



NEXUS
INTERNATIONAL
SCHOOL
SINGAPORE



PRIMARY SCHOOL **PARENT & LEARNER**

INFORMATION HANDBOOK **2026 - 2027**

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,

A handwritten signature in black ink, appearing to read 'f Lewis', with a small dot above the 'i'.

Fiona Lewis

Head of Primary School

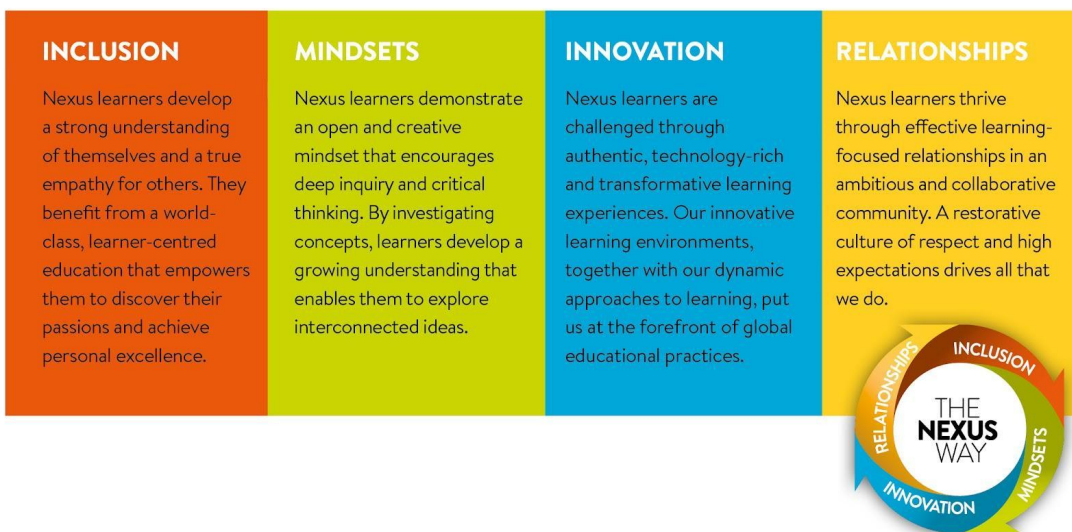
lewis.f@nexus.edu.sg



OUR MISSION

BUILDING AN EMPOWERING, LEARNING-FOCUSED COMMUNITY

THE NEXUS WAY



OUR CORE VALUES

being dedicated to a culture of **RESPECTING** and caring for each other
 openness in **EXCELLENCE**
 acting with **COMMUNICATION**
 being **INTEGRITY**
 creating **PASSIONATE** 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**.



Member of Taylor's Education Group



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Term Dates 2026 - 2027

Term 1	Tuesday, 11 August 2026 to Friday, 9 October 2026
Term Break	Monday, 12 October 2026 to Friday, 23 October 2026
Term 2	Tuesday, 26 October 2026 to 18 December 2026
Term Break	Monday, 21 December 2026 to Tuesday, 12 January 2027
Public Holidays	Deepavali [#] : Monday, 9 November 2026 Christmas: Friday, 25 December 2026 New Year's Day: Friday, 01 January 2027
School Closure	Staff Professional Learning Day: Friday, 6 November 2026
Term 3	Wednesday, 13 January 2027 to Thursday, 25 March 2027
Term break	Monday, 29 March 2027 to Friday, 9 April 2027
Public Holidays	Lunar New Year: Monday, 8 February to Friday 12 February 2027 Hari Raya Puasa: Wednesday, 10 March 2027 (TBC) Good Friday: Friday, 26 March 2027
School Closure	Staff Professional Learning Day: Tuesday, 12 January 2027
Term 4	Monday, 12 April 2027 to Friday, 25 June 2027
Term Break	Monday, 28 June 2027 to Monday, 09 August 2027
Public Holidays	Labour Day in lieu: Friday, 30 April 2027 Hari Raya Haji: Monday, 17 May 2027 (TBC) Vesak Day: Thursday, 20 May 2027 (TBC) National Day: Monday 09 August 2027

[#] 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.

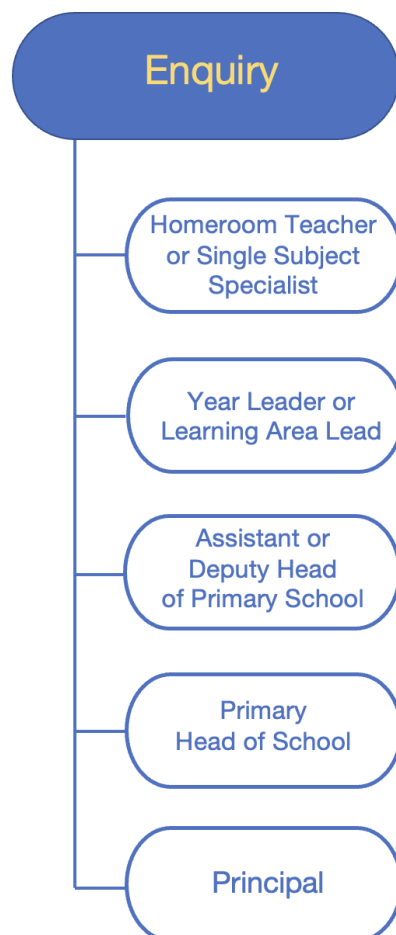
The [Events Calendar](#) can be found on the Parent Zone of the school website.

Primary School Structure

The Primary Leadership Team consists of the Head of Primary, two Deputy Heads, Assistant Head, Year Leaders, Assistant Year Leaders and Learning Area Leads.

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	Ms Karrie Dietz	dietz.k@nexus.edu.sg
Head of Primary School	Ms 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 Allan Bilney	bilney.a@nexus.edu.sg
Assistant Deputy Head of Primary School	Ms Rachel Chua Wilson	chua.r@nexus.edu.sg

PRIMARY SCHOOL YEAR GROUP LEADERS

Nursery and Kindergarten Year Leader	Ms Monika Bulcock	bulcock.m@nexus.edu.sg
Year 1 Leader	Ms Bhavana Nair	nair.b@nexus.edu.sg
Year 2 Leader	Ms Louise Sybrandy	sybrandy.l@nexus.edu.sg
Year 3 Leader	Ms Teresa Hickey-Kemmett	hickey.t@nexus.edu.sg
Year 4 Leader	Ms Suzie Bacon	bacon.s@nexus.edu.sg
Year 5 Leader	Ms Maggie Dawson	dawson.m@nexus.edu.sg
Year 6 Leader	Mr Paul Kemmett	kemmett.p@nexus.edu.sg

PRIMARY SCHOOL ASSISTANT YEAR GROUP LEADERS

Nursery and Kindergarten	Ms Sabrina Tan	tan.s@nexus.edu.sg
Year 1	Ms Rachel Ng	ng.r@nexus.edu.sg
Year 2	Ms Natasha Dodani	dodani.n@nexus.edu.sg
Year 3	Ms Bharti Dadhwal	dadhwal.b@nexus.edu.sg
Year 4	Ms Morgan Morris-Pocock	morris.m@nexus.edu.sg
Year 5	Ms Shiv Walker	walker.s@nexus.edu.sg
Year 6	Ms Nikki Lisek	lisek.n@nexus.edu.sg

LEARNING AREA LEADERS AND SUBJECT LEADERS

Learning Area Leader, English Additional Language	Ms Jessica Mascaro	mascaro.j@nexus.edu.sg
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Learning Area Leader, Chinese Additional Language	Ms Zoe Zhou	zhou.z@nexus.edu.sg
Learning Area Leader, European Languages	Ms Housna Belkhir	belkhir.h@nexus.edu.sg
Learning Area Leader, Music	Ms Cassie Maxwell	maxwell.c@nexus.edu.sg
Learning Area Leader, Physical and Health Education	Mr Russell Pollock	pollock.r@nexus.edu.sg
Learning Area Leader, Visual Arts	Ms Natasa Markovic	markovic.n@nexus.edu.sg
Learning Support Coordinator	Mr Jordan Bool	bool.j@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 educators in various fields including qualified teachers.

The School Days

- All learners in Primary School begin their school day at 8:00am with soft start activities, followed by attendance at 8:20am.
- Nursery and Kindergarten finishes at 3:20pm.
- Year 1 to Year 6 and finish at 3:25pm. Note that on Friday, school finishes at 2:20pm.
- Co-Curricular Activities run from 3:30pm to 4:25pm, Monday to Thursdays, and from 2:30pm to 3:25pm on Fridays.
- The school day will end at 12:20 PM on the last day of Term 2 and Term 4.

MORNING

- Classes start promptly at 8:20am daily.
- The school campus is open for learners from Year 3 to Year 6 from 7:40am. For Year 3 to Year 6 there is an adult available to report concerns to up until 8:00am
- All learners (and parents) may go to their learning spaces from 8:00am where they will be supervised by their teacher. Please note that we have a large campus and it takes up to 10 mins to reach the classrooms from the main entrance. Learners arriving on campus after 8:10am are likely to be late for class.
- If your child is brought to school by an older sibling different arrangements need to be made if the sibling has sports before school. **Staff leading sports cannot be responsible for additional learners and we are not able to guarantee their safety without appropriate supervision.**

MORNING ARRIVALS

- Parents of Nursery and Kindergarten learners can take their children directly to the learning hub via their playground on Level 2. Nursery and Kindergarten begin the day with a soft start and parents/caregivers are welcome to support with morning routines and play. 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 via the running track on Level 1.
- Learners in Years 3 to 6 are encouraged to make their own way to their learning hubs however parents are welcome to accompany their child via the central lift lobby.
- We request all parents accompanying their child to the learning spaces leave the campus by 8:30 am

LATE ARRIVALS

- Any learners not in class by 8:20am are deemed to be late. All learners arriving after this time will be asked to sign in at the Learner Services. They will be recorded as late. Younger children will need to be escorted to Learner Services, who will then take them to class. An email message will be sent to parents and guardians of learners whose absence is unexplained.
- Please cooperate 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 12:20pm to 1:20pm

DISMISSAL

- 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 Parent Lounge room while you wait. Children can be collected as follows:
 - Nursery and Kindergarten children can be collected from the Level 2 Learning Hub at 3:20pm (2:20pm on Friday). Please wait outside the hub, so the end of the day is not disturbed for the children.
 - Children in Nursery who are doing **half day** sessions must be collected promptly at **1:20pm**. 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.
 - Learners in Years 1 and 2 can be collected from the Level 1 Treehouse gate at 3:25pm (2:25pm on Friday). Please wait by the gate, so the end of the day is not disturbed for the children.
 - Learners in Years 3 and 4 can be collected from the Level 2 Primary Sports Hall at 3:25pm. Please wait until the sports hall door is opened by a teacher.
 - Learners in Years 5 and 6 can be collected from the Level 2 Walkway at 3:25pm.
- For children in Year 3 and above, a carer may be an older sibling in Year 5 and above. 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. Year 5 and Year 6 learners cannot remain on site after school unsupervised; if they are staying on site they must be either attending a CCA or accompanied by a parent or caregiver.
- If younger learners are collected by older siblings it is expected they all leave the campus promptly. Learners cannot wait around the school while siblings attend CCAs or ECAs. **Staff leading CCAs and ECAs cannot be responsible for additional learners and we are not able to guarantee their safety without appropriate supervision.**
- 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 their work is affected by late pick-ups.
- Learners in Nursery, Kindergarten and Years 1 to 4 who take the bus are collected from their classrooms by a member of our staff 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 by a member of staff.
- **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 12:00 midday so that the information can be passed on to the relevant teachers.**

PICK UP BY SCHOOL REQUEST

Parents/guardians may sometimes be asked by the school to collect their child if there are concerns. This is to ensure the child returns home safely and requires adult supervision to do so.

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 8:20am. After 8:20am entrance to the school can only be made through the guardhouse entrance. 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 holding a Student's Pass issued by the Immigration and Checkpoints Authority (ICA) must maintain an attendance rate of at least 90% each month. The school is required to report to ICA if

attendance falls below this threshold. Student Pass holders must also ensure there are no more than seven (7) consecutive days of absence.

At Nexus we teach until the very end of term. It is in your child'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, diarrhoea or sickness should not be at school. **If your child is ill please contact Learner Services** (learnerservices@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. Please send a medical certificate for medical absences. Any physical documentation should be submitted to **Learner Services**.

Medical Certificates (MCs) and Online Consultations

While we understand that for some absences due to illness, a medical certificate obtained through online consultation is preferable, there are circumstances in which the learner must attend an in-person consultation.

An in-person consultation is required for absences:

- From a formal assessment or examination (if applicable)
 - The medical certificate must explicitly state that the learner is unfit to complete the assessment or examination (including trial examinations)
- For learners holding Student Pass issued by Immigration and Checkpoints Authority (ICA)
 - Failure to do so will result in the absence being marked as *Unexplained Absence*
- From a school trip
- In the days immediately preceding and following a school holiday
- When a learner has an absence rate greater than 5%

Medical Certificates (MCs) must be issued by a medical practitioner registered with the Singapore Medical Council (SMC). MCs issued by non-registered practitioners, including some alternative medicine providers, will not be accepted.

All Medical Certificates (MCs) must be delivered either electronically or in hard copy directly to **Learner Service** by the parents or guardians.

Illness, Recovery and Return to School

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 our community 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.

If your child is taken ill at school we will ask you to arrange for a responsible adult to come and collect them to take them home. It is not expected for unwell learners to find their own way home, be placed unsupervised in a taxi or use the school bus.

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 child 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

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.

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). The PYP is an educational framework 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.

Full details are available in our [Primary Curriculum Booklet](#).

LEARNING SUPPORT

At Nexus International School, we are dedicated to creating an inclusive educational environment where all learners, with their individual experiences, perspectives, and abilities, receive the necessary support and equitable opportunities to access learning and reach their full potential.

We believe that all learners in the Nexus community are unique, valued, and talented individuals who have the potential to thrive in both formal and informal learning contexts when their individual needs are met. Inclusion at Nexus means recognising that all learners are different, and to the fullest extent possible, our mainstream provision satisfies this array of individual needs through a responsive and equitable approach.

To realise this, Nexus uses a Multi-Tiered System of Support (MTSS) to ensure that all learners can access learning with the appropriate level of guidance.

The MTSS consists of three tiers:

Tier 1: Universal support delivered by classroom teachers through inclusive teaching practices, which meet the needs of most learners.

Tier 2: Targeted support for learners who need additional interventions beyond general classroom strategies.

Tier 3: Intensive, individualised interventions for learners with more complex or long-term needs.

Tiers are determined using a data-driven process, including formal and informal assessments, classroom performance, and learner response to intervention. Each semester, learners' tier placement is reviewed, with adjustments made as necessary to reflect their evolving needs and progress. Support may be short-term to close curriculum gaps or ongoing to address deeper cognitive or developmental challenges.

Our Primary Learning Support team consists of specialist learning support teachers and learning support assistants that work collaboratively with homeroom and subject specialist teachers to achieve the best outcomes for all learners.

DIGITAL TECHNOLOGIES AT NEXUS

At Nexus, digital technologies are embedded across the curriculum to empower learners to inquire, create, collaborate, and communicate. Learners use iPads, interactive TVs, visualisers, and a range of apps and platforms to explore ideas, solve problems, and share their thinking in meaningful ways.

From Year 1 to Year 4, learners need access to a device at home to support home learning activities. In Years 5 and 6, our BYOD (Bring Your Own Device) programme enables students to personalise their learning using [school-recommended devices](#). These devices should be Wi-Fi only and must not include social media, gaming, or messaging apps.

We guide learners to use digital tools responsibly and creatively, with an emphasis on digital wellbeing and ethical use. Families are our partners in supporting healthy technology habits at home.

HOME LEARNING GUIDELINES

Shared on Friday, returned on Wednesday and celebrated on Thursday

Purpose of Home Learning

Home learning at Nexus Primary School supports classroom learning, builds positive habits, and encourages a love of learning beyond the school day. It helps learners make connections, reinforce their understanding, and develop independence over time.

We understand that each family is unique. Some families may wish to engage more deeply in home learning, while others may prefer a lighter approach based on their routines and priorities. Our aim is to promote a healthy balance between academic growth, wellbeing, and family life.

Home learning is not expected during holidays, special religious events, or when a child is absent from school.

Supporting a love of learning through Focus and Mindfulness

Rather than focusing on task completion, learners are encouraged to develop a habit of **focused attention** and **mindful effort** during home learning time. Using a timer to dedicate a short, uninterrupted period (e.g. 10–30 minutes depending on age) can help build self-management and concentration skills.

This approach supports:

- **Mindful learning habits** – focusing on effort rather than outcomes.
- **Sustainable routines** – manageable time blocks reduce stress and support consistency.
- **Independence** – learners gradually learn to manage their own time and energy.

Home learning is most effective when it feels purposeful, calm, and manageable—both for the learner and the family.

Supporting Home Learning Engagement

We aim to make home learning accessible and flexible for all families, providing opportunities for learners to practise and reinforce skills in a way that suits them.

If a learner is not regularly engaging with home learning, the teacher will contact the family to understand their circumstances and develop a supportive plan. Where needed, the **Learning Support team** may also be involved to provide guidance and strategies for differentiation, time management, or specific learning needs.

Importantly, we do not routinely keep learners in during snack or lunch breaks to complete home learning. We value outdoor play, social development, and overall well being as vital parts of a child's growth. Open communication between learners, families, and teachers is encouraged to help build positive learning routines, and to celebrate each child's effort and progress.

HOME LEARNING STRUCTURE

Nursery and Kindergarten

The goal of home learning in the early years is to nurture a lifelong love of learning. Reading and meaningful conversations form the foundation of this experience.

- Families are encouraged to read daily with their children.
- Reading should be collaborative, fun, and enjoyable.
- In **Kindergarten**, a weekly reading book will be sent home as the child progresses through the Little Wandle Phonics programme. This will depend on individual learners' needs and may increase to two books later in the year.

Years 1 and 2

Home learning in these years supports growing independence, fluency in reading, and confidence in mathematics.

Structure:

- Learners will take home **two reading books** per week. They should read nightly—either to an adult, with an adult, or independently.
- UOI discussion at home is encouraged.
- Teachers may offer **optional** spelling and phonics activities.
- Mathematics tasks will focus on consolidation of class learning.

Time on Task (Guide):

- **Reading:** 10–15 minutes daily
- **Other Tasks:** 10–15 minutes per task once or twice per week.

Years 3 to 6

Home learning becomes more focused, with increased independence and opportunities to consolidate skills across the curriculum.

Structure:

- Learners will take home reading books weekly and are encouraged to read independently most days.
- Families are encouraged to discuss UOI learning using UOI pamphlets or school platforms.
- Adaptive learning technology such as STEPS WEB will support individuals. These platforms adapt to each learner's level, offering appropriate challenge and support.

Time on Task (Guide):

- **Reading:** 15–20 minutes daily
- **Other Tasks:**
 - **Years 3 & 4:** 10–15 minutes, Up to three times per week
 - **Years 5 & 6:** 20–30 minutes, up to three times per week

Languages Other Than English (LOTE)**Years 3 to Year 6**

- Learners studying **Chinese or French** will receive a **weekly language reinforcement task** via Seesaw or a learning sheet.
- These tasks will focus on **listening, reading, writing, and speaking** skills.

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.
- 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.

Primary learners have one timetabled library lesson every week. They have an opportunity to choose and borrow two books to take home. These books are returned or renewed on their next visit to the library the following week. Parents will be notified of their child's timetabled library lesson at the beginning of each school year. Please encourage your children to become regular library book borrowers, as this will have a positive influence on their language development. **We encourage all families to join a local library. Visit www.nlb.gov.sg for details of your nearest library and how to join.**

All Primary learners require a Nexus Library bag in order to borrow books from our library and to transport the books between locations. This protects our library books from loss or damage, and helps to keep the books in circulation for as long as possible. The Nexus library bags will be provided to all learners.

During the library lesson, every learner in Nursery to Year 6 participates in a session led by a Teacher Librarian. They will learn to use and navigate the Library space and carry out research as increasingly independent learners. These sessions are integrated with the learning that takes place in class. Our Library programme includes poetry, storytelling, and other experiences that help our learners appreciate literature and motivate them to read. We also use digital technologies to show how online tools can be used for research and accessing information.

We are always pleased to hear from any parents or caregivers who are willing to help in our library as volunteers. Should you wish to assist us in this capacity, please contact the Primary library staff.

LOST LIBRARY BOOKS

In the event that a book is overdue, auto-generated reminders are sent via email.

In the event that a book is lost, an invoice is sent via email asking that the book is either replaced or paid for within 30 days. The fee on the invoice will vary depending on the type of book that is lost.

In the event that a book is damaged, please return the book to the library so we can try to repair it. If it is beyond repair, an invoice will be sent.

Reference Requests

Parents **should not** approach teachers for learner references. Nexus offers to complete their own closed references only. Requests must be sent by the new school directly to Nexus and should be directed to learnerservices@nexus.edu.sg. References are confidential and are not routinely shared with parents.

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.
- Diarrhoea – 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. For learners from Nursery to Year 4 an adult is required to come and collect them from school if they need to go home. 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. 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 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). In the event of a situation that requires nurses to administer medications for learners, parents/guardians would be telephoned for verbal consent and if parents are not reachable via phone call, an email will be sent, awaiting their written consent. These situations are as follows but not limited to; an allergic reaction, fever, headache and colds.

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.

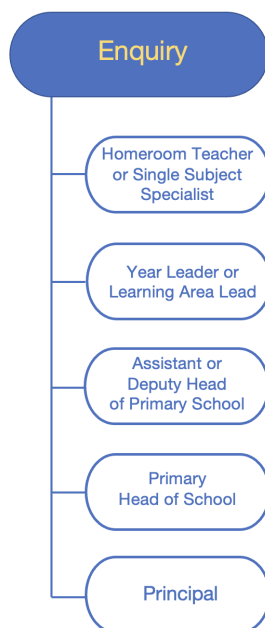
Communication

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 if you 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 wellbeing 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.



LIFT PASSES

Learners from Year 3 to Year 6 are expected to use the stairs at the start and end of the day, carrying their regular school items, such as their bag, lunch and sports kit.

Lift passes are only issued if a learner has a medical certificate.

If a child comes in carrying extra large/cumbersome items (e.g., large musical instrument) the teachers on duty will use their discretion to support them to use the lifts.

SEESAW

Our school's Virtual Learning Platform: SeeSaw is used throughout Primary School from Nursery to Year 6. SeeSaw is used for:

- Curating your child's learning portfolio. Both learners and teachers will share the learning journey through photos, videos, drawings, and more. You can like and comment on your child's work to stay engaged and involved.
- Sharing Home Learning Activities.

HOMEROOM HIGHLIGHTS

You will receive a *Homeroom Highlights* email every Friday. This weekly update will always include:

- A round-up of the week's learning
- A link to Home Learning
- Upcoming events
- Important notices

The content is carefully assembled by the year group team and personalised by your homeroom teacher, so you receive the most relevant information for your child.

NEWSLETTER

You will also receive a *Whole School Weekly Newsletter*.

The *Weekly Whole School Newsletter* shares key dates, school updates, learning highlights, reminders, and community news to keep families informed and connected.

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 of learners in the class performing/presenting 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, offering proactive character development programmes as well as social-emotional counselling. The team provides confidential support for learners and families facing challenges in their lives and can make appropriate referrals to outside agencies and specialists.

Please note that any request for a referral to see a counsellor must be made through the homeroom teacher. This ensures a collaborative approach, allowing for joint observations from teachers who regularly interact with your child.

School counsellors primarily support school-related issues, which often include school anxiety, friendships, academic stress, behavioural concerns, and emotional regulation. For concerns that extend beyond the school environment, such as family dynamics or mental health issues, our counsellors will work with parents to provide external resources and referrals to meet those needs.

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. Car decals need to be displayed once provided.

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 (for learners Year 4 and below, all registered parents and guardians must present their school-issued ID card or proof of Identity to the bus helper when picking up the learner). 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.

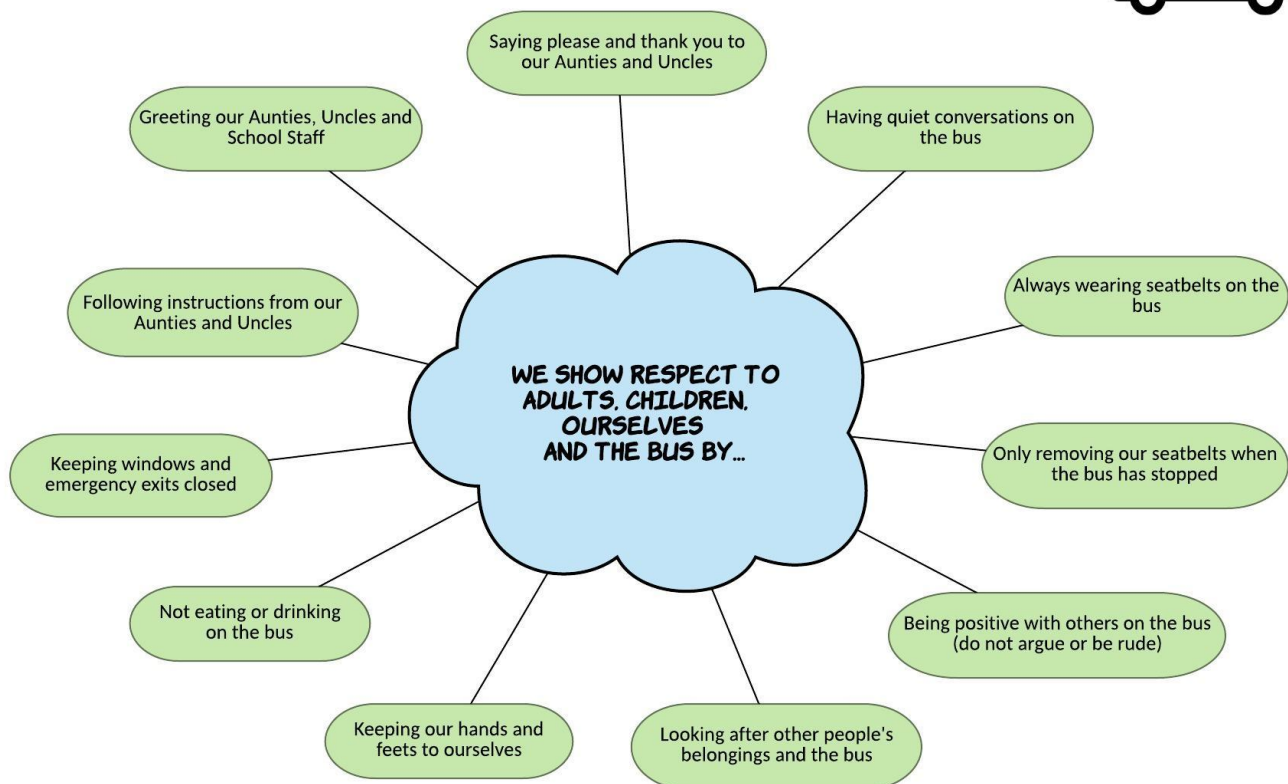
Learners are supervised on the buses and a roll call of all expected passengers is taken before departure. It is very important that you **inform the bus company, Learner Services and the homeroom teacher if your child is not going home on the bus on a particular day.**

Learners travelling 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.** We recommend learners do not use electronic games or mobile phones on the bus.

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.
- Jewellery: No jewellery should be worn during PHE for health and safety.
- A School 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. Sun hats and caps are also worn during PHE as appropriate
- For children in Nursery and Kindergarten, a pair of flip-flops/sandals/crocs are required for use during outdoor messy play
- Any hoodie/sweatshirt worn by Primary learners must be an official school uniform hoodie.

All children are expected to wear their PHE kit to school on days when they have land-based PHE. Children in Nursery to Year 2 are also expected to wear their PHE 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.

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 jewellery. The school has no responsibility for the safekeeping of valuables. All learners are encouraged to give valuable items to class teachers for safe storage. If learners forget during PHE the teacher will provide 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 labelled** 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. Long stay unclaimed items which are unnamed are usually given to charity. The school will not 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 encourage **fruit and cut vegetables, yoghurts 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 learners are provided with a free school lunch. All children are asked to bring their own morning snacks
- 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' for children in Years 3 to 6. They 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 are provided in advance and parents are invited to an information session. A summary of the Primary School residential programme is available through our [Parent Zone - Trip Information](#).

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. There are also opportunities to share about your field of expertise e.g. being a vet, dentist, designer etc. Please let your child's class teacher or specialist teacher know if and how you would like to be involved.

TRIPS 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 are advertised well in advance.

COLLECTING MONEY

All money must be given directly to our finance department so it can be adequately accounted for. 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 NISS 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 Essential Agreements 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 and Behaviour 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 Enjoyable Environment 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	It is our RESPONSIBILITY to	We all have the RIGHT to
Respect	- Be respectful of other people's backgrounds, characteristics, beliefs, and property - