



PRIMARY SCHOOL **PARENT & LEARNER**

INFORMATION HANDBOOK **2023 - 2024**

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 Head of Primary School

Thank you for choosing Nexus International School (Singapore) for your children. On behalf of the staff in the Primary School, I welcome you to our learning 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 Nexus, 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.

We have some wonderful facilities here at Nexus to assist our dedicated and hardworking, professional teachers in doing what they are passionate about – using the latest pedagogies and technologies to enable children to learn the most effectively.

Please read the guide carefully and contribute to your child's successful future.

Best regards,

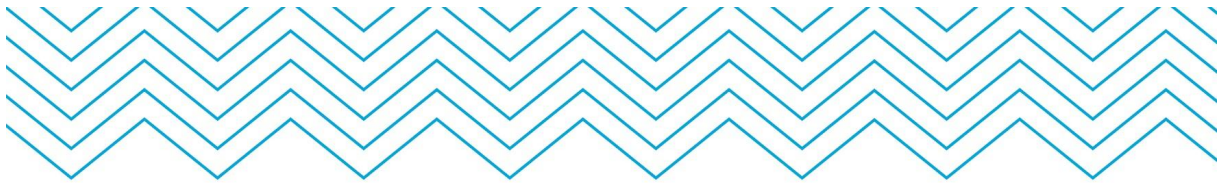


Fiona Lewis

Head of Primary School

lewis.f@nexus.edu.sg

t +65 6536 6566
e learnerservices@nexus.edu.sg
w www.nexus.edu.sg



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

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

OUR VISION

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



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Term Dates 2023 – 2024

Term 1	Thursday, 10 August 2023 to Friday, 6 October 2023
Term Break	Monday, 9 October 2023 to Friday, 20 October 2023
Public Holidays	National Day: Wednesday, 9 August 2023
School Closure	Staff Professional Learning Day: Monday, 23 October 2023
Term 2	Tuesday, 24 October 2023 to Friday, 15 December 2023
Term Break	Monday, 18 December 2023 to Friday, 5 January 2024
Public Holidays	Deepavali [#] : Sunday, 12 November 2023 and Monday, 13 November 2023 Christmas: Monday, 25 December 2023 New Year's Day: Monday, 1 January 2024
Term 3	Monday, 8 January 2024 to Friday, 15 March 2024
Term break	Monday, 18 March 2024 to Friday, 29 March 2024
Public Holidays	Chinese New Year: Saturday, 10 February 2024 to Monday, 12 February 2024
Term 4	Tuesday, 2 April 2024 to Friday, 14 June 2024
Term Break	Monday, 17 June 2024 to Friday, 9 August 2024
Public Holidays	Good Friday: 29 March Friday 2024, Hari Raya Puasa: Wednesday, 10 April 2024 Labour Day: Wednesday, 1 May 2024 Vesak Day: Wednesday, 22 May 2024 Hari Raya Haji: Monday, 17 June 2024 National Day: Friday, 9 August 2024
School Closure	Staff Professional Learning Day: Monday, 1 April 2024

[#] Deepavali subject to change 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.

The [Events Calendar](#) can be found on the Parent Zone of the school website.

Primary School Structure

The Primary Leadership Team consists of the Head of Primary, two Deputy Heads and Year Leaders. Year Leaders are responsible for all learners in their year of the school. As an International Baccalaureate (IB) school, one of our Deputy Heads of School also has the responsibility of being the PYP Coordinator who oversees the written, taught and assessed curriculum across the Primary School.

If you need to speak to someone about your child’s progress or well-being in school, the initial point of contact for parents should ordinarily be the child’s class/specialist subject teacher. If this does not solve the issue, parents are invited to follow the contact chain shown below.



PRIMARY SCHOOL SENIOR LEADERSHIP TEAM

Principal	Mr Lachlan MacKinnon	mackinnon.l@nexus.edu.sg
Head of Primary School	Mrs Fiona Lewis	lewis.f@nexus.edu.sg
Deputy Head of Primary School and PYP Coordinator	Mr Paul Rimmer	rimmer.p@nexus.edu.sg
Deputy Head of Primary School	Mr Stephen Gallego	gallego.s@nexus.edu.sg

PRIMARY SCHOOL YEAR GROUP LEADERS

Nursery and Kindergarten Year Leader	Mrs Karen Orlowski	orlowski.k@nexus.edu.sg
Year 1 Leader	Mrs Katrina Jones	jones.k@nexus.edu.sg
Year 2 Leader	Mrs Susan Sanderson	sanderson.s@nexus.edu.sg
Year 3 Leader	Mr Aaron Dustow	dustow.a@nexus.edu.sg
Year 4 Leader	Mrs Susan Kelly	kelly.s@nexus.edu.sg
Year 5 Leader	Mrs Sonya Thompson	thompson.s@nexus.edu.sg
Year 6 Leader	Mr Allan Bilney	bilney.a@nexus.edu.sg

TEACHERS AND CLASSROOM ASSISTANTS

Our teachers are carefully selected and experienced international teachers from different countries around the world. We also have a dedicated and well-trained team of classroom assistants who work across the Primary School, many of whom are also qualified educationalists.

The School Days

- All learners in Primary School begin their school day at 8.20am and finish at 3.25pm. Note that on Friday, school finishes at 2.25pm.
- Co-Curricular Activities run from 3.30pm to 4.25pm

MORNING

- Classes start promptly at 8.20am daily.
- **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.
- All learners should arrive at school between 8.00am and 8.10am and may go directly to their homeroom where they will be supervised by their teacher. Please note that we have a large campus and it takes up to 10mins to reach the classrooms from the main entrance. Learners arriving on campus after 8.10am are likely to be late for class.

- Arriving at the Homerooms:
 - Parents of Nursery and Kindergarten learners can take their children directly to the learning hub entrance on Level 2. Please make sure that you hand your child over to a member of staff before you leave.
 - Parents of Years 1 and 2 learners can take their children directly to their learning hub entrance on Level 1.
 - Learners in Years 3 to 6 are encouraged to make their own way to their learning hubs. Parents can say goodbye to their children at Level 2.
- Any learners not in class by 8.20am are deemed to be late. Entrances to the campus are secured by 8.20am. All learners arriving after this time will be asked to sign in at the guardhouse. They will be recorded as late. Younger children will need to be escorted to class by a parent or designated adult. An SMS message will be sent to parents and guardians of learners whose absence is unexplained at 8:40 am.
- Please co-operate with these procedures to ensure that our daily attendance records are accurately maintained and your children are safely accounted for.
- All children are encouraged to have a mid-morning snack and are given dedicated time to sit and eat their snack.
- Lunchtime for the Primary School is either 12.20pm to 1.20pm

AFTERNOON

- Nursery, Kindergarten, Year 1 and Year 2 learners may have a further break in the afternoon (at the discretion of the class teacher).
- We ask all parents and caregivers to **wait away from the Learning Hub entrances and stairwells**. You are welcome to use the Eco Cafe or NPG room while you wait. Children can be collected as follows:
 - Nursery and Kindergarten children can be collected from the Level 2 Learning Hub at 3.25pm (2.25pm on Friday). Please wait outside the hub, so the end of the day is not disturbed for the children
 - Learners in Years 1 and 2 can be collected from the Level 1 Learning Hub at 3.25pm (2.25pm on Friday). Please wait outside the hub, so the end of the day is not disturbed for the children
 - Learners in Years 3 to 6 can be collected from the Level 2 Atrium and Walkway.
- For children in Year 3 and above, a carer may be an older sibling in the Secondary School. If you are collecting siblings, then we ask that the younger child be collected first. Children in Years 5 and 6 may make their own way home, if doing so, they are expected to leave the campus promptly. Staff are not available to supervise children outside school hours. **Please collect your children promptly.**
- Any learners not collected after the end of the school day will be taken to the Learner Services office by 3.35pm (2.30pm on Friday) and can be collected from there. Although we accept that there will be occasions when there are unavoidable circumstances, we ask that parents make a special effort to collect their children on time at the end of the school day. Teachers and classroom assistants are busy at this time and are inconvenienced by late pick-ups.
- Learners in Nursery, Kindergarten and Years 1 to 4 who take the bus are collected from their classrooms by an adult and helped to board the correct bus. From Semester 2, for learners in

Year 4 this will be at the discretion of the class teacher. Children in Years 5 and 6 are dismissed from class and make their own way to the bus bay.

- If your child takes part in a CCA, they should be collected at 4.30pm from the Level 2 Atrium. If they are taking the CCA bus, they will be taken to board the bus.
- **Once you have collected your child please supervise them closely.** We have a large and interesting campus, but with many steps and play areas there are many temptations for young learners that can put them at risk. Staff are not available to supervise children outside school hours.
- **If you wish to make a change to the pick up arrangements for your child you must inform homeroom teachers and Learner Services (learnerservices@nexus.edu.sg) and if applicable, the bus company. We respectfully request that you inform us of any last minute changes by noon so that the information can be passed on to the relevant teachers.**
- Children in Nursery who are doing morning-only sessions must be collected promptly at 12:20pm. We will help the children gather together their belongings and we will bring them to the entrance of the Level 2 Learning Hub. Please wait for your child outside the hub so as not to disturb the learning of the other children

Attendance and Punctuality

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

School starts at 8:20. After 8.20am entrance to the school can only be made through the guardhouse entrance. Late learners should register at the guard house and report to Learner Services, so your child can be taken to class by one of our staff. Please help your child to be on time. If your child will be late to school, please let Learner Services know, so registers can be updated accordingly.

Learners who are holding a Student's Pass issued by the Immigration and Checkpoints Authority (ICA) must have their attendance reported to ICA by the school, if their class attendance falls under 90% every month. Student Pass holders must ensure there are no more than 7 days consecutive absence.

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

MEDICAL LEAVE

In order to help us limit the transfer of contagious conditions, we ask that you not send children who are unwell to school. A child with a high temperature, diarrhea or sickness should not be at school. **If your child is ill please contact Learner Services (absence@nexus.edu.sg)** at your earliest convenience (and no later than 9.00am) and tell them your child's name, class, year group, the reason for absence and the likely length of absence. This is more effective than contacting your child's homeroom teacher, as Learner Services can quickly contact all relevant staff on your behalf. Learner Services will follow up any absences that remain unexplained via SMS. Student Pass holders need to

explain all absences and must provide documentation. Please send a medical certificate for medical absences. Any physical documentation should be submitted to Learner Services.

When children have recovered from an illness it is expected that they **remain at home for at least 24 hours after their condition has improved**. This gives them sufficient time to fully recover and ensures that they do not pass their illness onto other learners. Coughs, bad colds, head lice and tummy upsets spread rapidly within the humid climate of Singapore and in school settings in particular, therefore we encourage you to be vigilant so that we can keep children healthy. On their return, please send a sick note and wherever possible, a medical certificate for the attention of Learner Services.

If a child is unwell and absent from school, it is not expected that children continue to keep up with the learning programme in school. It is important that when a child is ill, they make a full recovery. However, homeroom teachers can provide access to the home learning so that the child has an idea of the learning that has been taking place.

TAKING CHILDREN OUT OF SCHOOL

If a Primary School learner needs to leave campus during the school day, he or she must be collected by a parent or guardian. The parent or guardian should go directly to Learner Services on Level 2 to collect a **'Permission to leave'** form, which will need to be signed by the nurse or class teacher when the child is collected from the First Aid Centre or Learner Services. Once the form is signed it should be taken back to Learner Services so they can authorise the 'Permission to leave' form and update our system to show that the learner has left. The authorised form will need to be handed to security at the guardhouse as the learner leaves.

If there is another special non medical reason why your son or daughter needs to be absent from school for one or more full days, please submit your request in writing, with as much notice as possible, to the school management by **completing a Learner Leave Application form**. This form can be obtained from Learner Services or [from our website](#). Please clearly state the reason for the request.

No home learning is set during school holidays nor is it provided if families choose to take children out of school during term time.

Curriculum

INTRODUCTION

The Primary School is both the longest period of a child's education and the time when the most connections and discoveries take place. Our Primary School provides a rich and rigorous dynamic learning environment for children from the age of 3 to 11 years. During this critical time, children learn to read, write and build the foundations of numerical and scientific understandings. A summary of our curriculum is given below. Full details are available in our [Primary Curriculum Booklet](#).

THE PRIMARY YEARS PROGRAMME

To achieve this strong foundation, young learners need to be nurtured in a safe and happy environment, one where they can lead their learning - take risks and make mistakes and learn from every new experience. This is what we aim to offer every child at Nexus and, for these reasons our curriculum is based on the globally recognised International Baccalaureate (IB) Primary Years Programme (PYP). Our PYP is an educational curriculum and philosophy that is authorised and evaluated by the International Baccalaureate Organisation (IBO) and is taught by thousands of schools worldwide.

The PYP areas of learning are language, social studies, mathematics, science and technology, arts, and personal, social and physical and health education. In addition, all of our learners are required to learn a second language during the programme. This is taught through intensive and immersive language tuition from native speakers. Families have the option of French or Chinese (Mandarin). We also celebrate the varied and rich first languages that our families bring to Nexus – offering a truly international experience to our learners.

The philosophy of the PYP is to make the learners ‘inquirers, thinkers, communicators, risk takers, knowledgeable, principled, caring, open-minded, well-balanced, and reflective’. These ten attributes make up the IB learner profile:

Inquirers	Learners develop their natural curiosity
Knowledgeable	Learners explore concepts, ideas and issues that have both a local and global significance
Thinkers	Learners think critically to engage themselves in figuring out complex problems
Communicators	Learners express themselves and information through a variety of modes of communication
Principled	Learners act honestly and with a strong sense of fairness, justice, and respect for the dignity of the individual, groups, and communities
Open-minded	Learners appreciate their own cultures and personal histories and have a desire to explore the perspectives, values and traditions of other individuals and communities
Caring	Learners show respect and compassion towards the needs of others
Risk-takers	Learners approach unfamiliar situations with courage, as well as defend their beliefs
Balanced	Learners understand the importance of intellectual, physical and emotional balance to achieve personal well-being
Reflective	Learners give consideration to their own learning and experience

Through our PYP learners will explore, acquire and refine these qualities, making them internationally-minded life-long learners. Each year, our PYP curriculum is planned and taught around six transdisciplinary themes:

Who we are	An inquiry into the nature of the self; beliefs and values; personal, physical, mental, social and spiritual health; human relationships including families, friends, communities, and cultures; rights and responsibilities; what it means to be human
Where we are in place and time	An inquiry into orientation in place and time; personal histories; homes and journeys; the discoveries, explorations and migrations of humankind; the relationships between and the interconnectedness of individuals and civilisations, from local and global perspectives
How we express ourselves	An inquiry into the ways in which we discover and express ideas, feelings, nature, culture, beliefs and values; the ways in which we reflect on, extend and enjoy our creativity; our appreciation of the aesthetic
How the world works	An inquiry into the natural world and its laws; the interaction between the natural world (physical and biological) and human societies; how humans use their understanding of scientific principles; the impact of scientific and technological advances on society and on the environment
How we organise ourselves	An inquiry into the interconnectedness of human-made systems and communities; the structure and function of organisations; societal decision-making; economic activities and their impact on humankind and the environment
Sharing the planet	An inquiry into rights and responsibilities in the struggle to share finite resources with other people and with other living things; communities and the relationships within and between them; access to equal opportunities; peace and conflict resolution

These themes are universal and applicable to all cultures and the core values, approaches to learning and knowledge taught through them have a global significance for all learners in all cultures. The themes are taught in integrated blocks of study called Units of Inquiry (UOIs).

To support this learning the children have regular access to experts in Visual Arts, Music, Physical and Health Education (PHE), Swimming, Library Skills and Digital Technologies. These experts work alongside our class teachers to enrich and deepen the learning experiences of every child.

STANDARDS

We benchmark our taught curriculum against those curriculums from around the world that consistently achieve the highest academic standards (based on the Programme for International Student Assessment (PISA) - a worldwide study by the Organisation for Economic Co-operation and Development (OECD) of learners' mathematics, science and reading performance). We rigorously teach the core skills of English, Mathematics and scientific inquiry as discrete elements that are then applied to the six trans-disciplinary themes, thus ensuring that our young learners have the academic tools to fully utilise the attributes of the learner profile.

DIGITAL TECHNOLOGIES

Learners use a range of digital technologies to find, explore, analyse, exchange and present information responsibly, creatively and with discrimination. These technologies are used across the curriculum at Nexus. iPads, interactive televisions, visualisers and other digital devices are a part of our normal daily teaching.

SPECIALIST CLASSES

Music

All learners in the Primary School are offered dedicated, specialist lessons with our music teachers. Learners sing songs and play instruments to build confidence, skills, expression and awareness. They play individually, within a group and as a class. They improvise and develop their own musical compositions in response to a variety of different stimuli. Our learners explore their thoughts and feelings through responding physically, intellectually and emotionally to a variety of music from different times and cultures.

Visual Arts

All learners in the Primary School are offered dedicated, specialist art teaching with our art teachers. Learners are exposed to a broad range of experiences that illustrate the field of visual arts, including ceramics, collage, textiles, illustration, photography, printmaking, painting and sculpture. They will experience and respond to arts created by diverse artists - locally and globally, now and in the past, by different genders, and by people of different backgrounds. Our learners are encouraged to take ownership of their learning, to creatively explore personal interests and to develop their own style.

Physical and Health Education

All learners in the Primary School are offered a fully inclusive, active and stimulating PHE curriculum. The PHE curriculum has foci such as Invasion games, Outdoor adventurous activities, Gymnastics, Athletics, Swimming, Dance and Health and Fitness. Learners work individually and within teams during these sessions. All learners learn the core skills of balance, coordination and physical conditioning. Nexus learners also engage in learning the value of teamwork and sportsmanship during their PHE lessons. All learners in the Primary School have a weekly swimming lesson.

Please note that PHE and Swimming lessons are compulsory. Learners who are unable to participate must have a medical certificate and will be expected to take a different role in the lesson (eg: timer, evaluator, team manager).

Language Acquisition

Every week, all Primary children from Kindergarten to Year 6 are offered intensive language lessons in Chinese (Mandarin) or French with specialist teachers. Parents are asked to choose their preferred language option on admission to the school.

Bilingual and Multilingual Learning Specialist (BML)

English Language Support is offered to all learners at Nexus and takes many forms. Learners are given initial entry assessments and subsequent follow-up reviews to determine the level of language support needed. These assessments evaluate all aspects of English language development: listening, speaking, reading and writing. Once the initial assessments are complete, a programme of support is designed for each learner. In some cases, learners may initially be provided with intensive daily English language lessons in place of learning Chinese or French. This targeted support will allow them to more rapidly access the Primary curriculum.

HOME LEARNING

Home learning is intended to foster a strong learning-focused relationship between home and school, to keep parents informed of the learning and activities we are focusing on in school and to encourage effective management of time, good work habits and responsibility. As such, **we expect all learners to attempt the activities they are given**. Home learning is not intended to be a painful task or a battle of wills between a child and parent. We encourage you to engage with your child about their home learning, taking an interest in what and how they learn. However, do not be tempted to 'do for them', learners should attempt to complete home learning on their own, as it is an extension of what they have learnt in class or preparation for the next part of their learning at school. If they do struggle please let your child's teacher know immediately. You can help by making sure your child has a special work area and a specific and regular time for this.

Home learning across the Primary School will be progressive. To allow families the flexibility to choose when home learning takes place, learners will be given at least 4 days (including the weekend) to complete activities. Generally home learning will be shared with learners on the same day each week and returned on the same day. However, good inquiry-based learning may require this to be flexible, for example support videos that children may be asked to watch prior to a session. We will provide learners with the following home learning opportunities:

Nursery

- A weekly UOI related activity

Kindergarten

- A spelling/phonetic pattern or rule with at least one activity to complete
- A weekly UOI related activity
- A weekly reading book sent home when the learner is confident with Phase 2 letter sounds, increasing to two books in Term 3 or 4 depending on the learner's needs

Years 1 and 2

- A spelling activity with at least three tasks to complete
- Reading books sent home each week

- A maths based activity (this may include a specific online task)

Years 3 and 4

- A spelling activity with at least three tasks to complete
- A weekly UOI or English related activity
- Reading books sent home regularly and read at home most days (children are encouraged to be responsible for this aspect of their learning)
- A maths based activity (this may include a specific online task)

Years 5 and 6

- A spelling activity with at least three tasks to complete
- A weekly UOI related activity or English (occasionally both may be issued)
- Reading books brought home regularly and read at home most days (children are encouraged to be responsible for this aspect of their learning)
- A maths based activity (this may include a specific online task)

Other activities may be given depending on the needs of the learners:

- Short handwriting practice
- An online reading activity
- A UOI prompt/thought/discussion question
- An activity based on key number bonds and/or multiplication facts
- Keyboard skills practice

All home learning is clearly explained by the class teacher before being given. All learners are expected to complete the assigned learning in the allotted time. Should your child find they are unable to complete the learning in the time suggested, please inform the teacher of the approximate time spent and any difficulties your child has.

Reading at home is expected throughout a learner's primary years, starting in Nursery with simple picture books and progressing throughout the Primary School according to each child's reading progress. All year groups have suitable class reading books, which can be read at home to a parent. This fosters an important relationship between parent, learner and teacher. For learners up to Year 2, please use the planner to communicate to the teacher about what reading is done at home so that he or she can monitor progress.

Details of home learning for learners in Year 3 and above will be shared online.

We carry out detailed one to one reading assessments with all children in the Primary School. This takes time and so reading books will not be issued until a couple of weeks into Term 1.

Assessment

Nexus, as an IB school that follows the PYP, makes strong use of assessment as the most powerful driver of learning. Some of the ways we assess the learners are as follows:

- For all Units of Inquiry (UOI) assessment tasks will be undertaken. The task will assess the

concepts through the lines of inquiry selected. The tasks will also assess the approaches to learning, action taken and attitudes developed. These are all shared with parents

- For children in Years K to 6, reading is individually assessed using internationally benchmarked diagnostic reading assessment tools on a regular basis
- Children in Nursery to Year 2 are regularly individually assessed for phonics using 'Letters and Sounds' materials, this includes the Nexus Essential Word List. Children in Years 3 to 6 are regularly individually assessed for word study using 'Words their Way' materials
- Writing will be regularly assessed against the expectations in the Language Arts Scope and Sequence and is moderated using exemplars developed by the Language Arts team
- Formative assessment in Mathematics will be carried out regularly using pre and post inquiry assessments (these may take the form of rich maths tasks, performance tasks or diagnostic interviews). These will be assessed against the expectations in the Mathematics Scope and Sequence
- Concepts and skills in Music, Visual Arts, PHE and Language Acquisition are regularly assessed against the relevant Scope and Sequence documents

PARENT EVENINGS AND LEARNING SUMMARIES

- Term 1** Parents are invited as a group to informally meet their child's teachers and find out about the new school year in the first few weeks of term. Parents will also have the opportunity to meet class teachers individually to discuss how their child has settled into school and the targets they have set.
- Term 2** A full learning summary will be sent to all parents at the end of Term 2 detailing learner's progress during the first and second terms.
- Term 3** There is a learning conference during Term 3 to discuss your child's progress through the academic year so far. This conference includes you, your child and all your child's teachers.
- Term 4** A full learning summary will be sent to all parents at the end of Term 4 detailing learner's progress during the third and fourth terms.

Please note that it is vital for parents to make contact with the class teacher immediately should there be any concerns about their child's progress or indeed if you simply want an update on your child's learning journey. Do not feel you need to wait for the parents' conference; **we encourage parental involvement and appointments can be made easily to see a teacher or member of the leadership team** at any time.

Learning Resources Hub (Library)

The Learning Resources Hub is an integral part of our school and has an excellent range of books suitable for learners of all ages. The Learning Resources Hub subscribes to a flexible schedule model, so services are available to all learners all day.

Primary learners take home library books at least once each week, to return on their next visit to the Learning Resources Hub the following week. In addition to taking home books, every learner in Nursery to Year 6 has sessions in the Learning Resources Hub where they will learn to use the space and carry out research as increasingly independent learners. These sessions are integrated with the learning that takes place in class. Parents will be notified concerning Learning Resources Hub days at the beginning of each school year. Please encourage your children to become regular Learning Resources Hub users, as this will have a big influence on their language development. **We encourage all families to also join a local library. Visit www.nlb.gov.sg for details of your nearest library and how to join.**

Great care must be taken with borrowed books and all Primary learners require a bag to store books and avoid damage when taking them home. These bags will be provided to all learners.

Our Learning Resources Hub programme includes poetry, storytelling, and other word experiences that help our learners appreciate literature and motivate them to read. We also use digital technologies to show how these tools make finding information easier in the Learning Resources Hub. Library 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 Resources Hub. We are pleased to have parents helping learners and the librarians. This could involve such activities as assisting with storytelling, Book Week or cataloging resources. There are many ways parents can help and we are always pleased to hear from any parents willing to help. Should you wish to assist in this way, please contact the Learning Resources Hub 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, via the planner. 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 has a First Aid Centre with on-site school nurses, who are well qualified to attend to medical issues during the school day. The nursing team is also available to provide information and education to parents and teachers on health related issues of relevance to the Nexus community. The nursing team provides additional support for families with allergies and/or medical conditions.

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 Guidelines stated below. Please do not send your child to school if she/he has any of the following:

- Fever (Tympanic temperature $\geq 37.6^{\circ}\text{C}$)

Please ensure your child is fever free without medication for at least 24 hours prior to returning to school.

- Diarrhea – 24 hours after last episode
- Vomiting (not due to overexertion or motion sickness) – 24 hours after last episode
- Persistent cough
- Heavy nasal discharge (with/without fever)
- Sore throat
- Red eyes (**particularly with discharge**)
- Rash (**of any unknown cause**)
- Wounds with discharge (**such as an infected insect bite, excessive fluid discharge from wound site**)

Consider keeping your child at home if they appear particularly tired. You will be contacted to collect your child if they have any of the above symptoms or if the nursing team assesses that your child is unwell. Please ensure that your child is symptom-free for at least 24 hours before returning to school and all existing healing wounds are covered with a dressing. If wounds appear infected, please seek prompt medical attention. If you visit a doctor and your child is issued with a medical certificate, please adhere to the full number of days they should remain at home as advised by the doctor.

BREAKING THE CHAIN OF INFECTION

There are a number of strategies that we 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 together, collaboratively.

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 proper hand washing techniques in classrooms, and both verbal and visual reminders are provided to reinforce good practice. Parents are in prime positions to inculcate good hygiene practices within the home setting.

Cleaning within the school is 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 cafeterias 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 cafeteria staff attending compulsory training on food handling and hygiene, and they have 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.

IMMUNISATIONS

Prevention of illness is important in all age groups, but particularly with young people. Immunisation is an effective method of reducing the incidence of contagious illnesses within school age children. Immunisation 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 immunisation schedules differ between countries. The large variety of vaccine schedules may have an impact on ‘herd immunity’ within the school population. Vulnerable individuals 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. Diarrhea 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 infectious children at home to reduce the spread of infection and aid recovery from illness. If your child suffers from any infectious disease, your child **must not** attend school and the school needs to be informed of the diagnosis promptly. Your child may return to school after obtaining a medical clearance letter from the doctor's office to certify that he/she is no longer contagious. The medical clearance letter needs to be submitted to learnerservices@nexus.edu.sg prior to their return to school. If further clarification is required, please approach the nursing team at nurse@nexus.edu.sg.

EMERGENCY CONTACTS

In any emergency the learner will be the primary consideration. If a child becomes ill or is hurt at school, the school nurse and if necessary, a member of the leadership team, will determine whether the child is in need of medical treatment. In all cases, parents/guardians will be contacted promptly and are expected to collect the child if requested. In the situation where the school is unable, for any 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. To avoid delay in contacting parents/guardians, it is essential that the School be notified of any changes of address or telephone numbers. This information needs to be forwarded to learnerservices@nexus.edu.sg

EMERGENCY HOSPITAL TRANSFERS

In the event of a life threatening medical emergency (e.g. cardiac arrest, breathlessness, prolonged seizure, unconsciousness, major trauma, etc), an emergency ambulance through the Singapore Civil Defence Force Emergency Medical Services (995) will be contacted by the nursing team or a staff member, to arrange for an emergency transfer to the nearest government/restructured hospital (i.e. KK Women's and Children's Hospital). Requests for transfer to an alternative/private hospital will not be considered in such situations where time is of essence (i.e. a private ambulance can take up to 2 hours to arrive).

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 for it to form part of the normal home routine.

On identification of head lice at home, please start treatment and ensure all live lice are removed. Please inform the school of head lice infestation on your child. Learners may return to school when free of live lice. On returning to school after head lice infestation, please ensure your child is checked by the School Nurse before entering the classroom.

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.

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 steps 4 - 6.** If head lice are not detected, rinse hair and dry as normal. Repeat the 'Bug-Busting' method in 7 days.
4. With conditioner in place, comb through hair methodically with head lice comb, held at approximately 45° angle against the scalp. Ensure that 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, resume the weekly 'Bug-Busting' method!

MEDICATION

All parents and guardians of learners with allergies and/or specific health conditions which may require the administration of medication during the school day, are required to deliver the appropriate medication to the First Aid Centre. Individual medication will be securely stored, and administered as required. All parents/guardians are requested to complete a written consent form, which is renewed annually, at the beginning of each academic year. This form can be obtained from the First Aid Centre or through the nursing team at nurse@nexus.edu.sg.

For Primary Years learners with short term conditions that require medication to be given during the school day, parents/guardians are requested to deliver the medication directly to the First Aid Centre and complete the administration consent form prior to medication administration. Medication must be clearly labelled in its original packaging as dispensed by the clinic or pharmacist, it is the parents' responsibility to maintain in-date supplies. The school nurses reserve the right to refuse administration of medication if any of the above criteria is not met. Non-standard medications will not be administered by the school nurses (non-standard medications include, but are not limited to the following: Chinese Herbal medicine, Homeopathy and Ayurvedic medicine).

No medication is permitted within primary school classrooms, with the exception of emergency EpiPen and inhalers which will be safely kept by class teachers. For primary learners who require emergency EpiPens and/or inhalers, the school requests two sets of EpiPens/inhalers to be kept within school, throughout the academic year. One EpiPen/inhaler will be stored in the learners classroom, the other will be stored in the First Aid Centre.

Parents of children who have severe asthma, known allergies or specific long term health conditions are required to arrange to see the School Nurses before commencing school to assist in the development of an action care plan for emergency response.

Communication

Communication between home and school is of vital importance to the development and progress of your child. Please make an appointment to speak with us if you would like to know how your child is progressing or are concerned about any aspect of your child’s education.

Please inform the school if there is any change in the home situation or if your child is showing signs of unhappiness at home. Changing circumstances can have an effect on a child’s well being and teachers are well equipped to help children in times of stress.

Please note that during the school day staff are busy teaching, leading CCAs and attending professional development meetings. Therefore, they may not be able to respond to telephone calls or emails straight away. We aim to respond within 24 hours. Urgent messages should be directed to Learner Services.

Please always contact your child’s homeroom teacher or single subject specialist in the first instance. If this does not solve the issue, parents are invited to follow the contact chain shown below.



PRIMARY SCHOOL PLANNERS

Learners from Nursery to Year 2 have a planner, which goes home daily. **Please check and sign if required** to see if there are any messages from the school. Any messages should be signed when read by the parent. The planner will be regularly checked by the teacher for any messages from you. Children may record home learning in their planners. Learners from Years 3 to 6 are taught to use digital tools to organise their learning instead of a paper-based planner.

SEESAW

Our school's Virtual Learning Platform: SeeSaw is used throughout Primary School from Nursery to Year 6. SeeSaw is used as a window into the classroom. Teachers will share what is happening with parents through this app. This will include reminders and announcements specific to the class. We will also share home learning through this app.

NEWSLETTERS

We provide a fortnightly Primary Newsletter. This newsletter celebrates events and achievements in Primary School and informs parents of recent events, upcoming events and other important announcements. They are sent via email and posted on the [Parent Zone - Newsletters](#). Please ensure that you read these communications as important and interesting information is communicated in them.

SCHOOL EVENTS CALENDAR

Please check the calendar regularly ([under Parent Zone - Nexus Events Calendar](#)) as this will be used for displaying current and upcoming whole school and year group events. We aim to provide at least two weeks notice for key events. However, many of our activities are learner initiated or led and therefore, we may not be able to provide as much notice.

ASSEMBLIES

On most Fridays, the Primary School comes together to share recent events and showcase learners' learning and share our school values. This is a great opportunity for the whole school to show an interest in the learning taking place in each year group. The assemblies also provide an opportunity for those learners participating in co-curricular activities to display, demonstrate and perform their work. Parents are invited to join us for these assemblies.

PARENTS OUT OF SINGAPORE

All Primary School learners must have a parent living with them in Singapore at all times. However, if there is a rare occasion when both parents are away from Singapore for any length of time (even as

little as overnight) **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 and your own emergency contact details during your period of absence. Please provide this through [Learner Services](#).

CHANGE OF ADDRESS AND OTHER PERSONAL DETAILS

It is vital that the school is made aware of any change of address, email address, telephone numbers (personal or office) or medical information. Failure to inform the school could lead to delays in times of emergency. You can check the information we currently hold by logging into the Parent Portal. If you need help accessing your Parent Portal please contact [Learner Services](#).

Pastoral Care and Counselling

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 team can offer confidential counselling for learners and families who are experiencing challenges in their lives. Our counsellors also make appropriate referrals to outside agencies and specialists.

General Matters

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 Principal.

EVACUATION PROCEDURES

Fire notices are posted in all learning spaces. There are regular fire evacuation and lockdown drills and the process is reviewed regularly. Parents and visitors must follow all instructions given by the Safety Marshalls.

SECURITY

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

IDENTIFICATION CARDS

- School ID cards: All parents and designated drivers/domestic helpers are required to wear their ID card upon entering the school. Registration for the ID card can be made via this [link](#)
- Parents who forget to bring their ID card must register at the security guardhouse and present a suitable alternative ID which should include a photo (i.e. passport, driver's licence). They will be issued with a Visitors 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.
- Parents or drivers who transport their children to school must register the car's IU number using this [link](#) to gain access through the gantry

PHOTOGRAPHS AND VIDEOS

Photographs and video clips of our learners may be published through our online media channels or used in publications such as our Yearbook.

When visiting the school for performances and events, we understand that you will want to take photographs and videos of your children. However, for the protection of our learners, these photos/videos must be for personal use only and must not be shared with anyone other than family and close contacts. Images or videos taken at school must not be provided to the press or uploaded to the internet, including sharing on social media. Nexus does not accept liability for families who do not abide by this requirement.

BUS TRANSPORTATION

Buses pick up from the designated pick up points at the times stated and parents are required to ensure that they are at the pick up point five (5) minutes before their pick up time. The bus will wait an additional two (2) minutes before moving off. Bus drivers are not permitted to wait beyond two (2) minutes as this will result in other learners being late to school.

All learners will be dropped back at the designated points and we request that someone is always there waiting to receive them. This will ensure that other learners are not delayed. If the learner is not met at the pick up point, they will not be released from the bus and the driver will continue with the other drop offs. One more attempt will be made to drop the 'unmet' learner off. If there is still no one to collect them they will be returned to school.

Learners are supervised on the buses and a roll call of all expected passengers is taken before departure. **It is very important that you inform the bus company, Learner Services and the homeroom teacher if your child is not going home on the bus on a particular day.**

Learners traveling on the bus must wear their seat belts, stay seated for the duration of the journey and respect the wishes of the bus assistant who is there for their safety. **Our School Bus Essential Agreement is shown below.** Electronic games and mobile phones are not permitted for the journey.

Parents who wish for their children to take the bus should contact Learner Services for further details.

OUR SCHOOL BUS ESSENTIAL AGREEMENT

Taking the school bus is a privilege and we will act responsibly when we are travelling. This is what we have agreed:



ROAD SAFETY

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

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.

SCHOOL RESOURCES

The school will provide each child with a set of school exercise books and stationery required for normal daily lessons. The cost of these is included in the school fees.

However, we are aware that as children get older, they like to have their own stationery. Therefore, we expect **children from Years 3 to 6 to bring in a small pencil case with some basic stationery items** (writing and drawing pencils, pen, ruler, eraser, pencil sharpener, glue stick, scissors and fine-tipped whiteboard marker). This is a good way to encourage your child to take increased responsibility for his or her belongings and develop their organisation skills.

These items should be brought to school in a **small** bag without wheels.

UNIFORMS

At Nexus, we wear our uniforms with pride and learners are expected to wear the correct uniform at all times unless otherwise indicated. All clothing should be clearly named. The uniform is available to purchase from our suppliers (details available on the [Parent Zone - Uniform](#)). Each learner should have the following:

- School polo shirt and shorts or skirts for Primary aged children
- Appropriate **closed-toe outdoor footwear**. The school cannot accept responsibility for any injuries caused by the wearing of inappropriate footwear
- PHE T-shirt, school PHE shorts, sneakers/trainers and sports socks for PHE
- A house T-shirt to be used for team events
- A 'sun safe' swimming kit for Primary aged children involved in a swimming activity
- **Sun hats/caps are compulsory for all Primary learners** and can be kept at school for use daily. The school has a 'No Hat – No Sun' policy. School caps/hats are available for purchase
- **Art Aprons (or old t-shirts/shirts) are required for learners in Nursery to Year 6**
- For children in Nursery and Kindergarten, a pair of flip-flops/sandals/crocs are required for use during outdoor messy play

All children are expected to wear their HPE kit to school on days when they have land-based HPE. Children in Nursery to Year 2 are also expected to wear their HPE kit on the days that they have swimming lessons. This makes it easier for them to get changed into their swimming kits. We recommend that for children in Nursery and Kindergarten a spare set of clothes is left in school in case of accidents.

SWIMMING CAPS

Nexus 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

VALUABLES

Primary learners are discouraged from bringing valuables to school. This includes electronic devices, watches and jewelry. The school has no responsibility for the safekeeping of valuables. All learners are encouraged to give valuable items to class teachers for safe storage. In HPE the teacher will provide safe storage for valuables, including watches and EZ-Link cards, during the lesson. If worn, watches should be of simple analog or digital design, they should not have additional features, such as cameras or internet access.

MOBILE PHONES, SMART WATCHES & DEVICES

Primary learners are not encouraged to bring mobile phones, smart watches or electronic devices to school. Some children bring these devices in order to communicate with parents on their journeys to and from school. All devices **must be given to homeroom teachers at the start of the day**. They will be kept in a locked cupboard and returned at the end of the day.

If a child needs to contact a parent/guardian during the school day they will be asked to go to Learner Services, where a member of staff will make the call on their behalf.

LOST PROPERTY

Please make sure that **all items brought into school are clearly labeled** with your child's full name and class so they can be returned if lost. It is particularly important to label water bottles, food containers, caps and EZ-Link cards as these are the most common items that are misplaced.

Lost property, which is named correctly, is quickly returned to learners. Unnamed lost property is placed in the 'Lost Property' boxes located nearby Learner Services. Long stay unclaimed items which are unnamed are usually given to charity. School cannot be responsible for items left in lost property.

SNACKS AND LUNCHES

Nexus International School (Singapore) aims to be a healthy eating school and we ask that parents help us to achieve this.

During morning snack time and prior to registration we allow **fruit and cut vegetables, yogurts or cereal bars with water or fruit juice for a healthy and nutritious snack**. This snack should be brought in from home. Alternatively, children in Years 3 to 6 can purchase healthy snacks from the Level 5 Cafeteria. **Please ensure that snacks are kept in a different container to the packed lunch boxes.**

Children are required to have a water bottle in school at all times. Water is available all the time and learners can fill up their water bottles from our filtered fountains. Children have easy access to the water fountains in all our learning hubs.

Learners are monitored in the cafeterias and are expected to sit whilst they are eating and remember their table manners. They are also expected to tidy up after themselves. Parents will be advised if their child is not eating well at snack or lunchtime. Please speak directly to your child's class teacher if you have any concerns around their eating.

A number of children and staff have severe nut allergies. For this reason, our cafeterias do not sell any products containing nuts. We would also like to **request families not to provide their children with nuts or products containing nuts in their snack or lunch boxes**. This is particularly true for our younger learners who are always interested in what other children are eating.

To encourage children to become more independent in their eating habits we have in place the following developmental approach:

- Nursery, Kindergarten, Years 1 and 2 learners use their own dedicated cafeteria on Level 1. All children are asked to bring their own morning snacks and for lunch children will either have a packed lunch or a pre-paid school meal.
- Children in Years 3 to 6 have the option of bringing their own morning snacks and packed lunch. Alternatively, they can have a pre-paid school meal or purchase snacks and lunches from the cafeteria on Level 5. We will help them make healthy choices.

Friday morning break time is 'treat time' and children in Years 3 to 6 may purchase snacks from the full range available in our cafeteria (at morning break only). This includes pastries, crisps, ice cream, doughnuts and cookies. Children are not allowed to bring chewing gum, sweets, candy, chocolates, bubble gum and fizzy drinks to school.

The cafeteria operator has a dedicated email (cafeteria@nexus.edu.sg) to order the pre-paid meals and answer any queries you have. The pre-paid meal is available on a monthly basis and must be ordered before the start of each month. The cafeteria menus are all available [on our website](#).

DAY TRIPS

To enhance the delivery of the curriculum, learners at all year levels take part in pre-planned field trips or excursions. Parents are informed about these in advance. Although all costs of day trips are included in the school fees, a permission slip is required for each excursion.

Residential Trips

Learners in Years 3 to 6 take part in a residential visit during the school year. As the learners get older the duration of the residential trip increases, as does the complexity and challenge of the activities associated with the trip. **These residential trips are part of our curriculum and are compulsory.** An additional payment is required for them. Full details will be provided in advance and parents will be invited to an information session. A summary of the Primary School residential programme is available through our [Parent Zone - Trip Information](#).

Parent Expertise

We also provide the opportunity for parents to come to school and offer information on their field of expertise e.g. sharing with the whole school or various year groups on being a vet, dentist, designer etc., and learners may have the opportunity to visit various parents' businesses that link with the planned curriculum aims and topics.

If you feel you are able to offer your help in these areas, please inform your child's class teacher.

CO-CURRICULAR ACTIVITIES

A very wide range of co-curricular activities (CCAs) is on offer every day. Some run before school and some during lunchtime. Most run after school from 3.30pm and will conclude at 4.30pm. Nexus staff, parents and other members of the community supervise the activities, which are designed to support the holistic development of our learners. Activities run for a set number of weeks and then a new set of activities will be offered. There are three 'seasons' of activities per academic year. There may be an additional charge for these activities based on the resources or coaching required. Learners attending after-school activities must be picked up promptly after their conclusion. Information on current CCAs is distributed separately from this handbook and is available through the [Parent Zone - CCA, Music, Sport](#) on the school website. As the school day is full and intensive we find that these additional activities are not appropriate for our younger learners as they have already had a tiring day. Therefore, no activities are available for our youngest learners. As the children get older the range of activities available to them increases.

All enquiries regarding CCAs should be addressed to eotc@nexus.edu.sg. If you are interested in offering an activity, we would love to hear from you.

PARENTAL HELP

Parents are always welcome at Nexus. There are many different ways in which you can be involved in school activities, e.g. reading, arts and craft, library volunteer, excursions or after-school activities. Please let your child's class teacher or specialist teacher know if and how you would like to be involved.

TUITION FEE

The tuition fee covers tuition, stationery and all whole-class day trips for learners in the Primary School. It does not cover residential trips or optional trips – additional charges apply for these. The cost of these will be advertised well in advance.

COLLECTING MONEY

All money must be given directly to our finance department so it can be adequately receipted. Teachers are not permitted to accept money from children. The only exception is small donations for fundraising events, such as bake sales or mufti-days. These donations will be collected by the class teachers or learners.

PARENTS AND HELPERS/DRIVERS ON THE PREMISES

To encourage independence of our learners, parents and guardians (including helpers and drivers) are **requested not to wait in the teaching spaces, play areas or cafeterias during school hours** unless they are asked by the class teacher to participate in that day's activities. This is particularly important at lunch and snack times when children need to know that all the adults are duty staff and can help them with their concerns. At these times we ask all parents and carers to use the Parent Lounge. If parents or carers wish to bring lunch into school for their child they must be dropped off at Learner Services. Please remember that during school hours, parents and guardians are free to make use of the Parent Lounge on Level 1 on the North side of the sports field or the Eco Cafe on Level 2.

TOYS

We are aware that many learners use 'wheeled things' to make the journey to school quicker and more enjoyable. However, using bikes, skateboards and scooters on the school campus can be dangerous as there are many blind corners. Therefore, **we ask all parents and guardians to make sure the children do not use their 'wheeled things' whilst on the school campus**, instead please can they walk with them. 'Wheeled things' should be stored in the designated spaces around school.

Other toys and games may be allowed into school at the discretion of the teachers. If they enhance the play experience for children we will encourage them. However, if they are the cause of disagreements or used inappropriately we will not allow them in school.

We do not take responsibility for the loss or damage of any items brought into school by the learners.

AIR-CONDITIONING

Each learning hub 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 is final.

BIRTHDAYS

Birthday cupcakes 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 generally allow parties and/or entertainment such as magicians, clowns as this cuts down on our learning time. If you wish to bring in cupcakes for your child's birthday, please contact your child's class teacher to arrange a suitable time. Please make sure that any food that you bring in is nut free.

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, drama studios, sports halls, a sports field, auditorium and a variety of specialist rooms. Learners are expected to respect their surroundings and behave appropriately in each space.

NO SMOKING ZONE

The entire school campus is a designated smoke-free zone. Parents are asked to remind their helpers/drivers that they must not smoke inside the school campus.

PETS

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

Engagement with Learning

LEARNER CODE OF CONDUCT

Nexus 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 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.

At the start of the school year, all staff will create an Essential Agreement with learners. Essential Agreements will be displayed in a prominent part of the learning spaces and will be visited on a regular basis as constant visual reminders. These agreements are based on our school's core values and our Engagement Policy, which can be found alongside other key policies on our [Parent Zone - Policies](#).

RESPONSIBILITIES AND RIGHTS

Nexus International School views its core RECIPE values of Respect, Excellence, Communication, Integrity, Passion and Enjoyment as being integral to the daily life of all members of the school

community. Every member of Nexus International School has the right and the responsibility to fully participate in an educational learning environment that is safe, supportive and inclusive to promote positive educational outcomes. The Learner Engagement policy acts as a guide to support the aims of the school and has been developed in consultation with learners and staff. Schools are about teaching and learning in academic and social contexts. To ensure that learning is optimised and the school environment is safe we need to help those whose engagement in the learning process is unacceptable to learn appropriate social skills.

We use the principles of Restorative Practice to promote positive engagement with learning.

Domain	We all have the RIGHT to	It is our RESPONSIBILITY to
Personal Safety	<ul style="list-style-type: none"> ● Be safe and supported. ● Be treated with respect and fairness. ● Not be bullied, threatened or intimidated (physically, verbally and/or with the use of communication technology). 	<ul style="list-style-type: none"> ● Be respectful of other people's feelings, beliefs and property. ● Refrain from physical, verbal and cyber bullying, threats or intimidation (including texting, chat programs, Facebook, Google Meet etc). ● Support others; seek help and act when I see a need.
Learning	<ul style="list-style-type: none"> ● Achieve our full potential. ● Effective learning and effective teaching. ● Learn individually and collectively. ● Develop for our future. ● Effective and timely communication. ● Learn without disturbance. 	<ul style="list-style-type: none"> ● Take ownership of our learning. ● Co-operate with all learners and staff within the school. ● Always demonstrate positive behaviours in the classroom and the play areas. ● Work constructively within a team. ● Set learning goals to improve our learning. ● Be prepared, aware and involved in our learning. ● Provide timely communications ● Respond positively to suggestions about our learning.
Personal Well-Being	<ul style="list-style-type: none"> ● Be happy at school. ● Be treated with respect and empathy. ● Be recognised for individual and team achievements and that these be celebrated by the community. ● Be heard. 	<ul style="list-style-type: none"> ● Demonstrate positive learning behaviours. ● Dress appropriately when at school and travelling to and from school. ● To help others who are experiencing difficulties. ● Speak politely and respectfully to each other.
Physical Environment	<ul style="list-style-type: none"> ● A pleasant, clean and well maintained school and grounds. 	<ul style="list-style-type: none"> ● Keep all our classrooms and play areas free from litter.

	<ul style="list-style-type: none"> ● Be able to bring equipment for learning without fear of theft or damage. 	<ul style="list-style-type: none"> ● Look after all equipment and to seek permission when using the equipment of others. ● Report damage to equipment and the physical environment.
Our Values	<ul style="list-style-type: none"> ● Be treated in a way that demonstrates the school values of: Respect, Excellence, Communication, Integrity, Passion and Enjoyment. 	<ul style="list-style-type: none"> ● Act in a way that demonstrates the school values of: Respect, Excellence, Communication, Integrity, Passion and Enjoyment.
Social Environment	<ul style="list-style-type: none"> ● Be proud of our School. ● Be accepting of who we are. ● Be included. ● Be supported in conflict resolution. 	<ul style="list-style-type: none"> ● Work with others to achieve school goals. ● Make our interactions with others inclusive, being respectful and tolerant of individual differences. ● Participate in timely restorative practice and peer mediation to resolve conflict. ● To dress appropriately for school in the correct uniform. ● Take ownership of our actions.

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 may be forfeited.

The Senior Leadership Team (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
- Provide campus in-service related to the Learner Code of Conduct and Restorative Practices
- Communicate with parents when their child demonstrates a poor discipline pattern
- 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 and restorative practices.
- Develop, maintain and communicate 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
- Notify parents of receipt of a report of violation of the Learner Code of Conduct

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 follow all Essential Agreements and rules
- Assure their child attends school regularly and report and explain absences and lateness to school personnel
- Be sure the child is appropriately dressed at school and school-related activities
- Support school personnel in enforcing expectations and following a restorative approach
- Participate in meaningful conferences with school personnel regarding the child's progress, behaviour or general welfare
- Discuss Learning Summaries 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 well-being
- 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 are responsible for reading the Learner Code of Conduct and that they are knowledgeable of the responsibilities outlined in the code
- Demonstrate the Nexus values and RECIPE themselves

Parent Teacher Conference Regarding the Learner Code of Conduct

A positive relationship between parents and school personnel will enhance 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.

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

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

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 through a restorative approach that is 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 community and 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.

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 pre-school 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 Heads of Schools, Deputy Heads of School, Programme and Subject Coordinators

Accreditation & Compliance

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

VISAS

According to Singapore law, a child cannot study in an international school without a valid pass. Should the pass lapse or is cancelled for any reason (eg: if a parent's employment pass is cancelled due to a change of employment any 'attached' dependent passes are also cancelled. The ICA will normally grant the child a temporary visitor's pass, however, this pass type does not allow the child to study in Singapore. Therefore, **legally they will not be allowed to attend school during this time**. It is the parent/guardian responsibility to ensure that the pass is always up to date and does not lapse.

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 can be downloaded from the [School's website](#).

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 bedroom. The school's medical insurance policy is available on the school [website](#).

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 and requires emergency treatment, the school will call for an emergency ambulance and your child to be taken to the nearest Government/Restructured Hospital.

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.

PERSONAL DATA PROTECTION POLICY

It is the School's policy to treat all learner data as confidential and strictly for internal use only. The School will use the personal data that it collects only for the purposes indicated. In the event that the School intends to use data provided for other purposes beyond the original intent of data collection, the School will seek the written permission from parents and/or guardians before using the data unless requested by government agencies. Personal data in Singapore is protected under the Personal Data Protection Act 2012. The detailed policy which can be read [here](#). If you have any queries regarding the policy or your personal data, please email the Data Protection Officer: dpo@nexus.edu.sg. Once your child is enrolled, to access, change or cancel your data, please contact learnerservices@nexus.edu.sg, or follow the instructions in the Parent Portal.

Management of Feedback, 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 close-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 grievance, 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 addressed and resolved 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 a high standard 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 make good faith report of wrongdoing from retaliation. You may refer to this link <http://www.taylorsgroup.org> for further information of this policy.