and meeting with the child's class teacher, in order to address the needs of the child as efficiently as possible. Assessment for EAL needs will occur in the Early Years Centre during Term 4.

Assessment will determine which level of EAL a child is placed on. ILC (Intensive Language Course) is for those children at a basic or beginner level of English. Children who are at intermediate or advanced levels are referred to as EAL learners.

ILC children do not study Mandarin, but have intensive English lessons provided by the support team at this time. ILC will receive additional support either by withdrawal or in their mainstream class. This support is provided by the support team and through the class teacher's differentiation.

EAL children do study Mandarin. They will receive additional English support either by withdrawal or in their mainstream class by a member of the support team or the Elementary Leadership team.

EAL assists in the development of oral, written and visual communication in keeping with literacy learning in the PYP. This is also in the context of the theories that underpin additional language learning. A particular focus is the everyday language of school, home and friendships - the language of their present life experience. The Unit of Inquiry is one of the main ways that children engage in learning about the world. Being able to talk about the content using simplified vocabulary, and then building on this vocabulary with new language structures, can be immensely useful in helping the child to cope in a new learning environment. At the same time they are keeping abreast of the intellectual rigour appropriate to their age.

Reading and writing also form an important part of formalising the new language with which the child is becoming familiar. This is done in the context of the child's needs and the text types being studied in the classroom. The children are encouraged to select work samples that demonstrate what they can do and the development that takes place over time.

Staff formally report at the end of every term and are present during parent/teacher interview times. EAL staff also play a prominent role in the pastoral care of children and their families from non-English speaking backgrounds. We actively seek ways to promote respect and connectedness in our school and community.

## Counselling

AIS believes that sound education involves the development of the whole student. This includes the social, emotional, intellectual, and physical aspects of a student's life. Counselling services are accessible to all students and their families.

School Counsellors provide support to students, teachers, and parents through both individual contacts and group meetings. They facilitate the development of social and emotional competencies through classroom lessons, as well as meeting with students individually and in small groups to enhance social skills, and self-esteem, or to deal with issues such as behaviour management, anxiety and family relocation.

Parenting workshops are also offered throughout the school year and the Counsellors are available to meet with parents on an individual basis.

## Duty of Care

AIS staff are required to take care to ensure that the School ensures the safety of students within their care. Parents can assist by ensuring that the School is informed about their child's medical history. Consent forms for excursions and specialist programs must be returned before students are allowed to leave the School.



# Co-Curricular Activities (CCAs)

## Lower Elementary School

A selection of co-curricular activities is made available to children in the Lower Elementary School. These may run during lunch times and/or after school.

## Upper Elementary School

Upper Elementary students also enjoy a great range of co-curricular activities. These activities occur either at lunch times or after school. There are opportunities for involvement in a range of sports, music, enrichment and community service activities.

There is a charge for some of these activities, for special materials required and for specialist coaching, tuition or for the use of venues. A choice of activities and times is issued each Semester. Students are expected to commit to the activity once enrolled, and attend each week.

## Music

Elementary School students may also elect to take private music lessons in an instrument of their choice. These lessons are generally conducted during the school day and tutors collect students from their class and take them back when the lesson concludes. Enrolment forms for Music Tuition are available from the School Reception, Music Office or on Connect AIS.



# Communications

## Communication with Parents

The relationship between home and the School plays a very important part in a child's education. We cannot overestimate the critical role that parents play in successful learning: they contribute much to their child's development and are among the most important influences on the way in which the child approaches learning.

Teachers are responsible for the more formal aspects of children's learning, and successful teaching builds on the home experiences of the child. This is most effective where there is an active partnership with parents.

Two-way communication is a critical factor in the partnership between parents and the School. Where a partnership exists, it is easier for parents to solve problems and to feel confident about the teaching and learning taking place in the classroom.

The School expects parents to accept and to support the shared responsibility for the welfare and education of the students. This includes notifying the School of any changes in routine that may have an effect on the behaviour of their children, supporting the School Management policies and staff in the implementation of these policies, and ensuring consistency of expectations between school and home.

