



NEXUS
INTERNATIONAL
SCHOOL
SINGAPORE



SECONDARY SCHOOL **PARENT & LEARNER**

INFORMATION HANDBOOK **2020 - 2021**



OUR MISSION

BUILDING AN EMPOWERING, LEARNING-FOCUSED COMMUNITY

THE NEXUS WAY

INCLUSION	MINDSETS	INNOVATION	RELATIONSHIPS
<p>Nexus learners develop a strong understanding of themselves and a true empathy for others. They benefit from a world-class, learner-centred education that empowers them to discover their passions and achieve personal excellence.</p>	<p>Nexus learners demonstrate an open and creative mindset that encourages deep inquiry and critical thinking. By investigating concepts, learners develop a growing understanding that enables them to explore interconnected ideas.</p>	<p>Nexus learners are challenged through authentic, technology-rich and transformative learning experiences. Our innovative learning environments, together with our dynamic approaches to learning, put us at the forefront of global educational practices.</p>	<p>Nexus learners thrive through effective learning-focused relationships in an ambitious and collaborative community. A restorative culture of respect and high expectations drives all that we do.</p>

OUR CORE VALUES

RESPECTING and caring for each other
 being dedicated to a culture of **E**XCELLENCE
 openness in **C**OMMUNICATION
 acting with **I**NTEGRITY
 being **P**ASSIONATE in what we do
 creating **E**NJOYABLE environments

OUR VISION

To **educate the youth of the world** to take their productive place as **leaders in the global community**.

Member of Taylor's Education Group



Foreword

This handbook has been compiled by the school to provide learners and parents with clear information on all aspects of life at the school. There are many important areas addressed here and we therefore urge all parents to read the handbook carefully prior to the start of school. Please make every effort to share relevant details with your child.

Welcome Message from the Principal

Thank you for choosing Nexus International School (Singapore) for your children.

On behalf of the management and staff in the Secondary School, I welcome you to our community and hope that we are at the start of a meaningful and productive partnership between you, the staff and of course, your children.

It is well documented that children learn best when their parents are both interested and involved in their school life. At our school, we acknowledge the importance of close parent – teacher – learner links and encourage you as parents to be involved completely in the education of your child. This handbook has been written to assist with this and make clear the systems, procedures and expectations of the school.

It is my privilege to lead a team of hardworking professional teachers who are using the latest pedagogies and technologies to help your child to learn most effectively.

Please read the guide carefully and contribute to your child's successful future. We welcome feedback – please contact us if the handbook does not answer your questions.

Best regards,



Judy Cooper

Principal

cooper.j@nexus.edu.sg

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Term Dates 2020 – 2021

Term 1	Tuesday, 11 August 2020 to Friday, 9 October 2020
Term Break	Monday, 12 October 2020 to Friday, 23 October 2020
Public Holidays	National Day: Sunday, 9 August 2020 and Monday, 10 August 2020
Term 2	Monday, 26 October 2020 to Friday, 18 December 2020
Term Break	Monday, 21 December 2020 to Friday, 8 January 2021
Public Holidays	Deepavali [#] : Friday, 13 November 2020 and Saturday, 14 November 2020 Christmas: Friday, 25 December 2020 New Year's Day: Friday, 1 January 2021
School Closure	Staff Professional Learning Day: Thursday, 12 November 2020
Term 3	Monday, 11 January 2021 to Friday, 19 March 2021
Term break	Monday, 22 March 2021 to Thursday, 1 April 2021
Public Holidays	Chinese New Year: Thursday, 11 February 2021 to Saturday, 13 February 2021 Good Friday: Friday, 2 April 2021
Term 4	Monday, 5 April 2021 to Friday, 11 June 2021
Term Break	Monday, 14 June 2021 to Monday, 9 August 2021
Public Holidays	Labour Day: Friday, 30 April 2021 and Saturday, 1 May 2021 Hari Raya Puasa: Thursday, 13 May 2021 (TBC) Vesak Day: Thursday, 26 May 2021 (TBC) Hari Raya Haji: Tuesday, 20 July 2021 (TBC) National Day: Monday, 9 August 2021
School Closure	Staff Professional Learning Day: Thursday, 29 April 2021

[#] Deepavali subjected to changes depending on Hindu Almanac

School Year and Public Holidays

Regular calendar updates are published in the Newsletter and on the school website. Event details are as accurate as possible but please note that on occasion there may be some adjustments, so please review important dates regularly. We encourage families to come to school and support their children in their various activities.

Management Structure

The Principal, Head of Secondary and Deputy Heads of School manage the Secondary School. Learning Area and Subject Leaders have responsibility for implementing the curriculum.

Phase Leaders are responsible for all children in their part of the school. There are Phase Leaders for Year 7 to Year 9, Year 10 and Year 11, and Year 12 and Year 13. The Phase Leader directs a team of Homeroom Tutors to ensure that your child is well supported to fulfil their potential, both inside and outside of the classroom. We also have a Year Leader for Year 7 to support Year 7 as they transition between Primary and Secondary and provide extra pastoral care for their first year in Secondary.

In most situations the initial point of contact for parents should be the learner’s subject teacher or Homeroom Tutor. Should questions remain after that meeting, parents are invited to contact the relevant Phase Leader, Deputy Head or Head of Secondary. Please refer to “Communication Protocols”.

The School Day

There are eight academic lessons or periods in each school day. Each lesson lasts for 40 minutes. The Secondary School day times are:

Time	Activity
8:15 - 8:25	Arrival
8:25 - 8:40	Registration
8:40 - 9:20	Period 1
9:20 - 10:00	Period 2
10:00 - 10:25	Break
10:25 - 11:05	Period 3
11:05 - 11:45	Period 4
11:45 - 12:25	Period 5
12:25 - 13:05	Period 6
13:05 -14:00	Lunch
14:00 - 14:40	Period 7
14:40 - 15:20	Period 8
15:30 - 16:20	CCAs / ECAs

Curriculum and Assessment

SECONDARY SCHOOL CURRICULUM

The Nexus International School (Singapore) mission statement provides a foundation for the curriculum. All learners at Nexus experience a broad and balanced curriculum. NISS core values and the IB learner profile are embedded across the whole Secondary School. There are three main Learning Stages in the Secondary School:

Years 7 to 9 English National Curriculum

Years 10 to 11 IGCSE

Years 12 to 13 IB Diploma

TIMETABLE

All learners are given a timetable showing subjects, times and rooms.

ASSESSMENT

Assessment is carried out for two main purposes: assessment of learning and assessment for learning. Therefore we have assessments that are both formative and summative. All assessments should be appropriate for purpose, valid, reliable and authentic.

Appropriate for Purpose

Assessment of learning refers to assessment that measures what has been learned to inform decisions about individual learners or group achievement. Assessment of learning usually makes judgements about learners' achievements and leads to decisions about progress, placement and rewards. A variety of means of assessment should be employed so that learners have sufficient opportunity to demonstrate their learning. The audiences for assessment of learning may include learners, parents, teachers, school management, Taylor's Schools and other external parties. Assessment of learning tells learners and others how learners have performed in comparison with other learners or an external standard. These comparisons are often reported as grades (letters, numbers, ticks and crosses) and can be aggregated to provide information about the overall performance of a group, class, school or school system compared with other similar groups or a pre-set standard. Assessment of learning is sometimes referred to as summative assessment or evaluation.

Assessment for learning is ongoing and diagnostic: its goal is to provide teachers and learners with ongoing data about the learner's readiness for further learning. When we assess for learning, we are gathering information about learner learning that informs teaching and helps learners to learn more. Assessment for learning is used to modify the content and process of teaching to improve learning. The main audiences for data gathered for this purpose are the teacher and the learner, although parents and other interested parties may also benefit from the information if they use it to help further learning. Assessment for learning involves learners receiving a considerable quantity of descriptive feedback during the learning process. This feedback allows the teacher and learner to adjust what they are doing in order to improve. This feedback can come from many sources, including the

learner, peers, teachers and parents, and will usually be related to a specific piece of learning. Assessment for learning is sometimes referred to as formative assessment.

Where assessment relates to external examination bodies such as CAIE and IB, teachers will use the relevant rubrics and assessment criteria to support each learner's progress.

Validity

All assessments should be designed so that they will measure what they are intended to measure. They should be consistent with the purpose of the assessment.

Reliability

Assessments should be reliable. This is particularly important when undertaking assessment of learning. The assessment must be able to provide consistent data when used with different learners at different times.

Authenticity

As much as possible, assessments should be founded on real world problems and should assess what is worth assessing, not just what can be assessed.

ACADEMIC REPORTS & PARENTS CONSULTATIONS

All learners in the Secondary School will receive three academic reports per school year. These consist of two grade reports and one comprehensive full academic report. The type of reports issued in each reporting session varies from year group to year group. The dates for issue of reports are placed on the school calendar each year.

Each year group has one pre-arranged Parent Consultation Meeting each academic year. The dates for these are placed into the academic calendar at the beginning of each school year. We operate an open door policy and welcome parents to meet with us at any time, however making a prior arrangement is advisable.

Newcomers to the school receive a Settling In report a few weeks after joining us.

HOME LEARNING IN THE SECONDARY SCHOOL

Home learning is important because it helps learners to:

1. Practise and build on what they have learned at school
2. Prepare for future learning
3. Provide evidence of learning
4. Learn how to organise and manage their time
5. Take more responsibility for their own learning
6. Develop confidence to deal with frustrations, overcome difficulties and solve problems
7. Become independent and self-regulating learners

Home learning can also be a useful diagnostic assessment tool for both learner and teacher.

Home learning is set on The Hub, the school's Virtual Learning Platform, and is visible to parents and learners.

Learners

1. Whenever possible, the work should be done on the evening of the day on which it is given. In order to gain maximum value from the work, it should not be left until the last minute
2. When no specific home learning is set for a Learning Area, the learner should spend some time revising and reading
3. Learners should do some home learning every weeknight
4. Learners in Years 7 to 9 should expect to undertake 1 to 2 hours home learning per night
5. Learners should take home learning seriously – it is part of the learning process
6. Learners should ask for assistance if they do not understand the home learning
7. Home learning may take the form of an external piece of work or long-term project requiring effective time management

Parents

1. Parents should support their children to complete home learning that is set by the school by encouraging them to do the home learning at a regular time each night, in a suitable location free from distractions
2. Parents can support their children by helping them to understand what is expected and by checking what home learning has been set
3. Parents can support their children by discussing the learning involved in the home learning, rather than the details of the tasks

Teachers

1. Teachers will set regular home learning that offers learners the opportunity to improve their learning
2. Teachers will decide on the frequency and length of home learning
3. The format and nature of the home learning will be appropriate to the expected learning outcomes and the age of the learner
4. All home learning will be marked or assessed in a way that is consistent with the expected learning outcomes
5. Home Learning will be set on The Hub or Managebac software, as appropriate to the learner's course

Examples of possible home learning

1. Using an exemplar to analyse learning
2. Additional practice on skills learned in class
3. Learning vocabulary
4. Reading
5. Written work
6. Research (including web searches)
7. Doing physical exercise
8. Practising a musical instrument
9. Rehearsing a speech
10. Applying new learning by completing specific examples
11. Contributing to a blog
12. Long term project work

This is not a complete list. Home learning can take many forms. However, for home learning to be useful, both teachers and learners must use the information gained from the home learning to adjust teaching and learning in order to meet each learner's needs.

TEXTBOOKS

Most courses in International Schools do not follow a specific textbook. Teachers will draw on a variety of resources when teaching a course and many courses in Years 7 to 9 will not have a prescribed textbook and if required, a text will be supplied by the school. Some courses do have textbooks, especially in Years 10 to 13. Textbooks at IGCSE and IB can provide extra detail and examples around the learning which help to reinforce the concepts being studied. You will be informed about the textbooks and approximate costs and advice on where and how to purchase them in advance.

LEARNING SUPPORT (LS) AND BILINGUAL AND MULTILINGUAL LEARNING (BML) SUPPORT

The subject teacher is responsible for the teaching and learning of all learners in his/her class. If you think that your child needs support from either Learning Support or the BML department, please approach the Homeroom Tutor, Phase Leader or the Head of School to discuss your concerns.

1:1 Apple Device Scheme

All learners in Years 7 to 13 are expected to have their own Apple device containing school-developed image and software. Please refer to the [Approved Device List](#) and [IT Use Policy](#) for further information.

Learning Resource Hub

There is a very well resourced Secondary Learning Resource Hub with two librarians, linked to the Primary Resource Hub. Learners have the opportunity to borrow books and resources and Secondary learners may borrow up to two library books at a time for a period of two weeks.

Library and research skills are taught to help our learners prepare to use libraries, books and information throughout their lives.

Parents and carers are always welcome in the Learning Resource Hub, which often displays class work completed by the learners. We are also pleased to have parents helping learners and the Librarian in the Learning Resource Hub. This could involve such activities as assisting during storytelling, Book Week or other special events. There are many ways parents can help and we are always pleased to hear from any parents willing to help in our programmes. Should you wish to assist in this way, please contact the library staff.

LOST LIBRARY BOOKS

Books should be returned in the same condition as when borrowed. Lost books should be reported to the Librarian who will then locate the name, author and ISBN number of the lost book and send the information home. The parent should provide a copy, or suitable replacement, of the book. If this cannot be arranged, a penalty fee is to be paid. This fee varies as to the type of book that is lost.

Medical Matters

Nexus International School (Singapore) has a First Aid Centre with on-site school nurses, who are well qualified to deal with any medical issues and who aim to be proactive in all medical matters.

INFECTION CONTROL GUIDELINES

In order to reduce the spread of infection within school and to close family members, please monitor your child for any symptoms of illness and follow the Infection Control Policy stated below. Please do not send your child to school if she/he has any of the following symptoms:

- Fever (37.6 C or above) Please ensure your child is fever free **without medication** for 24 hours prior to returning to school.
- Diarrhoea – 24 hours after last episode
- Vomiting – 24 hours after last episode
- Persistent cough
- Heavy nasal discharge
- Sore throat
- Red eyes (particularly with discharge)
- Rash
- Wounds with discharge (infected insect bite, excessive fluid discharge from wound area)

Consider keeping your child at home if she/he is particularly tired. You will be contacted to collect your child if she/he has any of the above symptoms or if the medical team feels that your child is unwell. When returning to school, please ensure all wounds are covered with a dressing.

BREAKING THE CHAIN OF INFECTION

There are a number of strategies that Nexus International School Singapore employ to reduce the spread of infection amongst our community. Breaking the chain of infection is more successfully achieved when Learners, Parents and School staff work in collaboration with each other.

Within the school the practice of good hand hygiene through hand washing and use of alcohol based hand rubs is widely encouraged. Learners are taught correct hand washing techniques in classrooms, and both verbal and visual reminders are given to assist good practice. Parents are in prime place to reinforce good hygiene practices within the home.

Cleaning within the school is at a good standard and meets both Singapore and international recommendations of daily cleaning in classrooms, with termly deep cleaning, and as required. Standards of hygiene within the canteen are monitored closely by both the school and the National Environment Agency, with whom the catering company is registered. This includes all members of the canteen staff attending compulsory training on food handling and hygiene, and has achieved 'Bizsafe' recognition for their high standards. Singapore is a hot and humid environment where insects and rodents thrive if left unchecked. Frequent monitoring and implementation of pest control procedures within the school grounds are in place to reduce the risk of vector-borne diseases.

Prevention of illness is important in all age groups, but particularly with young people. Immunization is an effective method of reducing the incidence of contagious illnesses within school age children. Immunization records are requested from all parents when learners are admitted to the school.

Learners attending the school come from a wide number of nationalities, and immunization schedules differ between countries. The large variety of vaccine schedules may have an impact on 'herd immunity' within the school population. Vulnerable people such as those with respiratory and cardiac conditions may be at greater risk from some communicable diseases. It is important to note that vaccinations for Diphtheria and Measles are compulsory by law in Singapore. If you would like advice on the vaccination schedule for Singapore, please see either your Family Doctor or the School Nurses who will be pleased to assist you.

A number of infectious diseases share similar symptoms, for example; a rash may present in Chicken Pox, Hand Foot and Mouth Disease (HFMD), Scarlet Fever, Impetigo, Typhoid and non-specified viral infections. Fever can be present in any bacterial or viral conditions including Chicken Pox, Influenza, Typhoid and Scarlet fever. Diarrhoea and vomiting are frequently seen in Influenza, Typhoid and Gastroenteritis. The symptoms described in the infection control guidelines are frequently seen in a number of different conditions. Parents are requested to keep sick children at home; to reduce the spread of infection, and aid recovery from illness.

If a child becomes ill or is hurt at school, the school nurse and if necessary a member of the management team, will determine whether the child is in need of medical treatment. In all cases the parents will be called and are expected to collect the child if requested. If the school is unable for whatever reason to contact a parent/guardian, the school may arrange for the child to be taken to a medical facility for the purposes of examining the child and providing specialist treatment. Parents undertake to bear all expenses incurred by such action.

BUG-BUSTING FOR HEAD LICE

The Bug-Busting Method is a systematic approach to the eradication of head lice. All learners, parents and guardians are encouraged to adhere to the guidelines as stated below. We strongly encourage the 'Bug-Busting' method to be undertaken on each child every week, and form part of the normal routine.

- On identification of head lice at home, please give treatment to your child and ensure all live lice are removed. Learners may return to school when free of live lice.
- Please inform the school of head lice infestation on your child.
- If a learner is in school at the time of identification of head lice, parents will be contacted to collect the child and administer treatment before returning to school.
- On returning to school after head lice infestation, please ensure your child is checked by the School Nurse before entering the classroom.

Weekly Bug-Busting Procedure:

1. Wash hair and rinse as normal. Apply a good quantity of hair conditioner to wet hair, ensuring coverage from root to tip.
2. Comb the hair with a normal comb to untangle hair strands.
3. Part hair in small sections to check for live lice and eggs. If head lice **are detected proceed to step 4**. If head lice **are not detected**, rinse hair and dry as normal. Repeat 'Bug-Busting' method in 7 days.
4. With conditioner in place, comb through hair methodically with head lice comb, held at approximately 45° angle to head. Ensure the teeth of the comb touch the scalp. Wipe comb after every stroke.
5. Rinse hair and dry as normal
6. Repeat procedure every fourth day for 2 weeks, to ensure eradication of adult and newly hatched lice.

When eradication is complete, return to weekly Bug-Busting method.

MEDICATION

All parents and guardians of learners with allergies and long term conditions which may require medication during the school day are requested to deliver appropriate medicine to the First Aid Centre. Individual medicines will be securely stored, and administered as required. All parents are requested to complete a written consent form, which is renewed annually, at the beginning of each academic year.

Primary Years learners with short term conditions that require medicine to be given during the school day; parents/guardians are requested to deliver the medicine directly to the First Aid Centre and complete a consent form prior to medicine administration. Medicine must be in its original packaging as given by the clinic or pharmacist. The School Nurses reserve the right to refuse administration of medicine if the form is incomplete, medicine is out of date, or non-standard medicine is requested to be administered, (these include, but are not limited to; Chinese Herbal medicine, Homeopathy and Ayurvedic medicine). No medicine is permitted within Primary Learning Hubs, with the exception of an emergency Epipen. For Primary learners who may require emergency Epipen, the school requests 2 Epipens to be kept within school throughout the academic year. 1 Epipen will be stored in the learners homeroom, 1 Epipen will be stored in the First Aid Centre.

Secondary learners whose parents/guardians consider them competent to self-administer medicines may retain medicine on their person throughout the school day. Learners are requested to only bring medicine which is essential within school hours and limit the quantity to a single day's dose. Parents/guardians of Secondary learners who would prefer medicine to be stored and administered within the First Aid Centre are requested to complete a consent form prior to administration. For Secondary learners who may require an emergency Epipen, the school requests 2 Epipens to be kept within school throughout the academic year. 1 Epipen will be kept with the learner, 1 Epipen will be stored in the First Aid Centre.

Communication

Communication between home and child is of vital importance to the development and progress of your child. Parents and learners must be aware of the expectations of the school program. Likewise it is very important for us to be informed if there is any change in the home situation or if your child is showing signs of any unhappiness at home. Any change can have an effect on a child's wellbeing and teachers are well equipped to help the children in times of stress. Please make an appointment to speak with us if you are concerned about any aspect of your child's progress.

It is your responsibility to check the various communication channels regularly.

NEWSLETTERS

Newsletters are an important method of communication from the school and include administrative, calendar and publicity information. They are emailed regularly (normally fortnightly) to all families, keeping you updated with what is happening at school.

It is essential that you read the Newsletter as it includes notices of upcoming events as well as reports on recent activities. We make a conscious effort not to overwhelm you with lots of emails, so the Newsletter will be an important source for relevant information on events.

COMMUNICATION PROTOCOLS

1. If you email a teacher directly please also cc. the Phase Leader or Learning Area Leader (if known)
2. If you wish to speak to a teacher on the phone, please leave a message with the school receptionist. The teacher will then phone back at a convenient time
3. Please do not phone teachers' personal mobiles unless you have prior agreement from the teacher
4. The school will attempt to return all correspondence within 24 hours, both for email and phone
5. If you wish to speak to a teacher face to face, please telephone the school and make an appointment with the required teacher, Phase Leader or Head of Secondary/Principal
6. If you wish to visit a classroom, you must make a prior appointment with the teacher concerned

SCHOOL WEBSITE

Please check the school website regularly as this will be used for notifying you of policies and procedures and advertising current and upcoming events. The address is www.nexus.edu.sg. Similarly, the Nexus [Facebook page](#) is followed by most of our families

PARENTS OUT OF SINGAPORE

If both parents are planning to be out of Singapore, a guardian must be appointed by you. It is essential that the school is informed and provided with details of your guardian's address and telephone number in case of emergency.

DATA STORAGE AND PRIVACY

The school maintains a database (ENGAGE) that contains a wide range of data about your child and family. This data is collected only to support the educational progress of your child and is not shared with any other organisation or agency. You may ask to see your own data at any time.

Nexus International School (Singapore) is committed to comply with the Singapore Personal Data Protection Act (PDPA) 2012 in protecting learners and parents' personal information that has been processed by the School. For more information on Personal Data Protection Policy and Privacy Policy, please refer to <https://www.nexus.edu.sg/protection-policy>.

CHANGE OF ADDRESS AND OTHER PERSONAL DETAILS

It is vital that the school is made aware of any change of address, telephone numbers (personal or office) and medical information. Failure to inform the school could lead to delays in times of emergency. The school carries out regular checks for accuracy but it is your responsibility to advise us of any changes. Please contact the Homeroom Tutor or admissions staff.

NEXUS PARENT GROUP (NPG)

The purpose of the Nexus Parent Group (NPG) is to support the school and be a further link between school and home. The NPG meet on a regular basis, both formally and informally. If you would like to be a part of the group in any way (perhaps leading or just helping out occasionally), please contact the Principal. Near the beginning of each year, there will be an AGM where a committee is voted in. One parent from each Year Group is also asked to be the year representative and to coordinate help required for any class activities, e.g. trips and class events. The NPG [Facebook page](#) is another useful source of information.

FEEDBACK BOX

“We pride ourselves on our ability to listen constructively to suggestions, criticisms and ideas. Please help us to improve.”

A feedback box at the reception can also be used to draw the school's attention to any matters or concerns you may have. These will be reviewed each week and, where appropriate, action taken. If you would like a formal response, please include your contact details.

Pastoral Care

Children's intellectual and personal growth are complementary and inextricably linked.

It is this ethos that underpins our pastoral programme, where mutual respect and the realisation of human potential are emphasised in every aspect of schooling. Our aim is to enhance and support learners' intellectual, social and emotional growth through a caring and balanced environment.

In addition, our counselling team is an integral part of the school and provides proactive character development programmes as well as social-emotional counselling. The Counsellors can offer confidential counselling for learners and families who are experiencing difficulties in their lives. We also have a bilingual Counsellor who is able to support learners who feel more comfortable discussing any issues in Chinese. Our Counsellors also make appropriate referrals to outside agencies and specialists.

TUTOR GROUPS

All learners belong to a tutor group. Each tutor group has a Homeroom Tutor who in most cases is also a subject teacher for the tutor group. The tutor is the first point of contact for parents regarding any pastoral issues. Any curriculum queries should be directed to subject teachers.

The tutor is responsible for the pastoral wellbeing of their group as well as general administration for example, ensuring that letters are handed out to each learner and reply slips are collected in as appropriate. Each tutor teaches the Personal, Social and Health Education (PSHE) programme to their tutor group. There is one PSHE class per week.

ATTENDANCE

The teaching days are full and intensive. It is therefore important for attendance to be as near to 100% as possible. We would ask for your support in trying to achieve this.

Should your son or daughter be unable to attend classes please phone or email (absence@nexus.edu.sg) to let us know that she/he will be absent. Please also send a sick note and wherever possible a medical certificate for absences of more than 3 days.

Obviously if your child is ill you must keep them at home. A child with a high temperature, diarrhoea or sickness should not be at school.

At Nexus International School (Singapore) we teach until the very end of term. It is in your son or daughter's interest to complete each term.

Learners who are holding a Student's Pass issued by the Immigration and Checkpoints Authority (ICA) must meet the statutory requirement for class attendance of 90% every month, failing which the student's pass may be cancelled by ICA due to poor class attendance.

DAILY ATTENDANCE ROUTINES

Before school: Learners who arrive at school before 8.20 should go to the Terrace Deck on Level 6. At 8.20 learners are allowed into the Learning Hubs and should go directly to their Tutor Group or Assembly by 8.25am.

Morning Break

Secondary learners can eat in the cafeteria, Eco cafe or in designated outdoor areas. They may play in designated outdoor areas. The Learning Hub is available for quiet study.

Lunch

Secondary learners are served in the cafeteria or learners may also purchase their lunch at the Eco cafe. The lunch break operates from 1.05pm until 2.00pm. Learners may then use the same recreation spaces as at morning break but they may also play in the Sports Hall.

Wet Weather Days

The Learning Resource Hub, canteens, Sports Hall and covered areas all are available. Food and drink (except water bottles) are not permitted outside the cafeteria and designated eating areas.

Haze Days

In recent years, Haze has descended on Singapore. Arrangements are made to keep children out of the haze as appropriate.

TAKING CHILDREN OUT OF SCHOOL

Parents may wish to take their children out of school for a variety of reasons. These might include medical appointments, important family occasions and visits to the mosque on Friday afternoons. The school grants most requests – please complete the Leave Request form at least three days before the planned absence if you wish to take your children out of school during the day so security can be informed. Security will not allow you or another person to take your child off site during the day if they have not been informed.

PUNCTUALITY

Arriving on time to school is essential for learners and staff. The school day begins at 8.25am so the ideal time to arrive is between 8.10am and 8.20am. Learners arriving after 8.25am will be marked as late. Please help your child to be on time. After 8.25am entrance to the school can only be made through the main entrance. Late learners should register at the Gate House or at the Learner Services Counter. A SMS message will be sent to parents and guardians of learners whose absence is unexplained at 8:40 am

The school campus is not open until 8.00am. Teachers are engaged in class preparation and meetings before school and are not available for supervision before this time and the First Aid Centre is closed. No learner should be left unsupervised on the school grounds.

COLLECTION

Secondary learners are not required to assemble at the end of the day. Learners should make their way home promptly at 3.20pm if not participating in an after-school activity.

HOUSE SYSTEM

All learners are allocated to a House. They will stay in the same House during their time at the school. Siblings will be placed in the same House. The Houses will be the organizing entity for whole-school initiatives and events including competitive events such as athletics day and the swimming gala.

VALUABLES

Learners are discouraged from bringing valuables to school. This includes electronic devices (except their ipad or laptop) and jewellery. The school has no responsibility for the safekeeping of valuables. However, in physical education lessons the teacher will provide safe storage for valuables, including watches and money, during the lesson.

ENGAGEMENT WITH LEARNING

The school's Engagement Policy creates an environment which gives teachers their right to teach and learners their right to learn without interference. Nexus International School (Singapore) believes in teachers working proactively with learners to solve behavioural problems in a creative, supportive and non-threatening manner. We place emphasis on teaching learners the importance of personal responsibility.

We are an International School and, with a school community comprised of so many different nationalities and cultures, respect is the key to success for everyone at school. When things go wrong we employ the techniques of Restorative Practice to bring people back together again, and work out a suitable way forward for all concerned.

We expect that all members of the Nexus International School (Singapore) community will:

- Respect all other members of the school community
- Respect their own and others' belongings (including the school's)
- Always try to do their best and allow others to do their best
- Work and play in a kind and thoughtful way

Guidelines for Learners

LEARNER CODE OF CONDUCT

Nexus International School (Singapore) is a learning community. Everyone has a part to play in ensuring that we can all meet our responsibilities and enjoy our rights.

Learners at Nexus Singapore are expected to exercise an appropriate degree of self-discipline in their words and actions, respect the authority of all staff, resolve conflicts in a constructive manner, respect the persons and property of fellow learners and the school, conduct themselves with honesty, and report concerns to a member of staff

Learners are expected to show the highest characteristics of citizenship and sportsmanship at all times and in all places involving school activities. Learners are reminded that whether they are spectators or participants, in or out of uniform, they represent not only themselves, but their school, parents and community as well. Any improper action may bring discredit to the entire community of Singapore.

At the start of the school year, each classroom teacher will create essential agreements with learners. All essential agreements will be displayed in a prominent part of the classroom and will be visited on a regular basis as constant visual reminders.

Rights and Responsibilities

Learner's Rights

As a learner at Nexus International School (Singapore), you have the right:

- To enjoy a pleasant, clean and safe environment
- To work, learn and achieve success in an environment which supports, helps and encourages you to successfully reach your full potential
- To be part of an environment in which you are addressed politely, treated with respect and are free of any discrimination
- To be part of an environment which is free from intimidation, including all forms of physical abuse
- To expect that all property and equipment at Nexus International School (Singapore), personal, shared or belonging to the School is free of damage, abuse or theft
- To be a member of a school that is highly valued by parents and the Singapore community
- To have any disputes involving you settled within a reasonable time frame, in a fair and rational manner

Responsibilities

As a learner of Nexus International School (Singapore), you have the responsibility for achieving a positive learning environment at school or in school-related activities by:

- Attending all classes, daily and on time
- Making it as easy as possible for everyone to learn and the teacher to facilitate this process
- Being prepared for each class with appropriate materials and assignments
- Exhibiting respect toward others and behaving in a responsible manner

- Wearing the school uniform correctly
- Behaving in a safe manner
- Exhibiting responsible conduct at school, on school buses, and at all school functions on or off campus
- Being courteous, considerate and helpful
- Putting litter in the bins provided
- Respecting the school's and other people's property
- Co-operating with staff when there are concerns and in the investigation of disciplinary cases and volunteering information relating to incidents

Learner Code of Conduct Implementers

The Principal and/or designees shall have the ultimate responsibility to implement the code of conduct with the help of every staff member. The Principal and/or designees may impose in-school and at-home suspensions from school to a learner who engages in wrongful behaviour that breaches the code of conduct. The Principal and/or designees may order the immediate removal from class of a learner who is unruly, disruptive or abusive, and seriously interferes with school operations or activities.

The Principal will inform each teacher of a learner who had committed an expellable offence. The Chairman of the Board and/or designees shall have the final authority to expel a learner for disciplinary infractions and/or violations in accordance with this code and Singapore law.

In-school suspension results in a learner being removed from lessons to work in isolation. Normal break and lunch times will be forfeited.

SLT have the responsibility to:

- Assure a safe and orderly climate for teaching and learning
- Enforce the Learner Code of Conduct
- Provide appropriate support for teachers who seek assistance
- Notify parents of receipt of a report of violation of the Learner Code of Conduct
- Provide campus in-service related to the Learner Code of Conduct
- Communicate with parents when their child becomes a discipline problem
- Secure a signed statement from parents acknowledging receipt of a copy of the Learner Code of Conduct

Teachers and other authorised personnel have the responsibility to:

- Be knowledgeable about the school's expectations
- Develop, maintain and communicate classroom essential agreements
- Maintain an orderly classroom and atmosphere
- Establish rapport and an effective working relationship with parents
- Provide the Head of School and/or Principal with a written report of any known misbehaviour and maintain learner records
- Maintain confidentiality upon receipt of information that a learner has committed an expellable offence

Parents have the responsibility to:

- Make every effort to provide for the mental, emotional and physical needs of the learner
- Teach the child to pay attention and obey rules
- Assure their child attends school regularly and report and explain absences and tardiness

- to school personnel
- Be sure the child is appropriately dressed at school and school-related activities
- Support school personnel in enforcing expectations
- Participate in meaningful conferences with school personnel regarding the child's progress, behaviour or general welfare
- Discuss report cards and school assignments with the child
- Bring to the attention of school personnel any problem or condition that may relate to the child's education or wellbeing
- Supply all records required for enrolment. The information provided must be true and complete – any violation will result in the child losing his place at the school
- Submit a signed statement that they have received and reviewed the Learner Code of Conduct and that they are knowledgeable of the responsibilities outlined in the code

Parent Teacher Conference Regarding the Learner Code of Conduct

A positive relationship between parents and school personnel will enhance a learner's achievement. School personnel will communicate and work closely with parents in an effort to improve academic performance and/or establish workable solutions to learner engagement problems.

One general conference for parents to provide an overview of school and classroom expectations will be scheduled.

Conferences may be held at the request of the parent or school personnel when:

- Problems arise relating to a learner's academic achievement
- The learner engagement does not meet expectations
- There are excessive absences or tardiness

Procedure

In case of violations of the Learner Code of Conduct, discipline will be administered in order to correct disruptive behaviours, to protect other learners, school employees, or properly, and/or to maintain a positive learning environment. Discipline shall be administered fairly and equitably and based on a careful assessment of the circumstances of each case such as:

- The seriousness of the offence
- The learner's age
- The frequency of misconduct
- The learner's attitude
- The potential effect of the misconduct on the school environment

Jurisdiction

The School has jurisdiction over its learners during the regular school day and while going to and from school on school transportation, including any activity during the school day on school grounds, attendance at any school-related activity, regardless of time or location, and any school-related misconduct.

Abiding By the Law

Every learner is expected to abide by Singapore laws. Violation of Singapore laws shall constitute a violation of the Learner Code of Conduct and appropriate discretionary or mandatory disciplinary measures will be imposed.

Health and Safety

We endeavour to provide an environment that is physically and emotionally safe for all learners. If you have questions or comments about issues of health and safety, please contact the Head of Operations or the Principal.

EVACUATION PROCEDURES

Fire notices are posted in all classrooms. There are regular fire evacuation and lockdown drills and the process is reviewed regularly.

SECURITY

All parents are reminded that the following procedures exist at the school for the safety of all. Security Guards are unable to exercise flexibility and any failure to adhere to the procedures could result in a parent being refused access to the school premises.

IDENTIFICATION CARDS

- School ID cards: All parents and designated drivers/domestic helpers are required to wear their ID card upon entering the school
- Parents who forget to bring their ID card must register at the security gate and present a suitable alternative ID which should include a photo (i.e. passport, driver's licence). They will then be issued with a Visitor's Pass
- Drivers/domestic helpers who regularly accompany learners to and from school must be registered with the school and be issued with an ID card. Unregistered drivers/domestic helpers will not be permitted to enter the school grounds beyond the carpark

SMOKING

The entire school campus is a designated smoke-free zone. This also applies to drivers of vehicles.

Miscellaneous Administrative Matters

SCHOOL BUS TRANSPORTATION PROVIDER

Buses will pick up and drop off at the designated pick up points at the times stated and parents are required to ensure that they are on time. Bus drivers are not normally permitted to wait beyond the scheduled departure time as this can result in other learners being late to school.

ROAD SAFETY

Please regularly speak to your child and helpers/drivers with regard to road safety. It is very important that children stop, look and listen when crossing roads, even those side roads near to the school. Our youngest learners are particularly vulnerable and should be very closely supervised when crossing the road.

PARKING

When parking or waiting in the car park drivers are asked NOT to leave the engines running. Under the Singapore Environmental Protection and Management (Vehicular Emissions) Regulations, it is an offence to leave the engine of a motor vehicle running when it is stationary for reasons other than traffic conditions. Court fines for this offence can be up to \$5,000.

ASSEMBLIES

Assemblies for the Secondary School are not timetabled on a regular basis, but are held as required. These may be held in the 8.25 to 8.40am tutor time or during PSHE time. Sometimes the whole Secondary School will be invited and on other occasions just one or two phases will attend. Parents will be invited to assemblies as appropriate.

DAY TRIPS

To facilitate the delivery of the curriculum learners at all year levels may take part in pre-planned field trips or excursions. Parents will be informed about these well in advance, permission slips will be required for all such excursions and where necessary the payment of transportation and entry fees will be required in advance of the trip taking place.

COMPULSORY RESIDENTIALS

With the exception of Years 11 and 13, each year group undertakes one residential trip. These overnight trips are planned to enhance and support the curriculum. They are compulsory and every child is expected to attend. There is an additional cost for these trips.

AFTER-SCHOOL ACTIVITIES

A range of co-curricular activities is on offer on most afternoons from 3:30pm and will conclude at 4:20pm. Nexus International School (Singapore) staff, parents and other members of the community run the activities, which are designed to support the holistic development of our learners. Activities may change by term. Learners attending after-school activities must be picked up promptly after their conclusion. Information on current after-school activities is distributed separately from this handbook each term.

All enquiries regarding after school activities should be addressed to the school office. If you are interested in offering an activity we would love to hear from you.

LEARNER LEADERSHIP

The Learner Leadership Team is one of the most significant leadership opportunities available to learners. Learner leaders provide leadership in a wide range of areas and support learner-led initiatives and whole-school events.

PHOTOGRAPHS

From time to time, photographs or video clips of our learners may be published to our website or Facebook page or used in publications such as our Yearbook.

YEARBOOK

The school publishes a Yearbook at the end of each year.

UNIFORM AND APPEARANCE

It is expected that learners apply similar standards to their appearance as their parents apply to working in an office. The uniform is simple and easy to maintain and should be worn correctly at all times, unless otherwise indicated. All clothing should be clearly named. The uniform is available to purchase from our suppliers (details available from Learner Services). Each learner should have the following:

- School polo shirt and trousers or shorts for boys.
- School polo shirt and trousers or culottes for girls.
- Appropriate closed-toe outdoor footwear. The school cannot accept responsibility for any injuries caused by the use of inappropriate footwear.
- PE T-shirt and school PE shorts, sneakers/trainers and socks are to be worn to school for PE lessons. Learners should change their shirts at school after PE lessons.
- A 'sun safe' swimming costume for learners involved in a swimming activity.
- Sun hats are optional but we advise children that they should always wear a hat when out in the sun
- House T-shirt is required for House events
- Facial jewellery such as nose rings and eyebrow piercings are not permitted. If any learner is

unsure about what this means they should speak to the Head of Secondary or their Phase Leader before proceeding with piercings.

- A Nexus Hoodie.

SWIMMING CAPS

Nexus International School (Singapore) has formulated this policy to allow for effective teaching and learning in our swimming pool: a learner's vision will not be impaired, teachers will be able to see and monitor breathing, and learners will not be tempted to interrupt strokes to wipe hair from eyes, nose or mouth.

School preference is for a swimming cap to be worn by all learners to help prevent our pool filters becoming clogged with loose hair, and increase visibility in the pool for health and safety reasons. This applies in both curriculum and after school swimming.

If a learner has long hair, a swimming cap should be worn. If no swimming cap is worn, long hair must be tied back securely for lessons and/or training. Swimming caps and hair ties will be provided in event of forgetfulness to ensure no interruption to learning. Long hair shall be defined as any hair that extends, or may extend, below the top of a learner's eye line or goggles.

In addition, to protect our learners' hair from over-exposure to chemicals, we recommend:

- Learners should wet their hair when showering poolside before entering the pool. By wetting their hair with fresh water, hair absorbs the clean water and will not be able to absorb the chemically treated water as much
- Learners should wear a swimming cap to help prevent the absorption of chemicals if hair is wetted before entering the pool

LOST PROPERTY

Lost property which is named correctly is quickly returned to learners. Unnamed lost property is placed in the 'Lost Property' box located in the Learner Services. Long stay unclaimed items which are unnamed are usually given to charity.

SWIMMING

Swimming is part of the core curriculum for Years 7 to 9 and all learners are expected to participate. Swimming lessons and free swimming are taught and supervised by trained staff with lifesaver qualifications.

SNACKS AND LUNCHES

Nexus International School (Singapore) aims to be a healthy eating school and we ask that parents help us to achieve this. The cafeteria is run by an external provider. During the school day all learners will have a break. Learners can bring a snack from home, order one from the cafeteria or buy one in the Eco cafe. Snacks should ideally consist of a variety of fruits and vegetables. Items such as

chocolate, biscuits, crisps and cakes should be discouraged as everyday snacks. Water is available all the time and learners can fill up their water bottles from our filtered fountains.

Learners are monitored in the cafeteria and the Eco cafe and are expected to sit whilst they are eating and behave appropriately. They are also expected to tidy up after themselves.

CHEWING GUM

Chewing gum and bubble gum are not allowed at school. We also request that learners do not bring sweets or candy either on their person or in their lunch boxes.

BIRTHDAYS

Birthday cakes are allowed in school at the discretion of the class teacher and at a time when disruption to the curriculum is minimal. We do not allow parties and/or entertainment such as magicians, clowns etc. as this cuts down on our learning time.

MOBILE PHONES

Children should not need to use mobile phones whilst at school and parents should certainly appreciate that learners cannot communicate with them during lessons! If a parent sends in a phone for any reason then it is the responsibility of the learner and the school will not be responsible for the loss or damage of mobile phones in the school.

PETS

Unless specifically arranged in advance by a teacher, no pets of any kind are allowed on school premises.

AIR-CONDITIONING

Each classroom is equipped with air-conditioning and fans. The school is well aware of the differing views of parents on the use of air-conditioners. Nevertheless, the school has decided as a matter of policy that the arbiter of air-conditioner usage on any particular day will be the class teacher, whose decision on the matter will be final.

SCHOOL FACILITIES

Nexus International School (Singapore) is lucky to have access to a wide range of high quality facilities. These include Science labs, swimming pools, Sports Halls, football field, auditorium and a variety of specialist rooms. Learners are expected to respect their surroundings and behave appropriately in each space.

USE OF COMPUTERS, PHONES AND TABLETS

Learners make good use of their Apple Devices in lessons and we expect them to have a break at break and lunch time. Therefore use of IT devices is not permitted in school (including the cafeteria) at snack time and lunch time. However learners wishing to work on computers can go to the Learning Hub. In addition, a staffed digital space is provided for learners wishing to pursue leisure activities on their devices but this is for a very limited time and regular use of this facility is actively discouraged. The Terrace Deck on Level 6 is the only space that learners can use to quickly check their phone for messages from home if necessary.

Lunch time alternatives include (amongst others) Sport, CCAs, Music, and conversation.

The Governance and Management of the School

Nexus International School (Singapore) (herein referred to as “NISS” or “the School”) is the second Nexus International School (NIS) campus in the region. The first NIS is located in Putrajaya, Malaysia.

Taylor's Education Group (TEG) is one of the largest private education groups in Malaysia with 21,000 learners across university, college and schools. With an unsurpassed track record built up over the last six decades, TEG has earned the reputation as the leading private educational provider in the country and offers a breadth of education from preschool to postgraduate courses.

Taylor's University and Taylor's College have both won a number of People's Choice awards over the last decade, as well as numerous recognitions from professional bodies from around the world.

Taylor's Schools has oversight of a number of international schools including Garden International School (GIS), Australian International School Malaysia (AISM), Taylor's International School, Kuala Lumpur and Puchong, Nexus International School Malaysia and Nexus International School (Singapore). These schools cater to learners from early years to Year 13.

Governance of NISS is the responsibility of the School's Board of Directors.

- The Academic Board is responsible for the development of all academic activities of the school. The Board formulates and reviews policies, guidelines and procedures in relation to academic matters and plays an active role in assuring the quality of teaching and research in the School.
- The Examination Board oversees matters related to examinations, assessment of coursework, the integrity of the administration and conduct of examinations.
- The Principal is directly responsible for teaching and learning, staff recruitment and training, and future strategic planning of the school.
- The Principal is assisted by the Heads of Schools, the Deputy Heads and the Programme and Subject Coordinators.

Accreditation

Nexus International School (Singapore) is an authorised International Baccalaureate (IB) World School for Primary Years Programme (PYP) and Diploma Programme (DP). It is accredited by the Council of International Schools (CIS) and the Western Association of Schools and Colleges (WASC), and is an approved Cambridge Assessment International Education (CAIE) Centre as well as an approved Edexcel Examination Centre. The school is also recognised as an Apple Distinguished school. In addition, the School is a member of the Athletic Conference of Singapore International Schools (ACSIS).

NISS is registered as a Private Education Institution with the Committee for Private Education (CPE) under the provisions and regulations of the Private Education Act 2009 in Singapore. The registration number is 201009668C. In addition, NISS has obtained EduTrust award (4-year certification) from CPE. The School's Enhanced Registration Framework (ERF) registration and EduTrust details can be found in the school's profile on CPE's website at www.ssg.gov.sg

FEE PROTECTION SCHEME (FPS)

The Committee for Private Education (CPE) requires course fees paid by learners to be protected. Nexus has in place a Fee Protection Scheme (FPS) to protect the paid fees of all learners. The FPS serves to protect the learner's fees in the event that the School is unable to continue operations due to insolvency, and/or regulatory closure. In addition, the FPS protects the learner if the School fails to pay penalties or return fees to the learner arising from judgments made against it by the Singapore courts. Nexus has appointed Lonpac Insurance Bhd, a CPE-appointed service provider, as our FPS insurance provider. Under the FPS insurance scheme, learners' fees are insured by Lonpac Insurance Bhd. In case of events, as stated above, learners will be able to claim their paid fees from Lonpac Insurance Bhd. The Policy certificate and Master Insurance Policy can be downloaded from the School's website.

CERTIFICATE OF INSURANCE (COI)

The School will purchase FPS insurance for the fees invoiced and learners will receive a copy of the COI from the FPS insurance provider via email. Parents could access the Parent Portal to download and print the COI. However, if parents wish to receive a printed copy of the COI directly from the School, requests can be made to Learner Services.

More details of the FPS can be found in the FPS Instructional Manual available at www.ssg.gov.sg

MEDICAL INSURANCE

Our school medical insurance covers for up to \$20,000 in the event of accident or injury when treated in a Singapore Government/Restructured hospital and warded in a 4 bed hospital room. This means that if you choose a private hospital or an upgrade such as a single bedroom you will have to pay the difference above the policy limits. In our experience this means that if you select an upgrade then the school medical policy will typically pay around 65% of the total costs including associated care and medicines. The school's medical insurance policy is available on the school website [here](#).

In Singapore, the Government/Restructured Hospitals are:

- Singapore General Hospital
- Alexandra Hospital
- KK Women's & Children's Hospital
- National University Hospital
- Tan Tock Seng Hospital
- Changi General Hospital
- Khoo Teck Puat Hospital
- Ng Teng Fong General Hospital

If your child is injured, the school will arrange for your child to be taken to the nearest Government/Restructured Hospital, unless you choose a Private or upgraded option or the situation requires the use of a Private Hospital due to its proximity or availability of ambulances.

REFUND POLICY AND WITHDRAWAL POLICY

Please refer to the School's website for the most up-to-date policies and the respective procedures. In addition, these policies are documented in the Student Contract that is signed before the commencement of the course.

Management of Feedback, Compliments, Complaints and Grievance

In line with our Core Value of Openness in Communication, the School has an open door policy and welcomes all feedback, compliments, complaints and grievances from stakeholders. This information is handled in strict confidence.

The School has a closed-loop feedback and complaint/grievance management system to collect feedback, compliments, complaints and grievances in a timely manner and ensure that they are given due consideration and dealt with efficiently.

The School looks upon feedback as an opportunity for continual improvement. We recognise that constructive feedback helps to improve our service delivery.

For complaints or grievances, it is the School's policy to reach a fair and amicable solution. NISS' dispute resolution policy is aligned to the dispute resolution provision in the Private Education Act. In the event that a satisfactory outcome cannot be reached, the dispute can be referred to the Singapore Mediation Centre (SMC) or Singapore Institute of Arbitrators (SIArb) through CPE Student Services Centre for mediation. Our aim is to provide prompt and informal resolution of complaints and grievances as they arise and to provide recourse to orderly procedures for them to be addressed and resolved.

As part of the School's effort in striving for continual improvement, all input is recorded in the Feedback Management Report. Information logged includes the nature of the feedback/complaint/grievance, the staff involved, resolution process and time taken to complete the process.

The feedback, complaints and grievances procedure is as follows:

1. Any stakeholder with feedback, complaint or grievance should raise the issue at their earliest opportunity. Feedback, complaints and grievances can be lodged via:
 - Email to feedback@nexus.edu.sg
2. The School will acknowledge receipt of all feedback, complaints and grievances within 2 working days. They will be responded and addressed within 10 working days.
3. In the event that an amicable outcome cannot be reached, the dispute can be referred to Singapore Mediation Centre (SMC) or Singapore Institute of Arbitrators (SIArb) through CPE Student Services Centre for mediation.

WHISTLEBLOWER POLICY

Taylor's Education Group (TEG) is committed to promote and maintain high standards of integrity, transparency and accountability as well as good corporate governance in the workplace. Its employees, learners and other stakeholders are encouraged to report or raise concerns on any suspected wrongdoing. Any alleged wrongdoing will be investigated and TEG will protect any party who makes a good faith report of wrongdoing from retaliation. You may refer to this link <http://www.taylorsgroup.org> for further information of this policy.