

Admissions Enquiry



## Parents Essentials

In this section you will find essential parent resources and information about starting school



### School Calendar

Keep tabs on events and other important dates at school



### School Lunches

Find out about our healthy lunches



### School Orientation



# Parent Handbook 2017-2018



## *DCIS 2017-2018 Term Dates and Holidays*

Please note that further details on daily events and any updates are made on the DCIS Website Calendar. Version 1 of the DCIS Calendar of Events is included in the Appendices, however any changes/updates will be made on the iSAMS and website calendar. Weekly events are highlighted on the DCIS Website Homepage and the weekly news on our News and Insights webpage. There is also a link to the website calendar on the DCIS Mobile App.

2017-2018 Term Events	Dates
<b>Term 1 - 2017</b>	
Public Holiday (National Day)	Wednesday, 9 <sup>th</sup> August
All Staff in School	Monday, 14 <sup>th</sup> August - Friday, 18 <sup>th</sup> August
Student Orientation	Friday, 18 <sup>th</sup> August
<b>Term 1 Starts</b>	<b>Monday, 21<sup>st</sup> August</b>
Public Holiday (Hari Raya Haji)	Friday, 1 <sup>st</sup> September
Half Term	Monday, 16 <sup>th</sup> October - Friday, 20 <sup>th</sup> October (inclusive)
Public Holiday (Deepavali)	Wednesday, 18 <sup>th</sup> October
Deadline for Term 2 Notification of Withdrawal	Wednesday, 1 <sup>st</sup> November
<b>Term 1 Ends</b>	<b>Friday, 15<sup>th</sup> December</b>
<b>Term 2 - 2018</b>	
All Staff in School	Thursday, 4 <sup>th</sup> January
New Student Orientation	Friday, 5 <sup>th</sup> January
<b>Term 2 Starts</b>	<b>Monday, 8<sup>th</sup> January</b>
Deadline for Term 3 Notification of Withdrawal	Tuesday, 1 <sup>st</sup> February
Half Term	Monday, 12 <sup>th</sup> February - Friday, 16 <sup>th</sup> February (inclusive)
Public Holiday (Chinese New Year)	Thursday, 15 <sup>th</sup> February - Friday, 16 <sup>th</sup> February
<b>Term 2 Ends</b>	<b>Thursday, 29<sup>th</sup> March</b>
<b>Term 3 - 2018</b>	
All Staff in School / New Student Orientation	Friday, 13 <sup>th</sup> April
<b>Term 3 Starts</b>	<b>Monday, 16<sup>th</sup> April</b>
School Holiday	Monday, 30 <sup>th</sup> April
Public Holiday (Labour Day)	Tuesday, 1 <sup>st</sup> May
Deadline for 2018-2019 Notification of Withdrawal	Tuesday, 1 <sup>st</sup> May
Half Term	Monday, 28 <sup>th</sup> May - Friday, 1 <sup>st</sup> June (inclusive)
Public Holiday (Vesak Day)	Tuesday, 29 <sup>th</sup> May
Public Holiday (Hari Raya Puasa)	Friday, 15 <sup>th</sup> June
<b>Term 3 Ends</b>	<b>Friday, 29<sup>th</sup> June</b>

## Introduction from the Principal

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Thank you for choosing Dover Court International School (DCIS) and welcome to the DCIS Parent Handbook. We take the responsibility of caring for and nurturing your child's academic and social potential very seriously, and this book is designed to assist you in integrating your child into the Dover Court family. Although much of the content is routine, we hope you will read it carefully and refer to it frequently over the coming months and years. Please remember that a soft copy of this 'Parent Handbook' is on our website at [www.dovercourt.edu.sg](http://www.dovercourt.edu.sg).

The process of educating your child is one of partnership between home and school. Nobody knows your child better than you and we will need your help and advice if they are to make the best of their time here. At the same time, they are going to change very quickly over the next few months and you are going to have to adapt with them. They will learn a lot, not just from their teachers but also from the interaction with their peers. We have been incredibly fortunate to attract a team of talented and passionate educators who will be instrumental in shaping the experience we plan to offer your child every day.

We hope you have had time to look over our "Promises" to your children:

- Your child will succeed through our individualised approach in a safe, caring and happy environment
- Your child will be encouraged to have self-respect, respect for others and to contribute as a global citizen
- Your child will have the opportunity to discover and nurture their interests and talents

This handbook is divided into sections. Firstly, you will find some general guidelines for you as parents. These are very important and we ask you to abide by them. At the back we have reproduced a number of policies and forms for your information. All these will be re-issued to you throughout the year as they are updated and adjusted according to current practice.

We hope that you and your child will enjoy being at Dover Court International School. We aim to give your child an excellent education whilst providing them with the stepping stones for success in their future lives. We believe that the business of being educated should be fun, for you as well as for your children. As Albert Einstein once said "It is the supreme art of the teacher to awaken joy in creative expression and knowledge."

Sincerely,



Christopher Short  
Principal  
Dover Court International School

Dover Court International School  
301 Dover Road  
Singapore 139644  
T +65 6775 7664  
Website: [www.dovercourt.edu.sg](http://www.dovercourt.edu.sg)  
School Reception E-mail: [receptionist@dovercourt.edu.sg](mailto:receptionist@dovercourt.edu.sg)

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# Information for Start of School

Before a child arrives at School, the parents will have read this handbook and the Student Contract, which governs the relationship between them and the School, and generally familiarised themselves with the aims and objectives of DCIS. To ensure that DCIS has a safe, viable environment to achieve its vision and to comply with good educational practice, some rules and procedures have to be in place. When a child is enrolled, parents commit to abide by our procedures and ensure their children abide by our school rules.

## DCIS Mission

DCIS is an inclusive multicultural community that enables all individuals to realise their academic and personal potential in a dynamic and challenging learning environment which values enquiry, perseverance and reflection. At DCIS, we act with integrity and treat one another with respect, learning together as responsible global citizens.

## DCIS Promises

DCIS students will succeed through our individualised approach in a safe, caring and happy environment. DCIS students will be encouraged to have self-respect, respect for others and to contribute as a global citizen. DCIS students will have the opportunity to discover and nurture their interests and talents.

## Key Emails and Login Information

School Function	E-mail and Login Information
Reception	<a href="mailto:receptionist@dovertcourt.edu.sg">receptionist@dovertcourt.edu.sg</a>
Principal	<a href="mailto:principal@dovertcourt.edu.sg">principal@dovertcourt.edu.sg</a>
Primary School	<a href="mailto:primary@dovertcourt.edu.sg">primary@dovertcourt.edu.sg</a>
Secondary School	<a href="mailto:secondary@dovertcourt.edu.sg">secondary@dovertcourt.edu.sg</a>
School Nurse	<a href="mailto:medicalcentre@dovertcourt.edu.sg">medicalcentre@dovertcourt.edu.sg</a>
Finance	<a href="mailto:finance@dovertcourt.edu.sg">finance@dovertcourt.edu.sg</a>
Admissions	<a href="mailto:admissions@dovertcourt.edu.sg">admissions@dovertcourt.edu.sg</a>
Communications	<a href="mailto:newsletters@dovertcourt.edu.sg">newsletters@dovertcourt.edu.sg</a>
Student Contracts	<a href="mailto:studentcontracts@dovertcourt.edu.sg">studentcontracts@dovertcourt.edu.sg</a>
Newsletters	<a href="mailto:newsletters@dovertcourt.edu.sg">newsletters@dovertcourt.edu.sg</a>
Newsletters Login Link	<a href="http://news.dovertcourt.edu.sg/">http://news.dovertcourt.edu.sg/</a>
Extra-Curricular Activities (ECAs)	<a href="mailto:activities@dovertcourt.edu.sg">activities@dovertcourt.edu.sg</a>
ECA CHQ Registration Login Link	<a href="https://seasia.mychq.net/Login.aspx?club=446">https://seasia.mychq.net/Login.aspx?club=446</a>
Sodexo Catering (Lunch Service)	<a href="mailto:DCISCatering.SG.APAC@sodexo.com">DCISCatering.SG.APAC@sodexo.com</a>
Primary School Online Learning Sites: Skoolbo Login Link MyiMaths Login Link	<a href="http://www.skoolbo.co.uk/">http://www.skoolbo.co.uk/</a> <a href="https://www.myimaths.com/">https://www.myimaths.com/</a>
Global Campus Global Campus Moodle Login Link	<a href="http://globalcampus.nae.school/">http://globalcampus.nae.school/</a> <a href="https://singapore.learn.nae.school/login/">https://singapore.learn.nae.school/login/</a>
DCIS Social Media Sites:	<a href="http://www.facebook.com/dovertcourtinternationalschool">www.facebook.com/dovertcourtinternationalschool</a> <a href="https://twitter.com/dovertct">https://twitter.com/dovertct</a> <a href="http://www.instagram.com/dovertct">www.instagram.com/dovertct</a> <a href="https://www.youtube.com/channel/UCk2OioGVZdQy_OOhu748Z5w">https://www.youtube.com/channel/UCk2OioGVZdQy_OOhu748Z5w</a>
Dover Court Association (Parent Association)	<a href="mailto:dovertcourtassociation@gmail.com">dovertcourtassociation@gmail.com</a> <a href="mailto:dca@dovertcourt.edu.sg">dca@dovertcourt.edu.sg</a> <a href="http://www.facebook.com/dovertcourtassociation">www.facebook.com/dovertcourtassociation</a>
KAL Transport (Bus Service)	<a href="mailto:dcis@kaltransport.com.sg">dcis@kaltransport.com.sg</a>
Lim's Uniforms (School Uniform)	<a href="mailto:generalenquiry@limsuniforms.com">generalenquiry@limsuniforms.com</a>
Ten Feet Tall Shoes (School Shoes)	<a href="mailto:hello@tenfeettallshoes.com">hello@tenfeettallshoes.com</a>



## DCIS Staff and Key Contact List 2017-2018

### Senior Leadership Team (SLT)

Christopher Short <i>Principal</i>	
Kara Lebihan <i>Head of Primary</i>	Kiara Gray <i>Deputy Head - Lower Primary</i>
	Ian Rinaldi <i>Deputy Head - Upper Primary</i>
	Andrew Marshall <i>Deputy Head - DSE Pathways and EAL</i>
Heather Rinaldi <i>Head of Secondary</i>	Carla Hyland <i>Deputy Head - Secondary</i>

### School Business & Administration Team

Kim O'Flynn-Kelly <i>School Business Manager</i>	Chantal Bird <i>Facilities Manager</i>	Amber Harrison <i>Operations Assistant</i>
	Mohd Nazri Bin Khairuddin <i>Operations and Procurement Officer</i>	
	Lope Belale <i>IT Manager Network Administrator</i>	Azril Yusof <i>IT Support Engineer</i>
Bronwyn Thorburn <i>Director of Admissions and Marketing</i>	Vanessa Ng <i>Receptionist</i>	Esther Peh <i>Receptionist</i>
	Janine Zaayman <i>Data Protection and Compliance Officer</i>	Lorrae Van Der Bergh <i>Admissions Administrator</i>
	Jessie Wan <i>Admissions Officer</i>	Aniksha Talsania <i>Admissions Officer</i>
	Niamh Fredericks <i>Admissions Officer</i>	
	James Obata <i>Marketing Manager</i>	Harman Harison <i>Publications and Marketing Officer</i>
Petra Schuler <i>Finance Manager</i>	Chin Seow Ying <i>Assistant Finance Manager</i>	Nancy Tham <i>Finance Officer</i>
	Elena De Leon <i>Finance Executive</i>	
Maureen Loh <i>HR Manager</i>	Norsheila Abdul <i>PA to Heads of School</i>	Elin Tan <i>Executive Assistant (Principal &amp; DSE)</i>
	Dewi Othman <i>Academic Officer / iSAMS</i>	



Primary School							
<b>Nursery EYFS</b>	Sarah Mayes NSM (B004)	Sophie Unsworth NSU (B005)					
<b>Reception EYFS</b>	Faye Dennis <b>EYFS Leader</b> RFD (B007)	Ariane Wymes RAW (B010)	Melissa McWilliams RMM (B014)	Claire Garvey RCG (B011)	Dominique Pemberton RDP (B015)		
<b>Year 1</b>	Rachel Evetts <b>YGL</b> 1RE (E004)	Angelica Sirisena 1AS (E009)	Sarah Harrison 1SH (E006)	Lee Cairns 1LC (E007)	Gillian Dunne 1GD (E112)	Jill Frewin 1JF (E008)	Sarah-Jane Smith 1SJS (E001)
	Suzanne Fernandez 1/2SF EAL Beg (B105)	Tess Regado 1TR DSE Pathway 3 (E010)					
<b>Year 2</b>	Steve Castle <b>YGL</b> 2SC (B108)	Anna Vessey 2AV (B202)	Tom Handley 2TH (B112)	Emma Noonan 2EN (B204)	Jemma Williams 2JW (B111)	Alexis Homersham 2AH (B113)	Heidi Boysen 2HB (B012)
	Heena Patel 2HP (B106)	Sarita Somaya 1/2SS EAL Int (B201)	Rebecca Goswell 2RG DSE Pathway 3 (C008)	Harini Ganesh 2HG DSE Pathway 4 (C004)			
<b>Year 3</b>	Kevin Neeson <b>YGL</b> 3KN (E105)	Beth De Bear 3BD (F101)	Jessica Howard 3JH (F102)	Siobhan Groves 3SG (F201)	Helen Adamson 3HA (E107)	Jonathan Carswell 3JC (E106)	Reena Digpal 3RD (E111)
	David Holmes 3DH (F202)	Angela Hay 3/4AH EAL Beg (E209) <b>Primary EAL Coordinator</b>	Harbans Kaur 3HK DSE Pathway 3 (E108)	Claire Taylor 3CT DSE Pathway 4 (C003)			
<b>Year 4</b>	Monica Dolan <b>YGL</b> 4MD (E203)	Coralie Johnson 4CJ (E104)	Richard Baines 4RB (E205)	Jemma McGee 4JMG (E211)	Sally Burnett 4SB (E202)	Jade McKinlay 4JMK (E204)	Ashwarthy Jayashankar 3/4AJ EAL Int (E210)
	Sophie King 4SK DSE Pathway 3 (E206)	Gemma Reynolds 4GR DSE Pathway 4 (C002)					
<b>Year 5</b>	Emma Castle <b>YGL</b> 5EC (A104)	Lucy Hill 5LH (A108)	Vanessa Sanderson 5VS (A107)	Annie Morgan 5AM (A110)	Marc Stanney 5MS (A106)	Lynn Jones 5/6LJ EAL Beg (A105)	Sarah Alison 5SA DSE Pathway 3 (A102)
<b>Year 6</b>	Charlotte Prince <b>YGL</b> 6CP (B002) General Y5/6	Rachael Cox 6RC (B101)	Jack Odey 6JO (B001)	Simon O'Neill 6SO (B102)	Peter Winkley 5/6PW EAL Int (A109)	Joanna Fairchild 6JF DSE Pathway 3 (A101)	Hannah Marsden 6HM DSE Pathway 4 (E003)

Secondary School DSE Pathway 3 Teachers					
<b>DSE teacher (Maths specialist)</b>	7/8EB Erin Burk	<b>DSE teacher (Science specialist)</b>	8MG Marania Gkioka	<b>DSE teacher (English specialist)</b>	9CM Claire Morley
<b>Life Skills/INRL</b>	Richard Lim	<b>DSE teacher (Humanities, IT &amp; ASDAN specialist)</b>	10/11JF Jonathan Fisher	<b>DSE teacher (Maths and ASDAN specialist)</b>	12/13ST Simon Townsend

Secondary School Subject Teachers					
<b>Mathematics</b>	Philip Jury <i>Head of Maths</i>	Joanne Long	Ciaran Mainstone	<b>Spanish/French</b>	Alexandra Milton
<b>English</b>	Nicola Bennett	Dominic O'Shea <i>IB Coordinator</i>	Olivia Eaton	<b>Drama</b>	<i>Annabel Hooper</i>
<b>Science</b>	Jennifer Mahoney <i>Head of Science</i>	Matthew Tuckley	Adam Goold	<b>Design Technology / ICT</b>	Adrian Jauk
<b>Geography, History &amp; Global Citizenship</b>	Carla Hyland <i>History, Geography &amp; Global Citizenship Deputy Head</i>	Sally Eades <i>History &amp; Geography</i>	Simon Woodhall <i>History</i>	<b>EAL 7/8/9</b>	Marianne Harvey <i>Head of EAL</i>
<b>Art &amp; Design</b>	Aidan Jones <i>History</i>		<b>Business Studies / Leisure &amp; Tourism</b>		Eimear McKernan <i>Y10/11 Progress Leader</i>
	Morgane Kertrestel				

Primary / Secondary Specialist Teachers					
<b>PE</b>	Mark Holmes <i>Head of PE</i>	Lorraine Good	Liam Johnson	Jessica Dodson <i>Y7 Progress Leader</i>	Lee Woollard <i>Y8/9 Progress Leader</i>
	Luke Liperis <i>DSE Pathways 3&amp;4 Specialist Coach</i>				
<b>Computing / ICT</b>	Daniel Whisby <i>Head of ICT</i>	Gareth Kinsella	Adrian Jauk (&DT)		
<b>Music</b>	Patrick Dwyer <i>Head of Music</i>	Christian Fernandez	Joshua Irving		
<b>Mandarin (E101)</b>	Leow Chi Ming (Jonathan) <i>Head of Mandarin</i>	Eileen Chu Fang	Judy Qiu	Iris Goh	
	Han Wang	Tracy Hey	Wen Cheng Soon (Jing)	Carmen Wong	Pan Ye

### Primary / Secondary Specialist Teachers

<b>Librarians</b>	Rachna Sawhney (B103) Primary Library	Leela Rama (A032) Main Library			
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### Educational Support

<b>DSE Pathways Leadership</b>	Andrew Marshall <i>Deputy Head DSE Pathways and EAL</i>				
<b>Educational Psychologist</b>	Vivienne Scott				
<b>Counselling and Guidance</b>	Alison Ford <i>Counsellor</i>				
<b>Therapists</b>	Fatima Ionescu <i>Speech &amp; Language Therapist</i>	Nikoletta Mappouridou <i>Speech &amp; Language Therapist</i>	Sanjay Kumar <i>Occupational Therapist</i>	Andre deSousa <i>Physiotherapist</i>	Melanie Yates <i>Speech and Language Therapist</i>
	Debora Marchini <i>Speech and Language Therapist</i>				
<b>Educational Support</b>	Rajshree Singh <i>SENCO</i>	Simon Townsend <i>SENCO &amp; Pathways 3 Secondary</i>	Charlotte Kelleher	Robin White <i>Learning Support Teacher</i>	Louise O'Brien <i>Learning Support Teacher</i>

### Medical Centre

<b>School Nurses</b>	Nurliana Bte Omar	Soh Xuan Hui			
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### DCA Parent Association Committee

Efe Ogundowole, <i>Co-Chair</i> Karyn Pereira, <i>Co-Chair</i>	Jo Bradshaw, <i>Treasurer</i> Ann Geehman, <i>Secretary</i> George Bullworthy, <i>Social Media</i>	Diane Price and Leandra Gfrerer, <i>Class Parent Coordinators</i>
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<b>Teaching Assistant</b>	
<b>Nursery EYFS</b>	Jasmine Bte Mohd Noor Suliana Bte Mohd Noor Charlotte Woodrow
<b>Reception EYFS</b>	Roslinah Bte Mahat Noorhayati Bte Mohd Yasim (Titi) Habeba Bte Abdul Rashid
<b>Year 1</b>	Latifah Bte Mohd Taib (Sheifa) Sa'adiyah Bte Misran (Diah) Vartika Gairola Louise Chaput Alimah Bte Rasip (Imah) Ruth Ong Mabel Seah Hasritah Bte Rawi (Rita)
<b>Year 2</b>	Maligah Krishna Thevathsan Massura Bte Mohd Jaini Aminah Bte Ali (Amy) Murni Bte Mohd Ali Nur Syuhada Bte Ngatman Halimah Bte Ibrahim (Lynn) Amirutham d/o Anthony Samy (Rosemary) Sabine Kleer Kathrine Ladera Rabina (Sam)
<b>Year 3</b>	Jayaletchmi d/o Maniam (Jaya) Nur Fadzlina Bte Zainal Nur Khairiyah Bte Mansor (Riyah) Jamilah Bte Hashim (Mimi) Nur Amalina Bte Mislana (Lina)
<b>Year 4</b>	Reema Sawhny Haryati Rawi (Yati) Sharifah Awang (Shasha) Hasliza Abdullah (Liza)
<b>Year 5</b>	Zaiton Bte Ismail (Zie) Siti Maimunah Bte Moen
<b>Year 6</b>	Kamsiah Hashim Ann Tong Suseela Balakrishnan Grace Mary d/o A Samy Hatijah Rasip (TJ)
<b>Primary School Curriculum Support</b>	Sumarni Bte Mohd (Su) Anisah Mohd Noor (Anis) Norlia Bte Mohd Dali
<b>Secondary School DSE Pathway 3</b>	Shafaq Hina Khan Palanisamy Jayaparathy (Jaya) Rokiah bte Mohamed Kalai Chelvey/Mary Joseph Mehreen Shahid
<b>Secondary School Curriculum Support</b>	Zaiton Bte Md Yusof Siti Mahanum Mokhtar

## Academic Year and Calendar of Events

DCIS follows the Northern Hemisphere academic year with three terms from August to the following July. The academic year dates are posted on our website and the termly calendar of events is updated on the school website calendar regularly. Version 1 of the DCIS Calendar of Events is included in Appendix 4, however any changes or updates will be made on the website calendar.

## Orientation Guide for Parents

Orientation with the School and meeting with class teachers will be held before each term begins at Dover Court. Information will be provided by the Admissions Office of the date and times of Orientation and will be posted in the Parent Essentials section of the DCIS website along with the forms and information required for the start of school.

### What to Bring to Orientation

Please bring the following items for Orientation/Registration:

- Cheque books or cash to pay for any school items
- Any completed forms and information required for start of school (outlined below)

### Forms and Information Required For Start of School

- Advisory Note to Students (CPE Form 12) - completed online with DocuSign
- DCIS Student Contract 2017-2018 – completed with DocuSign
- Medical Form
- Family Contact Form
- New Student Mandarin Form
- Student ID Sticker (available at Orientation)
- Parent ID Card Registration Form
- Vehicle Registration Form/Vehicle Decal Sticker
- Letter of Guarantee (for fee paying companies to complete)
- Bus Transport Form (optional)
- Lunch Service Registration (optional)
- Individual Private Music Lesson Form (optional)

## First Day of School

All students should follow uniform guidelines. If your child is arriving by bus, members of staff will meet the buses to guide the children safely into the school. If you or your helper are bringing your child, please bring them into the School Reception. Student ID stickers will be provided for the first few days of school which should be completed with Name, Contact Number, Class and Bus Number for Primary School students.

### What to Bring the First Day of School

1. Regular uniform
2. School hat (all children must wear school hats when playing outside)
3. School bag
4. School supplies
5. Water Bottle (all students are expected to have a water bottle that they can re-fill from the several drinking water outlets around the campus)
6. Snack and packed lunch (no nuts, please)
7. Sun cream for break time, lunch and PE
8. A positive attitude and a BIG smile!

### School Supplies for Students

Students must not bring toys, games or electronic devices from home to school unless their class teacher has given them permission to do so. Students should also not be given large amounts of money to bring to school (Nursery students are not allowed to bring any money). **Please ensure that all personal stationery items and wallets are labelled with your child's name and year group.**

## Primary School Supplies

All stationery, exercise and text books are provided by the School. Pencils and crayons will be kept in the classroom for the lower primary years. For older years, the child's class teacher will advise on whether a pencil case is necessary. Primary students should all bring a waterproof book folder for storing guided readers and library books.

## Secondary School Supplies

### Secondary School Student Supplies List

New exercise books are provided by the school as required throughout the year. Text books that are used in class are loaned to students during the school year. Students are responsible for each textbook on loan and must pay for damaged or lost books. Secondary students in Year 7 and above are required to supply their own stationery. Secondary School students are required to bring their own pencil case.

The following items are required in Secondary School:

Pens (blue/ black)  
Pencil  
Eraser and pencil sharpener  
30cm ruler  
Glue stick  
Scientific Calculator - Current recommended model is *Casio fx-991es plus*  
Geometry set  
Coloured pencil set  
Coloured highlighters  
Combination lock for Secondary School Lockers

Please note, a laptop is required for students undertaking the IBDP, the ASDAN course or students studying Leisure and Tourism.

## School Uniform Guidelines and Rules

The uniform is a means of showing our identity and pride in our school to the wider community as well as being practical school wear. Our school uniform is designed to be both practical and smart. We encourage the children to wear their uniform with pride and to take care of it. You can help them in this if you make sure that their clothes are clean, reasonably well-fitting and in good condition.

Uniform	Lower Primary (Nursery - Year 2)	Upper Primary (Year 3 - Year 6)	Secondary School (Year 7 - Year 11)	Sixth Form (Year 12 - Year 13)
Everyday Girls	DCIS Plaid seersucker dress DCIS Grey cardigan (optional) DCIS Back pack (or Black/Navy blue Back pack) White ankle socks (plain) Black leather shoes (without laces) <i>(Students in Nursery, Reception and YEAR 1 are required to have both indoor and outdoor shoes).</i>	DCIS White blouse (with turquoise logo) DCIS Plaid seersucker skort DCIS Grey cardigan (optional) DCIS Back pack (or Black/Navy blue Back pack) White ankle socks (plain) Black leather shoes	DCIS White blouse (with grey logo) - tucked in DCIS Grey skirt or grey trousers DCIS Grey cardigan (optional) DCIS Back pack (or Black/Navy blue Back pack) White ankle socks (plain) Black leather shoes	DCIS Striped blouse DCIS Grey skirt or grey trousers DCIS Grey cardigan (optional) White ankle socks (plain) Black leather shoes

Uniform	Lower Primary (Nursery - Year 2)	Upper Primary (Year 3 - Year 6)	Secondary School (Year 7 - Year 11)	Sixth Form (Year 12 - Year 13)
Everyday Boys	DCIS Plaid seersucker shirt DCIS Grey shorts (elasticated) DCIS Grey cardigan (optional) DCIS Back pack (or Black/Navy blue Back pack) Grey ankle socks Black leather shoes (without laces) <i>(Students in Nursery, Reception and YEAR 1 are required to have both indoor and outdoor shoes).</i>	DCIS White shirt (with turquoise logo) DCIS Grey shorts (junior) DCIS Grey cardigan (optional) DCIS Back pack (or Black/Navy blue Back pack) Grey ankle socks Black leather shoes	DCIS White shirt (with grey logo) - tucked in DCIS Grey long shorts (secondary) or grey trousers DCIS Grey cardigan (optional) DCIS Grey striped neck tie DCIS Back pack (or Black/Navy blue Back pack) Grey ankle socks Black leather shoes	DCIS Striped blouse DCIS Grey trousers DCIS Grey neck tie DCIS Grey cardigan (optional) White ankle socks (plain) Black leather shoes
Everyday Hat	Sun hat (grey 'Sunsafe' hat with turquoise logo)	Sun hat (grey 'Sunsafe' hat with turquoise logo)	Sun hat (grey 'Sunsafe' hat turquoise logo) or the DCIS baseball cap	n/a
PE Kit - to be worn to school on PE days (Nursery to Year 4)	DCIS Dri-Fit polo shirt DCIS PE shorts DCIS Sports bag White sports socks Trainers	DCIS Dri-Fit polo shirt DCIS PE shorts DCIS Sports bag DCIS Grey Baseball/Sports Cap White sports socks Trainers	DCIS Dri-Fit polo shirt DCIS PE shorts DCIS Sports bag DCIS Grey Baseball/Sports Cap White sports socks Trainers	n/a
Swimming Kit	DCIS Swimming costume (Girls) DCIS Swim shorts/jammers (Boys) DCIS Long sleeved rash vest DCIS Swimming cap Towel Goggles Flip flops for poolside	DCIS Swimming costume (Girls) DCIS Swim shorts/jammers (Boys) DCIS Long sleeved rash vest DCIS Swimming cap Towel Goggles Flip flops for poolside	DCIS Swimming costume (Girls) DCIS Swim shorts/jammers (Boys) DCIS Long sleeved rash vest DCIS Swimming cap Towel Goggles Flip flops for poolside	n/a

Full uniform must be worn at all times and is available to purchase from:

#### Nursery - Year 11 Students

**Lim's Uniforms**, 211 Holland Avenue, Holland Road Shopping Centre, #02-18 Singapore 278967 Telephone: +65 6468 3655 Email: [generalenquiry@limsuniforms.com](mailto:generalenquiry@limsuniforms.com)

#### Sixth Form (Year 12 - Year 13) Students

**Kim Yik Tailoring** is providing a tailored Sixth Form uniform at: Blk 1091 Lower Delta Road, #04-08 Tiong Bahru Industrial Estate, Singapore 169202 Tel: 6255 2603

#### Footwear (All Students)

**Ten Feet Tall** is a children's school shoe supplier with a range of smart black leather shoes for boys and girls aged 3-18. They are located at: Ten Feet Tall, 211 Holland Avenue, Holland Road Shopping Centre, #02-16 Singapore 278967 Website: [www.tenfeettallshoes.com](http://www.tenfeettallshoes.com) Email: [hello@tenfeettallshoes.com](mailto:hello@tenfeettallshoes.com)



## General Uniform Rules

1. Primary students should always wear school hats when they are outside to protect them from the sun. DCIS has a 'no hat - no play' policy. Students who do not have their school hat will be asked by the duty teacher/class teacher to sit safely in the shade for the duration of the break time.
2. All items of clothing must be marked with appropriate name labels. Every article of clothing, school bag, shoes, snack box, drink bottle, etc. that is brought into school should be labelled.
3. Nursery children will need to have a spare set of named uniform in a clearly marked plastic bag to be kept in school in case of accidents.
4. In Secondary School, all shirts must be tucked in for male and female students.
5. Secondary School male students must have their top button done up and their ties pulled up.
6. Students must wear correct footwear at all times - plain black leather shoes with black soles. Trainer style shoes, shoes with logos and shoes with non-black soles are not permitted. Please provide an additional pair of sneakers/sandals/trainers to be kept at school for outside play for students in the Primary School. Novelty shoes with flashing lights, squeaking noises or shoes which have the roller ball facility are not allowed.
7. Jewellery is not allowed apart from wristwatches. Watches must be removed for PE and swimming sessions. If students are required to wear jewellery for religious reasons, please approach the Head of School for permission.
8. Long hair (below chin level) must be securely tied back for school and hair dye must be natural in colour.
9. Hair should be tidy and of a suitable style for school. Severely short (No. 2 minimum), 'patterned' hair or excessive 'spiking' is not acceptable, neither is the extreme bright/unnatural colouring of hair or any style that draws attention.
10. Hair accessories must be of a dark colour and should be small and neat in appearance.
11. Facial hair is not allowed, unless for religious reasons. The complete or partial shaving of eyebrows is not allowed.
12. Body piercings, e.g. earrings, nose studs, tongue studs and eyebrow bars are not allowed in school.
13. Hats and sunglasses may be worn outside or during PE; sunglasses and hats are not permitted indoors unless under a doctor's orders.
14. Students with make-up will be asked to remove it. Coloured nail polish is not permitted.