In order to maintain a professional relationship between staff and parents at all times, we would ask all parents to be aware of and to follow the protocols below in communicating with School staff:

- Parents are encouraged to address all questions, comments, complaints or concerns regarding any aspect of their child's education

or experience at school directly to the child's teacher in the first instance. This can be done either in person, by telephone or in writing (either handwritten or via email). Parents are also requested to choose an appropriate time and place to discuss the concern. If an extended discussion is needed, parents are asked to make an appointment with the teacher at a time that is mutually convenient.

- In the event that the situation is not adequately resolved, either the parent or the teacher (or both) may choose to take the matter to a more senior member of the School's staff. This would initially be the Heads of Year followed by the Assistant Heads of Lower/ Upper Elementary, then the Assistant Head of Elementary Welfare and Administration for welfare issues or the Assistant Head of Elementary Curriculum for Teaching and Learning issues and then finally, the Head of Elementary should an issue remain unresolved. Appointments are required for all such discussions. The Principal, as appointed by the School's Governing Body, has the final responsibility for resolving the situation. It may also be wise for other staff members who have particular expertise in the area under discussion (e.g. the School Counsellor, the Learning Enrichment staff, the Head of Learning Enrichment) to be invited to become involved at this point. Parents are requested not to make an appointment with a senior member of staff prior to discussing the problem directly with the class teacher and to follow the accepted protocols in the appropriate order should further clarification or resolution be considered necessary.





Here are some tips for parents to help in maintaining positive relationships with the School community. Acting on these tips will ensure a positive relationship with the School and, more importantly, allow your children to flourish.

- All children have strengths and weaknesses, all have their own personalities and individual habits, all have their own developmental timeframe, and all have the capacity to make poor choices at certain times. Please be supportive of the School whenever recommendations are made regarding your child, don't become overly competitive with other parents and their children, and don't feel that you have failed as a parent if your child is not perfect in every way.
- Seek the advice of school staff if you have any questions or concerns about your child's development. Along with the joys, parenting can also be very stressful and challenging at times. We understand this and are only too happy to offer advice and support.
- Be active in supporting the School. Try wherever possible to attend all functions that involve your child and offer your help in any way that you can.
- Form a positive relationship with your child's class teacher and keep in regular contact.
- Engage in conversations with your child and the teacher around the learning which is occurring in the classroom.
- Regularly check the information provided for you on Connect AIS from your child's teachers so that you are informed of upcoming events as well as current teaching and learning in the classroom.
- Direct any queries or concerns to the classroom teacher in the first instance. Engage in conversations that facilitate respectful consideration of all sides of an issue.

- Trust in the professionalism of the teaching staff employed in the School. When you have a concern, express it directly to school staff, not in the playground with other parents. Avoid discussing your concerns or criticising teachers in front of your children. By seeking first to understand, you will set an important example for your children to follow.
- If your child is having difficulties with another child at school, address your concern's to the class teacher rather than the other child's parent. School staff are experienced in managing issues between students confidentially and with discretion.
- As a school we value your feedback greatly. Please do share with us not just the problems but the successes also. It is affirming for our staff when we can share your positive feedback with them.

## Parent Education

Many information sessions are held at the School throughout the year. These may include sessions on the philosophy and curriculum of the School and its daily operation, transition from one year level to the next and information evenings or mornings on various topics of interest, such as helping children learn to read or supporting the development of children's emotional and social skills.

Parents are encouraged to take part in the education sessions that the School presents. These sessions are advertised on Connect AIS, in the weekly School Newsletter as well as class updates/news from the classroom teacher.

## Communication Tools used at AIS

- Full written reports on student progress are issued in the last week of Semesters 1 and 2

- Interim reports are issued to coincide with parent teacher interviews in Term 1 and Student Led Conferences in Term 3
- Connect AIS is updated weekly with newsletters, class news, homework and information
- Parent-teacher interviews held formally in Term 1 each year
- Student-led conferences held in Term 3 each year
- Notes
- Surveys
- Displays of children's work.
- Assemblies
- Special events and celebrations
- Specialised learning programs
- Parent information sessions
- Learning journals
- Email

You are more than welcome to talk to your child's teacher whenever you feel there is a need. Appointments ensure that a mutually suitable time can be set aside, as well as allowing time for the teacher to gather any additional information that may be useful in your discussions.

Notes about special events for Elementary School students will be sent home to the children involved, as well as being shared by class teachers on Connect AIS.

A School Diary is issued to all Upper Elementary students and can be used by teachers and parents to communicate between home and school. The Diary has a section detailing school rules, history, daily routine, as well as pages for writing homework. It also allows parents to monitor homework and to send messages to teachers concerning issues or absences.

## Connect AIS

Connect AIS was launched to the AIS community in January 2015 and is our school's online learning environment. This password protected website is a place for parents, students and teachers to engage with the learning that is happening at AIS every day. Our vision for Connect AIS is to allow parents immediate access to information and communication with the School as and when they would like to access it, rather than waiting for updates from teachers. In this way, Connect AIS enhances the communication channels which already exist within the School, and paves the way for a strong partnership between school and home.

Passwords for Connect AIS are provided upon admission to the School and when logging into Connect AIS parents will be taken to a personalised landing page which shows their children and the classes they are enrolled in. From here parents have access to general school life information, newsletters, updates from the Principal and Leadership teams and contact details for all staff.

In one click from the personalised homepage, parents of the Elementary School will be able to view two main pages linked to their child's class; homework updates and news. The homework and class news sections are updated weekly by the classroom teacher, providing parents with a reflection of the week's learning and further information to support their child's learning from home. Parents can also access curriculum and resources relevant to their child's year level.

<https://connect.ais.com.sg>

## Customer Experience and Parent Helpdesk

AIS is committed to understanding and meeting our parent and student needs and ensuring that our students leave with a positive impression that will stay with them for the rest of their lives.

AIS has a dedicated Customer Experience and Parent Helpdesk Manager who acts as the first point of contact for parents who have feedback for the School or who need assistance. To provide feedback or seek support, parents may email on [help\\_us\\_grow@ais.com.sg](mailto:help_us_grow@ais.com.sg).

## Help Us Grow

The School also has a structured survey program to allow parents to tell us - openly and honestly - what the School is doing well and what they believe can be done better.

The Help Us Grow program supports the School's commitment to continuous improvement – a key value of the school and the Cognita Group. It enables the School to work in partnership with parents in order to improve the whole school experience.

Through the program, the school will regularly survey parents to gain feedback on their day-to-day experience of the school, and of specific aspects of school life. The feedback will help identify the changes needed to delight parents, earn their loyalty and encourage their recommendation.



# Medical Services

The Health Centre is open from 7am to 5pm Monday to Thursday and 7am to 3.30pm on Friday school days. Lower Elementary students can access the centre adjacent to the playground area of the Lower Elementary School Building, beside the Lower Elementary undercroft. Upper Elementary students can access the Health Centre and also the Nurses' Room located at the front of the Main School Building near Gate 1 Reception. The Nurses' Room is open from 8am to 4pm Monday to Thursday and 8am to 3.30pm on Friday on school days.

Nurses are on duty to attend to first aid, to assess students who become unwell at school, and to provide support to parents and students.

Parents are encouraged to keep unwell children away from school. If a child attends school and is not well enough to participate or is at risk of spreading infection, the nurses will contact parents to collect the child. Parents should have arrangements in place to collect unwell students. Please ensure your GP has given the all clear before returning your child to school after a bout of fever or illness.

## Medical Information

All families new to the School are issued with a Medical Examination form. These should be completed and returned to the Admissions Department as soon as possible (and certainly prior to the student's commencement at the School). This information is recorded and used as a reference when your child attends the nurse. Separate medical forms accompany excursions and camps and must be completed prior to students attending camp. Teaching staff will be informed of special health needs.

If there are any changes in a child's health status, it is the responsibility of parents to inform the School.

## Medications at School

No child is to self-medicate at school unless authorised by the School.

Parents whose children require occasional or regular medication at school need to deliver the medication and the Request to Administer Medication form to the nurse. This form is available from the Health Centre, the Nurses Room or from Connect AIS.

If a child presents to the nurse and has been assessed to need pain relief, with your consent, nurses can administer Paracetamol. Consent is given on Medical Information and Consent forms; however, a nurse will always try to contact parents prior to administering Paracetamol.

## Emergency Contacts

Accidents do occur. In any emergency the injured student will be the primary consideration. Parents will be contacted as soon as possible. If a parent cannot be contacted, the School acts in loco parentis. To avoid delay in contacting parents it is essential that the School be notified of any changes of address or telephone numbers. This information needs to be forwarded to the Records Department via email to [records@ais.com.sg](mailto:records@ais.com.sg). Please also inform the class teacher.

It is of critical importance that we have reliable up-to-date information. If both parents are away from Singapore for any length of time (even as little as overnight), and the children are under the care of a temporary guardian, please notify your child's class teacher, the nurses and the Elementary School Secretaries of the emergency contact details during your period of absence.





## Students with Specific Health Needs

The School is not responsible for the management of medical conditions; it gives support to students and families so that children with specific health needs achieve the same educational opportunities as their peers.

If a specific health need is identified on the Medical Information Form you will need to meet with the nursing staff for a Health Needs Assessment. It is best to have all health needs attended prior to their commencement date at the School. Relevant information will be forwarded to teaching staff.

## Asthma and Allergy Needs

Parents of children who have severe asthma or known allergies are required to arrange to see the nurses. A Health Needs Assessment will give the information that will assist in compiling a school specific Emergency Response Plan (ERP).

These assessments provide us with detailed information relating to the child's current treatment, symptoms, triggers, maintenance treatment, and emergency treatment. With parents' permission, plans will be displayed in areas according to need. Parents may be asked to provide the School with medication. All medication should be clearly labelled and in original containers and it is the parent's responsibility to maintain in-date supplies. The School requires each child prescribed with an EpiPen to have two pens for use at school. The ERP is reviewed annually.

The Allergy & Anaphylaxis Support Group is a voluntary parent group who provide support not only to parents but who also support staff and students in the AIS community. For further details, please refer to Connect AIS.

## Dehydration

Dehydration is a common issue in the tropics and can affect your child's health and impact on their learning. Please encourage your child to regularly sip water through the day. Children should have their own water bottles in their classroom, these can be refilled from water coolers available around the school.

Signs and symptoms of dehydration:

- Poor concentration
- Tiredness
- Lack of coordination
- Late signs are: thirst and headache

Such symptoms can have a profound impact on safety, health and learning.

## Foot Protection

Please send your child to school in adequate foot protection. This includes on mufti days (free dress). Children often suffer injury as a result of inadequate protection. An injured foot is likely to be injured further without the protection of a shoe. For more information about school uniforms and appropriate footwear, please consult the AIS Uniform Guidelines document available on the School's online portal.

## Head Lice

Head lice are transmitted from person to person by direct contact. Parents need to remember that transmission is not always at school. Research shows that transmission is greatest at gatherings with family and friends (this includes sleepovers). If your child has been discovered to have nits (head lice eggs) or head lice, treatment is to be provided and assessed as effective before bringing them back to school. It is advisable that you continue to check for the eggs or lice every day; eggs are not killed by treatments. If left unchecked, the cycle will continue.

If your child has been found to have head lice whilst attending school, parents will be notified and asked to collect them. The School recommends using the conditioner method regularly to reduce the spread of lice. Head lice control treatment options are:

1. Mechanical removal
2. Chemical and mechanical removal

If you have any questions, please contact the school Nurses or visit this reliable website: [www.health.vic.gov.au/headlice/](http://www.health.vic.gov.au/headlice/)

Please notify the Nurses and/or your child's class teacher if you discover that your child has head lice. Such information is invaluable; it helps us to identify outbreaks and to address areas of need.

## Immunisations

The School does not provide these services. Parents are encouraged to ensure that immunisations are done according to their home country requirements. It is the parent's responsibility to maintain up-to-date immunisation records and to notify the nursing staff when immunisations are updated.

## Hearing and Sight Testing

Parents are also encouraged to conduct hearing and sight testing before formal education commences (Preparatory year) and are advised to have an updated test during their Primary years. Please refer to your local doctor for advice.

## Nut Minimalisation Policy at AIS

Please note that, owing to the risks to children who have a severe allergy to peanuts or other forms of nuts; no nuts, nut-based products or products that contain traces of nuts, are permitted on school grounds or on school transport. This includes peanut butter and Nutella. For more information please contact the AIS Health Centre, [nurse@ais.com.sg](mailto:nurse@ais.com.sg).

## Rest Times and the Importance of Sleep

Please be mindful of your child's need to gain sleep. It is believed that sleep deprivation may harm neurological development and can contribute to behavioural problems including attention deficit hyperactivity disorder (ADHD). Doctors recommend that Elementary School students have between 10-12 hours of uninterrupted sleep each night.

## Sun Protection

Sunhats are a compulsory part of the School uniform. 'No Hat, No Play' means that children without a hat must stay in shaded areas during outdoor breaks. The wearing of sunscreen is actively encouraged and parents are advised to apply sunscreen to their child before school each day.

## No Smoking

AIS has a strict 'No Smoking' policy. Parents, staff and visitors are not permitted to smoke within the School grounds or directly outside the School gates.

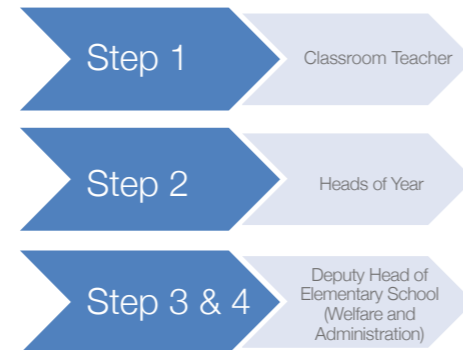
# Student Welfare

## Welfare

Student Welfare encompasses the personal, social, spiritual and academic wellbeing of students at our school. As an International Baccalaureate (IB) World School offering the Primary Years Programme (PYP) our approach to Student Welfare is embedded in the essential elements of the PYP. Through a focus on attitudes and transdisciplinary skills we work towards our goal of fostering human beings who reflect the IB Learner Profile and uphold the mission of the IB. Students are able to thrive in an environment in which they feel safe with a strong sense of connectedness and belonging. A supportive school community promotes the wellbeing of all students and fosters a sense of competence and positive self-esteem. We empower our students to take control of their own learning and develop essential social and self-management skills.

To support our Student Welfare approach, the Elementary School uses the philosophy of 'restorative justice' to ensure that positive relationships are fostered and appropriate behaviour is identified, recognised and celebrated. When conflict arises, it is managed in a positive and consistent manner, allowing each child to maintain their dignity, realise their obligations and work to rebuild the relationship. Our goal is not short term compliance but sustained behaviour change. Staff are supported through on-going professional learning to attain the skills to effectively manage the welfare of all students.

Should you wish to discuss a concern, the following diagram articulates the appropriate avenues for communication:



## Safeguarding

Safeguarding children describes the action we take at AIS to promote the welfare of children and protect them from harm. We believe that safeguarding children is everyone's responsibility and that everyone who comes into contact with children and families has a role to play. Cognita Asia supports the School in this endeavour through providing us with guiding principles and policies.

## Personal Data Protection

The school will collect, use, disclose and process "Personal data", for the purposes of safeguarding and promoting the welfare of your child, and where necessary, for the interests of the School and ensuring that all relevant legal obligations of the school and parents are complied with. Parents/Guardians consent to such collection, use and disclosure of personal data for the purposes set out above through the signing of the School's Terms and Conditions at the point of enrolment and during re-enrolment prior to beginning of each school year, provided that at all times any collection, use or disclosure of personal data is done in accordance with the Personal Data Protection Act.





# General Information

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## Access to the School

The School is open to parents during school hours, in the afternoon for co-curricular activities and in the evenings for school events. The School is closed during school holidays and on weekends unless a pre-arranged appointment has been made with a member of staff.

## Air Conditioning

The School is fully air-conditioned using a clean, efficient and environmentally friendly system. In line with the needs of children with specific dust allergies, the School has put into place specific policies and procedures to assist in reducing the level of dust to which children may be exposed.

## AIS Parents' Association

The Australian International School Parents Association (AISPA) represents a community that brings together parents and guardians of children attending AIS. As a group, AISPA strives to fulfil four objectives:

- To promote community spirit in the Australian International School and to encourage parents to be active in the school community
- To support the fund-raising activities of AIS students and assist general in matters concerning the welfare of students at AIS
- To provide a forum for the free exchange of views and ideas between parents and the Leadership Team
- To act as a link between the business community and the School

These objectives are only made possible with the support of Parents, the School and community members.

AISPA is striving to create a sense of belonging for all AIS Parents in Singapore. They aim to provide information, assistance and friendship for newcomers as they transition into the AIS community. They have an active Class Representative program to welcome all newcomers and to establish a contact person on a yearly basis between each class and our children's home. AISPA events are a focal point throughout the year to draw families together at the School for fantastic fun. AISPA pinpoint areas of special needs and interests within their community and groups are growing to support these. AISPA have a thriving secondhand uniform shop that not only provides good quality secondhand uniforms but takes all donations and sends them to charity organisations within Asia.

## Charities and Fundraising

The School supports a variety of charities throughout the year. All arrangements to support charities are coordinated by the Community & Service Coordinators in each sub-school.

Fundraising events are planned to fit within the whole school plan for fund raising and are accompanied by an educational element to help the children fully understand the significance of the event.

Any suggestions to support or initiate a fundraising event, or to support a charity should be passed through the Community & Service Coordinators.

## Dogs and Pets on School grounds

Dogs are not permitted to enter school grounds. Parents are advised not to bring pets into the School grounds.

## Electronic Equipment

The School discourages students from bringing electronic equipment to school. If they are brought to school, it is advisable that they should be handed to class teachers who will lock them away for the day.

## Emergency Evacuation Procedures

Students and staff carry out evacuation, lock-down and lockout drills at regular intervals throughout the year. Any parent who is on-site during an emergency evacuation is requested to follow the directions of staff, not to collect children and leave.

## Exit Forms

Upon withdrawal from the School, all families are issued with an Exit Form. This form must be completed by various departments and returned to the Accounts Department. Parents will be billed for any items borrowed from the School such as sporting or musical equipment, library books, audio visual equipment or text books that are not returned to the School.

## Fee Payment

The school fee includes Course Material fee, Fee Protection Scheme Insurance Fee, Medical Insurance Fee and Parent's Association membership. Tuition fees are payable before the student joins the School and then prior to the start of each semester. Failure to pay fees may result in the non-issue of reports and/or termination of enrolment.

Accounts are billed on a semester basis and payment of fees is expected by the due date. Payment information can be found on Connect AIS.

## Handphones

Students in the Lower Elementary are not permitted to bring handphones to school.

Students in the Upper Elementary School are discouraged from bringing handphones to School. Those students who do bring a handphone must ensure it is left inside their school bag and is secured in their locker. Handphones may not be used during school hours. If students need to contact parents for any reason during the day, the Upper Elementary secretary can call parents on their behalf. Students may also use the phone at Main Reception to contact parents or arrange transport.

## Lockers

Lockers are provided for all students in the Elementary School. These are located in a recessed area outside each classroom. It is expected that children will keep their belongings tidy within their lockers at all times. Lockers in Lower Elementary are open and have no locking mechanism. Lockers in Upper Elementary can be locked. Students are encouraged to be responsible for their own padlocks. We recommend the use of number locks rather than keys.

## Lost Property

Young children are remarkably casual and trust implicitly in adults to produce required items when needed. At AIS we seek to help the children to become responsible for their personal belongings.

Please ensure that all clothing is clearly marked with your child's name and current class so it can be easily returned when found. When unnamed lost property is found it is generally removed to one of the designated collection points around the School. Students should check these areas for their lost item. Valuable items will be kept by a member of staff and logged on the School's Lost and Found database.

## Money and Toys

Owing to the fact that they may be easily lost or broken, children are asked to be self-responsible when bringing toys to school. Children can become very upset when their belongings are missing or damaged and must factor this in to the choices they make. In general, it is better for toys and precious items to stay at home. Money for collections or charity should be sent to school in a sealed envelope, clearly marked with the child's name and class.

## Notice of Withdrawal

AIS conducts a two semester academic year. Course fees are charged on a per semester basis and are to be paid in advance of the semester commencement.

Upon the provision of notice of withdrawal, on or before 19 October in relation to students due to commence during Semester 1 (January to June); or on or before 13 April for students due to commence in Semester 2 (July to December), there is a maximum refund of 100% of that semester's course fees already paid. For withdrawal after commencement of a semester, there is no refund of any portion of that semester's course fees, regardless of when the notice of withdrawal is given.

For further details on the AIS withdrawal policy, please refer to the Finance pages on Connect AIS.

## Pre-Loved Uniform Shop

The Pre-Loved Uniform Shop accepts school uniforms and sportswear, including external provider sportswear, footwear and equipment for sale. All items offered for sale must be clean, pressed and in good condition. When you are leaving the School, should you wish to donate items to the shop for sale, these will be readily accepted. All funds raised are allocated to the AIS Parents' Association funds and distributed accordingly at the end of the year.

## School Needs

All clothing and belongings should be clearly marked with the child's name. This includes items such as school bags, hats, jumpers, shoes, socks, raincoats, lunch bags and/or boxes (and lids), drink bottles (and lids), and all items of the P.E. uniform.

## School Yearbook, The Endeavour

A school yearbook, called The Endeavour, is produced and distributed at the end of each school year. Students collect the school yearbook in the last week of the school year in class groups. One yearbook is issued per family and is given to the eldest sibling of the family.

## Smart Card

The Smart Card system used at the School acts as a library card and form of identification for staff as well as for Upper Elementary School students. It also allows parents to order children's lunches online as well as to pay for food at the canteen, and a number of other expenses.

Children in the Lower Elementary School are not permitted to have their own card. However, parents are entitled to use the Smartcard system for the purpose of online ordering and payment. Smartcard Account Details are automatically emailed to all families upon their child's commencement at the School.

Children from Year 3 onward are issued with an activated Smartcard but cannot use it until parents have created an account and added money. Children are issued with a Smartcard after their photo has been taken at the Central Library on Level 4, Main School Building.

## Security

Guards are located at all entrances to the School and access to the School is closely monitored. These guards work on a 24 hour rotating shift. Closed circuit TV operates on the perimeter of the campus and in specific internal areas within the School.

## Travel to and from School

### Bikes, Scooters and Skateboards

Bikes, scooters and skateboards are not permitted to be ridden within school grounds. Children must dismount at the school gates and walk them to the parking areas.

### Lower Elementary School Drop-Off and Pick-Up Zones

Lower Elementary School parents may park in the underground car park beneath the Lower Elementary School Building. However, please be aware that this car park has limited spaces. If parking, parents must then accompany their children in the lift to Level 1 where all Lower Elementary School students are required to assemble prior to the commencement of school.

Children may also be dropped along the drop-off zone outside the Reception area of the Lower Elementary School Building and make their own way to their designated assembly area in the Lower Elementary School grounds. Entry to the Lower Elementary School grounds is via the small gate to the left of the reception area. Lower Elementary School Students are not permitted to enter the School via the reception doors.

After school, parents may either park under the building and wait for their child at the Assembly area on Level 1, or drive through the pick-up zone where their child will be waiting. Should their child not be immediately available, they must proceed around the loop again until their child appears.

### Upper Elementary School Drop-off and Pick-Up Zones

Upper Elementary School parents driving their children to school may park in the front car park of the School, accessible via Gate 1. This car park has limited spaces. It is preferred that children are dropped at the front door of the School and make their own way to their designated areas.

### Access to Car Parks

Parents who drive their children to school must ensure they obtain an AIS Car Decal for the front windscreen of their vehicle. This can be collected from the Main & Lower Elementary School Receptionists. This identifies the vehicle as belonging to a parent at the School and therefore admissible into the complex.

### School Buses

The School oversees a bus service, run by an external company (Johnson Transport & Trading Pte Ltd (JTT)), which transports students to and from school each day. In addition to the driver, a bus auntie travels on the bus with the students.

The bus coordinator can be contacted via the School on +65 6319 3766. All students are made aware of the bus code of behaviour that is expected of all children. Issues of concern that relate to the behaviour of students on buses should be addressed to the Deputy Head of Elementary School (Welfare and Administration).

### Taxis

Taxis may enter the drop-off and pick-up zone at any time during the morning period and should follow the same procedure as that of private cars. In the afternoon, taxis are permitted to use the pick-up/drop-off providing they follow the same protocols as for regular passenger cars. Families waiting for a taxi should wait patiently with the other students until assigned a bay at which to alight their taxi.



## Visitors Pass

AIS families are issued with two parent security passes, which must be worn when visiting the campus. Car decals are also provided for families who drive onto campus. Parents who forget their parent pass will be treated as a visitor and will need to sign in at the guardhouse.

Parents are asked to support these security measures, which assist the guards in knowing who is located on the grounds at any one time.

The wearing of visitor passes is also compulsory for contractors and visitors to the School who must exchange their photo ID and obtain a visitor pass before entering the School. The visitor pass must be returned before departing the premises.





**Australian  
International  
School**

Globally focused, **distinctly Australian**

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