## PE Uniform Rules

15. Nursery to Year 4 students will all come to school in PE kit and will remain in PE kit for the day.
16. For swimming, students require Dover Court trunks / swimming costume and / or a Dover Court rash vest. Goggles and a swimming hat are optional but highly recommended. Students also need a swimming bag containing a towel and flip / flops to wear to pool side.
17. For PE lessons, all students are expected to wear the Dover Court PE kit. This consists of a dri-fit polo shirt, shorts, adequate sports trainers and white socks. Hats and water bottles are compulsory for PE in Primary School and highly recommended in Secondary School.
18. Students should also apply sun tan lotion before outdoor PE lessons.
19. For lessons such as football, sufficient safety protection is recommended i.e. football boots and shin pads.
20. If Secondary School students wish to play football/basketball/netball at lunchtime, a change of clothing, including footwear is required.
21. Football boots are not to be worn on campus unless requested by a staff member for a properly supervised game or tournament.

## Non-uniform Days

Occasionally DCIS holds Non-uniform Days which may be for a specific event or to raise money for a project or charity. These are normally scheduled into the year's calendar.

On non-uniform days, we ask that the following rules are followed when students are dressing for non-uniform days:

- School shoes, trainers or a shoe with a strap around the ankle should worn. Flip flops, heeled shoes and beach type shoes are not permitted
- Clothes should cover the body, midribs should not be shown
- Shorts/ skirts should be no less than 3 inches above the knee
- See through clothes are not permitted to be worn
- Makeup, jewellery, unnatural hair colour and nail polish are not permitted, as per the usual uniform rules

## **Secondary School Lockers (Year 7 – Year 13)**

Before using their allocated locker, students must supply a sturdy padlock (combination padlocks preferred). If applicable, we recommend that spare keys are safely stored at home in case the original key is misplaced. Students remain responsible for their key or the security of their padlock combination at all times. If a student loses their key (and any spares) or forgets their combination, DCIS staff will remove the padlock. Students will need to provide a replacement lock at their own expense.

Students must keep their lockers padlocked. Students must not keep any belongings in an unlocked locker. If a padlock breaks so that the locker cannot be locked, the student should remove their belongings and should not use their locker until the padlock has been replaced. The school will not be held liable for the security of items placed in lockers.

Students must use their lockers in a safe and respectful manner. If a locker breaks, the student should inform their Form Tutor. If the locker cannot be locked, the student should not use their locker until it has been repaired. Students must not swap lockers, share lockers or place their belongings into another student's locker or an unassigned locker. Students must not keep any food, drinks or perishable items in their lockers overnight. DCIS reserves the right to open a locker if strong smells or pests are observed.

We recommend that students affix a copy of their timetable to the inside of the locker door (using blue-tac only). There should not be any other interior or exterior decoration.

Students may only access their lockers during the approved access times (detailed below). Students must provide access to their locker to authorised members of DCIS staff (list below) for ad hoc random checks. In the event that the student is not present, DCIS may remove the lock and students will need to provide a replacement lock at their own expense.

Lockers must be completely emptied at the end of each half-term to facilitate cleaning. Students in Year 11 to Year 13 who are granted study leave should remove their belongings the day before their study leave begins. At the end of the school year, students must ensure that the copy of their timetable is removed. If padlocks are left on during holidays, DCIS staff will remove the padlock. Students will need to provide a replacement lock at their own expense. Students are not allowed to store any illegal items in their lockers.

### **Locker access times**

Students may only access lockers at the following times:

- Before 8.25am
- Break time (11.00am - 11.30am)
- Lunchtime (1.30pm - 2.00pm)
- After 3.00pm

### **Staff authorised to access lockers without prior permission:**

- Principal
- Head of Secondary School
- Deputy Head of Secondary School
- Progress Leaders
- Facilities Management Team (for half termly cleaning if left locked over the holiday)

### **Lost and Found**

As in any school, DCIS accumulates a lot of lost property. This is stored in red crates in the cafeteria area and in the primary block, next to the stair well. Named lost property will be returned to students by the general teaching assistant. Due to the accumulation of lost property, unnamed items will be disposed of at the end of each term. Due to the unhygienic nature of lunch boxes, water bottles and swimming towels in the Singapore heat, these items will be disposed of each Monday morning. When an article of value is found it should be handed to the School Reception. Please note that DCIS cannot be held liable for the loss or damage of any personal items.

Time	Activity
8.00am	Arrival: Drop off starts - Staff are on site to meet and supervise children Teachers are in classrooms. Primary students go to classrooms and Secondary students go to main cafeteria.
8.30am	Registration and Lessons Start
10.00am - 11.30am	Morning Break (Staggered across year levels)
11.30am	Half Day Nursery Students Dismissal
12.00pm - 13.30pm	Primary Lunch time
13.30pm - 14.00pm	Secondary Lunch time.
3.00pm	Dismissal: Lessons end
3.00 - 3.10pm*	Regular school bus departs
3.00 - 4.00pm	Extra-Curricular Activities (ECAs) for Primary and Secondary School
4.00 - 4.10pm*	A "late" school bus departs for children taking part in ECAs (Year 2 and above only)

\*At the beginning of each term, the bus departure time may be later as we are establishing the dismissal routine at school.

## Morning and Lunch Breaks

All students have a morning and lunch break time. Snacks and packed lunches can be provided either from home or purchased from the DCIS Cafeteria.

**Please note: We are a NUT FREE school, as we have children attending the school that have life-threatening allergies. All the school provided lunches and snacks are 'nut free'.**

### Packed Lunches

If your child is not having a school lunch, please send a packed lunch and a drink for the lunch-break. There are no fridges or microwaves in the classrooms. If they are bringing a hot lunch then we recommend using a warm food flask, and if they are bringing cold snacks, then a mini ice pack and cool bag would be a great option.

The children can bring a light snack in an unbreakable container to School for consumption at morning break. A piece of fruit or other healthy snack is ideal; chocolate and sweets are not recommended. In addition, please also send a drink bottle filled with plain water which they can re-fill from the several drinking water outlets around the campus. Our caterer does offer healthy snacks such as fruit, muffins, smoothies, etc. which students can purchase. There are also fruit infused waters available in the cafeteria which are free for the students to consume. You may also wish to provide a high energy snack for your child on evenings when they participate in Extra-Curricular Activity.

### Cafeterias

Please note: Sodexo is the new catering service provider in the 2017-2018. Information on how students will access catering options will be forwarded before the school year begins.

Students can enjoy a tasty meal and snacks prepared daily on our campus by Sodexo in one of our three on-campus cafeterias:

1. Lower Primary Cafeteria (Block B outside the Nursery classrooms)
2. Main Cafeteria (located at the centre of the campus)
3. DCIS Café (located at the base of Block F next to the Upper Primary playground)

We recommend that families do subscribe to the cafeteria lunch service. It is an opportunity for the children to have a hot lunch and to try new and different food options. They have a choice of Asian, Western and Vegetarian meals. Lunch break is arranged in various sittings, and the weekly menu aims to provide a varied and balanced diet which will appeal to children. Special dietary requirements such as allergies and intolerances must be communicated to the School and to Sodexo.

### How to Register for the Lunch Service?

Details on how to register for the lunch service can be found on our Parent Essentials webpage on the DCIS website, at Orientation and in the Cafeteria. Sodexo can also be contacted on e-mail at:

[DCISCatering.SG.APAC@sodexo.com](mailto:DCISCatering.SG.APAC@sodexo.com)

### DCIS Café

The DCIS Café is open from 7.30am - 4.00pm, Monday to Friday. It is available for parents to use except during Secondary School morning break (11.00am - 11.30am) and Secondary School lunch time (13.30pm - 14.00pm), when the Café is limited to students and will serve as the cafeteria for Years 7 to 13.

## Extra-Curricular Activities ('ECAs')

DCIS offers a range of optional sporting, musical and recreational Extra Curricular activities (ECAs) between 3.00pm and 4.00pm from Tuesday to Friday. ECAs will be conducted for 10 weeks in Term 1, 8 weeks in Term 2 and 6 weeks in Term 3. The programme is administered by the Activities coordinator who can be contacted at [activities@dovertcourt.edu.sg](mailto:activities@dovertcourt.edu.sg)

There are two type of ECAs:

- Paid ECAs are conducted by outside providers. These instructors or coaches are usually well trained and specialise in the activities that they offer.
- School ECAs are run by teachers that are not necessary an expert on the activity but they have a passion for it and they may even do it as a hobby themselves. Some school based ECAs also have costs associated to them such as Minecraft, Stained Glass etc - these nominal costs cover the supplies needs for the ECA to run.

The ECA Handbook detailing the range of termly ECA options is published on the DCIS website and e-mailed to parents in advance of the online selection.

### ECA Registration Process

CHQ is an online ECA management system. All ECA selections are made online, via CHQ through the following link: <https://seasia.mychq.net/Login.aspx?club=446>

Parents are allocated a CHQ username and password for CHQ when they join DCIS. Please keep a record of these login details as a notice is sent via e-mail to parents to remind them to select ECAs every term by a specific date, and parents will need to login and make ECA requests with their CHQ login details.

Students from Year 1 to Year 13 can take part in two ECAs per student per term. Students can choose 6 ECAs during the sign-up phase but only 2 ECAs will be allocated. No changes will be made once allocation is completed. ECA allocation is done randomly at the end of the sign-up phase. This ensures that all students have the same chance to get assigned a place. Students have to sign up every term for ECAs as selections are not carried over from one term to the next.

The following are not ECAs and are by invitation only. They can be taken in addition to the 2 allocated ECAs: Sport Teams, Chess Team , School Choir and School Orchestra.

**Please note that only students from Year 2 to Year 12 can take the ECA buses at 4.00pm.**

## Collecting Children from School

Parents are requested to always be punctual when collecting their child at the end of the school day. This includes collecting children after ECAs, sports fixtures, school trips, etc. Siblings are not allowed to wait for ECAs to finish in school. Parents are required to collect them at the end of the school day. For sporting fixtures, the collection time and place will be communicated to parents in advance. If parents are late for collection, students will remain inside the school grounds, with security still present, until parents arrive to collect their child.

Staff will assume that children will be collected from School by their parents. Where other arrangements are made, parents are asked to inform the class teacher in writing a day in advance.

Please do not assume that teachers will access their e-mail during the academic day. In an occasional emergency during the day, the School Reception [receptionist@dovercourt.edu.sg](mailto:receptionist@dovercourt.edu.sg) will pass on any information to the class teacher **before 12.30pm**. Staff will not allow a child leave with someone other than their parent if the arrangement is not previously agreed. At these times the School Reception will seek to confirm collection arrangements directly with parents.

## Student Attendance and Absence

### Attendance Philosophy

Dover Court International School (DCIS) is committed to ensuring our students make the best progress they are capable of and to this end good attendance is essential.

### Why Regular Attendance is Important

Any absence affects the pattern of a child's schooling and will affect their learning. For students to gain the greatest benefit from his/ her education it is vital that he/ she attends regularly. Students are required to be at school during term time. Term dates are published in advance of the start of the academic year and appear on the school's website and other school collateral.

### Promoting Regular Attendance

Helping to create a pattern of regular attendance is everybody's responsibility: parents/ carers and all members of school staff.

### Attendance Expectations

It is our school recommendation that students aim for 95% attendance. If attendance falls below 90% then we begin our attendance intervention programme.

### Types of Absence

Every half-day absence from school is classified by the school, as either AUTHORISED or UNAUTHORISED. This is why information about the cause of each absence is always required in writing.

- 1. Authorised Absences:** These are mornings and/ or afternoons away from school for reasons such as illness, medical/dental appointments and therapy/ educational support which unavoidably fall in school time and domestic emergencies/ unavoidable causes.
- 2. Unauthorised Absences:** These are those which the school does not consider reasonable and for which no 'leave' has been granted. Unauthorised absences include:
  - Term time holidays
  - Parents/ carers keeping students off school unnecessarily
  - Absences which have not been explained

## Protocol in Case of Absence

- 1. Unexpected Absence:** In the event of an unexpected absence through ill health or exceptional circumstance, we ask that all parents inform the School Reception directly by telephone on **+65 6775 7664/5 before 8.15am**. Parents are then required follow up with an explanatory note, email and/or a medical certificate to the School Reception or the child's class/ form teacher.
- 2. Planned Absence:** Authorisation for a planned absence must be sought in writing from the Head of Schools in advance of the event. It is recommended that medical or dental appointments, music examinations, etc. take place out of school time, but if a child needs to leave school early we ask that parents do all of the following:
  - Email child's class/ form teacher in advance, or write a note to their class/ form teacher
  - Report to the School Reception at departure time
  - Students in YEAR 3 -YEAR 12 will make their own way to the School Reception to meet their parent. Students in Nursery, Reception, YEAR 1 and YEAR 2 will be escorted to the School Office by the Teaching Assistant. The School Receptionist will collect a child from the classroom if the child does not arrive at the correct time and the parents are waiting
  - Sign child out at the School Reception and back in if applicable (in YEAR 6 and below).

Please note: The Class/Form teacher must be advised in writing of any change in a child's regular home-time arrangement.

### Students on Student Passes (SP)

Students on Student Passes (SP) that are absent for 7 consecutive days risk having their Student Pass cancelled. Students on Student Passes (SP) are only authorised for absence with a valid Medical Certificate. Students can write to the ICA but authorisation will be issued at the ICA's discretion.

### Academic Work during Absence

Academic work will not normally be given to a student to cover any period of leave from school, unless the absence is prolonged and unavoidable.

## Parent Absence from Singapore

When both parents are to be out of Singapore at the same time, and guardianship of children is to be temporarily assigned to others, the School Reception and form/class teacher should be informed of the name and contact details of the guardian. This is to ensure that we are able to contact the appropriate guardian in the case of emergency.

## School Reception

DCIS uses a wide variety of methods to communicate with parents, however the first point for all families is the School Reception. The School Reception is open during school hours and on a reduced basis during school holidays. An answerphone is available outside these times. We realise how important it is to respond promptly to your enquiries. Although circumstances may on occasion conspire to thwart our efforts, we make every effort to reply to all enquiries within 24 hours.

## School-Wide Communications

### Website - Weekly and Monthly Newsletters

At the start of each week, a weekly news link and newsletter is created on the website and sent to all parents by e-mail. Parents should visit our website regularly [www.dovercourt.edu.sg](http://www.dovercourt.edu.sg) as it is updated daily with the latest news. You can also find an updated calendar on the website calendar page. You can also download letters and see our weekly news under the 'News & Insights' heading on the website.

### E-mail - Signing up for Newsletters

For whole school issues and important dates, all parents receive weekly and monthly newsletters by e-mail (also uploaded to the 'News and Insights' section of our website). To ensure that you are informed of news, events, and notices, please visit the following website to subscribe:

[www.news.dovercourt.edu.sg](http://www.news.dovercourt.edu.sg)

Important: If you have more than one child, please select every year group that your children are in. You should check your email after registering, in order to confirm your registration.

We do most of our communication with parents via email, so it is really important that we have your most up-to-date contact details including telephone numbers and email addresses for parents/guardians. Please complete the Family Contact Form and return it to the School Reception by hand or email [admissions@dovercourt.edu.sg](mailto:admissions@dovercourt.edu.sg) so the Admissions Office can update your child's record and communicate these changes to teachers.

### Having trouble receiving news?

Check your SPAM folder! To make sure you keep getting emails from DCIS, please add the school e-mail addresses and teacher e-mail addresses to your address book and 'whitelist' them. If for any reason you have any issues receiving electronic communications at the school, please email [newsletters@dovercourt.edu.sg](mailto:newsletters@dovercourt.edu.sg) and we will assist you.

### Social Media

The school uses Facebook on a regular basis to update parents and share good news stories. If you are interested in receiving Facebook notifications, please like our page: [www.facebook.com/dovercourtinternationalschool](http://www.facebook.com/dovercourtinternationalschool)

We are also on Twitter, YouTube and Instagram:

<https://twitter.com/doverct>

[www.instagram.com/doverct](http://www.instagram.com/doverct)

[https://www.youtube.com/channel/UCk2OioGVZdQy\\_OOhu748Z5w](https://www.youtube.com/channel/UCk2OioGVZdQy_OOhu748Z5w)



## DCIS School App

The Dover Court App is a convenient mobile link for DCIS parents to access school information from their smart phones or ICT devices. This app provides a portal to the school's main phone numbers, email addresses for all essentials contacts and dozens of other important services, from lunch menus, bus schedules and ECAs. The app is available on Google Play and the Mac App Store and can be found by searching for 'DCIS Singapore' on Google Play or 'Dover Court International School Singapore' on the Mac App Store.

## Parent Workshops/Coffee Mornings

Throughout the year, DCIS administration, teachers and the DCA Parent Association offer information sessions on academic and pastoral aspects of DCIS such as homework, assessment and reports, guided reading, transitions, etc. These are listed on the Calendar of Events for each term and updated on the weekly news webpage and online calendar.

## Parent and Teacher Communications

A strong partnership between parents and teachers is essential to the success of your child at DCIS. We use the following to encourage communication:

### Weekly Primary School E-mail

Every Friday, you will receive a 'Weekly Round-Up' e-mail from your Primary School class teacher. The information on this e-mail is designed to give you further insight into the learning that has taken place in your child's classroom that week and details on the homework and messages for the next week. Do also check your child's communication book, student planner and school bag daily for notices from the School.

### Communication Books and Student Planners

When a student begins school they are given a Communication Book (EYFS to Year 2), a Student Planner (Year 3 to Year 6), or a Secondary School Student Planner (Year 7 - Year 12). Parents are expected to review and sign these regularly.

The Secondary School Student Planner is both the main way in which students learn to organise themselves, especially when they begin Year 7 and have to adapt to the freedom and responsibilities that come with being a secondary student, and an invaluable method of communication between school and home. Students use the planner every day to record timetables, homework and targets etc., parents and teachers can use them whenever they need to communicate with one another.

### Direct E-mail Communication

All the teacher e-mails are listed in the Our Staff section of the website (most e-mails are created in the following pattern: [firstname.lastname@dovercourt.edu.sg](mailto:firstname.lastname@dovercourt.edu.sg)) and you will be able to make individual contact with your teacher. However, please do not expect to see the teacher without an appointment or expect an immediate response to an e-mail. They may well have another commitment at such time, and certain times of the day are designated duty time and teachers may not be available. While email is often the quickest way to communicate, it should be remembered that it is not always the best form of communication. Long threads of emails are to be avoided and this can be done with a telephone call or face to face meeting to avoid misunderstandings.

## What to do when you have a question?

Most of your questions about your child's class should be addressed through the regular events and meetings scheduled and weekly e-mail contact. However, from time to time you may have worries or concerns that you wish to communicate to the School. At these times, you should contact the Class teacher/Secondary School Tutor without hesitation and request an appointment.

## Communication Pathway

It is essential for the development of your child that they feel that their parents have confidence in the school and teachers. If there are things which parents are concerned about, parents are encouraged to make an appointment to come into school to discuss those concerns, rather than airing the concerns in front of children or other parents. We want our students to be proud of being at DCIS, and to be happy coming to school. If you do have a query, please follow the Communication Pathway outlined below.

DCIS Communication Pathways	
Primary School Communication Pathway	Parent Query: Teacher - Year Group Leader - Deputy Head - Head of Primary - Principal
Secondary School Communication Pathway	Pastoral Query: Tutor - Progress Leader - Deputy Head - Head of Secondary - Principal  Academic Query: Subject Teacher - Subject Leader (where appropriate) - Deputy Head - Head of Secondary - Principal

## Dover Court Association (Parent Association) and Class Parents

The Dover Court Association (DCA) is a body of parents who work for the good of the School and to enhance the experiences of the children at DCIS. The DCA organises events that bring parents, students and staff together for fun and entertainment. The DCA aims to work alongside the School to build on the elements of friendliness and consideration for others that are part of the School's ethos.

The DCA meets regularly to coordinate a programme of events for both parents and children throughout the year. Participation is not compulsory and can range from organising an event to simply attending and enjoying it. The DCA welcomes new members who might wish to 'lend a hand'. The DCA is a wonderful way to meet other parents and to contribute in a very real way to the wellbeing of your child's school. Details of imminent DCA events are published on the DCA Facebook page <https://www.facebook.com/dovercourtassociation>, DCIS Facebook page, on e-mail and the website.

DCA Parent Association Committee 2017-2018		
Co-Chair - Efe Ogundowole Co-Chair - Karyn Pereira	Treasurer - Jo Bradshaw Secretary - Ann Geehman Social Media - George Bullworthy	Class Parent Coordinators - Diane Price and Leandra Gfrerer

As part of the DCA parents from each Primary School, DSE and EAL class and each Secondary School year group act as a Class Parent for the DCA. They are an important link between the Association, the class teachers and the parents, often providing information, coordinating events and contacts such as:

- Parental assistance and attendance at DCA events
- Class contact lists and introduction for new parents
- Class coffee mornings and social events for parents
- Class parties, discos, sports days, International Day, etc.

As the DCA is a social association in Singapore, all parents are considered a member of the DCA unless they choose to opt out. Parents can opt out of DCA membership by emailing the DCA on [dca@dovercourt.edu.sg](mailto:dca@dovercourt.edu.sg) or [dovercourtassociation@gmail.com](mailto:dovercourtassociation@gmail.com).

## The Doverian Yearbook

Towards the end of each school year, DCIS will publish a DCIS Yearbook. It will be a pictorial record of the year's events and people, as well as a contribution to the school's legacy.

## Personal Information and Media

From time to time, pictures and film of children taking part in school activities may be used for promotional purposes. As part of the Student Contract, parents give permission to the publication of images. If, at any time, you wish to change your mind, or do not want to give permission in the first place, please write to the Principal on [principal@dovercourt.edu.sg](mailto:principal@dovercourt.edu.sg). Obviously, this will mean your child will not be included in class photos, so do prepare them for this. Also, if you should withdraw your permission it will not be possible to retract or edit published material. Please refer to the Personal Information Collection Policy in the Terms and Conditions of the DCIS Student Contract for more detail on how we handle personal data.

## Parent and Student Mobiles and ICT Devices

Parents are required to keep the School Reception/Admissions Office up to date with all contact telephone numbers and email addresses. Students are advised not to bring mobile phones or ICT devices to school (unless requested to do so). Children who need to contact home should see the School Reception or an available member of staff. If brought to school the following rules apply to student mobile phones and ICT Devices:

- **Mobile phones and ICT devices must be switched off during the academic day**
- **Student mobile phone numbers must be registered with the school**
- **DCIS will not be held liable for any loss or damage to mobile or ICT devices**

Student mobile phones are required to be switched off and placed in bags/lockers for the academic day. Failing to do so will lead to mobile phones being confiscated.

### Student ICT and Mobile Devices Acceptable Use Policy

At Dover Court we understand the importance and benefits of emerging technologies for children's learning and personal development. However, we also recognise that safeguards need to be in place to ensure children are kept safe at all times.

As there is now widespread ownership of ICT devices (including mobile phones) amongst students. This ICT Devices Acceptable Use Policy is designed to ensure that potential issues involving devices can be clearly identified and addressed, ensuring the benefits that devices provide (such as increased safety) can continue to be enjoyed by our students. The policy also applies to students during school excursions, camps and extra-curricular activities both on the school premises and off-site.

Parents will be asked to read and discuss the ICT and Mobile Devices Acceptable Use Policy with their child and then sign and return statements to support the safe use of devices at DCIS.

Our core business of teaching and learning needs to be conducted in an environment free from unnecessary distractions or disruptions. Therefore the school strongly discourages the bringing of devices to school by students. The school is prepared to allow devices on the premises but only within the parameters of the policy as stated below.

### Student ICT and Mobile Devices Responsibility

- It is the responsibility of students who bring devices to school to abide by the guidelines outlined in this document
- The decision to provide a device to their children should be made by parents. It is incumbent upon parents to understand the capabilities of the device and the potential use/misuse of those capabilities
- Parents should be aware if their child takes a device to school it is assumed household insurance will provide the required cover in the event of loss or damage. The school cannot accept responsibility for any loss, damage or costs incurred due to its use
- Parents are reminded that in cases of emergency, the school office remains a vital and appropriate point of contact and can ensure your child is reached quickly and assisted in any relevant way.

## ICT and Mobile Devices Acceptable Use

- Devices should be switched off and kept in the student's locker
- Parents are requested that in cases of emergency they contact the school reception so we are aware of any potential issue and may make the necessary arrangements
- While on school premises devices are not to be used by students unless specially requested to use them for educational purposes by a teacher. In these circumstances the students should be under the teacher's supervision
- Devices may be used at the end of the day in order to make travel arrangements. This should only be done outside of the school building.

## ICT and Mobile Devices Unacceptable Use

- Unless express permission is granted, devices should not be used to make calls, send SMS messages, surf the internet, take photos or use any other application during the school day
- The Bluetooth function of a device must be switched off at all times and not be used to send images or files to other mobile phones
- Using devices to bully and threaten other students is unacceptable. Cyber bullying will not be tolerated. In some cases it can constitute criminal behaviour. If the use of technology humiliates, embarrasses or causes offence it is unacceptable regardless of whether 'consent' was given
- It is forbidden for students to "gang up" on another student and use their devices to take videos and pictures of acts to denigrate and humiliate that student and then send the pictures to other students or upload it to a website for public viewing
- It is forbidden to use devices to photograph or film any student or member of staff without their consent. It is a criminal offence to use a device to menace, harass or offend another person and almost all calls, text messages and emails can be traced
- Devices are not to be used or taken into changing rooms or toilets or used in any situation that may cause embarrassment or discomfort to their fellow students, staff or visitors to the school
- It is unacceptable to take a picture of a member of staff without their permission. In the event that this happens the student will be asked and expected to delete those images.

## ICT and Mobile Devices Inappropriate Use

Generally, a device will be used inappropriately if it:

- Disrupts or is likely to disrupt the learning environment or interfere with the operation of the school; or threatens or is likely to threaten the safety or well-being of any person; or is in breach of any law.

## ICT and Mobile Devices Sanctions

- Students who are seen with a device on school premises will have their device confiscated by staff. On the first infringement this can be collected from the Head of School at the end of the day by the student
- This will be logged on the student's file
- On the second infringement of this policy the device will be kept by the Head of School. The parent will be required to contact the school in order to make an appointment to collect the device
- In any instance of harmful behaviour or repeated infringement, more stringent sanctions may be applied.

## Social Media Guidance for Parents

As teachers, as parents and as adults we all have difficult terrain to navigate regarding the appropriate use of social media. There are an increasing number of incidents we have to deal with regarding students misusing social media and it is causing an unnecessary amount of anxiety and upset.

The purpose of this guidance is to raise awareness as the majority of issues faced with inappropriate use of such websites and apps are outside of the school environment and, as such, not within our area of control. Through our curriculum we will address the issues associated with safety online, but we recommend you take some steps outside of school to protect your son/daughter further:

- Make sure any profiles are appropriately secured using the privacy settings
- Some sites use 'age targeted' advertising and therefore your child could be exposed to adverts of an inappropriate nature, depending on the age they said they were when they first signed up (please note that these sites have no way of verifying age limits, so anybody could pretend to be any age)
- Monitor your son/daughter's use of social media and talk to them about safe and appropriate online behaviour, such as not posting inappropriate comments or photographs.

There are a number of websites you can access to get additional advice and we recommend all parents visit the CEOP Think U Know website for more information on keeping your child safe online [www.thinkuknow.co.uk](http://www.thinkuknow.co.uk). There is also software available which may help you monitor your son/daughter's online use (whilst we are unable to give recommendations, Net Nanny is one such example of the software available). Some of this software can also be used to limit the amount of time your son or daughter spends online.

### Recommended Age Limits for Social Media Apps

**Whatsapp Age:** 'You must be at least 13 years old to use our Services (or such greater age required in your country for you to be authorized to use our Services without parental approval). In addition to being of the minimum required age to use our Services under applicable law, if you are not old enough to have authority to agree to our Terms in your country, your parent or guardian must agree to our Terms on your behalf.'

**Instagram:** 'You must be at least 13 years old to use the Service.'

**Snapchat:** 'You must be over 18 years old (Or over 13 years old with permission from a parent / guardian).'

**Facebook:** 'You will not use Facebook if you are under 13.'

### DCIS School Support

DCIS takes online safety very seriously, and we discuss online issues throughout the year with our students. We also hold a regular Parent Workshop regarding Online Safety which we recommend that parents attend to learn more on keeping their child safe online.

### Parent Social Media Usage

DCIS values community and social media can help to foster a strong sense of community and serve as a wonderful tool for sharing information. DCIS communications uses the following social media to communicate with parents:

#### **DCIS School Blog, DCIS School App, Facebook, Twitter, Instagram and YouTube**

Some parents chose to use social media to form groups (year level, playdates, sports related etc.) outside of these official groups/platforms, typically Facebook and Whatsapp. It is not the responsibility of the DCA Class Parent parents to establish and maintain these groups, although some may choose to do so. DCA Class Parents will seek permission from parents to establish these groups and to share their contact details. If any parent who is managing or a member of a group has any concerns about the nature of the group or group discussion, please contact DCIS at [newsletters@dovercourt.edu.sg](mailto:newsletters@dovercourt.edu.sg)

DCIS is a warm, supportive and intentionally diverse community. In order to help maintain this, we have provided the following guidelines to share within social media groups to help articulate expectations:

- The group is intended for the parents of children in the specific year group only. To protect the privacy of parents and students, only parents should be added to any group and numbers within the group should not be shared without permission.
- These are intended as forums to ask questions about class events and for Class Parents to remind parents of upcoming events and activities. The group is run by parents for parents. It should not replace or substitute communication by or with school for relevant matters.
- The posts in the group chat are opinions of the individuals, not the group as a whole and not that of the school.
- Please **DO** use the chat for:
  - Immediate questions about school business e.g. what date homework is due in
  - Reminders about school and DCA events e.g. meeting times, events, class parties
  - Sharing and swapping relevant stuff e.g. spare uniform, costumes for dressing up days, etc
  - Relevant community notices e.g. family events in the local area that may be of interest
  - Sharing information about school that may be useful to others
- Please **DO NOT** use the chat for:
  - Any comments about individuals within our community (students, parents, staff, service providers and faculty) that may be considered personal, disrespectful or inflammatory
  - General casual chats - we are really pleased that there is a lively, friendly parent community at school, but as there are so many people in the groups, a little banter can soon escalate to a huge amount of messages. Then important messages get lost, which makes the group ineffective and daunting to the more infrequent users. We ask you to consider carefully what you post and how it comes across to others
  - Posting private information about your child e.g. photos, medical records, school report, etc.
  - Questions that may be answered on the newsletter or school website or in the school handbook. Please do check these sources first.
  - Don't answer a question unless you really do know the answer, guesses just confuse, and no-one needs to know if you also don't know the answer.
- If you need to privately message anyone in the group, remember that you can view the group members by tapping the group name and scrolling down. It would be helpful if all members had a meaningful name and photo on their WhatsApp profile to aid identification.
- A number of families within the school have chosen not to give permission for their child's photograph to be used or shared. Please respect this by not sharing any photographs where children are identifiable.
- The school will never use these informal parent group channels to share official information with families. Information and news will always come through email or the website first and foremost, and then may also then be shared through other channels. Parents should always seek official information directly from the school, especially in relation to school closures.
- Please continue to share any school concerns directly with the relevant person at the school. Our Communication Pathway is:

<b>DCIS Communication Pathways</b>	
Primary School Communication Pathway	Parent Query: Teacher - Year Group Leader - Deputy Head - Head of Primary - Principal
Secondary School Communication Pathway	Pastoral Query: Tutor - Progress Leader - Deputy Head - Head of Secondary - Principal  Academic Query: Subject Teacher - Subject Leader (where appropriate) - Deputy Head - Head of Secondary - Principal

### **Payment of Fees**

Details on fees and payment are in the DCIS Student Contract and the Schedule of Fees and Payment and can be found on our website. Fees for the terms and charges are published annually. Fees and charges are due on the date on the invoice. A child's place may be forfeited either temporarily or permanently where fees remain unpaid.

For any fee -related queries, please contact our Finance Office on [finance@dovercourt.edu.sg](mailto:finance@dovercourt.edu.sg)

### **Committee for Private Education**

The Private Education Act (September 2009), administered by the Committee for Private Education (CPE) was established in Singapore to regulate the private education sector. Under the Act, schools are referred to as Private Education Institutions (PEIs). All PEIs must comply with all Private Education Act regulations. DCIS is registered as a Private Education Institute by the Committee for Private Education.

Please visit the Committee for Private Education's website at [www.cpe.gov.sg](http://www.cpe.gov.sg) for further details on the Private Education Act and the Committee for Private Education certification scheme.

### **Student Contracts**

The Student Contract is a legal document that protects and assures the rights and conditions of the Student whilst enrolled at a Private Education Institution (PEI), in this case, Dover Court International School.

It is a legal requirement that all Students must enter into the Student Contract. DCIS executes a DCIS Student Contract for every Student via DocuSign. This contract is a critical document; therefore, it is essential that it be completely understood by the Student (Parents/Guardian where the student is younger than 18 years of age). DCIS signs a Student Contract with the Student/Parent after a place has been offered to the student, and that place has been accepted by the Student (Parents/Guardian where the student is younger than 18 years of age).

The Student Contract must be signed by parents on an annual basis. If the contract is not signed by the necessary deadline, a student's enrolment will not be confirmed and the student will not be allowed to attend classes.

The latest version of the DCIS Student Contract can be obtained from the Admissions Office or from [studentcontracts@dovercourt.edu.sg](mailto:studentcontracts@dovercourt.edu.sg) and is also available in the Appendix 2.

### **Terms and Conditions**

All families who apply to DCIS need to read and agree to the DCIS Terms and Conditions. You will receive the Student Contract and Terms and Conditions prior registering your child at Dover Court International School each year. This governs the relationship between the School and all parents, and you should ensure that you are familiar with this document. Amendments may be made from time to time and you will be notified of any such changes. The latest version of the Terms and Conditions can be obtained from the Admissions Office by emailing [studentcontracts@dovercourt.edu.sg](mailto:studentcontracts@dovercourt.edu.sg) and is also available in the Appendices.



## **Changes to Student of Family Status**

Any changes in nationality, citizenship and/or residency status or any events that might affect the same (e.g. becoming a Permanent Resident or a Singapore citizen, or loss of employment pass, or change of employment pass) must be communicated to the School by email to [admissions@dovercourt.edu.sg](mailto:admissions@dovercourt.edu.sg) and must be accompanied by supporting documents.

The marital status of Parents shall be disclosed to the School at the point of application. Any change must be communicated to the School by email to [admissions@dovercourt.edu.sg](mailto:admissions@dovercourt.edu.sg) and shall be accompanied by supporting documents such as an Order of Court issued by the Singapore Courts.

Parents are responsible for notifying the School of any changes in their status or family circumstances and that in the absence of any notification by the parents, the School will rely on the information reflected in the Application Form. If it subsequently becomes apparent after admission that any of the above information has been withheld or falsified, DCIS may ask the parents to withdraw the student.

Any change to family status or contact details must be advised to the Admissions Office of the School in writing at [admissions@dovercourt.edu.sg](mailto:admissions@dovercourt.edu.sg)

## **Withdrawal from DCIS**

Full details on notice periods and removal of your child from School are set out in the Student Contract, on the Schedule of Fees and Payment and on the website. The DCIS Notification of Withdrawal Form must be received by the Admissions Office no later than the dates specified.

From time to time difficulties with a child can occur. Where situations cannot be resolved, the School reserves the right to ask parents to remove a child for a period of time or permanently, in the interest of the child or the School as a whole. In matters of discipline, the Principal may exercise that right immediately. In this event, fees are not refundable.

## Bus Service

Our KAL Transport bus service provider serves key locations around Singapore. The routes are based on the current locations of our confirmed students and are designed to be convenient to as many families as possible. There must be a minimum of 8 students from an area for our bus service to run. For more details on routes and costs, please go to our website to Parent Essentials - School Transportation. If you have any further questions, please contact KAL Transport on [dcis@kaltransport.com.sg](mailto:dcis@kaltransport.com.sg)

If your child is travelling to school by bus, please ensure that they know the home time bus number. Teachers will escort the children to their buses at the end of the day. Children are expected to behave appropriately on the bus. Bus wardens will report disruptive behaviour to the Head of School and parents will be notified. Please note that the child's behaviour on the bus is the responsibility of the parents. DCIS Bus Safety Rules and Discipline Procedure can be found in the Behaviour Policy section of this handbook.

## Arrival and Dismissal Traffic Management

Parents must observe the traffic management system to ensure the safety of the children and the free-flow of parents and therefore parents must abide strictly by the rules.

Members of staff are on-hand at the start and at the end of the day to help supervise. Parents should respect their direction and understand that they are there to ensure the safety of children and to help the smooth running of the traffic. Please see the duty rota for more details.

It is not permitted for cars to be parked and children to be dropped off at the front entrance, as this is reserved for buses during peak hours.

The school day ends at 3.00pm. Extra-Curricular Activities finish at 4.00pm. Children should be collected either from the Lower Primary Cafeteria or from the car pick up point/turning circle outside the Upper Primary building. Children will not be allowed to wait outside for parents. Children will not be able to wait for siblings to complete their ECA and they must be collected promptly.

### Arrival/Drop Off

A no-entry system operates at the entry to the car parking bays on campus from 7.45am to 8.30am as this is reserved for buses. No parking is allowed on campus during this time.

1. Drop off by car: If you are dropping your child off by car, then you can drive into the school campus to the Drop Off/Pick Up Point at the Turning Circle, where our staff and TAs will be meeting your children.
2. Drop off by foot: The Pedestrian Gate is opened on Dover Road by the bus stop during peak arrival and dismissal times. If you are walking to collect your children, please use this gate, where one of our security guards is posted to assist. Pedestrians must exercise extreme care, remaining within designated pathways and crossing via the zebra crossings. Parents must supervise their children carefully. Pedestrians coming in via the Front Entrance Gate must follow the designated pathways to the main steps.
3. Parking: In the morning, there are only very limited parking spaces available in the marked parking bays at the front entrance ONLY for Nursery, Reception and DSE students. No queuing for parking spaces is allowed as it will block access for the buses. If there are no spaces available, you will need to drive off campus and park elsewhere as no cars can park on campus in the morning before 8.30am. Parents in cars can access the campus for drop-off only at the roundabout/turning circle. Do not park on Dover Road or Medway as the LTA makes regular checks. Instead please use the parking opposite either in the Singapore

Polytechnic on Dover Road or Block 28 HDB Dover Gardens (accessed from Dover Crescent) and then walk in to school using the Pedestrian Gate.

## General Traffic Rules

Speed restrictions within the grounds are 10 mph, and 'Dead Slow' operates between the buildings. Please drive carefully within the school grounds. Drivers must remember that young children are not always as aware as they should be around cars.

Please note that parking in the car park bay opposite the school steps is not permitted at any time between 7.30am - 8.30am and 2.00pm - 4.30pm. Parents should expect delays in drop off and pick up arrangements at the beginning and end of each term and when there are changes in the weather.

No on-site car parking is available to parents from 2.00pm - 3.15pm and 3.45pm - 4.30pm. Parents can still drive on to campus and proceed to the Drop Off/Pick Up Point at the Turning Circle after the 3.00pm buses leave (at approximately 3.10pm) and when the ECAs have finished (at approximately 4.00pm). However, if you wish to park and collect your child, you must have vacated the car park by 3.45pm, so that our buses can access the campus for the 4.00pm ECA bus service.

Taxis will also be requested to pick-up/drop off at the Drop Off/Pick Up Point at the Turning Circle. Pick-up is not permitted at the school steps (in front of school) until after 4.30pm.

Traffic notices are posted from time to time and we ask that they are adhered to. Please make sure that carers authorised to deliver and collect children to and from School are aware of, and comply with, our procedures.

## During the School Day

There are limited car park spaces for parents at the front entrance between 8.30am and 2.00pm. Parents should park carefully within marked bays and ensure that they do not obstruct access for emergency vehicles at any time. Parents are requested not to occupy a parking bay for an excessive period of time.

## Dismissal/Pick Up

A no entry system for cars operates from 2.00pm to 3.15pm as this is reserved for school buses. No parking is allowed on campus at this time. There are no parking spaces available at the end of the day and all parent cars must have vacated the school car park by 2.00pm.

1. Picking up by car: Parents arriving by car for student pick-up cannot enter until the school buses have left campus at approximately 3.10pm. Teachers and TAs will be waiting with your children at the Drop Off/Pick Up Point at the Turning Circle when you are able to access campus after the buses have left.
2. Picking up by foot: All parents coming on campus to meet their children should congregate in the Lower Primary Cafeteria where members of staff are on duty. This area is dedicated to pick up and will not be used for other purposes. There is signage to direct those collecting children on foot, if you have any questions about location of the venue then do ask a member of staff. Pedestrians coming in via the Front Entrance Gate must follow the designated pathways to the main steps.

**Please note: Nursery and Reception parents are asked to collect their children from their classrooms.**

3. Parking: No parking will be allowed on campus during peak arrival and dismissal times. We recommend parents use the Pick Up/Drop Off point at the Turning Circle or Parking is available at the HDB multi-storey car park on Dover Crescent or the Singapore Polytechnic Car Park at Gate 1 on Dover Road. Families can then either enter via the Pedestrian Gate by the bus stop or through the DCIS front gate entrance.

## Security

### School Access

All adults (staff, parents and visitors) are required to show and wear ID in order to gain access into the school. Likewise, only those cars with a visible DCIS Vehicle Decal Sticker and a valid DCIS Parent ID Card will be allowed access into the school.

### Security Guards

Security guards are onsite 24 hours a day. To ensure a secure school environment, our security guards monitor visitor access on campus. When entering the campus, parents will need to show their DCIS Parent ID Card to gain access. The security guards will enforce the above rules in the interest of the safety of all people within the school and are merely following instructions from the management in doing so. Parents are requested to be polite and respectful to the security guards.

### Vehicle Decal ID Stickers

All parents who have a vehicle are asked to complete the DCIS Vehicle Registration Form and return it to the School Reception to collect and display the DCIS Vehicle Decal Sticker. This sticker must be displayed on the left hand side of the vehicle windscreen. Vehicle Stickers must be returned to DCIS Reception on withdrawal from DCIS.

### Parent ID Cards

DCIS is introducing individualised Parent ID Cards in the 2017-2018 academic year. Initially each family will be provided with Parent ID cards free of charge when they complete a DCIS Parent ID Registration Form. If parents need an additional card for another person who will be regularly visiting campus (e.g. helper, grandparent, etc.), please indicate this on the DCIS Parent ID Registration Form. The ID cards must be shown to Security to enable access to campus and should be worn at all times when a parent is on campus. Lost cards must be reported to the Reception Office immediately.

Parents visiting the School for workshops, parent meetings or other events that will last longer than twenty minutes outside of drop-off and collection must sign the Visitors' Book at the School Reception. This will enable us to account for everyone in the event of an emergency. This does not apply to pre-planned school events that attract a large number of visitors e.g. sports matches, assemblies, Open Day.

**Please note: Parents must not take photographs or video footage of any children other than their own on campus.**

### Visitors during the School Day

All visitors to the School during the school day must sign the Visitors' Book and receive a Visitor Pass in the School Reception on their arrival and departure. It is important that we monitor adults on site not only to safeguard our children but to enable us to account for everyone in the event of an emergency.

## Emergency Procedures

The children regularly practise our emergency evacuation procedures and are well rehearsed in the routine.

### Fire Alarm Procedure

In the event of the fire alarm sounding at collection or arrival times, parents are required to assemble on the sports field, away from school buildings, the staff and children. At all other times during the day, parents will have recorded their presence at the School Reception and so will need to ensure they are accounted for with the School Reception before moving to their assembly point. It is important that parents do not interact with the children as we need to account for all students quickly and calmly. Walk calmly to the assembly point and wait for

the all-clear to be given before returning to the building. If you are in your car when the alarm is sounded, please pull in to the side of the drive (away from buildings) to allow access for emergency vehicles. If you are parked in the car park, please leave your vehicle and assemble on the sports field.

### Lockdown Procedure

DCIS has annual lock down drills. The annual practice is designed to familiarise the children with what would happen if we did have an emergency in school and needed to put steps in place to keep the students safe. Please be assured that you will be informed of any lockdown procedure and our staff talk to Primary students in advance about the drill and explaining the reason for the procedure without worrying them. They will address the matter in terms of 'keeping safe around school'. Primary parents will be informed in advance of the first Lockdown Drill of the year.

### Campus Closure

In the event of school closure due to extreme weather conditions, every effort will be made to contact all parents/guardians. If we cannot reach you or your emergency contact, we will look after your child until you arrive. Please ensure that you are able to pick up your child in the event of bad weather. In the event of bad weather, the School will be guided by the recommendations and decisions of the Singaporean authorities.

### PSI Haze Safety Guidelines

The School will be guided by the recommendations and decisions of the Singaporean authorities in deciding whether to effect a temporary campus closure due to high levels of PSI haze readings. In the event of School closure, every effort will be made to inform and contact all parents/guardians and through notices on the School's website and posts on the School's Facebook page. If we cannot reach you or your emergency contact, we will look after your child until you arrive. Please ensure that you are able to pick up your child in the event of School closure due to severe haze.

3-hour PSI Reading	Actions
Between 0 and 50	Monitor readings: advise no impact on student activities, including outdoor activities like sports and plays.
Between 51 and 150	School Administrative Office will advise the Principal about added precautions to be taken, including ensuring that teachers: Advise students to take more drink breaks; Advise students to go to the school nurse with any breathing issues; Monitor students with known medical issues such as asthma and cardiac conditions and refer them to the school nurse if there are any concerns; and Ensure students do not participate in strenuous activities if they feel unwell.
Between 151 and 200	All outdoor activities to cease: Sports relocated indoors; Students to remain inside during breaks; and Outdoor ECAs suspended and students supervised indoors for the duration of the ECA
Above 201	All school community events to be cancelled.
Above 300	DCIS Senior Leadership Team will decide on School closure. DCIS will inform parents and students of any school closure via e-mail, notice on the School's website and posting on the School's Facebook page.

## Facilities

### Libraries

DCIS has two libraries on campus and they are the focus point for a number of school-wide events through the year. There are regular book fairs at Orientation/Registration and during the DCIS Book Week. Every student in the school can borrow library books. These will be checked out and the borrower is responsible for their return in good condition. A replacement charge will be levied on lost or damaged books. There are weekly library sessions and all children are requested to change their books during these sessions or during break times and after school, if necessary. Students may, of course, keep the books for a longer period if they so wish by checking them out again on or before the due date. All books, including library books, reading scheme books and textbooks must be returned to the School libraries before the end of the school year.

### Technology

There are many resources available for all staff and students to use at DCIS: Primary School Computer Suite, Secondary School Computer Suite/Animation Studio, Radio Studio, TV Studio and class sets of iPads. The Animation Studio has 24 machines and a teacher station that can control all the machines in the room. Each machine has a web cam, access to the student data network drive and the ability to display any machine on the TV using the Apple TV and Airplay technology.

### Red Dot Radio and DCTV in the Media Suite

Students from Reception to Year 13 have access to our school's radio station, Red Dot Radio. There are many benefits for our students in using the radio station, including developing their speaking and listening skills, building confidence, giving students a voice and working inclusively. There is a user guide available in the Media Suite and Student Radio Leaders are available to support. The radio station has been hugely popular since it arrived in 2015 and students love getting involved. They can participate in a number of ways:

- In lesson time with their teacher or subject specialist
- Year groups broadcasting projects
- Becoming a Radio Leader (Year 4 - 13)
- Radio Team weekly news broadcasts
- Attending training at lunch break
- Joining the Radio Club ECA
- Special events and special guest interviews

Radio recordings can be saved and uploaded for sharing and live streaming can connect the students instantly with their audience.

Students have recorded radio assembly broadcasts, plays, songs and jingles, yearbook reflections, shared Global Campus news broadcasts with our NAE schools, interviewed Juilliard Alumni as well as a recorded broadcasts on a huge variety of topics for their project work and specialists subjects. The possibilities are endless and the students are creative so enjoy this resource. You will find that the radio station is user friendly and intuitive and student lead. Support material and training is also available to all staff throughout the year.

DCTV has two fixed professional cameras, studio cameras plus one handheld 4k video camera with attached mic. The Mac in the studio runs Blackmagic software for the fixed studio cameras for filming and has FinalCut Pro for editing.

### Playgrounds

There are 3 playgrounds at DCIS. Each playground has been designed for a specific age level. Children may only use the playground equipment when under adult supervision. Parents must be vigilant and supervise their children carefully at the end of the school day.

## Campus Rules

### *Photographs/Video Footage*

Parents also must not take photographs or video footage of any children other than their own on campus. Events such as Christmas Performances will be filmed, please refrain from restricting the view of others with your device. Any image that contains children other than your own should not be placed on any form of social media.

### *Alcohol*

No alcohol should be consumed at school other than at functions organised at school, outside school hours, where permission for alcohol consumption has been approved by the Principal.

### *Pets and Durian*

To maintain a pleasant environment for all at DCIS, the campus has a No Durian and No Pets on campus policy.

### *Smoking*

DCIS has a no smoking policy for its teaching staff. Therefore, there is no smoking on school premises or within sight of the students.

## Medical Centre

### Excuse from Physical Education

If a student is unable to participate in physical education (PE) classes, either a note from the parent or physician must be submitted to the PE teacher. The school nurse will not excuse a student from participating in PE.

Should your child feel unwell while they are in school, our experienced School Nurses are here to help. They can be reached on the e-mail: [medicalcentre@dovercourt.edu.sg](mailto:medicalcentre@dovercourt.edu.sg). Most minor ailments or cuts and scrapes can be dealt with simply and quickly by the nurse. However, if the nurse feels that the child is not likely to quickly recover then she will contact the parent by telephone. It is important that we have your up-to-date details so that we can easily get in touch. Please complete the DCIS Medical Form. This form also includes a section on our nurse giving your child non-prescription medicines with your prior consent.

We do ask you not to send your children to School if they have a temperature of more than 37.8 degrees or if they have been sick or have had diarrhoea during the night. Your doctor can advise you as to whether it is appropriate to attend School. It is important that children are fully recovered and rested before returning to School and it is normal to allow 48 'symptom free' hours for this. If your child is ill and will miss school, we ask the following:

1. Inform the school office that the child is unable to come to school
2. Keep the child at home until fit to return to school
3. Do not let children control or keep possession of medicines of any description in school
4. All medication must be handed to the Nurse with written directions by the parent
5. Send an explanatory note when the child returns to school after an absence.

Please note that when your child returns to school, he/she will be expected to fully participate in all activities at school.

If your child has some special medical needs, we encourage you to get in touch and discuss these with us. This allows our nurse to offer the best possible care to your child. The school does also recommend that the parents arrange for their child to have private medical and accident insurance coverage during their time in Singapore.

### Immunisations

Immunisations are considered to be a family responsibility. We ask that parents keep the school updated as vaccines are administered. Childhood immunization provides protection against serious diseases which can otherwise lead to lifelong complications and can occasionally even be fatal. If enough children are immunized against a particular disease, the risk of it spreading from person to person is reduced. Singapore is free from



vaccine-preventable diseases like poliomyelitis, diphtheria, tetanus and pertussis (whooping cough) in part because of a successful immunization programme.

It is compulsory that the Student be vaccinated as per the prevailing Singapore National Childhood Immunisation Schedule prior to, and where applicable, during his/her enrolment. The Singapore National Childhood Immunisation Schedule can be found on the following website:

<https://www.nir.hpb.gov.sg/nirp/eservices/immunisationSchedule>

Vaccinations against measles and diphtheria are compulsory in Singapore. Hence, all students from International Schools are required to complete the 3 types of vaccination, namely, Dtap (tetanus), MMR (mumps, measles and rubella) and Polio.

In addition, if your child's last tetanus date was done on or before 2007, he/she is required to have another tetanus injection or boost as the vaccination protection lasts for 10 years.

In the event the student has failed to obtain necessary vaccination, the Parents shall have 30 (thirty) days to procure the same, failing which the student will be refused enrolment unless the Parents are able to provide evidence of any waivers and/or exemptions from the Director of any officer of the Health Promotion Board as defined under the Infectious Diseases Act (Cap 137).

### Infectious or Contagious Diseases

The isolation periods for children suffering from such illnesses are given in the table below and should be followed in all cases. The School insists that the parents acquire a medical certificate from the doctor to confirm that the child is fit to return to school.

Illness	Recommended Incubation Period	Isolation of Student
Chickenpox	14-21 days	Until all scabs are dry
Fifth Disease (slapped cheek)	14-21 days	Not infectious after appearance of rash
German Measles	14-21 days	4 days from the appearance of rash
Hand, Foot & Mouth Disease	4-6 days	Until all sores have healed
Measles	10-14 days	4 days from the appearance of rash
Mumps	14-21 days	Several days after appearance of swelling
Other Childhood Conditions:		
Conjunctivitis	Immediate exclusion from school until eyes are back to normal	
Head Lice	Immediate exclusion from school until treatment has started	
Impetigo	Immediate exclusion from school until treatment has started	
Verruca Sores	Must be covered before participation in any aquatic activity	

When can a student come back to school?	
Vomiting/Diarrhoea	Students should not return to school until 24 hours after the last episode.
Fever	Students with a fever need to be fever-free, and not taking fever-reducing medication such as Panadol, Tylenol, or Ibuprofen for 24 hours before returning to school.
Chicken pox	Students with chicken pox should remain at home until all the blisters have dried up and crusted over. A note from the doctor indicating that it is safe for the student to return to school is necessary.

### When can a student come back to school?

Hand Foot Mouth Disease	Students with HFMD should remain at home until all the blisters have dried up and crusted over. A note from the doctor indicating that it is safe for the student to return to school is necessary.
Impetigo	Students can return to school 24 hours after the initiation of antibiotic therapy. Open sores must be covered while at school.
Conjunctivitis	Students can return to school 24 hours after the initiation of antibiotic therapy for bacterial conjunctivitis. Viral conjunctivitis can be contagious for an extended period of time. A note from the doctor indicating that it is safe for the student to return to school is necessary.

### Personal Accidents

The safety of the students in our care is our paramount concern, and we always endeavour to ensure that all reasonable measures necessary to protect the children are anticipated, acted upon, observed and reviewed. However, accidents and injuries do occur from time to time, often without anyone being at fault. We do not have personal accident insurance coverage for any accident or injury which occurs to a student that is not attributable to our fault. The school does therefore recommend that the parents arrange for their child to have private medical and accident insurance coverage during their time in Singapore.

If a student is involved in a minor accident or injury that may require outside medical assistance during school hours, the school nurse will contact the parent/guardian or emergency contact to seek assistance in obtaining medical help. The school nurse will attend to the injured student until the parent/guardian arrives. In the case of a life-threatening situation or other serious condition, the student will be transported by ambulance to an appropriate hospital. In that case, parents/guardians will be notified to meet the child at the hospital instead of at school.

### Banned or Controlled Substances

The School has a zero tolerance for possession, use or trafficking of controlled substances by Students. Appropriate action will be taken by the Principal if any Student is found to be in possession of, using, or selling illegal drugs or controlled substances. This action may result in expulsion and the relevant authorities being notified. Controlled substances are as defined in Singapore Misuse of Drugs Act (Cap 185).

If the School deems it appropriate, the Student may be required to complete a drug test. If the drug test results from a laboratory test conclusively show that the Student has used any form of Controlled substance, appropriate action will be taken by the Principal. Refusal to provide the necessary sample for laboratory analysis may result in expulsion and the relevant authorities being notified. Students who are expelled due to a positive drug test will not be considered for re-admission into the School.

### Nut Allergies

DCIS is a 'nut free' school and politely requests that children, parents and staff avoid bringing foods into school which contain any form of nut ingredients.

## Curriculum

The curriculum at DCIS is based on an enhanced version of the Early Years Framework and English National Curriculum. We have designed a curriculum that empowers learners of all abilities, across a wide range of subject areas. Details on the English National Curriculum can be found on the website:

<https://www.gov.uk/government/collections/national-curriculum>

DCIS delivers, as you would expect, individualised learning based on outstanding teaching and engaging experiences. Whatever a child's prior ability we support them in making optimum progress. However, the real magic of Dover Court's curriculum is the philosophy and spirit behind it, which extends far beyond the limitations of a printed curriculum.

The school philosophy is driven by a number of key principles. We nurture life-long learners as 'whole children', which means that our curriculum is highly personalised. So, we endeavour to find a child's potential and help them to achieve it. In order to do this we will identify their learning needs, which may mean that they need to be challenged by work a year or even two ahead of their chronological age, or they may need very particular support for learning difficulties. Whatever the case, they will receive a challenging and supportive level for their own individualised needs.

Furthermore, our 'whole child' approach ensures that your child progresses across a very broad range of learning experiences. Whether through the unique Juilliard - Nord Anglia Performing Arts Programme, or through our extensive range of sporting activities, or the exciting programme of expeditions and events through Global Campus.

Our motto is 'Beambitious'. Our curriculum is ambitious for a child and will enable them to be ambitious for themselves and one another. In this way we know that we are preparing each child not just for the rigours of high level performance in the examinations ahead, but that we are also ensuring that they become lifelong, passionate and joy-filled learners.

## Year Group Information

Every student will be allocated to a form or class teacher, with whom they will register each morning. The form or class teacher should be the first point of contact should the parents need to inform the school of any personal information. In each year there may be more than one class. In order to identify them easily in Primary School, they mostly carry the initial of the first name and surname of the Class teacher e.g. Fred Smith's Year 4 class would be identified as 4FS.

We find that children thrive in their appropriate class age groups. Students must have reached the entry age below, before 1 September of the year of admission as detailed on the Guidelines for Year Placement in the Appendix.

**Please note that a student enrolled in the Nursery or Reception programmes must be completely toilet trained and be able to independently look after his/her own toileting.**

The placement of a child in a specific class is always dependent on date of birth. All children are catered for by a differentiated curriculum. Activities are matched to the child's abilities and all children are encouraged to meet challenges with confidence. This means that some children may be working at a lower or higher level than the other children in the class. Class sizes are small and there are teaching assistants in classrooms up to Year 2 and in all DSE classes, thus allowing children to receive individual attention when it is required.

## Composition of Classes

At the end of each school year, all class groupings are rearranged in preparation for the next school year. Various factors are taken into consideration when deciding on these groups, including:

1. Student and teacher fit
2. A balance of abilities
3. A balance of gender
4. Consideration of social strengths of children
5. A spread of nationalities (as far as possible)
6. New students joining the school.

Children's friendship groups and choices are also considered, although a key advantage of rearranging classes is that children are given the opportunity to establish broader relationships within their year group. The class groupings and placement of each child are at the absolute discretion of the School. When new students arrive mid-year they will be placed with the same criteria stated above, yet where classes are already full, it may be simply a matter of taking the place of a student who has left. Because of this, specific requests for a particular teacher cannot be accepted.

## Classroom Environment

"Space has to be a sort of aquarium that mirrors the ideas, values, attitudes, and culture of the people who live within it." - Loris Malaguzzi (Psychologist)

"Early childhood environments should be inviting and cultivate children's curiosity, wonder and imagination." - Curtis and Carter

Materials should be easily accessible and uncluttered and inviting. Every resource displayed should be carefully considered for its purpose. Reggio inspired schools aim to create a welcoming, nurturing, home like environment. Little touches, like framed pictures or a vase of flowers can make all the difference. Reggio inspired environments respect the need for comfort and a place to pause, for both children and adults alike. Natural materials provides an infinite number of possibilities, and convey a sense of calmness and tranquility for both children and adults. The classroom environment is kept minimal and purposeful with homely touches.

## Primary School

For children in Nursery and Reception we base our curriculum on the Early Years Foundation Stage (EYFS) curriculum from the UK and we also incorporate best practice from Early Years education throughout the world. For children in Key Stage 1 and Key Stage 2, the children follow the National Curriculum for England in Mathematics and English and the International Primary Curriculum (IPC). Our Curriculum has been carefully designed for children of all abilities and all learning styles, and encourages individual and group work competencies. Our Parent Guidelines for Mathematics Strategies in Primary School can be found in the Appendix.

### International Primary Curriculum

The International Primary Curriculum (IPC) is currently being used in over 1,800 schools in 90 countries worldwide. It was launched in the year 2000, created by leading experts in children's learning from around the world. The IPC is delivered in such a way that it ensures continuity and progression throughout the years, feeding naturally into the Secondary Curriculum, and then into the IGCSE courses. The IPC is a thematic curriculum promoting inquiry-based learning through units of work that today's children find interesting and relevant. Each unit of work lasts on average about six to eight weeks and links all subjects through this one common theme.

## Mandarin

All Primary Students have Mandarin lessons every day. The lessons range from 30 minutes to 50 minutes on a daily basis.

## Guided Reading and Real Reading

The teaching of reading is carried out at DCIS through Guided Reading and is complemented through levelled and real reading books to reinforce and extend reading at home.

### *What is Guided Reading?*

Guided reading is a differentiated model for the teaching of reading:

- It supports an individual child's progress by scaffolding their learning over time
- It includes regular assessment to ensure that children are challenged and motivated to learn
- It provides assessment as children learn for the teacher to facilitate immediate next steps
- It facilitates progress from supported reading to independent reading
- It considers not only decoding and blending but the teaching of comprehension
- It includes a range of books specially designed to support the progress of reading

### *What does the Guided Reading session look like?*

The session is delivered to an average of 4 groups within each class. Children are grouped according to their individual progress in reading. Each group will receive one guided session with the teacher each week, during the remaining 3 sessions the children will participate in a carousel of activities. These focus on developing a range of skills including; comprehension and vocabulary acquisition, with the aim of moving from simple decoding to a deeper understanding of texts. For example; grammar and punctuation, inference, reading for meaning, new word meaning, comprehension etc. Research has shown that experiential learning in this way reinforces and extends children's learning.

### *Does Guided Reading focus on how fast my child can read?*

No, Guided Reading is not focused on decoding and speed, it supports a child's understanding of what is being read, by enabling them to study the wider text, considering characters, settings, inference and much more.

### *Is Guided Reading a rating system for my child?*

No, it is a programme designed to progress your child's reading through exposure to appropriately levelled books and effectively differentiated teaching.

### *How often is Guided Reading taught?*

Your child will be taught 3 -4, 20 - 30 minute Guided Reading sessions per week.

### *How often will my child read with an adult at school?*

In Reception to Year 2 your child will read with their teacher during the directed Guided Reading session. In addition to this, they will read on two further occasions with a teacher and another teaching support adult during the week. In Year 3 to Year 6 your child will read with their teacher according to their individual needs. Individual reading sessions will not be scheduled for the whole class.

### *How often will my child receive a levelled book?*

In Reception to Year 2, your child will receive a levelled book twice each week. This will be issued on Monday and Thursday. Parents should note a comment in their child's communication book, including the date and any area of difficulty which can be shared with the teacher. In Year 3 to Year 4 your child will receive a levelled book once each week. This will be issued on Monday. A communication book does not need to be completed by parents. In Years 5 & 6 your child will be issued with a levelled reading book on an individual needs basis.

**Please note that books will only be supplied if an appropriate protective wallet is provided and a comment has been made in the communication book in relation to the previously supplied book.**

### *How often will my child receive a real reading book?*

In addition to levelled books, in Reception to Year 2, your child will be able to take home a real reading book from the class library. Your child will be able to change their real reading book at least once during the week and up to 4 times should they read each evening. In addition, your child will be able to borrow one book from the school's main library each week. This should be returned during their timetabled slot. In Year 3 to Year 6 children can take home a real reading book from the class library and change this when they have completed it. They will also loan two books from the school's main library each week.

### *Where can I find out more information?*

For more information on the school's Guided Reading scheme please speak to your child's class teacher who will be happy to help.

## One to One Reading Sessions and Reading Volunteers

In addition to Guided Reading, the children will read with an adult in school.

- In Reception to Year 2 each child will read with their teacher during the directed Guided Reading session. In addition to this, they will read on two further occasions with a teacher and another teaching support adult (reading volunteer or TA) during the week.
- In Year 3 to Year 6 children will read with their teacher according to their individual needs. Individual reading sessions will not be scheduled for the whole class.

Reading volunteers are recruited to help teachers deliver one to one reading sessions across year groups. Year Group Leaders will coordinate their allocation to classes.

## Home Reading Books

In Reception to Year 2, children will receive a levelled book twice each week. This will be issued on Monday and Thursday. Parents will note a comment in their child's reading journal, including the date and any area of difficulty which can be shared with the teacher. In Year 3 to Year 4 children will receive a levelled book once each week. This will be issued on Monday. A reading journal is not completed by parents. In Years 5 & 6 children will be issued with a levelled reading book on an individual needs basis.

Books are only supplied if an appropriate protective wallet is provided by parents and changed (Reception - Year 2) and only when a parent comment has been made in the reading journal.

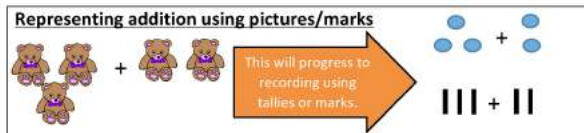

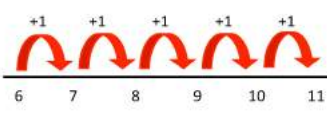

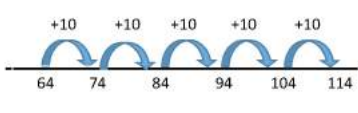

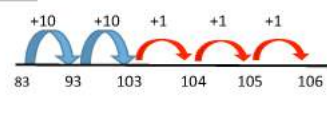

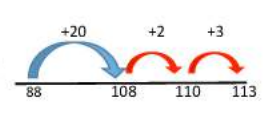

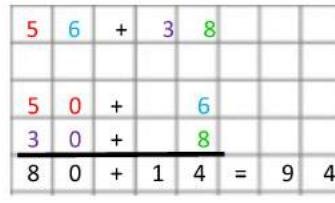





## Phonics

From Nursery to Year 2 children will be taught phonics through the Read, Write, Inc programme. The programme is designed to develop children's understanding of synthetic phonics (sounds) which enables them to identify sounds when decoding and segmenting words when reading. This programme has been proven to quickly enable children to acquire the skills needed for reading.

## Mathematics

Primary Mathematics guidelines for parents are detailed below to help articulate the primary progression in written methods of calculation at DCIS.

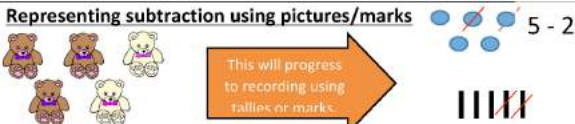
# Addition


<p><b>Representing addition using pictures/marks</b></p>  <p>This will progress to recording using tallies or marks.</p>	
<p><b>Number line using units</b></p> <p>The next step in learning will be to count on a number line. Initially this can be on a number line with numbers written on already. It will involve the adding on single digits and eventually cross a ten boundary.</p> 	
<p><b>Number line using tens</b></p> <p>Adding ten on a number line is the next important step. This will eventually become a mental method but needs to be practised as a written method first.</p> 	
<p><b>Number line using tens and units</b></p> <p>Once children have mastered adding on tens and units independently they can then progress to adding two two-digit numbers.</p> 	
<p><b>Number line using larger jumps</b> (Multiples of 10)</p> <p>As children become more confident they can start to add larger multiples of 10 in one jump. They should also be able to use number facts to help add on larger amounts of units to the nearest ten (if applicable) to help speed up the addition.</p> 	
<p><b>Partitioning</b></p> <p>Using the partitioning method will help to secure understanding of place value and introduce the concept of columns. This is important for column addition where carrying will occur. This method can also be used when dealing with 3 digit numbers.</p> 	
<p><b>Expanded Column Addition</b></p> <p>This written method is the step before column addition. It allows children to partition the number into the component parts (units, tens, hundreds). They can then add the component parts together to find their total.</p> 	
<p><b>Column Addition</b></p> <p>The most efficient written method which the children can use. Once they have mastered this they should also be able to use this method to add decimal numbers.</p> 	

add	and	count on
addition	plus	altogether
increase	more	sum total



# Subtraction

**Representing subtraction using pictures/marks**   $5 - 2$

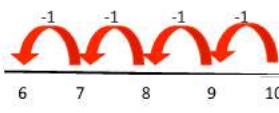
This will progress to recording using tallies or marks. 

Having 5 objects and physically taking two objects away to begin understanding the concept of subtraction.

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**Subtracting units on a number line**

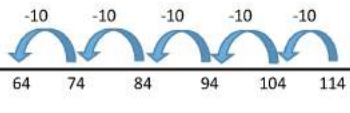
The next step in learning will be to count back on a number line. Initially this can be on a number line with numbers written on already. It will involve the subtracting of single digits and eventually cross a ten boundary.




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**Subtracting tens on a number line**

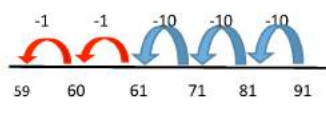
Subtracting ten on a number line is the next important step. This will eventually become an important mental method but needs to be practised as a written method initially.




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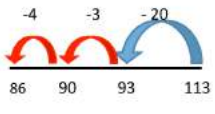
**Subtracting on a number line using tens and units**

Once children have mastered subtracting tens and units independently they can then progress to subtracting two two-digit numbers which cross a tens boundary.



**Number line using larger jumps (Multiples of 10 and to the nearest multiples of 10)**

As children become more confident they can start to subtract larger multiples of 10 in one jump. They should also be able to use number facts to help subtract larger unit numbers, where possible to the nearest ten, to help speed up their subtraction.



**Expanded Column Subtraction**

This written method is the step before column subtraction. It allows children to partition the number into the component parts (units, tens, hundreds). They can then subtract the component parts in order. This allows them to easily see if they need to **exchange** at any point. They should then be able to add their answers together to find the answer.

	2	5	6	-	1	3	8
					4	0	
	2	0	0	+	5	0	+ <sup>10</sup> 6
	1	0	0	+	3	0	+ 8
	1	0	0	+	1	0	+ 8
							118

*NOTE: The correct vocabulary is 'exchange' and not 'borrow'.*

**Column Subtraction**

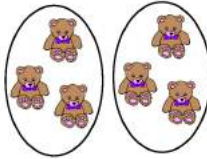

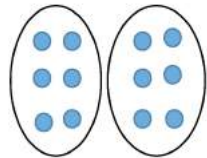

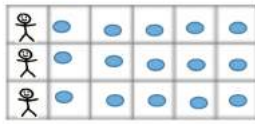

The most efficient written method which the children can use. Once they have mastered this they should also be able to use this method to subtract decimal numbers.

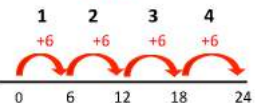

	8	5	6
-	3	7	8
	4	7	8


count back      take away  
 fewer            less      difference  
 between...





# Multiplication

<p><b>Multiplying by making groups of objects practically</b></p> <p>The first step in learning to multiply is to understand that it means groups of. In this example there are two groups of three bears. It is important that the children draw the number of groups first and then add the same amount of objects to each group before counting up their total.</p>		
<p><b>Multiplying by grouping</b></p> <p>The next step will be to move from using the objects to drawing it all out independently.</p> <p>Drawing out the number of groups first. Then adding the correct number of dots to each group. Counting the total at the end.</p>	<p style="text-align: center;"><math>2 \times 6 = 12</math></p> 	
<p><b>Multiplying using arrays</b></p> <p>Once the grouping method has been well practised and understood, children will need to organise their working out more formally. Identifying the number of groups as a person and giving each person the same number of dots. Having only one dot per square helps with the totalling at the end.</p>	<p style="text-align: center;"><math>3 \times 5 = 15</math> in total</p> 	

<p><b>Number line using repeated addition</b></p> <p>The next method will focus on adding the correct amount of the multiplier. In this example the multiplier is 6 so we make jumps of 6 each time. The last number that the children landed on as their answer.</p>	<p style="text-align: center;"><math>4 \times 6 = 24</math></p> 	
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<p><b>Partitioning</b></p> <p>When using a one digit number to multiply a two digit number. This method requires children to have a strong grasp of place value and multiplying a multiple of 10 by a single digit.</p>	<p style="text-align: center;"><math>26 \times 6 =</math></p> <table style="margin-left: auto; margin-right: auto;"> <tr> <td style="border: 1px solid black; padding: 2px;">1</td> <td style="border: 1px solid black; padding: 2px;">2</td> <td style="border: 1px solid black; padding: 2px;">0</td> <td style="border: 1px solid black; padding: 2px;"><math>20 \times 6</math></td> </tr> <tr> <td style="border: 1px solid black; padding: 2px;">+</td> <td style="border: 1px solid black; padding: 2px;"></td> <td style="border: 1px solid black; padding: 2px;">3</td> <td style="border: 1px solid black; padding: 2px;">6</td> </tr> <tr> <td style="border: 1px solid black; padding: 2px;"></td> <td style="border: 1px solid black; padding: 2px;"></td> <td style="border: 1px solid black; padding: 2px;">1</td> <td style="border: 1px solid black; padding: 2px;">5</td> </tr> <tr> <td style="border: 1px solid black; padding: 2px;"></td> <td style="border: 1px solid black; padding: 2px;"></td> <td style="border: 1px solid black; padding: 2px;"></td> <td style="border: 1px solid black; padding: 2px;">6</td> </tr> </table> <p style="text-align: right;"><math>6 \times 6</math></p>	1	2	0	$20 \times 6$	+		3	6			1	5				6	
1	2	0	$20 \times 6$															
+		3	6															
		1	5															
			6															

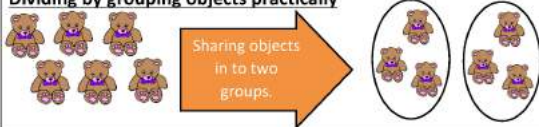
<p><b>Grid method</b></p> <p>Through this method children will start to multiply larger numbers. They will need a strong understanding of place value and be able to confidently multiply two multiple of tens. This method can be applied to three digit numbers by adding on an extra column and row.</p>	<table style="border-collapse: collapse; text-align: center;"> <tr> <td style="border: 1px solid black; padding: 5px;">3</td> <td style="border: 1px solid black; padding: 5px;">0</td> <td style="border: 1px solid black; padding: 5px;">5</td> <td colspan="2"></td> </tr> <tr> <td style="border: 1px solid black; padding: 5px;">2</td> <td style="border: 1px solid black; padding: 5px;">600</td> <td style="border: 1px solid black; padding: 5px;">100</td> <td style="border: 1px solid black; padding: 5px;">7</td> <td style="border: 1px solid black; padding: 5px;">0</td> <td style="border: 1px solid black; padding: 5px;">0</td> </tr> <tr> <td style="border: 1px solid black; padding: 5px;">0</td> <td style="border: 1px solid black; padding: 5px;">120</td> <td style="border: 1px solid black; padding: 5px;">20</td> <td style="border: 1px solid black; padding: 5px;">1</td> <td style="border: 1px solid black; padding: 5px;">4</td> <td style="border: 1px solid black; padding: 5px;">0</td> </tr> <tr> <td style="border: 1px solid black; padding: 5px;">4</td> <td style="border: 1px solid black; padding: 5px;">240</td> <td style="border: 1px solid black; padding: 5px;">40</td> <td style="border: 1px solid black; padding: 5px;">8</td> <td style="border: 1px solid black; padding: 5px;">4</td> <td style="border: 1px solid black; padding: 5px;">0</td> </tr> </table>	3	0	5			2	600	100	7	0	0	0	120	20	1	4	0	4	240	40	8	4	0	
3	0	5																							
2	600	100	7	0	0																				
0	120	20	1	4	0																				
4	240	40	8	4	0																				

<p><b>Standard Written method (short method)</b></p> <p>This written method is the most efficient and depends on children having mastered their times tables, partitioning and being able to use related facts and addition mentally.</p>	<table style="border-collapse: collapse; text-align: right; margin-left: auto; margin-right: auto;"> <tr> <td style="border: 1px solid black; padding: 2px;"></td> <td style="border: 1px solid black; padding: 2px;">2</td> <td style="border: 1px solid black; padding: 2px;">9</td> <td style="border: 1px solid black; padding: 2px;">3</td> <td style="border: 1px solid black; padding: 2px;"></td> </tr> <tr> <td style="border: 1px solid black; padding: 2px;">x</td> <td style="border: 1px solid black; padding: 2px;"></td> <td style="border: 1px solid black; padding: 2px;">3</td> <td style="border: 1px solid black; padding: 2px;">7</td> <td style="border: 1px solid black; padding: 2px;"></td> </tr> <tr> <td style="border: 1px solid black; padding: 2px;"></td> <td style="border: 1px solid black; padding: 2px;">2</td> <td style="border: 1px solid black; padding: 2px;">0</td> <td style="border: 1px solid black; padding: 2px;">5</td> <td style="border: 1px solid black; padding: 2px;">1</td> </tr> <tr> <td style="border: 1px solid black; padding: 2px;"></td> <td style="border: 1px solid black; padding: 2px;">8</td> <td style="border: 1px solid black; padding: 2px;">7</td> <td style="border: 1px solid black; padding: 2px;">9</td> <td style="border: 1px solid black; padding: 2px;">0</td> </tr> <tr> <td style="border: 1px solid black; padding: 2px;"></td> <td style="border: 1px solid black; padding: 2px;">1</td> <td style="border: 1px solid black; padding: 2px;">0</td> <td style="border: 1px solid black; padding: 2px;">8</td> <td style="border: 1px solid black; padding: 2px;">4</td> </tr> <tr> <td style="border: 1px solid black; padding: 2px;"></td> <td style="border: 1px solid black; padding: 2px;"></td> <td style="border: 1px solid black; padding: 2px;"></td> <td style="border: 1px solid black; padding: 2px;"></td> <td style="border: 1px solid black; padding: 2px;">1</td> </tr> </table>		2	9	3		x		3	7			2	0	5	1		8	7	9	0		1	0	8	4					1	
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x		3	7																													
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Multiplication	lots of	groups of
repeated addition	multiply	multiply
product	multiple	times

# Division

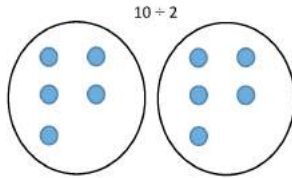
## Dividing by grouping objects practically



## Dividing by grouping

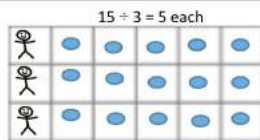
The next step will be to move from using the objects to drawing it all out independently.

Drawing out the number of groups first. Then counting as they put the marks in each group.



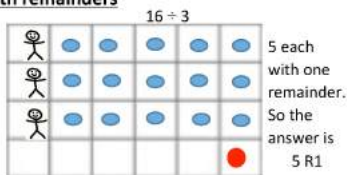
## Dividing using arrays

The next step will be to organise their grouping more formally. Using the squares in the Maths books to help with quicker counting when finding the totals.



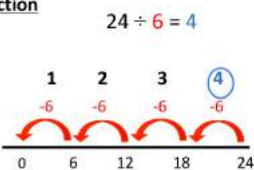
## Dividing using arrays with remainders

The next step will be to find remainders using this method. It is important that the children shares the numbers out equally as they are counting so that each group all receive the same amount of dots.



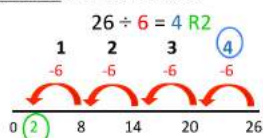
## Number line using repeated subtraction

The next method will focus on taking away small chunks of the divisor to get to 0. The children can then count how many small chunks there are to find their answer. In this example the divisor is 6 so we take chunks of 6 away each time. We then count how many chunks we have taken away to get our answer.



## Number line using repeated subtraction with remainders

When using this method children will need to get as close to 0 as possible. Then can then see how many are 'left over'. This will be their remainder.



## Chunking

Through this method children will start to divide larger numbers. They will need to learn that they can subtract larger multiples of the divisor (chunks) away to make it more efficient. A solid understanding of multiplication facts are needed to see the size of the 'chunk' that is needed.

			6	2	R 4		
7	4	3	8				
-	3	5	0		50	x 7	
		8	8				
-		8	4		12	x 7	
			4				



## Short Division

This written method is the most efficient and depends on children having mastered their times tables and being able to use related facts which involve multiples of 10 (e.g.  $3 \times 7 = 21$  so  $30 \times 7 = 210$ ).

			2	2	R 6
2	9	6	4	6	



group	lots of	groups of
divide	division	divided by
divisible	quotient	remainder

## ICT Recommended Mathematics Links

There are many useful games and resources on the internet which can give students the chance to practice a range of skills and apply their knowledge. The teachers may refer you to specific links in the weekly roundup, however, the following links are also useful:

[www.topmarks.co.uk/maths-games](http://www.topmarks.co.uk/maths-games) (select the age range and then the category e.g. addition and subtraction)

[www.primaryhomeworkhelp.co.uk/maths](http://www.primaryhomeworkhelp.co.uk/maths)

[www.bbc.co.uk/schools/digger](http://www.bbc.co.uk/schools/digger) (select 7-9 or 9-11)

[www.channel4learning.com/sites/puzzlemaths/games\\_menu.shtml](http://www.channel4learning.com/sites/puzzlemaths/games_menu.shtml)

[www.ictgames.com](http://www.ictgames.com) (select numeracy)

## Primary School Homework

### *Our Aim*

Homework is an integral part of life at DCIS. All students from Reception and above are involved in the programme. At DCIS, the aim of homework is to provide opportunities for independent learning to be undertaken outside of curriculum time that reinforces, extends or enriches current learning.

### *What is the purpose of homework?*

To enable children to take responsibility for their own learning and become independent learners who make choices about their learning and develop perseverance. Homework enables children to practise and consolidate skills, and aims to broaden the context of learning and provide enrichment and extension. Crucially, homework also provides opportunities for parents to be involved, appropriately, in their children's learning.

### *Is homework compulsory or optional?*

We do fully understand that some weeks are very busy and that homework may become difficult to complete. If for any reason you do not wish your child to complete homework, then please communicate with the teacher directly. We would hope that all children will do some weekly homework and it would be expected that, at the very least, your child will complete their reading, spelling and where appropriate, multiplication tables practice. Do talk to your child's class teacher if you have any concerns about the DCIS homework programme.

### *When is homework given out due back?*

Homework is given out each Friday and is brought back to school by the following Wednesday at the latest. Timings for half termly projects relating to the IPC topics will be communicated to you so that you know when a project should be complete and returned to school.

### *How will I know about my child's homework?*

Homework is sent out to parents each Friday in the 'Weekly Round-Up' email. In Year 3 to Year 6 the children will also record homework in the Student Planner. This is to help your child develop their independence with homework and means they are not reliant upon parents to read the 'Weekly Round-Up' email and tell them what they must do.

### *Will homework be marked?*

Yes, homework will be marked. In some cases the work will be marked by the teacher, in other cases the work may be marked by your child (self-marking) or by a classmate (peer-marking). Marking will always be overseen by the teacher, so in the case of self or peer-marking, the work will still be checked by the teacher and stamped with a 'homework checked' stamper.

### *Will my child have a homework book?*

Children from Year 1 to Year 6 will have a Spelling Journal for their spelling work. Children in Year 3 to Year 6 will also have a homework book where sheets can be stuck and work recorded. For children in Year 1 and Year 2, any sheets/pieces of work will be collated into a cardboard homework folder that is kept at school. It is not expected that there will be a great deal of 'paper homework' for these year groups.

### *How will spelling work?*

Weekly spellings will be stuck or written into the Spelling Journal. In the front of the journal there will be a bank of fun and diverse activities that children can choose from, the aim being that spelling homework does not become a repetitive chore. The Spelling Journal should be returned to school each Wednesday with any other completed homework, to be checked by the teacher. In the year groups where a weekly spelling test takes place (Year 3 to Year 6), the test will be recorded in another book that will be kept at school. The students are placed in spelling ability groups.

### *Can I ask my child's teacher for extra homework?*

The teachers set a particular amount of weekly homework that we as a school believe to be the 'best fit' for children in a particular year group. Our teachers will not set additional homework for particular children but, if needed, will give ideas on further extension possibilities either in school or externally on websites.

### *Will there be holiday homework?*

Other than reading, holiday homework is not part of our programme. Again, your child's teacher will be able to direct you to websites that you may like to use over the school holidays. We will happily send home reading books to support your child's reading development at home over the holidays should you wish to have them.

### *Will my teacher give homework if we take leave during term time?*

Homework will only be given if leave is prolonged and unavoidable. Teachers will not provide homework for families who decide to take holiday or family leave during term time.

### *Skoolbo and MyiMaths*

Skoolbo is a fun, online Educational platform that all children in the Primary School can access, both at home and at school, to support their Maths and English work. Every child in the Primary School has a login, please talk to your child's class teacher if for any reason your child does not have a login or the login does not work. Activities are not set by the teacher, your child can simply log on and complete activities at their own level. Skoolbo is an optional part of our DCIS homework programme and can be accessed at: <http://www.skoolbo.co.uk/>

### *MyiMaths (Year 3 to Year 6)*

Weekly maths homework may be set by teachers on MyiMaths. Children will be given a login and will be able to use this to access activities that relate to work covered in class that week, serving the same purpose as a worksheet stuck into the homework book. The work is marked electronically and the teacher will log on and check that the work is completed and will be able to see how your child has done on activities set for the week. MyiMaths can be accessed via the link: <https://www.myimaths.com/>

### *How can I support my child with their homework?*

- Work out the best time for your child to complete their homework. Not all children are ready to (or want to) work after a long day at school. For some children, mornings work better and for others the best time is at the weekend.
- Set a schedule and set time aside to complete the work. Talk to your child about the schedule and put it somewhere where it can be seen and remembered.
- Don't try to get through all homework in one go. Spread it out over the week as best you can.
- Turn the TV off! Set up a quiet and comfortable area to work where your child will not be distracted.
- Encourage independence but be on hand in case your child needs some support.
- There shouldn't be tears or tantrums (either your or those of your child!). If there are then something is not working.
- Put the homework away, do something else and come back to it at a later time. Talk to your child's class teacher if you have any concerns.
- Be positive and give praise.

**Note: Further information about homework will be given to parents and students through the academic year by class and form teachers and through coffee mornings, parent workshops, curriculum evenings and at parent teacher events.**

## Specific Guidelines for Primary School Homework

The guidance below is for mainstream classes. Although there is an expectation that the majority of EAL children will be able to access homework, this may need to be modified to meet their specific needs. Homework for DSE is at the discretion of the teacher and again planned to meet the needs of the individual.

Primary School Homework Guide	
<b>EYFS</b>	Reading books as appropriate Assorted tasks related to learning sent home as a pack for parents to use as they wish
<b>Year 1</b>	Spelling (5-10 words depending on phonics ability) with a choice of follow up activities - <b>words not tested</b> 10 minutes reading daily - leveled books changed twice weekly. Alongside leveled reading book, children are given 'real books' from the classroom collection. Real books can be changed daily or as required Project Work - tasks are given out as appropriate Skoolbo optional
<b>Year 2</b>	Spelling (10 words depending on phonics ability) with a choice of follow up activities - <b>words not tested</b> Practical or written maths based on current outcomes - minimum 15 mins per week 10-15 minutes reading daily - leveled books changed twice weekly. Alongside leveled reading book, children are given 'real books' from the classroom collection. Real books can be changed daily or as required Project Work - 1 termly project per Project Work topic Skoolbo optional
<b>Year 3</b>	Spelling (10 words with up to 2-4 extension words where appropriate) with a choice of follow up activities - <b>words tested</b> Written Maths <b>or</b> English (20 mins weekly) MyiMaths (Set when activities link to curriculum covered but accessible all year to practise and review learning) Weekly multiplication tables learned for a test Reading - minimum 15 minutes per night. Topic - 1 project per Project Work topic Skoolbo optional
<b>Year 4</b>	Spelling (10 words with up to 2-4 extension words where appropriate) with a choice of follow up activities - <b>words tested</b> Maths - 20 mins weekly based on current outcomes - could be MyiMaths Weekly multiplication tables learned for a test Weekly English task Reading - minimum 15 minutes per night Project Work - 1 project per Project Work topic Skoolbo - optional Global Campus - optional
<b>Year 5</b>	Spelling (10- 15 words with a choice of follow up activities) Weekly MyiMaths Weekly multiplication tables work English comprehension (1x weekly) Reading - minimum 20 minutes per night Project Work - 1 project per Project Work topic Skoolbo optional Global Campus - optional
<b>Year 6</b>	Spelling (up to 15 words) with a choice of follow up activities Maths - 30 mins weekly based on current outcomes - could be MyiMaths English - 30 mins weekly based on current outcomes Reading minimum 20 minutes per night Project Work homework will follow the TIC TAC TOE approach. Children will complete three pieces of homework each half term for the topic they are studying Skoolbo optional Global Campus - optional



## Skoolbo Guide and Login Details

Skoolbo is a great site to help children with literacy and numeracy as part of our 'Work at Home' programme. Through Skoolbo, children are immersed in an incredible learning world and become highly motivated by the inbuilt reward mechanisms designed to encourage healthy use and to maximise learning.



Your child will be provided with an account that grants free use of the program both at home and school. As a parent you may view your child's results via the Parent Dashboard. There is no advertising on Skoolbo and there are no in-app purchases. Children are not able to communicate with others on Skoolbo and there is no possibility of unsafe interactions.

How to get started at home:

1. Visit <http://dashboard.skoolbo.co.uk/parent/register> and register as a parent in Skoolbo.

A screenshot of the 'Parent Registration (Free!)' form. The form includes fields for Name (with a dropdown for 'Mr' and input for 'First Name' and 'Last Name'), Email, Re-type Email, Password, Country (dropdown set to 'United Kingdom'), and Region (dropdown set to 'Select State'). A 'Submit' button is at the bottom right. Below the form are two buttons: 'Back To Homepage' and 'Register as a Teacher'.

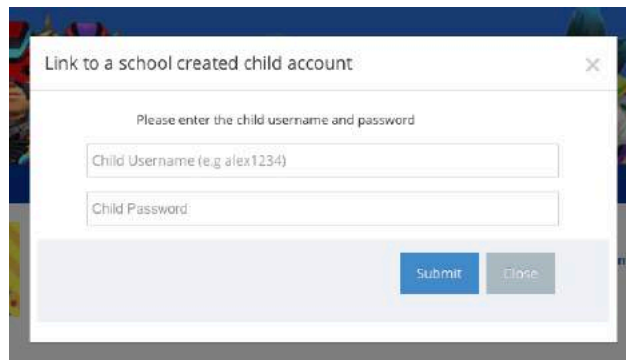
2. Log in with your parent account at <http://dashboard.skoolbo.co.uk/>

A screenshot of the Skoolbo login page. The page title is 'Welcome to Skoolbo - Go! GB Kids Go!'. It features a search icon, a 'Username or School Code' field, a 'Password' field, and a 'Login' button. Below the login button is a link for 'Can't Login / Forgot Password?'. At the bottom are two buttons: 'Back To Homepage' and 'Register'.

3. Link your parent account to your child's account by clicking on the '**Link to a school created child account**' button.

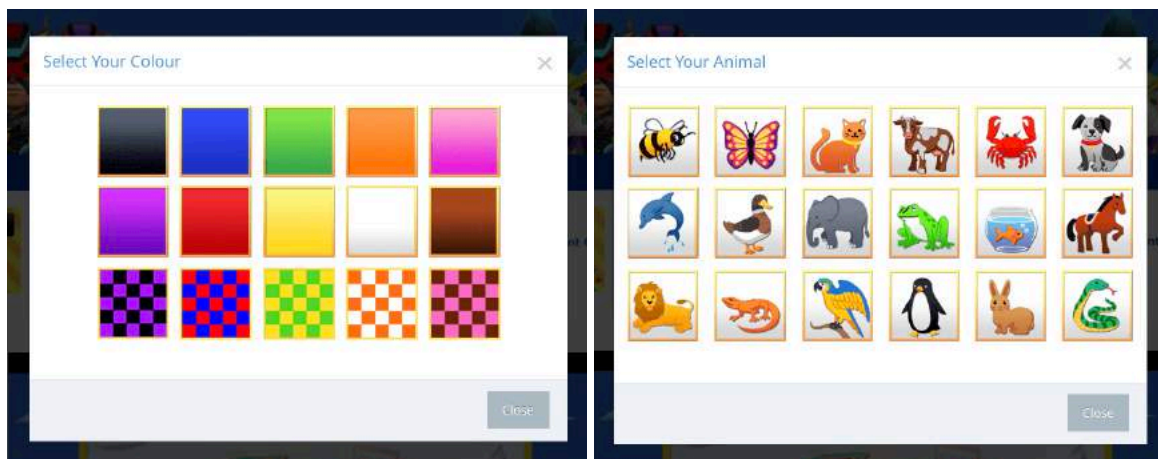
A navigation bar with four main elements: 1) App store links for 'Download on the App Store' and 'GET IT ON Google play' with a 'More Info' button. 2) A blue button with a plus sign and the text '+ Add New Child'. 3) A blue button with a link icon and the text 'Link to a school created child account'. 4) A PDF icon with the text 'Skoolbo Parent Guide'.

Type in your child's **Username**.

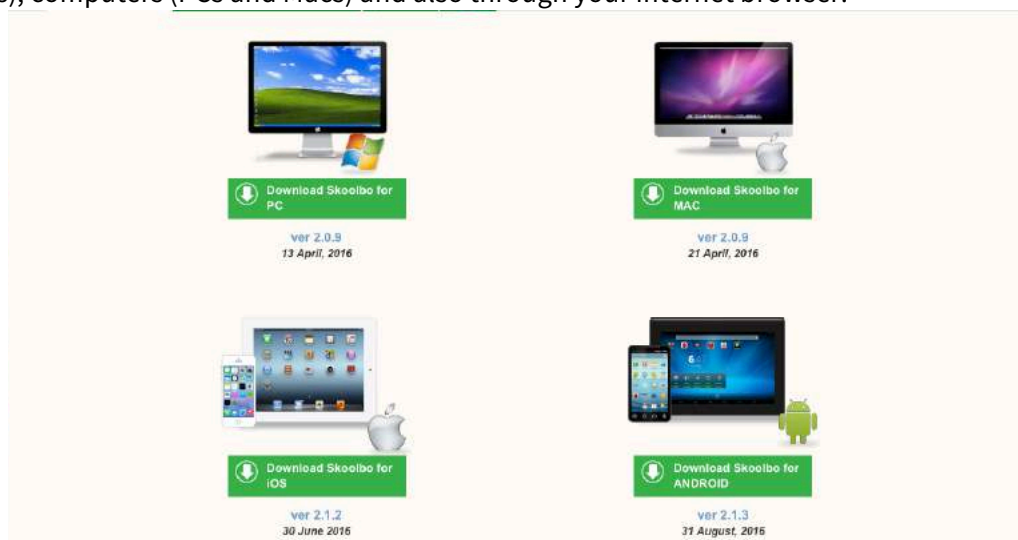


Type in your child's **Password**.

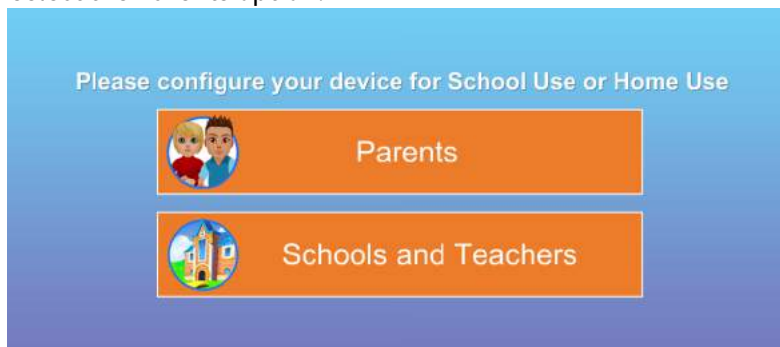
The password (always a colour and an animal) is by default the colour **BLACK** and the animal **BEE**, although your child may have changed this at school.



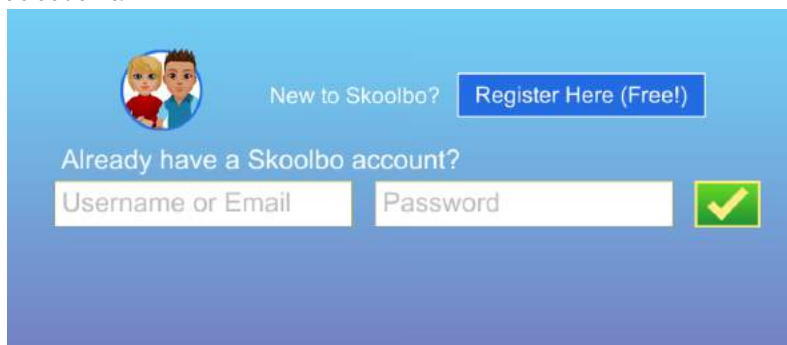
4. Then visit <http://skoolbo.co.uk/downloads> and download the software. Skoolbo is available on tablets (iPads and Androids), computers (PCs and Macs) and also through your internet browser.



5. Open the software and select the Parents option.



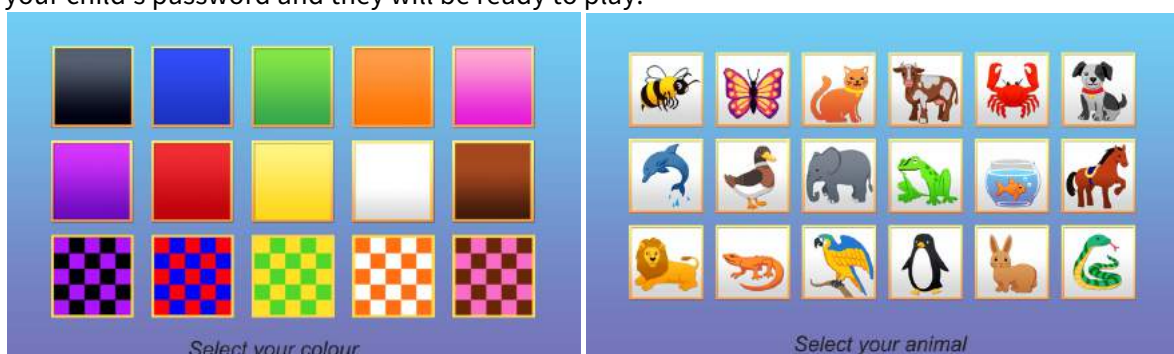
6. Log in with your parent account.



7. Your child's account will appear on the screen as an avatar. Just click on it



8. Select your child's password and they will be ready to play.



#### Tips for Maximum Benefit:

- Encourage your child to use Skoolbo four to five times per week for around 20-30mins each time (this should be about ten games).
- Don't let other children (or adults) play on your child's account. Skoolbo uses a smart algorithm that determines the most appropriate learning activities specifically for your child based on his or her recent performance. Other users could affect the level of activity presented to your child.
- Celebrate your child's successes. Examples include 1,000 Correct Answer milestones and other improvement awards.
- Refer to the Parent Guide available at the Downloads tab on the website for additional tips and instructions. Please don't hesitate to contact SkoolBo at [info@skoolbo.co.uk](mailto:info@skoolbo.co.uk).



## Secondary School

The transition to Secondary School can often be a big step and we ensure that each child is given the appropriate amount of support to adapt to a more intellectually challenging curriculum. At Dover Court, we are fortunate that we are a 'through school,' which makes students' transition through the years much smoother. Students join the Secondary School in Year 7, having already mixed with other forms through various activities such as sports days, community events and academic studies.

All students follow a common curriculum based on the English National Curriculum. The following subjects are studied:

**Key Stage 3 (Year 7 to Year 9) Subjects:** English, Mathematics, Science, History, Geography, Design Technology, Mandarin, French, Art and Design, Music, Computing, Physical Education and Drama.

In addition to these subjects students also follow a programme of Personal, Social and Health Education. Towards the end of Key Stage 3, a guidance programme leads into the selection of IGCSE courses for Key Stage 4.

**Key Stage 4 (Year 10 to Year 11) iGCSE Subjects:** English Language, English Literature, Mathematics, Science, History, Geography, Business Studies, Design and Technology: Resistant materials, Mandarin, French, Art and Design, Music, Information and Communications Technology (ICT), Physical Education, and Drama.

**Key Stage 5 (Year 12 to Year 13) IBDP Subjects:** English Language and Literature, French, Spanish, Mandarin, History, Geography, Business and Management, Information and Technology in a Global Society, Economics, Philosophy, Psychology, Biology, Physics, Chemistry, Environmental Systems and Societies, Mathematics, Mathematical Studies, Visual Arts, Theory of Knowledge, Extended Essay and Creative, Action & Service.

During Years 7 to 13, a blend of practical experience and experimentation, books, discussions, lectures and new technology allow students to learn at a rapid pace. Careful assessment, linked to UK standards, allows us to be sure that everyone is reaching their potential and that they are regularly monitored. Regular reports to parents provide reassurance and maintain the link between school and home.

All subjects are taught by specialist subject teachers, making use of the DCIS range of laboratories, computer rooms, gym and rooms for music and other lessons. Technology complements learning, with every classroom equipped with projectors and interactive whiteboards to help teachers bring learning to life. In Year 10 and 11, students sit the UK exams, IGCSE and in Year 12 and 13 students study for the IB Diploma Programme.

### Secondary School Homework

Secondary School homework in Key Stage 3 is delivered through a Tic Tac Toe approach to develop independent learning skills and effective time management. The Tic Tac Toe method allows students some flexibility in managing their homework tasks, supporting the development of their study skills as they approach IGCSE, IBDP and beyond.

Links to the Tic Tac Toe Homework Booklets for Secondary School are forwarded to parents early in each term, alongside a Homework Support Guide which is also detailed in the Secondary School Student Planner.

The Tic Tac Toe homework will be the approach for the majority of secondary subjects in the Mainstream while students in DSE and EAL will receive tailored versions, appropriate to their timetable. Further information about homework will be given through the academic year by class and form teachers and through parent workshops, coffee mornings, curriculum evenings and at parent teacher events.

# Assessment and Reporting

## Assessment

Assessment provides DCIS with a rich source of information. The data enables us to understand the learning needs of all of our students, which will help us set appropriate and meaningful curriculum targets. Regular formative and summative assessments are carried out throughout a student's time at DCIS and the results are carefully recorded. Performance data is collated centrally to aid individual target setting and evaluating the effectiveness of learning and teaching through the school. The results of CATs (Cognitive Ability Tests) from Year 5 onwards are for internal use only and will not be provided to parents.

## Reporting to Parents

At DCIS, we believe that an effective reporting system is both necessary and desirable to ensure that the highest quality of information is made available to parents. There is a balance of styles of reports during the year. Parents are invited to make an appointment to see the respective teacher if there is any aspect of the school report that requires clarification.

### 1. Orientation Meeting

At Orientation, each class teacher hosts information sessions for new and returning parents. This is an information sharing opportunity about the day-to-day items in the classroom e.g. timetables, supplies, lunches, etc. Please note that this is not meant to be an in-depth discussion of the curriculum. There is an opportunity to learn about the curriculum in more detail at the Term 1 Curriculum Evenings.

### 2. Curriculum Evenings

Early in the first term of every school year, each Year Group hosts a Curriculum Evening for parents. This is a time when teachers make presentations to parents on their curriculum plans for the year. These sessions are seen as an important opportunity for teachers and parents to establish a strong working partnership for the year ahead.

### 3. Parent-Teacher Conferences

Parent-Teacher conferences are scheduled for various times through the year. These are an opportunity for parents and teachers to get to know each other better, as well as exchange information on their child. It will enable parents to learn of specific learning targets that have been identified for their children. Staff and parents are encouraged to keep open channels of communication, and, if a concern arises with a student, not to wait until the formal conferences to share it with each other. Staff will be responsive to parents wanting to meet them over particular issues by setting up appointments.

### 4. Written Reports to Parents

All written reports issued by DCIS become a permanent record of a student's studies here and reflect our standards and expectations.

## Primary School Reports in Mainstream Classes

We believe a strong partnership between parents and teachers is essential to the success of a child at DCIS. School reports are an important document to receive. Over the course of the school year, parents will receive 3 academic reports. In addition to this, there will be 3 parent conferences. We feel these 3 reports give an overall reflection of your child's holistic performance over the course of the year and, alongside the parent conferences, will provide parents with a range of academic and personal information for their child.

Primary School Reports Timeline 2017-2018		
<b>Term 1</b>	12 <sup>th</sup> October 2017 27/28 <sup>th</sup> November 2017	Settling in Report Parent Conferences
<b>Term 2</b>	8 <sup>th</sup> February 2018 12/13 <sup>th</sup> March 2018	Learning Outcomes Reports Parent Conferences

<b>Term 3</b>	24 <sup>th</sup> May 2018 18/19 <sup>th</sup> June 2018	Data Based Reports Parent Conferences
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### Term 1 Report – Settling In Report

This report will be sent to parents on 12<sup>th</sup> October. This report will give an overview of how your child has settled into their class. It will report against a range of skills which will be bespoke to the Key Stage they are working in. These have been assessed by the class teacher and are graded on a 1-4 level. On this report, there will also be a teacher summary, alongside a photo of the child. If a child joins the school mid-way through a term, then a settling in report will be their first report given.

### Term 2 Report – Learning Outcomes Report

This report will be sent to parents on 8<sup>th</sup> February. This report will highlight a selection of learning outcomes from the National Curriculum for English, Maths and IPC that the child has met, as well as a learning outcome that will be a target for next term. There will also be an overview comment of how the child has performed in these subjects. For each of these subjects they will also be awarded an effort grade and an attainment grade.

In addition to this, children will be assessed in the specialist subjects they are taught, by the specialist teacher. Within each of these subjects, there will be an effort grade, an attainment grade and 3 focused targets for each subject. Also in this report, children will be assessed against a selection of skills, including behavior, organisation and responsibility. In this report, there will be an overview summary from the class teacher, outlining strengths, successes and targets for next term.

### Term 3 Report – Data Based Report

This report will be sent to parents on 24<sup>th</sup> May. This report will be based on the topics from the National Curriculum. For each of these topics, the child will be awarded an attainment grade which corresponds to the percentage of outcomes the child has achieved within each area. There will be a corresponding overall percentage of outcomes that the child has met, working towards or has not met. This will be based on the internal assessment tracker that the teacher assesses the children against throughout the year. This assessment tracker can be discussed throughout the year between parent and teacher.

In addition to this, children will be assessed in the specialist subjects they are taught, by the specialist teacher in the same ways as term 2. Within each of these subjects, there will be an effort grade, an attainment grade and 3 focused targets for each subject. Also in this report, children will be assessed against skills, such as behavior, organisation and responsibility. In this report, there will be an overview summary from the class teacher, outlining strengths, successes and targets for next term.

## Behaviour Policies

### Primary School Behaviour Policy

#### Our Philosophy

Our Primary School Behaviour Policy recognises that positive behaviour is successfully reinforced through positivity, motivation and celebration of success. Therefore, we aim to celebrate students' achievements, progress, behaviour and successes within our whole class community by motivating our students to be the very best they can be, and by celebrating this through meaningful rewards which are rooted in student voice.

#### Our Primary School Approach

It is important that the approach across the school is consistent. This is especially important to allow for smooth transition for students integrating into other classes across year groups. The use of specialist teachers in DCIS makes the need for consistency in all classes all the more important. To achieve this the following guidelines should be strictly adhered to:

- The silent signal is used to gain student attention. This is a hand raised in the air with an optional spoken, not shouted verbal signal e.g. 'high five everyone'. Class claps, repetitive phrases and rhymes should not be used

as these vary from room to room and lack the consistent approach required

- No shouting. Calm discussion with a firm voice should be used to make the student aware of inappropriate behaviour and a rational explanation should be given so that the student can identify what it is that they need to change
- Positive praise for good behaviour/effort/progress should be given when earned in line with our policy below. Raffle tickets/prizes and other strategies should not be used in addition to the Golden Jar
- Negative behaviour should be addressed following the behaviour guidelines outlined in this policy
- We are all responsible for every student. High expectations are not just towards own classes but across the school as a whole. Therefore, we all support the behaviour of any student, in any class anywhere around school

## **Whole Class Collaborative Rewards**

### **The Golden Jar (Nursery - Year 4)**

In order to further embed the Kagan Cooperative Learning Structures within DCIS, we are using collaborative team work as the basis for our behaviour system. This approach encourages whole class success. The steps are very simple and collectively celebrate whole class learning and efforts. Each class should aim to reach 200 bees and fill the jar by the end of each term.

- 1. Step 1:** The Golden Rules as below are referred to and are on the Golden Jar template - teachers don't need to display them in any other way but should refer to them daily as students are rewarded for their behaviour.
  - *Be Respectful*
  - *Be Supportive*
  - *Be a Hard Worker*
  - *Be a Good Listener*
  - *Be Kind*
- 2. Step 2:** The students brainstorm a list of class celebrations, the teacher then chooses 4 celebrations for the term. The rewards should be a mixture short rewards (e.g. 10 minutes on the play equipment) and longer rewards (e.g. making cookies). This is the student voice aspect of the behaviour system. The aim is that it is exciting and, as to comes from the students themselves, empowering.
- 3. Step 3:** The 4 chosen celebrations are attached to the Golden Jar template and are covered so that the students don't know which 4 have been chosen. The students know two things:
  - a.** The celebrations 'get better' the higher up the jar they go.
  - b.** You have committed to these, so there is a 'certainty state' that the celebrations will be honoured when they are achieved.
- 4. Step 4:** When students/groups/the whole class show commitment in the following the Golden Rules they can be given one 'bee' to put in the class bee jar. Only ONE bee should be given each time. The student/students should be told why they have been given the bee in terms of which Golden Rule has been followed and the class should participate in this positive recognition. If a student/group/class has shown exceptional behavior then they can be sent to the Head of Primary School for a Golden Bee. A Golden Bee is worth 2 bees and enables exceptional behaviour to be recognised and celebrated at a higher level.
- 5. Step 5:** As the class reach their first 50 bees the teacher reveals the celebration. A celebration should take place as soon as possible so that momentum is not lost. The bee jar is emptied and the students then start to work on their next 50 bee reward. This continues until the final 200 bee reward has been celebrated - this process should take approximately one full term.

### **Class Rewards**

These should be progressive in length:

- 50 bees - 15 minutes
- 100 bees - 30 minutes
- 150 bees - 45 minutes
- 200 bees - 60 minutes

## **Specialist teachers**

Specialist teachers also use bees to reward group behaviour. The maximum number of bees to be awarded in any lesson by a specialist is one. Specialists working in the classroom can award a bee to the class to be placed straight into the Golden Jar. Specialists working outside of the classroom or in another classroom should record '1 Bee' on a Post It note and return this to the class teacher. Back in class the bee will be added to the Golden Jar.

## **Individual Rewards Year 1 - Year 4**

### **The Reward Ladder** ("Bee a hard worker")

To support our whole school approach, teachers first and foremost should recognise when positive behaviours are being demonstrated and reward these accordingly. We do recognise that poor behaviour needs to be managed and we have planned for this in our approach.

Each class from Year 1 to Year 4 has a beehive ladder. The children move up the ladder and are rewarded when good behaviours are demonstrated and conversely are moved down the ladder when negative behaviours are demonstrated.

Each child starts the week with an entitlement of 40 minutes of Golden Time. A move down the ladder leads to a loss of Golden Time, a move up the ladder leads to recognition of success through whole class celebration, sharing with another class, sticker rewards and communication with parents.

### **The Process**

The children start every day as a 'hard worker bee'. They start each day afresh, regardless of their behaviour the previous day. Each new day is a new opportunity for the children to do the right thing.

### **Rewards are given in the following ways:**

1. **Reward 1** - Children move up the ladder to the bronze award. They are given a hard worker bee sticker. Their move is celebrated by the teacher and children in the class. Behaviours include - always doing the right thing, being a good role model, good manners, being positive, walking through school nicely etc.
2. **Reward 2** - Children move up the ladder to the silver award. They must take a friend to see another teacher and share their news. The teacher must 'stop everything' and share the news with their class. They must attempt to make an impression on their own children and share the good news. At this point the good news should not be shared with the Senior Leadership Team. Behaviours include - producing good work, responding to marking feedback, being a good friend, being kind and courteous, continuation of reward 1 behaviours etc.
3. **Reward 3** - Children move up the ladder to the gold award. They will share their news with the Head of Primary or the Deputy Head of Primary. A 'high flier' postcard will be sent home to parents. The child will also receive an extra special bee sticker from the Head Teacher. The children will also be asked to identify themselves during Friday celebration assemblies where other children will celebrate with them in their success.

### **Consequences for Poor Behaviour:**

Low level behaviour will be addressed by the teacher immediately to reduce the likelihood of future occurrences. Reprimands should be given immediately, children will not be reprimanded following a prolonged period of time. The additional consequence of loss of Golden Time will come at the end of the week.

A child that demonstrates level 1 behaviours and then subsequently demonstrates level 2 behaviours can be moved through the warning ladder as appropriate. However, warnings do not need to be given in order, for example a child demonstrating level 2 behaviours should be immediately moved to warning 2, with warning 1 being missed out. The teacher should however, reward the child when they start to demonstrate the expected behaviours, returning them to 'hard worker bee' promptly where possible so that the child associates their changes in behaviour as a positive step and something to be proud of. The warning process is as follows:

**Warning 1** - (1 minute loss of Golden Time)

Low level behaviour is identified and highlighted to the child. The child is immediately moved down the 'beehive' ladder to warning 1 and is asked to reflect on why they have been moved down the ladder. The child is reminded that they have moved to the first warning. The child also loses 1 minute of Golden Time which is recorded on the 'beehive' tally chart. Level 1 behaviours include; talking, continuous shouting out, running, not putting your hand up etc.

**Warning 2** - (2 minutes loss of Golden Time)

Medium level behaviour is identified and highlighted to the child. The child is then given a 'share' warning, this means they will need to go to talk to another teachers about their behaviour. They are immediately moved down to warning 2 on the 'beehive' ladder. They will lose 2 minutes Golden Time, which will be added to their 1 minute loss of time should the child have previously moved from warning 1. The child must then go to another teacher to talk about why they have moved to warning 2. The teacher should share with the child why this is not acceptable behaviour to raise awareness of the severity of warning 2. Level 2 behaviours include; low level damage to property, graffiti, arguing, scribbling or persistent level 1 behaviours,

**Warning 3** - (5 minutes loss of Golden Time)

High level behaviour is identified and highlighted to the child. The child is then given a red warning. They are immediately moved down to warning 3 on the 'beehive' ladder. They will also lose 5 minutes Golden Time which will be added to any other time previously lost if the child has moved through warnings 1 and 2. The child must then report to the Head of Primary or the Deputy Head of Primary in their absence. Parents will also be made aware of the child's behaviour and reason for moving to warning 3. Level 3 behaviours include; physical violence, significant damage to property, verbal abuse/swearing or persistence of level 1 and level 2 behaviours. This warning should be considered and used only when absolutely appropriate.

**Rewards and Warnings Issued by Specialist Teachers**

In a school where children are taught throughout the day by specialist teachers, it is essential that we have a consistent approach to behaviour whoever the teacher. Specialist teachers should use the same tools to reward and manage behaviour. Specialist teachers will use a Post It note to issue a child with either a wing (positive reward) or a sting (negative reward). They must write the word 'wing' or the word 'sting' on the Post It note for the child to take back to class. They are only able to issue a maximum of one wing or sting to a child in each session. Back in class, the class teacher will use the wing/sting note to move the child appropriately on the ladder.

**EYFS (Nursery and Reception) Individual Awards**

Children in Reception will start with an allocated 30 minutes of Golden Time per week.  
Children in Nursery will have 10 minutes of Golden Time per day.

To ensure they retain their allocated Golden Time, children must follow class and school rules. Children start each day as a 'hard worker bee'. The children move up the ladder and are rewarded when good behaviours are demonstrated and conversely are moved down the ladder when negative behaviours are demonstrated. A move down the ladder leads to a loss of Golden Time, a move up the ladder leads to recognition of success through whole class celebration, sharing with another class, sticker rewards and communication with parents.

The children in Reception will use a tally chart to record lost Golden Time. It is recorded by the teacher on a simple chart next to the large beehive in class. Reception children may begin to record this themselves in Term 2/3 to prepare for Year 1.

**How It Works:****There are 4 steps to moving to a high flier bee:**

1. **Reward 1** - Children move up the ladder to the bronze award. They are given a hard worker bee sticker for their reward chart. Behaviours include - following class rules, sitting nicely on the carpet, good listening skills, sharing toys and resources, lining up nicely etc.
2. **Reward 2** - Children move up the ladder to the silver award. They are given a hard worker bee sticker for their reward chart. Behaviours include - continually following class rules, setting a good example in class,

reminding others how to follow class rules, producing good work and always trying your best etc.

3. **Reward 3** - Children move up the ladder to the gold award. They must take a friend to see another teacher and share their news. They teacher must 'stop everything' and share their news with the class. They must attempt to make an impression on their own children and share the good news. At this point the good news should not be shared with the Senior Leadership Team. A 'high flier' postcard will be sent home to parents. Behaviours include - producing good work on a regular basis, for always trying your very best in class, helping others without been asked, being independent in all that you do etc.
4. **Reward 4** - Children move up the ladder to the platinum award. They will share their news with the Head of Primary or the Deputy Head of Primary. A 'high flier' certificate will be sent home to parents. The child will also receive an extra special bee sticker from the Head teacher. The children will also be asked to identify themselves during Friday celebration assemblies where other children will celebrate with them in their success. Behaviours include - producing outstanding work, doing something extra special, being an outstanding example to others etc.

#### **There are 4 warning steps:**

Low level behaviour should be addressed by the teacher immediately to reduce the likelihood of future occurrences. Reprimands should be given immediately, children should not be reprimanded following a prolonged period of time. Additional consequential reprimands can be given later (loss of Golden Time for example).

A child in EYFS should be moved through the warning ladder as appropriate. The teacher should however reward the child when they start to demonstrate the expected behaviours, returning them to 'hard worker bee' promptly where possible so that the child associates their changes in behaviour as a positive step and something to be proud of.

#### **Warning 1** - (1 minute of Golden Time lost)

Level 1 behaviour is identified and highlighted to the child. The child is then given a warning and immediately moved down the 'beehive' ladder to warning 1. The child is reminded that they have moved to the first warning. The child also loses 1 minute of Golden Time which is recorded on the 'beehive' tally chart. Level 1 behaviours include; not following class rules, chatting, shouting out, not putting hand up etc.

#### **Warning 2** - (2 minutes of Golden Time lost)

Level 2 behaviour is identified and highlighted to the child. The child is then given a 'share' warning. They are immediately moved down to warning 2 on the 'beehive' ladder. The teacher should share with the child why this is not acceptable behaviour. The child is given 'time out' in class. The time out should be a time of reflection. When the child returns to the activity they should share with the teacher again the reason for their behaviour and the correct action they will take in the future. Level 2 behaviours include; repeatedly not following class rules, not listening, shouting out continuously in class, not following instructions etc.

#### **Warning 3** - (3 minutes of Golden Time lost)

Level 3 behaviour is identified and highlighted to the child. The child must then go to another teacher and explain why they have moved to warning 3. The teacher should share with the child why this is not acceptable behaviour to raise awareness of the severity of warning 2. Level 3 behaviours include; repeatedly not following class rules, being unfriendly, bad/rough behaviour in class or in the playground etc.

#### **Warning 4** - (4 minutes of Golden Time lost)

Level 4 behaviour is identified and highlighted to the child. The child is then given a red warning. They are immediately moved down to warning 4 on the 'beehive' ladder. They will also lose 4 minutes Golden Time. The child must then report to the Head of Primary or the Deputy Head of Primary in their absence. Parents will also be made aware of the child's behaviour and reason for moving to warning 4. Level 4 behaviours include; physical and verbal abuse, damage to property, continuously flouting class rules etc. This warning should be considered and used only when absolutely appropriate.

**Note - Rewards and warnings can be issued to any child by any teacher. This provides teachers with the tools to reinforce expected behaviours throughout school.**

## Secondary School Behaviour for Learning Policy (Year 5 – Year 13)

Both the school and the individual have expectations of each other. At DCIS we expect students to honour our Secondary School Code:

- *Be respectful*
- *Be prepared*
- *Be on task*
- *Be in uniform*
- *Be on time*

### **Expectations of students within the school**

- Follow the behaviour detailed in ‘School Code’
- Follow the instructions of staff
- Be on time to school and lessons
- Move quickly to lessons
- Be prepared: properly equipped
- Be prepared: to work with others
- Be prepared: to work independently
- Be in uniform
- Have a positive attitude towards work
- Listen to, and value the opinions of others
- Respect the culture and diversity of all members of the school community
- Take care of the school environment
- Keep mobile phones in your bag and switched off
- Respect the rights and property of others
- Take responsibility for your own actions and belongings
- Bring healthy food and drink to school
- Stay calm.

### **Rewards**

- Verbal praise in class
- Praise postcard sent electronically for those that achieve 3s (outstanding Behaviour for Learning) in a number of subjects
- Head of School letter given for students who achieve 3s in a number of subjects for 2 data collection cycles
- Principal’s letter given for students who achieve 3s in a number of subjects for 3 data collection cycles
- Star of the week, displayed on board
- Certificates to recognise 100% attendance or improved attendance
- Annual Awards Ceremony to recognise achievement and effort
- Allocation of class/team points towards a class/team goal.

### **Sanctions**

Teachers give a warning; describe the behaviour and the certainty of the sanction that will follow.

## Bus Safety Rules and Discipline Procedure

### **School Bus Safety Rules**

- Students must remain seated while the bus is moving
- Seat belts must be worn at all times throughout the journey
- Students are expected to speak quietly throughout the journey
- Students are expected and to use respectful language to each other, the driver and bus auntie. There should be no name calling, bad language, teasing, bullying or fighting
- Food and drinks should not be consumed on the bus
- The bus should be kept clean and tidy - no littering
- Students are required to listen to adults on the bus.



### **School Bus Discipline Procedure**

Bus aunties will have a 'Bus Behaviour Form' that will be completed if a student is not following the rules listed above. The 'Bus Behaviour Form' will be given to the class teacher (primary)/form teacher (secondary). The member of staff will deal with the behaviour highlighted on the form. The teacher will inform the parents if he/she believes the parents need to know about the incident. Please remember that parents are not informed every time their child misbehaves in school - it is dependent upon the severity of the behaviour. Similarly, the teacher will inform the Head of School if the behaviour warrants this.

If a teacher receives 3 'Bus Behaviour Forms' for the same child the Head of School will be informed and the parents contacted. If the student receives another 'Bus Behaviour Form' within a 4 week period, the parents will be asked to make alternative arrangements to get their child to/from school for 5 consecutive days.

### **Additional Bus information**

Bus Aunties will request all students to fasten their seatbelts before departure. Random checks will be carried out by school staff to ensure that all students are wearing their seat belts before departure. Seats are assigned by the bus auntie. Seats cannot be reserved for friends. Each student is entitled to one seat only and bags should be placed under the seat.

## **Learning Pathways**

At DCIS we value the unique learner profile of all our students. For some learners, additional support is needed to ensure they can access their individual learning journey. This support can be described by 4 Learning Pathways:

- Pathway 1 - mainstream without support
- Pathway 2 - mainstream with learning support/therapy or English as an Additional Language (EAL) support class
- Pathway 3 (DSE) - smaller class of 8-10 children with 1 teacher & 1 teaching assistant (differentiated mainstream curriculum)
- Pathway 4 (DSE) - smaller class of up to 8 children with 1 teacher & 2 teaching assistants (individualised curriculum focusing on communication, independence and functional life skills)

Duty of Care lies with the class teacher who should ensure that any concerns are raised with parents and Year Group/Progress Leader in the first instance. Consultation and support may then be provided from the Pathways and Support team including our Educational Psychologist, Speech & Language Therapists, Occupational Therapist, Physiotherapist, Counsellor, Special Educational Needs Coordinators (SENCOs) and Learning Support Teachers. Our referral process follows clear guidelines which are managed by the SENCO.

Each child within Pathways 2, 3 and 4 (excluding EAL) will receive an Individual Learning Plan (ILP). This is a collaborative document which is produced by all professionals within the team of support around the child. The ILP identifies key learning targets for the child and is shared with parents termly at Parent Teacher Conference.

On admission, children may be recommended for placement within any of the four Pathways. This decision is based on previous school reports, in class observations and assessments by our Pathways professionals. Placements are reviewed termly to ensure the correct level of support is in place. Movement between Pathways is flexible and may involve individual integration opportunities and/or whole class twinning for Arts, Sports and Technology subjects. Integration is planned, monitored and reviewed by our Educational Psychologist and SENCO/EAL Coordinator in consultation with the class teacher. Parents will be informed of any changes to Pathway or integration.

If you have any concerns about your child's progress or support needs, please speak to your class teacher in the first instance.

## **English as an Additional Language (EAL)**

DCIS is an inclusive multicultural school which welcomes learners of all nationalities. The curriculum is delivered in English and we have support in place for children who join us with little or no English language skills. Children for whom English is an additional language may be assessed on entry and placed within an EAL class until they acquire the language necessary to join a mainstream class. In addition, children may start to integrate on an individual basis for specific lessons such as maths when they have developed the necessary vocabulary and language skills. Children are taught by specialist EAL teachers who monitor and regularly re-assess their language skills to determine when they are ready to transfer full-time.

## **Physical Education (PE)**

Physical Education at Dover Court provides students with the knowledge and understanding of how to live a healthy and active lifestyle, enabling them as their school years progress to make informed choices about their own physical development. Students experience a variety of roles and activities in which to participate in physical activity both within lessons and during ECA's. Students will learn how to analyse and evaluate performance and suggest effective plans for improvement from a young age.

At DCIS, each student from Nursery through Year 11 receives two sports lessons per week of varying lengths. Throughout primary each student receives 1 swimming lesson and 1 other sport lesson per week. From Years 7-11 students experience 1 or 2 PE lessons per week and a minimum of 18 weeks of swimming dependent on the time of year.

All students are expected to participate fully in each lesson wearing correct PE or swimming kit. Failure to bring a Medical Certificate and forgetting kit will result in sanctions being imposed as this is an important part of the curriculum. If children are well enough to be in school, they are well enough to participate.

For swimming students require Dover Court trunks / swimming costume and / or a Dover Court rash vest. Goggles and a swimming hat are optional but highly recommended. Students also need a swimming bag containing a towel and flip / flops to wear to pool side.

For PE lessons, all students are expected to wear the Dover Court PE kit. This consists of a polo shirt, shorts, adequate sports trainers and white socks. Hats and water bottles are compulsory for PE in primary school and highly recommended in Secondary School. Students should also seek to apply sun tan lotion before the lesson. For lessons such as football, sufficient safety protection is recommended i.e. football boots and shin pads.

Students unable to participate for medical reasons need to give a note from parents to either their class teacher or PE teacher. A longer period of absence from PE requires a valid medical note stating the injury and expected time out. In secondary the first kit mark per term is a warning, 2 is a learning reminder plus 10 minute detention, 3 is a learning reminder, 20 minute detention plus parental contact. All non-participants where possible will still play an active role in the lesson through a coaching / umpiring role.

The highly qualified PE staff offer a wide variety of ECA's throughout the year as well as entering numerous teams into the ACSIS sports competitions.

## **Global Campus**

The Global Campus is a unique innovation from Nord Anglia Education. The vision for the Global Campus is that it is used to extend learning through collaboration and competition within and between our NAE schools. This offers students the chance to be part of thriving online communities, experience valuable peer-to-peer learning and collaboration, develop international communication skills and experience learning opportunities that would not be available to them but for being part of a global family of schools. The Global Campus encompasses the breadth of online, in-school, and worldwide opportunities that are available to your child. It is one of the avenues we use to provide further challenging activities for those that require it.

Students at Dover Court International School are benefiting from a wide range of activities due to being part of the Global Campus. They have taken part in unique global events, including: coming together to become an orchestra, rehearsing and performing in New York; they will be leading community projects and experiencing the best in outdoor education in Tanzania; they have worked with experts and leading professionals through online projects, including journalists, scientists, authors, illustrators and historians; and they have conquered the Swiss Alps on an Alpine Adventure.

Each year universal core opportunities will be available to all students through the Global Campus, including a global creative writing competition, a summer photography competition, a primary and secondary debate league, a global library, and a visual arts competition. For more information on Global Campus visit the website at: <http://globalcampus.nae.school/>

## **The Juilliard-Nord Anglia Performing Arts Programme**

The Juilliard-Nord Anglia Performing Arts Programme focuses on inspiring a deep love of the arts in every student. This is fostered at DCIS in a number of ways - with the enriching curriculum in the classroom being the first and foremost objective.

The curriculum combines high-quality teaching with the traditions and expertise of The Juilliard School to promote creativity, critical thinking and collaboration. There are 21 key learning objectives that your child is assessed towards, which use a Juilliard-curated repertoire of selected musical works to place each objective within a cultural context. These learning objectives are brought to life through hands-on keyboard activities that help your child develop creative skills such as improvisation and composition.

Fostering your child's love of the arts is supported at DCIS by a range of performance opportunities by students and visiting Juilliard alumni. The *Celebration of the Arts*, *Promenade*, and *Juilliard-NAE Performing Arts Week* enable your child to work collaboratively whilst unlocking their own imagination in rock band, choir, orchestra performances, solo recitals and drama presentations.

Each child's participation in these co-curricular music events at DCIS not only helps to improve their own reflective and critical thinking, but encourages risk-taking and develops innovation across other subjects. It is for this reason why the Juilliard-Nord Anglia Education Performing Arts Programme plays a transformational role in your child's education.

More information about the programme at DCIS will be presented through the academic year and can be found on our website at:

<http://www.nordangliaeducation.com/our-schools/singapore/learning/juilliard-nord-anglia-performing-arts-curriculum-social-hub>

## **Instrumental Lessons**

Students are encouraged to learn a musical instrument. Lessons take place either during the day by withdrawal from regular lessons or after school. Lessons are taught by peripatetic teachers and they must be paid for in advance. Please complete the DCIS Individual Private Music Lesson Form to indicate interest in private music lessons.

## **NAE MIT Collaboration**

Through the recent NAE collaboration with MIT, students will be given the opportunity to tackle real-world challenges across the subjects of science, technology, engineering, art and mathematics (STEAM), each child will develop transferable skills such as flexibility, creativity and communication. They will be encouraged to experiment rather than wait for instructions, and will learn that collaboration and critical thinking can solve even

the trickiest problems. Nord Anglia Education is also working with MIT to introduce each child to this innovative way of learning the STEAM subjects which encourages creativity, experimentation, and teaches them how to apply their skills to real-world situations.

## **House System**

A house system is a fundamental part of team building, promoting co-operation and a sense of belonging. Sport provides a great opportunity to earn points as a team, as does the opportunity to participate in a number of inter-house challenges and activities in creative work organised throughout the year. Siblings will always be placed in the same house. At DCIS our houses are named after important and historic parts of Singapore: Ubin, Kranji, Newton and Jurong.

## **Student Council**

The aim of the Student Council is to achieve a widespread deep involvement involving as many students as possible. In traditional council models there is usually only a small proportion who have become an active part and sometimes it feels like once the election is over, all goes quiet. The DCIS Student Council model involves 2 key elements:

1. There are class councils so that each class will meet regularly following an agenda and recording minutes. The minutes from each meeting will be sent to the SLT and as such will mean that the voice of all students can be heard.
2. There are action and communication teams and students are able to apply for additional roles within these teams.

## **School Visits and Travel**

Upon joining the School, parents agree in the Student Contract for their child to go on educational visits, to attend sports lessons such as swimming at different premises and to attend sporting fixtures at other venues. Every trip requires specific parental consent. Trips will incur additional costs that will be clearly identified to parents. It is important to note that where a specific consent form is required, your child will not be allowed to participate in the activity if you fail to return the completed form. If at any time there is a particular visit or sporting event in which you do not wish your child to participate, please notify the class teacher in writing.

For all field study trips and residential trips, a risk assessment is undertaken by the trip leader prior to departure; this risk assessment is then submitted to the Head of School for consideration, modification and final sanctioning. An informative letter together with a permission form will be sent home to parents before a visit or trip, and no student will be allowed on the trip unless a signed permission form has been returned to school. Parents may sometimes be invited to accompany trips and assist in supervising.

The safety of the students in our care is our paramount concern, and we always endeavour to ensure that all reasonable measures necessary to protect the children are anticipated, acted upon, observed and reviewed. However, accidents and injuries do occur from time to time, often without anyone being at fault. We are unable to offer compensation for any accident or injury which is not attributable to our fault during any school trip. Parents may therefore wish to look into the question of whether their own health, travel or other insurance policies offer adequate cover for accidents to their children which occur outside of the home.

## Appendix 1

### Guidelines for Year Placement

Age of Student on Sept 1	DCIS Programme Grade	Equivalent grade in other educational systems										
		U.K. and U.K. international schools	Singapore	USA/ Canada	Australia	New Zealand	Japan	China	Korea	Malaysia		
<b>Lower Primary – EVFS and Key Stage 1</b>												
(3-4)	Nursery	Nursery	Pre-school	Nursery	Pre-school	Kindergarten	Kindergarten	Kindergarten	Kindergarten	Kindergarten	Kindergarten	Nursery
(4-5)	Reception	Reception	Kindergarten 1	Junior K	Pre-school	Kindergarten	Kindergarten	Kindergarten	Kindergarten	Kindergarten	Kindergarten	Kindergarten
(5-6)	Year 1	Year 1	Kindergarten 2	Kindergarten	KG/Prep	Year 1	Kindergarten	Kindergarten	Kindergarten	Kindergarten	Kindergarten	Kindergarten
(6-7)	Year 2	Year 2	Primary 1	Grade 1	Year 1	Year 2	Grade 1	Year 1	1 <sup>st</sup> Grade	Standard 1	Standard 1	Standard 1
<b>Upper Primary – Key Stage 2</b>												
(7-8)	Year 3	Year 3	Primary 2	Grade 2	Year 2	Year 3	Grade 2	Year 2	2 <sup>nd</sup> Grade	Standard 2	Standard 2	Standard 2
(8-9)	Year 4	Year 4	Primary 3	Grade 3	Year 3	Year 4	Grade 3	Year 3	3 <sup>rd</sup> Grade	Standard 3	Standard 3	Standard 3
(9-10)	Year 5	Year 5	Primary 4	Grade 4	Year 4	Year 5	Grade 4	Year 4	4 <sup>th</sup> Grade	Standard 4	Standard 4	Standard 4
(10-11)	Year 6	Year 6	Primary 5	Grade 5	Year 5	Year 6	Grade 5	Year 5	5 <sup>th</sup> Grade	Standard 5	Standard 5	Standard 5
<b>Secondary School – Key Stage 3 and 4</b>												
(11-12)	Year 7	Year 7	Primary 6	Grade 6	Year 6	Year 7	Grade 6	Year 6	6 <sup>th</sup> Grade	Standard 6	Standard 6	Standard 6
(12-13)	Year 8	Year 8	Secondary 1	Grade 7	Year 7	Year 8	Grade 7	Year 7	1 <sup>st</sup> Grade	Form 1	Form 1	Form 1
(13-14)	Year 9	Year 9	Secondary 2	Grade 8	Year 8	Year 9	Grade 8	Year 8	2 <sup>nd</sup> Grade	Form 2	Form 2	Form 2
(14-15)	Year 10	Year 10	Secondary 3	Grade 9	Year 9	Year 10	Grade 9	Year 9	3 <sup>rd</sup> Grade	Form 3	Form 3	Form 3
(15-16)	Year 11	Year 11	Secondary 4	Grade 10	Year 10	Year 11	Grade 10	Year 10	1 <sup>st</sup> Grade	Form 4	Form 4	Form 4
<b>Secondary School Key Stage 5 / IB Diploma Programme</b>												
(16-17)	Year 12	Year 12	Secondary 5	Grade 11	Year 11	Year 12	Grade 11	Year 11	2 <sup>nd</sup> Grade	Form 5	Form 5	Form 5
(17-18)	Year 13	Year 13	Tertiary	Grade 12	Year 12	Year 13	Grade 12	Year 12	3 <sup>rd</sup> Grade	Form 6	Form 6	Form 6



**DOVER COURT  
INTERNATIONAL SCHOOL  
SINGAPORE**  
A NORD ANGLIA EDUCATION SCHOOL

## SAMPLE STUDENT CONTRACT

This Contract binds both Dover Court International School (Pte.) Ltd. (“DCIS” or “School”) and the Parent once both parties sign this Contract. References to “Parent” in this contract include legal guardians. Any act taken or required to be taken by the Parent under this Contract shall be deemed to have been performed by both parents of the Student although performed by one parent only; and notices including withdrawal notice shall be deemed to have been duly delivered to the Parent or duly submitted by the Parent if delivered to or submitted by one parent only.

This Contract is made between:

- |     |  |   |  |
|-----|--|---|--|
| (1) | Registered Name of PEI   | : | <b>Dover Court International School (Pte.) Ltd</b> |
|     | Registration Number  | : | <b>197100313E</b>                                  |
| (2) | Full Name of Student   | : | _____  |
|     | <i>Please complete full name as in passport for international students or NRIC for Singapore Citizen (SC) and Permanent Resident (PR)*</i> |   |  |
|     | NRIC Number (for SC/PR)*   | : | _____  |
|     | Passport Number (for international students)*  | : | _____  |
| (3) | Full Name of Parent *  | : | _____  |
|     | NRIC/Passport Number*  | : | _____  |

### 1. COURSE INFORMATION AND FEES

- 1.1** DCIS will deliver the Course as set out in Schedule A to the Student, towards conferment of the stated qualification upon successful Course completion.
- 1.2** DCIS confirms that the Course has been permitted by the Council for Private Education (“CPE”) and no amendments have been made to the Course as set out in Schedule A, unless otherwise permitted by CPE.
- 1.3** The Course Fees payable are set out in Schedule B and the Miscellaneous Fees in Schedule C.
- 1.4** The Terms and Conditions governing enrolment and admission to DCIS (“Terms and Conditions”) set out in Schedule E form an integral part of this Contract and the Parent and the Student shall comply with these Terms and Conditions.

### 2. REFUND POLICY

### **Refund for Withdrawal Due to Non-Delivery of Course:**

- 2.1** DCIS will notify the Parent and Student within three (3) working days upon knowledge of any of the following:<sup>1</sup>
- (i) It does not commence the Course on the Course Commencement Date;
  - (ii) It terminates the Course before the Course Commencement Date;
  - (iii) It does not complete the Course by the Course Completion Date;
  - (iv) It terminates the Course before the Course Completion Date;
  - (v) It has not ensured that the Student meets the course entry or matriculation requirement as set by the organisation stated in Schedule A within any stipulated timeline set by CPE; or
  - (vi) The Parent fails to obtain any approvals from any other governmental organisations including but not limited to the Ministry of Education (MOE), which approvals are necessary for the Student to attend the Course.

The Parent should be informed in writing of alternative study arrangements (if any), and also be entitled to a refund of the entire Course Fees and refundable Miscellaneous Fees already paid should the Parent decide to withdraw the Student within seven (7) working days of receiving the above notice.

### **2.2 Refund for Withdrawal Due to Other Reasons:**

If the Parent withdraws the Student from the Course for any reason other than those stated in Clause 2.1, DCIS will, within seven (7) working days of receiving the Parent's written notice of withdrawal, refund to the Parent an amount based on Schedule D less any applicable bank and administration charges properly paid/payable.

### **2.3 Refund During Cooling-Off Period:**

DCIS will provide the Parent with a cooling-off period of seven (7) working days after the date that the Contract has been signed by both parties. The Parent will be refunded the highest percentage (stated in Schedule D) of the Course Fees already paid if the Parent submits a written notice of withdrawal to DCIS within the cooling-off period.

## **3. ADDITIONAL INFORMATION**

- 3.1** The laws of Singapore will apply to how this Contract will be read and to the rights the parties have under this Contract.
- 3.2** If any part of this Contract is not valid for any reason under the laws of Singapore, this will not affect any other part of this Contract.
- 3.3** If the Parent and DCIS cannot settle a dispute in the manner arranged by DCIS, the Parent and DCIS may refer the dispute to the CPE Mediation-Arbitration Scheme ([www.cpe.gov.sg](http://www.cpe.gov.sg)).
- 3.4** All information given by the Parent to DCIS will not be given by DCIS to anyone else, unless the Parent agrees in writing that he/she permits such disclosure or unless DCIS is allowed to give the information by law.
- 3.5** Any agreement other than this Contract is invalid if it is administered without the written permission of CPE. If there is any other agreement between DCIS and the Parent that is different from the terms in this Contract, then the terms in this Contract will apply.
- 3.6** If the Parent or DCIS does not exercise or delays exercising any right granted by this Contract, the Parent and DCIS will still be able to exercise the same type of right under this Contract during the rest of the time the Contract continues.
- 3.7** If this Contract is also signed or translated in any language other than English and there is a difference from the English language copy of this Contract, the English language copy will apply.

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<sup>1</sup> Non-fulfilment of minimum class-size required or the non-availability of planning resources may give rise to the circumstances listed in 2.1(i) to (iv).

**SCHEDULE A**  
**COURSE DETAILS**

1) Course Title	All mainstream and EAL students study the following courses: English National Curriculum (Key Stage 1 to Key Stage 3) - Nursery to Year 9 International General Certificate of Secondary Education (Key Stage 4) - Year 10 to Year 11 International Baccalaureate Diploma Programme (Key Stage 5) - Year 12 to Year 13 Department of Supportive Education students also follow appropriate courses from the ASDAN (Award Scheme Development and Accreditation Network) curriculum.
2) Course Duration (in months)	10 months each academic year
3) Full-time or Part-time Course	Full-time = 8.30am - 3.00pm Part-time Nursery class = 8.30am - 11.30am
4) Course Commencement Date	August each academic year
5) Course Completion Date	June each academic year
6) Date of Commencement of Studies <i>(Date on which Student starts attending Course, if different from Course Commencement Date)</i>	Not Applicable <sup>2</sup>

<sup>2</sup> Or as otherwise agreed in writing between DCIS and the Parent.

7) Qualification <i>(Name of award to be conferred on the Student upon successful Course completion)</i>	International General Certificates of Secondary Education (Year 11) International Baccalaureate Certificates and Full Diploma (Year 13) ASDAN Certificates
8) Organisation which develops the Course	British Government International Baccalaureate Organisation (IBO) ASDAN (Award Scheme Development and Accreditation Network)
9) Organisation which awards/ confers the qualification	Edexcel, IBO, AQA, ASDAN
10) Course entry requirement(s)	<b>Entry Requirements</b> All students must meet the minimum entry requirements for the relevant year level as outlined on the school website and school handbooks. <b>Documentation</b> New DCIS students must provide the relevant official and supporting documents to verify their prior schooling, if applicable, at the time of admission.



<p>11) Course schedule with modules and/or subjects</p>	<p>Students take the following subjects at their relevant year level in the English National Curriculum:</p> <ol style="list-style-type: none"> <li><b>1. Early Years Foundation Stage (Nursery and Reception Subjects:</b> Communication and Language, Physical Development, Personal, Social and Emotional Development, Literacy, Mathematics, Understanding the World, Expressive Arts and Design, Mandarin, Music, Physical Education, Computing</li> <li><b>2. Key Stage 1 and Key Stage 2 (Year 1 to Year 6) Subjects:</b> English, Mathematics, Science, History, Geography, Mandarin, Art and Design, Music, Physical Education, Computing, Design and Technology</li> <li><b>3. Key Stage 3 (Year 7 to Year 9) Subjects:</b> English, Mathematics, Science, History, Geography, Design Technology, Mandarin, French, Art and Design, Music, Computing, Physical Education, Drama, Personal, Social and Health Education (PSHE)</li> <li><b>4. Key Stage 4 (Year 10 to Year 11) (i)GCSE Subjects:</b> English Language, English Literature, Mathematics, Science (Single Award), Science (Double Award), History, Geography, Business, Design and Technology: Resistant Materials, Chinese (Mandarin), French, Art and Design, Music, Information and Communications Technology (ICT), Physical Education, Drama</li> <li><b>5. Key Stage 5 (Year 12 and 13) IBDP Subjects:</b> English Language and Literature, French, Spanish, Mandarin, History, Geography, Business and Management, Information and Technology in a Global Society, Economics, Philosophy, Psychology, Biology, Physics, Chemistry, Environmental Systems and Societies, Mathematics, Mathematical Studies, Visual Arts, Theory of Knowledge, Extended Essay, Creative, Action and Service</li> </ol> <p><b>Department of Supportive Education Programme</b></p> <p>In addition to accessing appropriate English National Curriculum and IB Certificate subjects, the Department of Supportive Education students follow appropriate courses from the ASDAN (Award Scheme Development and Accreditation Network) curriculum:</p> <ol style="list-style-type: none"> <li><b>1. ASDAN Employability Subjects:</b> Maintaining work standards, Career exploration, Applying for a job, Exploring job opportunities, Learning through work experience, Enterprise skills, Communicating with others at work, Customer service, Exploring business and enterprise, Health and safety in the workplace, Improving skills in preparing and presenting information, Managing personal finance as an employee, Meetings in the workplace, Opportunities for learning and work, Overcoming barriers to work, Participating in an enterprise activity, Planning and reviewing learning, Project management, Research skills, Rights and responsibilities in the workplace, Tackling problems at work, Travelling to work, Using advice and guidance, Using ICT in the workplace, Working with numbers, Working with others, Team working</li> <li><b>2. ASDAN Short Course English</b></li> <li><b>3. ASDAN Short Course Personal, Social and Health Education</b></li> </ol>
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12) Scheduled holidays (public and school) and term breaks for course	DCIS follows the Northern Hemisphere academic year with three terms from August to the following June: Term 1: August to December Term 2: January to March Term 3: April to June Dates are published annually on the official School Calendar.
13) Examination and/or other assessment period	Year 11 take iGCSE examinations or equivalent in May and June of each academic year Year 13 take IB examinations or equivalent in May of each academic year
14) Expected examination results release date	iGCSE examination and course results are published in August of each academic year IB examination and course results are published in July of each academic year

**SCHEDULE B**  
**COURSE FEES**

Mainstream Tuition Fees Breakdown	1 <sup>st</sup> Tuition Fee Instalment (For Term 1: August to December)	2 <sup>nd</sup> Tuition Fee Instalment (For Term 2: January to March)	3 <sup>rd</sup> Tuition Fee Instalment (For Term 3: April to June)	Total Annual Mainstream Tuition Fees Payable (including GST)
Nursery Tuition Fee Part-time Course	S\$4,780	S\$4,780	S\$4,780	<b>S\$14,340</b>
Nursery Tuition Fee Full-time Course	S\$6,530	S\$6,530	S\$6,530	<b>S\$19,590</b>
Reception to Year 2 Tuition Fee Full-time Course	S\$7,855	S\$7,855	S\$7,855	<b>S\$23,565</b>
Year 3 to Year 6 Tuition Fee Full-time Course	S\$8,400	S\$8,400	S\$8,400	<b>S\$25,200</b>
Year 7 to Year 9 Tuition Fee Full-time Course	S\$9,200	S\$9,200	S\$9,200	<b>S\$27,600</b>
Year 10 to Year 11 Tuition Fee Full-time Course	S\$9,615	S\$9,615	S\$9,615	<b>S\$28,845</b>
Year 12 to Year 13 Tuition Fee Full-time Course	S\$10,000	S\$10,000	S\$10,000	<b>S\$30,000</b>

Department of Supportive Education (DSE) Tuition Fees Breakdown	1 <sup>st</sup> Tuition Fee Instalment (For Term 1: August to December)	2 <sup>nd</sup> Tuition Fee Instalment (For Term 2: January to March)	3 <sup>rd</sup> Tuition Fee Instalment (For Term 3: April to June)	Total Annual DSE Tuition Fees Payable (including GST)
Year 1 to Year 2 DSE Tuition Fee Full-time Course	S\$11,650	S\$11,650	S\$11,650	<b>S\$34,950</b>
Year 3 to Year 6 DSE Tuition Fee Full-time Course	S\$12,350	S\$12,350	S\$12,350	<b>S\$37,050</b>
Year 7 to Year 9 DSE Tuition Fee Full-time Course	S\$12,400	S\$12,400	S\$12,400	<b>S\$37,200</b>
Year 10 to Year 11 DSE Tuition Fee Full-time Course	S\$12,500	S\$12,500	S\$12,500	<b>S\$37,500</b>
Year 12 to Year 13 DSE Tuition Fee Full-time Course	S\$12,650	S\$12,650	S\$12,650	<b>S\$37,950</b>

### **INSTALMENT SCHEDULE**

Instalment Schedule Full-time Course	Date Due
1 <sup>st</sup> Tuition Fee Instalment (For Term 1: August to December)	1 <sup>st</sup> July
2 <sup>nd</sup> Tuition Fee Instalment (For Term 2: January to March)	1 <sup>st</sup> December
3 <sup>rd</sup> Tuition Fee Instalment (For Term 3: April to June)	1 <sup>st</sup> April

### **SCHEDULE C MISCELLANEOUS FEES**

Purpose of Fee	Amount (including GST)
Registration Fee Note: This is a non-refundable fee payable when you join DCIS for the first time as a new student. This fee is not deductible against tuition fees.	\$2,800
DSE Admissions Assessment Fee (deducted from the Registration Fee)	S\$535
Building Fund Fee (invoiced termly)	\$500 (per term)
English as an Additional Language Fee (invoiced termly)	\$1,100 (per term)
Examination Fees	\$200 to \$600 (per external examination)
Field/Residential/Sports Trips	\$10 to \$6,000 (depends on destination)
Extra-Curricular Activities (fees only for some materials and externally provided activities)	\$10 to \$450 (per term)
Textbook Replacement	Current Market Value
Library Book Replacement	Current Market Value
Learning Support or Therapy Session Fee (individual or group support)	\$120 to \$160 (per session)
Cognitive Assessment (including comprehensive written report and consultation with parents)	\$1,200
Private Instrument Lessons (individual and group sessions)	\$20 to \$100 per session

School Uniform	\$5.00 to \$100 (per item from external provider)
Sports Team Kit	\$7.00 to \$80 (per item from School Reception)
School Lunches	\$2.00 to \$10.00 (per snack or cafeteria meal)
Bus Transport	\$400 to \$1,300 (per term and depends on location and 1 or 2 way transport from external provider)
Administrative Fee for Visa/MasterCard Payment	Only Visa or MasterCard issued cards are acceptable for payment. A 3% administrative fee is charged to the payer for each transaction
Late Payment Fee	\$200 (per late payment reminder notice issued by the DCIS Finance Office)
Late Payment Fee Interest Charges: If full payment is made 15-30 days after the due date If full payment is made more than 30 days after the due date	2% on total outstanding amount 5% on total outstanding amount

**SCHEDULE D  
REFUND TABLE**

% of Course Fees payable under Schedule B that are refunded	If written notice of withdrawal is received by DCIS:
100%	Within the 7 working days 'cooling off' period upon signing of the Contract, 100% of course fees will be refunded less administrative charges, bank charges and the registration fee.
0%	After the 7 working days 'cooling off' period.

Refunds of Course Fees (if applicable) will be paid within 7 working days of receipt of the notice of withdrawal. Miscellaneous Fees listed in Schedule C may or may not be refunded. Please review the terms of refund at the point of purchase or payment.

**NOTICE OF WITHDRAWAL**

Where a student is withdrawn from DCIS, notice must be given by completing the DCIS Notification of Withdrawal Form and submitting the Form to the Admissions Office. If the DCIS Notification of Withdrawal Form is received after the deadlines specified below, then the Parent will be charged a term's fee in lieu of the correct notice. The withdrawal deadlines are as follows:

1. For students not returning for Term 2 (January to March), the deadline for withdrawal is **1<sup>st</sup> November**. One instalment of Full-time Course Fee or Part-time Course Fee will be charged for withdrawal notifications received **after** this deadline.
2. For students not returning for Term 3 (April to June), the deadline for withdrawal is **1<sup>st</sup> February**. One instalment of Full-time Course Fee or Part-time Course Fee will be charged for withdrawal notifications received **after** this deadline.
3. For students not returning for Term 1 in the next academic year, the deadline for withdrawal is **1<sup>st</sup> May**. One instalment of Full-time Course Fee or Part-time Course Fee will be charged for withdrawal notifications received **after** this deadline.

## **SCHEDULE E**

### **TERMS AND CONDITIONS**

The Parent (in their own right and on behalf of the Student) hereby agrees with the School, and acknowledges, as follows:

#### **Terms & Conditions**

##### **A. Introduction**

1. These Terms and Conditions together with the letter of offer, (Form 12) Advisory to Students, Student Contract, Parent Handbook, Medical Form and Schedule of Fees and Payment form the basis of a legal contract for educational services. Parents agree to adhere to and be bound by the terms and conditions set out in these documents. The Terms and Conditions are intended to promote the education and welfare of each student and the stability, forward-planning, proper resourcing and development of the School. Our prospectus and School website and other information sources are not contractual documents.

##### **B. Terminology**

2. **"The School"/"We"/"Us"** means Dover Court International School, Dover Court International School is owned by Dover Court International School (Pte) Ltd.

3. **"The Principal"** is responsible for the day-to-day running of the School and that expression includes those to whom any duties of the Principal have been delegated.

4. **"The Parent"/"You"** means any person who has signed the Student Contract and/or who has accepted responsibility for a child's attendance at this School. Parents are legally responsible, individually and jointly, for complying with their obligations under these Terms and Conditions.

5. **Parental Responsibility:** Those who have "parental responsibility" (i.e. legal responsibility for the child) are entitled to receive relevant information concerning the child unless a court order has been made to the contrary, or there are other reasons which justify withholding information to safeguard the welfare and best interests of the child.

6. **"The Student"** is the child named on the Application Form. The name of the Student in the School's official documentation and student records shall be the name reflected in the Student's passport. Any change of name must be communicated to the School and must be accompanied by supporting documents such as a deed poll.

##### **C. Personal Information Collection Policy**

7. **Personal Data Collection:** The personal data collected from students and parents will be handled by our staff, kept confidential and used by Dover Court International School (Pte) Ltd for lawful and relevant purposes including but not limited to: assessing the suitability of students admission to the School; processing applications for admission; verification of students' examination results, academic records and other information; School administration and operation after admission; sending communications to parents and students including but not limited to newsletters and information about events and extra-curricular activities provided by the School or third party providers; statistical and research purposes; other School-related purposes; and alumni activities. If any communications constitute direct marketing, the School will separately seek Parent consent where required by law.

8. **Disclosure to Third Parties:** The School may disclose some of the data to third parties such as agencies (including the Singapore Government), service providers and contractors (whether within or outside Singapore) appointed by the School to undertake some academic, pastoral and administrative functions. This includes transferring data between affiliates. The School will not disclose any personal data to any external bodies or organisations unless such disclosure is expressly provided for under this Statement; the School is permitted to do so by the Student or Parent; and/or disclosure is permitted or required by law.

9. **Data Storage:** Personal data may be stored in Nord Anglia Education database systems (which may be located within or outside Singapore) and online portals and where the student application is successful, such personal data will form part of the Student's official records. It may also be stored in online student resources such as the global classroom. Where such personal data is not required to be retained by law, such personal data will be destroyed no later than 24 months (or earlier, if required or permitted by law) following

rejection of the application.

10. **Parent Teacher Association:** The School may provide such personal data to the relevant PTA for inclusion in the PTA directory and other PTA activities. If a Student or Parent does not wish for such data to be included in the PTA directory, the Parent will inform the Principal in writing.

11. The School may place a student's photo, video footage, name or school work in our or our affiliates' website, social media, marketing materials, corporate communications (including annual reports) or publications. Parents who do not want their child's photograph or image to appear in any of the School's promotional material must make sure their child knows this and make their wishes clear by writing to the Principal.

12. In the event that a student already has a sibling at the School, the records of such sibling will be updated according to the data provided on the new student's enrolment form where relevant.

13. All practicable steps will be taken to ensure that personal data held by the School is accurate. The School will take all practicable and reasonable steps to ensure security of the personal data and to avoid unauthorised or accidental access, collection, use, disclosure, copying, modification, disposal, erasure or other use.

14. **Access to Information:** Students and their parents have the right to access or correct personal data held by the School. Requests for access and correction should be addressed in writing to the Principal (addressed to the School). We may levy a charge for accessing the information.

15. **Privacy Policy:** The terms of the School's privacy policy can be found in the Parent Handbook and at <http://www.nordangliaeducation.com/our-schools/singapore/privacy-policy>

16. **Personal Data Use:** The School intends to use parents personal data (such as name and contact details) to send information related to school/PTA activities, extra-curricular activities, products or services that are relevant to Parents and Students and may constitute direct marketing under data protection laws. For example, this could include (but is not limited to) information relating to extra-curricular activities and school shows, concerts or fairs. Parent consent is required before the School sends you this information, therefore the Parent must register online at <http://news.dovercourt.edu.sg>. If the Parent chooses not to receive this information, the Student and Parent may miss important information related to School activities that may affect the Student and Parent's participation in the School community.

17. **Consent:** In signing the Student Contract, the Parent consents to the collection, use, disclosure, processing and transfer of the Student and Parent personal data as set out in the Personal Information Collection Statement above.

#### **D. Admission and Entry to the School**

18. **Registration and Admission:** Applicants will be considered as candidates for admission and entry to the School when the Application Form and all other required information has been completed and returned to the Admissions Office. Students are classified strictly according to chronological age. September 1st is the cut-off date as shown on the Application Form and in the Parent Handbook. Admission will be subject to the availability of a place and the Student and Parent satisfying the admission requirements at the time. "Admission" occurs when an offer has been made and the non-refundable and non-deductible Registration Fee has been paid in full; *for Singapore citizen students*, approval from the Ministry of Education has been granted; and the Student Contract and Advisory Note to Students (Form 12) and Medical Form have been signed and returned to the Admissions Office. "Commencement" occurs on the date when the Student attends the School for the first time under this contract.

19. **Admissions Disclosure:** Parents certify that the information provided during the application process to DCIS is complete and accurate and that no information has been withheld, including any prior academic, medical, behavioural, educational, emotional, or psychological testing, results, history or support. Any special social, medical, dietary, psychological, or educational needs must be noted in the Admissions application, with supporting information or documentation attached. Additionally if the Student has been tested for any educational, social, emotional, or psychological purposes, the test results must be submitted as part of the application. Parents further understand that if complete and accurate information has not been provided, DCIS may withdraw an offer of admission, or exclude or dismiss the Student from DCIS with immediate effect.

20. **Offer of a Place and Registration Fee:** A Registration Fee as shown on the Schedule of Fees and Payment for the relevant year will be payable when Parents accept the offer of a place. The Registration Fee will be non-refundable in any circumstances.

21. **Disclosure of nationality/citizenship/residency/marital status by Parents:** Parents undertake to make

full disclosure as to the Student's, and Parents' nationality, citizenship and/or residency status and provide supporting documents requested by the School to prove the same. Such supporting documents must include but is not limited to copies of the Student's and Parents' passports and the Student's immigration pass. Parents warrant that all documents submitted in respect of their status are true and accurate. Parents understand and agree that the School reserves the right to dismiss, at any time, a student who does not possess valid immigration status.

22. **Changes to nationality/citizenship/residency/marital status:** Any changes in nationality, citizenship and/or residency status or any events that might affect the same (e.g. becoming a Permanent Resident or a Singapore citizen, or loss of employment pass, or change of employment pass) must be communicated to the School and must be accompanied by supporting documents. The marital status of Parents shall be disclosed to the School at the point of application. Any change must be communicated to the School and shall be accompanied by supporting documents such as an Order of Court issued by the Singapore Courts. Parents acknowledge that it is their responsibility to notify the School of changes in their marital status or family circumstances and that in the absence of any notification by parents, the School shall be entitled to rely on the information reflected in the Application Form. If it subsequently becomes apparent after admission that any of the above information has been withheld or falsified, the School is entitled to ask Parents to withdraw the Student.

### **E. Pastoral Care**

23. **Meaning:** Pastoral care is a thread that runs throughout all aspects of life at the School and is directed towards the happiness, success, safety and welfare of each student and the integrity of the School community.

24. **Our Commitment:** The School will do all that is reasonable to safeguard and promote the Student's welfare and to provide pastoral care to at least the standard required by law in the particular circumstances and often to a much higher standard. The School will respect the Student's human rights and freedoms which must, however, be balanced with the lawful needs and rules of our School community and the rights and freedoms of others.

25. **Complaints:** Any question, concern or complaint about the pastoral care or safety of a Student, any education issue or other matter connected to the School must be notified to the School as soon as practicable. If the Parent has specific requirements or concerns about any aspect of the Student's education or progress, they should contact the Student's class or form teacher, or any other appropriate member of staff, as soon as possible, or contact the Principal in the case of a serious concern.

26. **Student Records and Official Documents:** The name of the Student in the School's official documentation and student records shall be the name reflected in the Student's passport. Any change of name must be communicated to the School and must be accompanied by supporting documents such as a deed poll.

27. **Principal's Authority:** The Parents authorise the Principal to take and/or authorise in good faith all decisions which the Principal considers on proper grounds will safeguard and promote the Student's welfare.

28. **Ethos:** The ethos of this School is to foster good relationships between members of the staff, the students themselves and between members of the staff and students. Bullying, harassment, victimisation and discrimination will not be tolerated. The School and its staff will act fairly in relation to the Student and Parents and the School expects the same of the Student and Parents in relation to the School. Parents may be excluded from School premises if the Principal, acting in a proper manner, considers such exclusion to be in the best interests of the Student or any other member of the School community.

29. **Disclosures:** Any changes to the Student's details, health or circumstances shall be advised to the School in writing. Parents must disclose to the School in confidence any known medical condition, health problem or allergy affecting the Student, any learning difficulty on the part of the Student or any member of his/her immediate family, or any disability, special educational need, or any emotional and behavioural difficulty on the part on the Student; or any family circumstances or court order which might affect the Student's welfare or happiness; or any concerns about the Student's safety.

30. **Contact Details:** Parents authorise the School to contact them using the contact details the Parent has provided to update them on school activities, for general information and for emergency purposes. Any change of address or contact details shall be advised to the Admissions Office of the School in writing.

31. **Confidentiality:** The Parents authorise the Principal to override their own and (so far as they are entitled to do so) the Student's rights of confidentiality, and to impart confidential information on a "need-to-know" basis where necessary to safeguard or promote the Student's welfare or to avert a perceived risk of serious harm to the Student or to another person at the School. In some cases, teachers and other employees of the School may need



to be informed of any particular vulnerability the Student may have. The School reserves the right to monitor the Student's communications and internet use.

32. **Special Precautions:** The Principal needs to be aware of any matters that are relevant to the Student's safety and security. The Principal must therefore be notified in writing immediately of any expulsions, court orders or situations of risk in relation to the Student for whom any special safety precautions may be needed.

33. **Communication with Parents:** With the exception of communication regarding cancellation, withdrawal and notice of withdrawal, the School will (unless otherwise notified) treat any communication from any person with parental responsibility as having been given on behalf of each such person unless other arrangements are made and any communication from the School to any such person as having been made to each of them.

34. **Absence of Parents:** When both Parents will be absent from the Student's home overnight or for a twenty-four hour period or longer during term time, the School must be told in writing the name, address and telephone number for twenty-four hour contact with the adult who will have the care of the Student.

35. **Transport:** The Parents consent to the Student travelling by any form of public transport and/or in a motor vehicle driven by a responsible adult who is duly licenced and insured to drive a vehicle of that type. Parents who do not want their child to travel in School-approved transport must make sure their child knows this and must make their wishes clear by writing to the Principal.

36. **Student's Personal Property:** Students are responsible for the security and safe use of all their personal property including money, mobile phones, locker combination locks, keys, watches, computers, calculators, musical instruments and sports equipment, and for property lent to them by the School. Parents are responsible for insurance of the Student's personal property whilst at School or on the way to and from School or any School-sponsored activity away from School premises.

37. **Attendance:** Unless prevented by sickness or other reasons satisfactory to the School, the Student will regularly attend the School and strictly conform to the rules and regulations, policies and instructions of the School and its staff.

38. **Liability:** Parents agree that the Student attends the School at their own risk. The School shall not be liable whether in contract, tort or otherwise for any injury that may occur to the Student whilst attending the School or whilst travelling to and from the School, or whilst any School related trip or activity, or for any loss or damage to the Student's personal belongings, unless the injury, loss or damage results entirely from negligence of the School or its employees.

## **F. Health and Medical Matters**

39. **Medical and Accident Insurance:** Medical and accident insurance cover is the responsibility of the parents. Parents will be financially responsible for any costs and expenses arising from or in connection with any medical care and treatment.

40. **Medical Declaration:** Parents shall complete a DCIS Medical Form concerning the Student's health by the Course Commencement Date and at any time required by the School. Parents must inform the School in writing of any material change in the Student's medical condition or medication schedule and update the Student's medical information promptly to reflect any new changes in Student's immunization schedule, medical conditions and medical administration.

41. **Immunisation:** It is compulsory that the Student be vaccinated as per the prevailing Singapore National Childhood Immunisation Schedule prior to, and where applicable, during enrolment. In the event the Student has failed to obtain necessary vaccinations, the Student shall have 30 (thirty) days to procure the same, failing which the Student will be refused enrolment or required to withdraw unless the Student is able to provide evidence of any waivers and/or exemptions from the Director or any officer of the Health Promotion Board as defined under the Singapore Infectious Diseases Act (Cap 137).

42. **Emergency Medical Treatment:** The Parents authorise the Principal to consent on behalf of the Parents to the Student receiving emergency medical care treatment if the Parents cannot be contacted at the time consent is required. Parents will be financially responsible for any costs and expenses arising from or in connection with such emergency medical care and treatment.

43. **Banned or Controlled Substances:** The School has a zero tolerance for possession, use or trafficking of controlled substances by Students. Appropriate action will be taken by the Principal if any Student is found to be in possession of, using, or selling illegal drugs or controlled substances. This action may result in expulsion and the relevant authorities being notified. Controlled substances are as defined in Singapore Misuse of Drugs Act (Cap 185).

44. **Banned or Controlled Substance Testing:** If the School deems it appropriate, the Student may be

required to complete a drug test. If the drug test results from a laboratory test conclusively show that the Student has used any form of Controlled substance, appropriate action will be taken by the Principal. Refusal to provide the necessary sample for laboratory analysis may result in expulsion and the relevant authorities being notified. Students who are expelled due to a positive drug test will not be considered for re-admission into the School.

## **G. Educational Matters**

45. **Organisation:** The School reserves the right to organise the curriculum and its delivery in a way which, in the professional judgement of the Principal, is most appropriate to the School community as a whole. In signing this contract, Parents are agreeing that they are aware of the structure and organisation of the School and that the School operates a program with the academic year running from August to June of the following year.

46. **Class Placement:** Class placement, setting and class sizes may change from year to year and from time to time and will depend mainly on the mixture of abilities and aptitudes among the students and may take into account management of friendship groups. The School reserves the right to assign, and has the final responsibility for assigning, Students to programmes and classes. Changes to individual student programmes and classes can also be made throughout the academic year to ensure Students are placed in an appropriate learning environment.

47. **Moving up the School:** It is assumed that each student who satisfies the relevant criteria at the time will progress through the School. Parents will be consulted if there appears to be any reason why the Student may be refused a place at the next stage of the School.

48. **Reports and References:** Information supplied to Parents and others concerning the progress and character of the Student, and about examinations and any references, will be given conscientiously and with all due care and skill but otherwise without liability on the part of the School.

49. **Learning Support at the point of Admission:** Parents warrant and declare that all information regarding any learning support, special needs and/or all other learning needs of the Student were declared and made known to the School during the application process or before the Student was admitted to the School and during their enrolment. Parents have disclosed and provided copies of all psychological reports, assessments, diagnoses and any other report of special education needs relating to the Student. If it subsequently becomes apparent after admission of the Student that information regarding learning support, special needs and/or other learning, behavioural, emotional, social or health issues of the Student have been withheld or falsified during the application process, or information relevant to the extent of the Student's educational, behavioural, emotional, social or health needs has not been made apparent to the School, and the School is unable, in the School's sole discretion, to meet the needs of the Student, the School reserves the right to change the Student's class or educational programme or request for the immediate withdrawal of the Student.

50. **Screening for Learning Support Needs when enrolled:** Parents understand that students identified by the School as suitable for entry into the Department of Supportive Education above the age of 5 years will undergo a full psychological assessment. Parents understand that students identified by the School who require learning support or therapy will also undergo an assessment. These assessments may be carried out before or after entry depending on each individual case and will be charged separately at the prevailing scale of charges. If a member of the School staff has concerns about the progress of the Student, the School is entitled to arrange for an assessment by the School's learning support and therapy specialists to see whether learning support is needed. Parents shall be notified of the outcome of the assessment and the appropriate learning support or therapy shall be provided by the School's learning support and therapy specialists at an additional fee. The School may recommend an external provider if the learning support and therapy specialists are unable to provide support within the existing programme. If it appears that further learning support is necessary or an assessment by an educational psychologist is required or the Student is falling behind with their studies, the School may notify the Parent and the Parent agrees that further assessments may be arranged at the Parent's expense. The Parents acknowledge that the staff at the School are not qualified to make a medical diagnosis of conditions such as those commonly referred to as dyslexia, dyspraxia, ADHD or other learning difficulties. The School shall also request the withdrawal of the Student if the School considers in its sole discretion that it cannot provide for the Student's special education needs.

51. **Learning Support and Therapy Programme:** The appropriate learning support or therapy shall be provided to the Student through the Learning Support and Therapy programme. The School retains the discretion to determine the level of support required by the Student, on a case by case basis, as well as the fees to be charged for the level of support required. Such programmes are mandatory if after student assessment, the School determines that the Student requires learning support. Parents agree that they will bear the fees for the

learning support and therapy programmes provided to the Student. Where individual therapy sessions are required for students, these will be charged at the prevailing rates in addition to the Course Fee. Billing will be on a monthly basis.

52. **School's Intellectual Property:** The School is authorized to use any work of the Student in conjunction with any member of staff and/or other Students at the School for a purpose associated with the School. The School will acknowledge and allow to be acknowledged the Student's role in creation/development of intellectual property.

53. **Educational Visits:** A variety of educational visits will be provided for the Student while enrolled. The cost of some educational visits will be charged as an extra. Parents' prior consent will be sought. Educational visits abroad or those in Singapore involving an overnight stay will be the subject of a separate agreement with Parents. The cost of the trip will be payable in advance. The Student is subject to School discipline in all respects whilst engaged in a School trip. All additional costs of special measures (such as medical costs, taxis, air fares, or professional advice) necessary to protect the Student's safety and welfare, or to respond to breaches of discipline, will be added to the bill.

## **H. Behaviour and Discipline**

54. **School Regime:** The Parents accept that the School will be run in accordance with the authorities of the Principal. The Principal is entitled to exercise a wide discretion in relation to the School's policies, rules and regime and will exercise those discretions in a reasonable and lawful manner, and with procedural fairness when the status of the Student is at issue.

55. **Conduct and Attendance:** The School attaches importance to courtesy, integrity, good manners, good discipline and respect for the needs of others. Parents warrant that the Student will take a full part in the activities of the School, will attend each School day, will be punctual, will work hard, will be well-behaved and will comply with the Behaviour Policy.

56. **School Discipline:** The Parents hereby confirm that they accept the authority of the Principal and of other members of staff on the Principal's behalf to take all reasonable disciplinary or preventative action necessary to safeguard and promote the welfare of each student and the School community as a whole. The School's Behaviour Policy applies to all students when they are on School premises, or in the care of the School, or wearing School uniform, or otherwise representing or associated with the School, away from School premises, or outside School hours.

57. **Investigative Action:** A complaint or rumour of misconduct will be investigated. The Student may be questioned and his/her belongings may be searched in appropriate circumstances. All reasonable care will be taken to protect the Student's human rights and freedoms and to ensure that his/her Parents are informed as soon as reasonably practicable after it becomes clear that the Student may face formal disciplinary action, and also to make arrangements for the Student to be accompanied and assisted by a Parent, education guardian or a teacher of the Student's choice.

58. **Procedural Fairness:** Investigation of a complaint which could lead to expulsion, removal or withdrawal of the Student shall be carried out in a fair and unbiased manner. All reasonable efforts will be made to notify the Parents so that they can attend a meeting with the Principal before a decision is taken in such a case. In the absence of a Parent, the Student will be assisted by an adult (usually a teacher) of his/her choice.

59. **Divulging Information:** Except as required by law, the School and its staff shall not be required to divulge to Parents or others any confidential information or the identities of students or others who have given information which has led to the complaint or which the Principal has acquired during an investigation.

60. **Expulsion:** The School may at its absolute discretion require the removal of a Student without notice if he or she has engaged in serious misconduct or behavior or has proven to be an unsatisfactory member of the School community in a way which is deemed inappropriate and could endanger the safety of others in the School. If, in the School's judgement, a student's conduct on or away from campus indicates that he or she is consistently out of sympathy with the ideals, objectives, and programme of the School, parents will be required to withdraw the student at once or face expulsion, even though there may have been no infraction of a specific rule. In this event, no claim shall arise for the refund (or reduction) of any portion of any fees already paid (or payable) to the School.

61. **Removal in other Circumstances:** Parents may be required, during or at the end of a term, to remove the Student, temporarily or permanently from the School, if, after consultation with the Student and/or Parent, the Principal is of the opinion that by reason of the Student's conduct, behaviour or progress, the Student is unwilling or unable to benefit sufficiently from the educational opportunities and/or the community life offered by the School, or if a Parent has treated the School or members of its staff unreasonably. In these circumstances, Parents

may be permitted to withdraw the Student as an alternative to removal being required. The Principal shall act with procedural fairness in all such cases, and shall have regard to the interests of the Student and Parents as well as those of the School.

### **I. Provisions about Withdrawal Notice**

62. **Withdrawal Notice:** Parents must give notice of withdrawal in accordance with the DCIS Schedule of Fees and Payment and Schedule D of this Contract if the Student is to be withdrawn from the School. Parents acknowledge that failure to give the required notice of withdrawal will result in a late withdrawal for which the Parent will be liable for fees as set out in Schedule D. Withdrawal notification is given by completing the DCIS Notification of Withdrawal Form and submitting the Form to the Admissions Office. Verbal, e-mail and provisional withdrawals will not be accepted.

### **J. Fees**

63. **Fee Payment:** The Parents undertake to pay the Fees and charges according to the DCIS Schedule of Fees and Payment, Terms and Conditions and Student Contract. All fees and charges must be paid in advance of starting the term, and DCIS reserves the right to exclude a student and parents from school related events and classes, and to refuse to release transcripts, reports, certificates, references, transfers or other documents and records, if fees or charges are overdue. If fees or charges remain overdue and there are no reasonable prospects of payment by the parent, DCIS also reserves the right to remove the student from the School.

64. **Fee Refund/Waiver:** Fees will not be refunded or waived for absence through sickness; or if a term is shortened or a vacation extended; or if a Student is released home before the normal end of term; or for any cause other than exceptionally and at the sole discretion of the Principal in a case of genuine hardship or where there is a legal liability under a court order or under the provisions of this contract to make a refund. This rule is necessary so that the School can properly budget for its own expenditure and to ensure that the cost of individual default does not fall on other Parents.

65. **Late Payment:** If fees or charges are not paid in full by the due date, a charge of S\$200 will be imposed for each late payment reminder notice issued by the DCIS Finance Office until the account is settled. Interest charges will also be levied in accordance with Schedule C of this Contract. Cheques and other instruments delivered at any time after the first day of term will be presented immediately and will not be considered as payment until cleared. The Parents shall also be liable to pay all costs, fees and charges reasonably incurred by the School in the recovery of any unpaid Fees.

66. **Appropriation:** The Parents agree that a payment made in respect of one child may be appropriated by the School to the unpaid account of any other child of those Parents.

67. **Payment of Fees by a Third Party:** A Letter of Guarantee must be completed by any third party employer responsible for any fee payment. An agreement with a third party (such as the Parent's employer) to pay the Fees or any other sum due to the School does not release the Parents from liability if the third party defaults and does not affect the operation of any other of these Terms and Conditions unless an express release has been given in writing, signed by the Principal. The School reserves the right to refuse a payment from a third party.

68. **Protection of Fees - Industry Wide Cover (IWC):** DCIS has put in place IWC for all Students. The purpose of IWC is to protect the unconsumed course fees paid by students in the event that the School is unable to continue operating. DCIS has appointed Lonpac Insurance Bhd to be the IWC provider for our School. A copy of the master insurance certificate is held in the DCIS School Reception.

69. **Payment Plan:** Parents can apply to the Finance Office for a payment plan. The Finance Office and Principal will consider the application and may, at their sole discretion, offer the Parent a payment plan. Payment plans are only available to families enrolled for the full academic year. Where there are inconsistencies between these Terms and Conditions and those of any instalment agreement or invoice issues by the School to the Parents (as applicable), the terms and conditions of the instalment agreement or invoice shall prevail.

70. **Fee Increases:** All fees and charges are reviewed annually and are subject to increase.

71. **Information about Fees:** The Parents consent to the School making enquiries of the Student's previous schools for confirmation that all sums due and owing to such schools have been paid. The Parents also consent to the School informing any other school or educational establishment to which the Student is to be transferred if any fees of this School are unpaid.

### **K. Events beyond the control of the Parties**

72. **Force Majeure:** An event beyond the reasonable control of the parties to this agreement is referred to

below as a "Force Majeure Event" and shall include such events as an act of God, fire, flood, storm, severe haze conditions, war, riot, civil unrest, act of terrorism, strikes, industrial disputes, outbreak of epidemic or pandemic of disease, failure of utility service or transportation.

73. **Notification:** If either party to this Contract is prevented from or delayed in carrying out its obligations under this Agreement by a Force Majeure Event, that party shall immediately notify the other in writing and shall be excused from performing those obligations while the Force Majeure Event continues.

74. **Continued Force Majeure:** If a Force Majeure Event continues for a period greater than 90 days, the party who has provided notification under clause 72 above shall notify the other of the steps to be taken to ensure performance of this Contract.

#### **L. General Contractual Matters**

75. **Management:** It is the School's intention that the Terms and Conditions will always be operated so as to achieve a balance of fairness between the rights and needs of parents and students, and those of the School community as a whole. The School aims to ensure that its culture, ethos and resources are properly managed so that the School, its services and facilities can develop. The School also aims to promote good order and discipline throughout the School community and to ensure compliance with the law.

76. **Legal Contract:** The offer of a place and its acceptance by the Parents give rise to a legally binding agreement on the terms of this Contract. The School shall not be held responsible for any consequences resulting from a failure of the Parent to comply with the clauses in this Contract.

77. **Data Protection:** By signing this Contract the Parents on behalf of themselves and, so far as they are able, on behalf of the Student, authorise the School to process personal information including financial and sensitive personal information as is deemed necessary for the legitimate purposes of the School. Parents agree and accept the terms and conditions set out in the website, brochure, handbooks, and the accompanying documents and consent to the collection, use, disclosure, processing and transfer of their personal data, and the personal data of their child and other family members, as set out in the Personal Information Collection Statement.

78. **Third Party Rights:** Only the School and the Parents are parties to this Contract. Neither the Student nor any third party is a party to it. The acts and omissions of Parents are binding on the Student and vice versa as to any matter of behaviour, discipline and Fees. All requests and authorities by the Parents are treated as being made on behalf of the Student and vice versa.

79. **Interpretation:** These Terms and Conditions supersede those previously in force and will be construed as a whole. Examples given in these Terms and Conditions are by way of illustration only and are not exhaustive.

The parties hereby acknowledge and agree to the terms stated in this Contract.

#### **SIGNED by Dover Court International School (Pte.) Ltd:**

Authorised Signatory of the DCIS:

Official Seal of DCIS:

Name: Mr. Christopher Short, Principal

Date: 1<sup>st</sup> June 2017

#### **SIGNED by Parent or Legal Guardian:**

Parent Signature:

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Name of Parent:

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Date:

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## **DCIS Child Protection Policy**

This policy applies to all staff, including senior managers and the regional manager. Paid staff, volunteers and temporary workers, agency staff, students or anyone working on behalf of Dover Court International School.

### **Purpose of this policy**

- To protect children and young people who attend Dover Court International School
- To provide staff and volunteers with the overarching principle that guide our approach to child protection
- Dover Court International School believes that it is always unacceptable for a child or young person to experience abuse of any kind. We recognise our responsibility to promote the welfare of all children and young people and to keep them safe. We are committed to practice in a way that protects them.

### **Rationale**

This policy has been drawn up in line with UK guidance and best practice. It is strongly influenced by the laws that seek to protect children, namely:

- Children At 1989
- United Convention of the Rights of the Child 1991(In October 1995, Singapore became signatory to the United Nations Convention on the Rights of the Child (UNCRC), pledging its commitment to help children when they are in an environment of abuse and neglect).
- Children and Young Persons Act 2001 (Singapore)
- Children Act 2004
- Working together to safeguard children 2013

### **We recognise that:**

- The welfare of the child/young person is paramount
- All children, regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity, have the right to equal protection from all types of harm or abuse
- Working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's welfare.

### **We seek to safeguard children and young people by:**

- Valuing them, listening to and respecting them
- Adopting child protection guidelines through procedures and a code of conduct for staff and volunteers
- Recruiting staff and volunteers safely, ensuring all necessary checks are made
- Sharing information about child protection and good practice with children, parents, staff and volunteers
- Sharing information about concerns with agencies who need to know, and involving parents and children when appropriate
- Providing effective management for staff and volunteers through supervision, support and training

### **We are committed to reviewing our policy and good practice annually.**

<b>DCIS 2017-2018 Calendar of Events (Version 1: 1st August 2017 - updated on website calendar)</b>					
<b>Date</b>	<b>Time</b>	<b>End Time</b>	<b>Event Description</b>	<b>Event Category</b>	<b>Event Location</b>
<b>Term 1 2017</b>					
<b>09/08/2017</b>			<b>Singapore Public Holiday (National Day)</b>	<b>Public Holiday/Observance</b>	
16/08/2017	14:00	16:00	EAL Assessments for New Students	Examinations	
17/08/2017	14:00	16:00	EAL Assessments for New Students	Examinations	
18/08/2017	09:00	15:00	DCA Used Uniform Sale	DCA Parent Association Event	Cooper Hall
18/08/2017	09:00	15:00	Student Orientation in 2 sessions 9am -12noon Surname A-L; 1-3pm M-Z	Enrolment / Re-enrolment / Orientation	Cooper Hall
21/08/2017	17:00	17:00	ECA Term 1 Online Registration Open - 21st August to 1st September	ECAs	
21/08/2017			DCIS CPE Student Contracts Due for All Students	Enrolment / Re-enrolment / Orientation	
<b>21/08/2017</b>			<b>Term 1 Begins</b>	<b>Term Dates</b>	
22/08/2017	08:45	09:30	Parent Workshop: DCA Transitions	DCA Parent Association Event	Cooper Hall
23/08/2017			August/September New Year Welcome Newsletter Published Online	Communications	
23/08/2017	15:00	16:30	DCIS Swimming Trials - Year 3 and BELOW	Sports Events	
24/08/2017	15:00	16:30	DCIS Netball Trials - Year 5 and ABOVE	Sports Events	
25/08/2017	08:45	09:30	Nursery Parent Coffee Morning	Parent Meetings	
25/08/2017			Sixth Form IBDP Parent/Student Conferences - Individually arranged	Parent Meetings	
25/08/2017	15:00	16:30	DCIS Swimming Trials - Year 4 and ABOVE	Sports Events	
26/08/2017	16:00	19:00	DCA Family Picnic	DCA Parent Association Event	
28/08/2017	08:45	09:30	Reception Parent Coffee Morning	Parent Meetings	
28/08/2017	18:00	19:00	Year 6, Secondary School (Years 7 - 13) and GC Tanzania Residential Trip Information Meeting	Trips	
29/08/2017	08:45	09:30	Parent Workshop: Year 6 - Year 11 Approaches to Homework	Parent Meetings	
29/08/2017	08:45	09:30	Year 1 Parent Coffee Morning	Parent Meetings	
29/08/2017	15:00	16:30	Swim Team Begins - Year 4 and ABOVE (INVITATION ONLY)	Sports Events	
30/08/2017	19:15	20:15	DCA Parent Association Meeting	DCA Parent Association Event	Cooper Hall
30/08/2017	08:45	09:30	Sixth Form/ IB (Year 12) Parent Coffee Morning	Parent Meetings	
30/08/2017	17:00	19:00	Primary Parent Curriculum Evenings: 2 Sessions 5pm - 6pm and 6pm - 7pm	Parent Meetings	Cooper Hall
30/08/2017	15:00	16:30	Swim Team Begins - Year 3 and BELOW (INVITATION ONLY)	Sports Events	
31/08/2017	08:45	09:30	Year 7 Parent Coffee Morning	Parent Meetings	
31/08/2017	15:00	16:30	DCIS Netball Trials - Year 5 and ABOVE	Sports Events	
01/09/2017	17:00	17:00	ECA Term 1 Online Registration Closes at 5pm	ECAs	
<b>01/09/2017</b>			<b>Singapore Public Holiday (Hari Raya Haji)</b>	<b>Public Holiday/Observance</b>	
04/09/2017	08:45	09:30	Year 2 Parent Coffee Morning	Parent Meetings	
04/09/2017	18:00	19:00	Year 5 Residential Trip Information Meeting	Trips	
05/09/2017	08:45	09:30	Parent Workshop: Primary School Approaches to Homework and Guided Reading	Parent Meetings	
05/09/2017	17:00	18:00	Secondary School Parent Curriculum Evening	Parent Meetings	
06/09/2017	09:00	09:30	Lower Primary Assembly 2JW/2HP	Assemblies	Cooper Hall
06/09/2017	08:45	09:30	Year 8 Parent Coffee Morning	Parent Meetings	
07/09/2017	09:00	09:30	Upper Primary Assembly 3SG/3HA	Assemblies	Cooper Hall
07/09/2017	08:45	09:30	Year 9 Parent Coffee Morning	Parent Meetings	
08/09/2017	08:45	09:30	Year 3 Parent Coffee Morning	Parent Meetings	
08/09/2017	15:00	16:30	Swim Team Begins - Year 4 and ABOVE (INVITATION ONLY)	Sports Events	
11/09/2017	17:00	17:00	ECA Term 1 Confirmations Sent to Parents	ECAs	
11/09/2017	08:45	09:30	Year 4 Parent Coffee Morning	Parent Meetings	



**DCIS 2017-2018 Calendar of Events (Version 1: 1st August 2017 - updated on website calendar)**

Date	Time	End Time	Event Description	Event Category	Event Location
12/09/2017	08:45	09:30	Parent Workshop: Primary School Assessments and Reports	Parent Meetings	
13/09/2017	08:45	09:30	Year 5 Parent Coffee Morning	Parent Meetings	
14/09/2017	08:45	09:30	Year 10 & 11 Parent Coffee Morning	Parent Meetings	
15/09/2017			ECA Term 1 Begin	ECAs	
15/09/2017	08:45	09:30	Year 6 Parent Coffee Morning	Parent Meetings	
18/09/2017	08:45	09:30	Class Parent Meeting and Workshop	DCA Parent Association Event	DCIS Cafe
19/09/2017	08:45	10:30	Parent Workshop: DSE Programme followed by DSE Parent Coffee Morning	Parent Meetings	
20/09/2017	09:00	09:30	Lower Primary School Assembly 1RE/1SH	Assemblies	Cooper Hall
21/09/2017	09:00	09:30	Upper Primary School Assembly 5VS/5AM	Assemblies	Cooper Hall
26/09/2017	08:45	09:30	Parent Workshop: EAL Programme followed by EAL Parent Coffee Morning	Parent Meetings	
03/10/2017	08:45	09:30	Parent Workshop: Secondary School Assessments and Reports	Parent Meetings	
04/10/2017	09:00	09:30	Lower Primary Assembly 1JF/1LC	Assemblies	Cooper Hall
05/10/2017	09:00	09:30	Upper Primary Assembly 3KN/3JH	Assemblies	Cooper Hall
05/10/2017			Dyslexia Awareness Day	Observance	
10/10/2017	20:00	21:00	DCA Parent Association Meeting	DCA Parent Association Event	
10/10/2017	08:45	09:30	Parent Workshop: Primary School Phonics and Spelling	Parent Meetings	
11/10/2017	09:00	09:30	Lower Primary School Assembly 2SC/1&2SF (EAL)	Assemblies	Cooper Hall
11/10/2017			September/October Newsletter Published Online	Communications	
12/10/2017	09:00	09:30	Upper Primary School Assembly 5EC/5LH/5&6PW (EAL)	Assemblies	Cooper Hall
12/10/2017			Primary School Term 1 Settling In Reports/ILPs/Reviews sent to Parents	Reports	
13/10/2017			Primary Assessment Data Updated	Communications	
13/10/2017			No Friday ECA due to Half Term Break	ECAs	
16/10/2017			Term 1 Half Term	Term Dates	
17/10/2017			Term 1 Half Term	Term Dates	
<b>18/10/2017</b>			<b>Singapore Public Holiday (Diwali/ Deepavali)</b>	<b>Public Holiday/Observance</b>	
18/10/2017			Term 1 Half Term	Term Dates	
19/10/2017			Term 1 Half Term	Term Dates	
20/10/2017			Term 1 Half Term	Term Dates	
23/10/2017	15:30	18:30	Secondary School Parent Teacher Conferences	Parent Meetings	
23/10/2017			Celebrate DCIS Diversity Week	Performances/Music Events	
24/10/2017	08:45	09:30	Parent Workshop: NAE Programmes - Juilliard, Global Campus, MIT STEAM	Parent Meetings	
24/10/2017	16:00	19:00	Secondary School Parent Teacher Conferences	Parent Meetings	Cooper Hall
24/10/2017			Celebrate DCIS Diversity Week	Performances/Music Events	
25/10/2017			Celebrate DCIS Diversity Week	Performances/Music Events	
26/10/2017			Celebrate DCIS Diversity Week	Performances/Music Events	
26/10/2017	18:00	19:00	GC Tanzania Residential Trip Preparation Meeting	Trips	
27/10/2017			Celebrate DCIS Diversity Week	Performances/Music Events	
27/10/2017			DCIS United Nations Day	Performances/Music Events	
30/10/2017	18:00	19:00	Year 4 Residential Trip Information Meeting	Trips	
31/10/2017	08:45	09:30	Parent Workshop: Primary School Maths	Parent Meetings	
31/10/2017			ACSIS 12U Netball Semi Finals Day	Sports Events	
31/10/2017			ACSIS Cross Country Event (HS)	Sports Events	
01/11/2017	09:00	09:30	Lower Primary Assembly 2AV/2TH	Assemblies	Cooper Hall
01/11/2017			Deadline for Notification of Withdrawal - end of Term 1	Enrolment / Re-enrolment / Orientation	
02/11/2017	09:00	09:30	Upper Primary Assembly 5SA/5LH/5MS	Assemblies	Cooper Hall
02/11/2017			ACSIS 12U Netball Finals Day	Sports Events	
02/11/2017			ACSIS Cross Country Event (JS/MS)	Sports Events	

**DCIS 2017-2018 Calendar of Events (Version 1: 1st August 2017 - updated on website calendar)**

Date	Time	End Time	Event Description	Event Category	Event Location
03/11/2017			DCA Family Halloween Event	DCA Parent Association Event	
04/11/2017			ACSIS 11U Basketball Finals	Sports Events	
04/11/2017			ACSIS 9U Football Finals	Sports Events	
05/11/2017			Guy Fawkes/ Bonfire Night (Observance)	Performances/Music Events	
07/11/2017	08:45	09:30	DCA Christmas Fayre Planning Meeting	DCA Parent Association Event	Cooper Hall
11/11/2017			ACSIS Swimming Event (HS)	Sports Events	
12/11/2017			Remembrance Sunday (Observance)	Observance	
13/11/2017			'Power for Good' - Anti Bullying Week	Performances/Music Events	
14/11/2017	08:45	09:30	Parent Workshop: Online Safety	Parent Meetings	
14/11/2017			Power for Good' - Anti Bullying Week	Performances/Music Events	
14/11/2017	18:00	19:00	Year 5 Residential Trip Preparation Evening	Trips	
15/11/2017	09:00	09:30	Lower Primary School Assembly 1SJS/1GD	Assemblies	Cooper Hall
15/11/2017			Power for Good' - Anti Bullying Week	Performances/Music Events	
16/11/2017	09:00	09:30	Upper Primary School Assembly 3DH/3RD	Assemblies	Cooper Hall
16/11/2017			Power for Good' - Anti Bullying Week	Performances/Music Events	
17/11/2017			Power for Good' - Anti Bullying Week	Performances/Music Events	
17/11/2017			GC Tanzania Residential Trip	Trips	
20/11/2017			GC Tanzania Residential Trip	Trips	
21/11/2017	08:45	09:30	Parent Workshop: Primary School IPC (International Primary Curriculum)	Parent Meetings	
21/11/2017			GC Tanzania Residential Trip	Trips	
22/11/2017			GC Tanzania Residential Trip	Trips	
23/11/2017			GC Tanzania Residential Trip	Trips	
24/11/2017			GC Tanzania Residential Trip	Trips	
27/11/2017	15:30	17:30	Primary Parent Teacher Conferences	Parent Meetings	Cooper Hall
28/11/2017	08:45	09:30	Parent Workshop: Primary School Behaviour Policy	Parent Meetings	
28/11/2017	17:00	19:00	Primary Parent Teacher Conferences	Parent Meetings	
29/11/2017	09:00	09:30	Lower Primary School Assembly 1TR/1AS	Assemblies	Cooper Hall
30/11/2017	09:00	09:30	Upper Primary School Assembly 4SK/4RB	Assemblies	Cooper Hall
01/12/2017			ECA Term 1 Finish	ECAs	
04/12/2017			Christmas Productions Rehearsals (EYFS/YEAR 1&YEAR 2)	Performances/Music Events	
05/12/2017			Christmas Productions Rehearsals (EYFS/YEAR 1&YEAR 2)	Performances/Music Events	
05/12/2017			Year 5 Residential Trip	Trips	
06/12/2017	09:00	12:00	Christmas Productions EYFS/YEAR 1&YEAR 2	Assemblies	Cooper Hall
06/12/2017			Year 5 Residential Trip	Trips	
07/12/2017			Year 5 Residential Trip	Trips	
08/12/2017			Year 5 Residential Trip	Trips	
09/12/2017			DCA Christmas Fair	DCA Parent Association Event	
11/12/2017			ECA Term 2 Options Published Online	ECAs	
13/12/2017			Carols by Candlelight (Rehearsal)	Performances/Music Events	
14/12/2017	09:00	09:30	Upper Primary School Assembly 6CP/6RC/5&6LJ (EAL)	Assemblies	Cooper Hall
14/12/2017	19:00	21:00	Carols by Candlelight Performance	Performances/Music Events	
14/12/2017			Secondary School Term 1 Interim Reports sent to Parents	Reports	
15/12/2017			DCS Used Uniform Collection	Performances/Music Events	
15/12/2017			Non Uniform Day	Performances/Music Events	
15/12/2017			Primary School Class Parties	Performances/Music Events	
<b>15/12/2017</b>			<b>Term 1 Ends at 3pm</b>	<b>Term Dates</b>	
18/12/2017			November/December Newsletter Published Online	Communications	
25/12/2017			Singapore Public Holiday (Christmas Day)	Public Holiday/Observance	
01/01/2018			Singapore Public Holiday (New Year's Day)	Public Holiday/Observance	

**DCIS 2017-2018 Calendar of Events (Version 1: 1st August 2017 - updated on website calendar)**

Date	Time	End Time	Event Description	Event Category	Event Location
<b>Term 2 2018</b>					
03/01/2018			ECA Term 2 Online Registration Opens for Parents - 3rd to 12th January	ECAs	
04/01/2018			All Staff In School	Term Dates	
05/01/2018	09:00	12:00	DCA Used Uniform Sale	DCA Parent Association Event	
05/01/2018	09:00	12:00	New Student Orientation	Enrolment / Re-enrolment / Orientation	
08/01/2018			DCIS CPE Student Contracts Due for New Students	Enrolment / Re-enrolment / Orientation	
08/01/2018			Year 11 iGCSE Mock Exams	Examinations	
<b>08/01/2018</b>			<b>Term 2 Begins</b>	<b>Term Dates</b>	
09/01/2018			Year 11 iGCSE Mock Exams	Examinations	
09/01/2018	08:45	09:30	New Lower Primary (Nursery - Year 2 ) Parent Coffee Morning	Parent Meetings	Cafe
10/01/2018			Year 11 iGCSE Mock Exams	Examinations	
10/01/2018	18:00	19:00	Year 4 Residential Trip Preparation Meeting	Trips	
11/01/2018			Year 11 iGCSE Mock Exams	Examinations	
11/01/2018	08:45	09:30	New Secondary School (Year 7 - Year 12) Parent Coffee Morning	Parent Meetings	
12/01/2018	19:30	21:30	DCA Secondary School Disco	DCA Parent Association Event	Cooper Hall
12/01/2018	17:00	17:00	ECA Term 2 Online Registration Closes at 5pm	ECAs	
12/01/2018			Year 11 iGCSE Mock Exams	Examinations	
12/01/2018	08:45	09:30	New Upper Primary (Year 3 - Year 6) Parent Coffee Morning	Parent Meetings	
15/01/2018			DCIS Sports/School Photos Week	Sports/School Photo Events	
16/01/2018	20:00	21:00	DCA Parent Association Meeting	DCA Parent Association Event	
16/01/2018	08:45	09:30	Parent Workshop: Primary School PSHCE (Personal, Social, Health and Citizenship Education)	Parent Meetings	
16/01/2018			DCIS Sports/School Photos Week	Sports/School Photo Events	
17/01/2018	17:00	17:00	ECA Term 2 Confirmations Sent to Parents	ECAs	
17/01/2018			DCIS Sports/School Photos Week	Sports/School Photo Events	
18/01/2018	18:00	19:00	Year 11 Parent Evening: The Sixth Form at DCIS	Parent Meetings	
18/01/2018			DCIS Sports/School Photos Week	Sports/School Photo Events	
18/01/2018			Year 6 Secondary School Transition Day 1	Transition Days	
19/01/2018			ECA Term 2 Begin	ECAs	
19/01/2018			DCIS Sports/School Photos Week	Sports/School Photo Events	
23/01/2018	08:45	09:30	Parent Workshop: DCIS Therapists 'Communication Strategies with Children'	Parent Meetings	
25/01/2018	09:00	09:30	Upper Primary Assembly 4MD/4CJ/3&4AJ (EAL)	Assemblies	Cooper Hall
27/01/2018			ACSIS Swimming Event (MS)	Sports Events	
30/01/2018	08:45	09:30	Parent Workshop: DCIS Sixth Form and IB Diploma Programme	Parent Meetings	
31/01/2018			Year 4 Residential Trip	Trips	
01/02/2018			Deadline Notification of Withdrawal - end of Term 2	Enrolment / Re-enrolment / Orientation	
01/02/2018	18:00	19:00	Year 9 Options Evening	Parent Meetings	
01/02/2018			Year 4 Residential Trip	Trips	
02/02/2018	19:00	23:00	DCA Parent Quiz Night	DCA Parent Association Event	
02/02/2018			ACSIS 12U Basketball Finals	Sports Events	
02/02/2018			Year 4 Residential Trip	Trips	
03/02/2018			ACSIS 10U/11U Football Finals	Sports Events	
03/02/2018			ACSIS 16U Basketball Finals	Sports Events	
05/02/2018	18:00	19:00	Secondary School Residential Trips Preparation Meetings (Year 6 - Year 13)	Trips	
06/02/2018			ACSIS 14U Netball Semi Finals Day	Sports Events	
07/02/2018	09:00	09:30	Lower Primary Assembly 2AH/1&2SS (EAL)	Assemblies	Cooper Hall

**DCIS 2017-2018 Calendar of Events (Version 1: 1st August 2017 - updated on website calendar)**

Date	Time	End Time	Event Description	Event Category	Event Location
07/02/2018			January/February Newsletter Published Online	Communications	
08/02/2018	09:00	09:30	Upper Primary Assembly 4SB/4CJ/3&4AH (EAL)	Assemblies	Cooper Hall
08/02/2018			Primary School Term 2 Reports/ILPs sent to Parents	Reports	
08/02/2018			ACSIS 14U Netball Finals Day	Sports Events	
09/02/2018			No ECAs due to Half Term Break	ECAs	
12/02/2018			Term 2 Half Term Break	Term Dates	
13/02/2018			Term 2 Half Term Break	Term Dates	
14/02/2018			Term 2 Half Term Break	Term Dates	
<b>15/02/2018</b>			<b>Singapore Public Holiday (Chinese Lunar New Year's Day)</b>	<b>Public Holiday/Observance</b>	
15/02/2018			Term 2 Half Term Break	Term Dates	
<b>16/02/2018</b>			<b>Singapore Public Holiday (Chinese Lunar New Year's Day)</b>	<b>Public Holiday/Observance</b>	
16/02/2018			Term 2 Half Term Break	Term Dates	
19/02/2018	15:30	18:30	Secondary School Parent Teacher Conferences	Parent Meetings	
20/02/2018	16:00	19:00	Secondary School Parent Teacher Conferences	Parent Meetings	
21/02/2018			FOBISEA U13 PE Friendly Games: Wednesday 21st February - Sunday 25th February	Sports Events	
22/02/2018			FOBISEA U13 PE Friendly Games	Sports Events	
23/02/2018			FOBISEA U13 PE Friendly Games	Sports Events	
24/02/2018			FOBISEA U13 PE Friendly Games	Sports Events	
25/02/2018			FOBISEA U13 PE Friendly Games	Sports Events	
27/02/2018	08:45	11:00	DCIS Open Morning	Performances/Music Events	
06/03/2018	08:45	09:30	Parent Workshop: Year 5 and Year 6 Transition to Secondary School	Parent Meetings	
07/03/2018	09:00	09:30	Lower Primary School Assembly 2RG/2HB	Assemblies	Cooper Hall
08/03/2018	09:00	09:30	Upper Primary School Assembly 3HK/3BDB	Assemblies	Cooper Hall
10/03/2018	18:30	21:00	DCA Family Movie and Music Night	DCA Parent Association Event	
11/03/2018			Secondary School Residential Trip Week (No ECAs for Year 6 - Year 12 during the Residential Week)	Trips	
12/03/2018			Secondary School Residential Trip Week (No ECAs for Year 6 - Year 12 during the Residential Week)	Trips	
13/03/2018	20:00	21:00	DCA Meeting TBC	DCA Parent Association Event	
13/03/2018	08:45	09:30	Parent Workshop: EYFS (Nursery - Year 2) Transitions	Parent Meetings	
13/03/2018			Secondary School Residential Trip Week (No ECAs for Year 6 - Year 12 during the Residential Week)	Trips	
14/03/2018			Secondary School Residential Trip Week (No ECAs for Year 6 - Year 12 during the Residential Week)	Trips	
15/03/2018			Secondary School Residential Trip Week (No ECAs for Year 6 - Year 12 during the Residential Week)	Trips	
16/03/2018			ECA Term 3 Options Published to Parents	ECAs	
16/03/2018			Secondary School Residential Trip Week (No ECAs for Year 6 - Year 12 during the Residential Week)	Trips	
19/03/2018	15:30	17:30	Primary School Parent Teacher Conferences	Parent Meetings	
20/03/2018	08:45	09:30	Parent Workshop: DSE Transitions to Secondary School	Parent Meetings	
20/03/2018	17:00	19:00	Primary School Parent Teacher Conferences	Parent Meetings	
21/03/2018	09:00	09:30	Lower Primary School Assembly 2DT/2EN	Assemblies	Cooper Hall
21/03/2018			March Newsletter Published Online	Communications	
21/03/2018			World Down Syndrome Day (Silly Socks)	Observance	
22/03/2018	09:00	09:30	Upper Primary School Assembly 6SO/6JF	Assemblies	Cooper Hall
23/03/2018			ECA Term 2 Finish	ECAs	
24/03/2018			School Musical Rehearsals	Performances/Music Events	
25/03/2018			School Musical Rehearsals	Performances/Music Events	

**DCIS 2017-2018 Calendar of Events (Version 1: 1st August 2017 - updated on website calendar)**

Date	Time	End Time	Event Description	Event Category	Event Location
26/03/2018			ECA Term 3 Online Registration Opens for Parents - 26th March to 20th April	ECAs	
26/03/2018			School Musical Production - Rehearsal	Performances/Music Events	
27/03/2018	19:00		School Musical Performance	Performances/Music Events	
28/03/2018	19:00		School Musical Performance	Performances/Music Events	
28/03/2018			Secondary School Term 2 Reports sent to Parents - Interim Reports Years 7,8,10&12 and Full Reports Years 9&11	Reports	
29/03/2018			DCA Used Uniform Collection	DCA Parent Association Event	
29/03/2018			Easter Bonnets for Nursey - Year 2	Performances/Music Events	
29/03/2018			Non-Uniform Day - Blue Day for Autism Awareness	Term Dates	
<b>29/03/2018</b>			<b>Term 2 Ends at 3.00pm</b>	<b>Term Dates</b>	
<b>30/03/2018</b>			<b>Singapore Public Holiday (Good Friday)</b>	<b>Public Holiday/Observance</b>	
<b>Term 3 2018</b>					
13/04/2018	09:00	11:30	DCA Used Uniform Sale	DCA Parent Association Event	Cooper Hall
13/04/2018	09:00	11:30	New Student Orientation/ All Staff in School	Enrolment / Re-enrolment / Orientation	Cooper Hall
16/04/2018			DCIS CPE Student Contracts Due for New Students	Enrolment / Re-enrolment / Orientation	
<b>16/04/2018</b>			<b>Term 3 Begins</b>	<b>Term Dates</b>	
17/04/2018	09:30	10:15	DCA Parent Association Meeting	DCA Parent Association Event	DCIS Cafe
17/04/2018	08:45	09:30	New Parent Coffee Morning	Parent Meetings	Cafe
19/04/2018	15:15	18:45	DCA Upper Primary School Discos: YEAR 3 3.15 - 4.15, YEAR 4 4.30 - 5.30, YEAR 5/6 5.45 - 6.45	DCA Parent Association Event	Cooper Hall
20/04/2018	17:00	17:00	ECA Term 3 Online Registration Closes	ECAs	
22/04/2018			Earth Day	Observance	
23/04/2018			DCIS Book Week	Performances/Music Events	
23/04/2018			World Book Day	Observance	
24/04/2018	08:45	09:30	Parent Workshop: DCIS Sixth Form and IB Diploma Programme	Parent Meetings	
24/04/2018			DCIS Book Week	Performances/Music Events	
25/04/2018			DCIS Book Week	Performances/Music Events	
26/04/2018			ECA Term 3 Confirmations Sent to Parents	ECAs	
<b>30/04/2018</b>			<b>DCIS School Holiday</b>	<b>School Holiday</b>	
01/05/2018			Deadline for Notification of Withdrawal - end of Term 3	Enrolment / Re-enrolment / Orientation	
<b>01/05/2018</b>			<b>Singapore Public Holiday (Labour Day)</b>	<b>Public Holiday/Observance</b>	
02/05/2018	09:00	09:30	Lower Primary Assembly RDP/RAW	Assemblies	Cooper Hall
02/05/2018			April/ May Monthly Newsletter Published Online	Communications	
03/05/2018	09:00	09:30	Upper Primary School Assembly 6JO/6&7HM	Assemblies	Cooper Hall
05/05/2018			ACSIS Track and Field Event (JS)	Sports Events	
05/05/2018			FOBISEA PE Friendly U11 Primary School Games	Sports Events	
06/05/2018			FOBISEA PE Friendly U11 Primary School Games	Sports Events	
07/05/2018			FOBISEA PE Friendly U11 Primary School Games	Sports Events	
08/05/2018			ECA Term 3 Begin	ECAs	
08/05/2018	08:45	09:30	Parent Workshop: DCIS Therapists 'Family Health'	Parent Meetings	
08/05/2018			FOBISEA PE Friendly U11 Primary School Games	Sports Events	
09/05/2018			FOBISEA PE Friendly U11 Primary School Games	Sports Events	
11/05/2018			Year 11 Last day in School	Performances/Music Events	
12/05/2018			ACSIS 11U Netball Finals Day	Sports Events	
12/05/2018			ACSIS Track and Field Event (MS)	Sports Events	
13/05/2018			ACSIS Swimming Event (JS)	Sports Events	
14/05/2018			iGCSE Exams	Examinations	
15/05/2018			iGCSE Exams	Examinations	
16/05/2018	09:00	09:30	Lower Primary School Assembly RFD/RMM/RCG	Assemblies	Cooper Hall

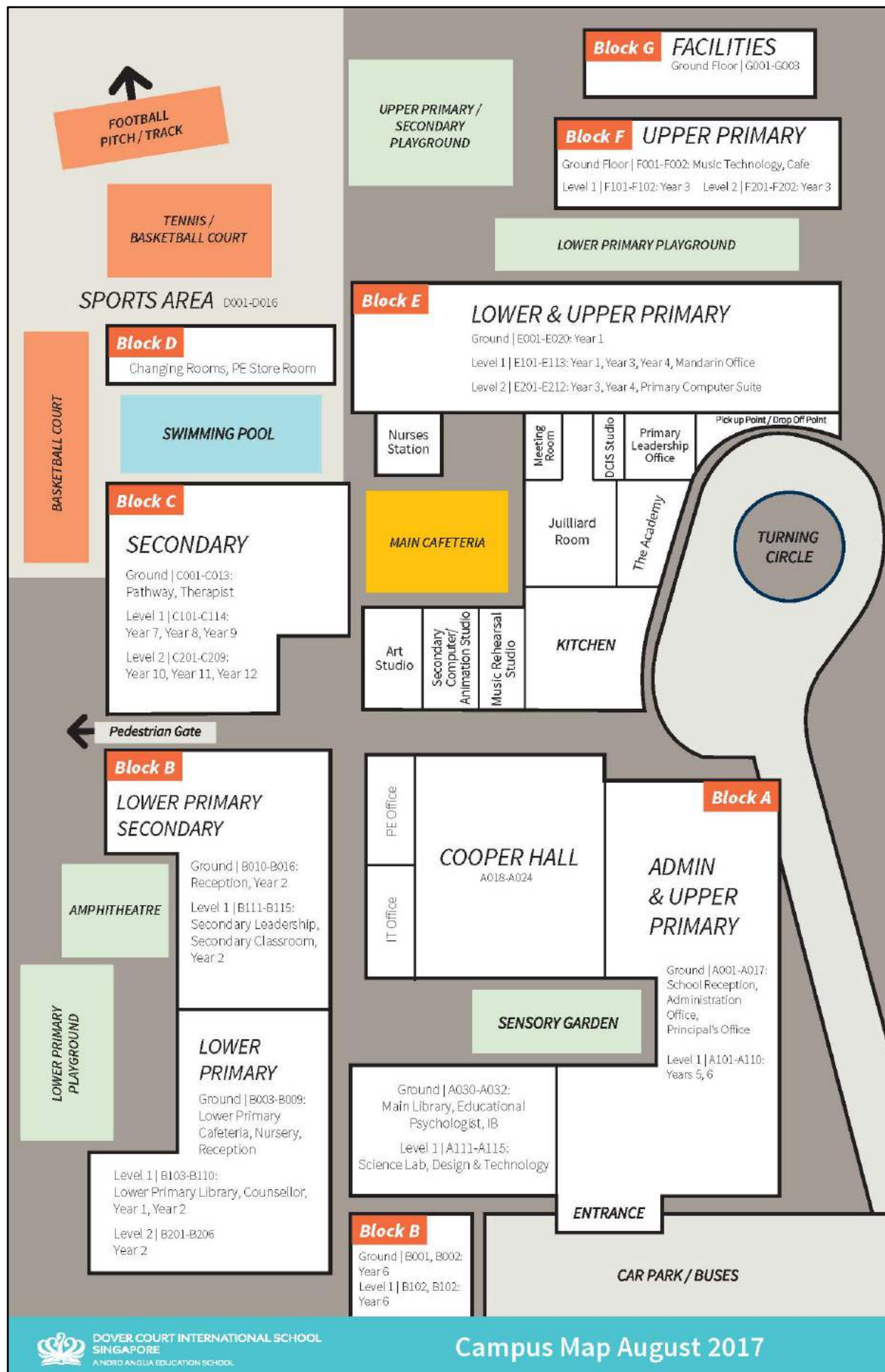
**DCIS 2017-2018 Calendar of Events (Version 1: 1st August 2017 - updated on website calendar)**

Date	Time	End Time	Event Description	Event Category	Event Location
16/05/2018			iGCSE Exams	Examinations	
17/05/2018	09:00	09:30	Upper Primary School Assembly 3CT/3JC	Assemblies	Cooper Hall
17/05/2018			iGCSE Exams	Examinations	
17/05/2018			Year 6 Transition Day 2	Transition Days	
18/05/2018			iGCSE Exams	Examinations	
19/05/2018			ACSIS 14U Basketball Finals	Sports Events	
21/05/2018			iGCSE Exams	Examinations	
21/05/2018	15:30	18:30	Secondary School Parent Teacher Conferences	Parent Meetings	Cooper Hall
22/05/2018			iGCSE Exams	Examinations	
22/05/2018	16:00	19:00	Secondary School Parent Teacher Conferences	Parent Meetings	Cooper Hall
23/05/2018			iGCSE Exams	Examinations	
24/05/2018			iGCSE Exams	Examinations	
24/05/2018			Primary School Term 3 Reports/ILPs sent to Parents	Reports	
25/05/2018			No ECAs due to Half Term Break	ECAs	
25/05/2018			iGCSE Exams	Examinations	
28/05/2018			Term 3 Half Term Break	Term Dates	
<b>29/05/2018</b>			<b>Singapore Public Holiday (Vesak Day)</b>	<b>Public Holiday/Observance</b>	
29/05/2018			Term 3 Half Term Break	Term Dates	
30/05/2018			Term 3 Half Term Break	Term Dates	
31/05/2018			Term 3 Half Term Break	Term Dates	
01/06/2018			Term 3 Half Term Break	Term Dates	
04/06/2018			IB Mock Exam Week	Examinations	
04/06/2018			iGCSE Exams	Examinations	
05/06/2018			IB Mock Exam Week	Examinations	
05/06/2018			iGCSE Exams	Examinations	
06/06/2018			IB Mock Exam Week	Examinations	
06/06/2018			iGCSE Exams	Examinations	
07/06/2018			IB Mock Exam Week	Examinations	
07/06/2018			iGCSE Exams	Examinations	
08/06/2018			IB Mock Exam Week	Examinations	
08/06/2018			iGCSE Exams	Examinations	
09/06/2018			DCA Family Sports Day	DCA Parent Association Event	
09/06/2018			ACSIS Gymnastics Invitational	Sports Events	
10/06/2018			ACSIS Gymnastics Invitational	Sports Events	
11/06/2018			iGCSE Exams	Examinations	
12/06/2018	20:00	21:00	DCA Parent Association AGM Meeting	DCA Parent Association Event	Cooper Hall
12/06/2018			iGCSE Exams	Examinations	
13/06/2018			iGCSE Exams	Examinations	
13/06/2018			Swimming Gala (Morning Only)	Sports Events	
14/06/2018			iGCSE Exams	Examinations	
14/06/2018			Swimming Gala	Sports Events	
15/06/2018			iGCSE Exams	Examinations	
<b>15/06/2018</b>			<b>Singapore Public Holiday (Hari Raya Puasa)</b>	<b>Public Holiday/Observance</b>	
18/06/2018	15:30	17:30	Primary Parent/Teacher Conferences	Parent Meetings	
18/06/2018			Swimming Gala	Sports Events	
19/06/2018	17:00	19:00	Primary Parent/Teacher Conferences	Parent Meetings	
19/06/2018	08:30	10:00	Year 11 Celebration Assembly and Morning Tea	Performances/Music Events	
19/06/2018			Swimming Gala	Sports Events	
20/06/2018	09:00	09:30	Lower Primary School Assembly NSM/NSU	Assemblies	Cooper Hall
20/06/2018			Swimming Gala	Sports Events	
21/06/2018	09:00	09:30	Upper Primary School Assembly 4GR/4JMG	Assemblies	Cooper Hall
21/06/2018			Swimming Gala	Sports Events	
22/06/2018			ECA Term 3 Finish	ECAs	

**DCIS 2017-2018 Calendar of Events (Version 1: 1st August 2017 - updated on website calendar)**

<b>Date</b>	<b>Time</b>	<b>End Time</b>	<b>Event Description</b>	<b>Event Category</b>	<b>Event Location</b>
22/06/2018			Secondary School Term 3 Reports sent to Parents - Interim Reports Year 9 and Full Reports Year 7,8,10,11,12	Reports	
26/06/2018			Primary School (Nursery to Year 5) Transition Morning	Transition Days	
27/06/2018	19:00	21:00	DCIS Music Proms	Performances/Music Events	
28/06/2018	13:00	14:45	Year 6 Celebration and Luncheon	Performances/Music Events	
29/06/2018	14:00	16:00	DCA Used Uniform Sale	DCA Parent Association Event	
29/06/2018			Non Uniform Day - Charity TBD	Performances/Music Events	
29/06/2018			Primary School Class Parties	Performances/Music Events	
<b>29/06/2018</b>			<b>Term 3 Ends at 3pm</b>	<b>Term Dates</b>	
02/07/2018			June/July End of Year Newsletter Published Online	Communications	





# Notes





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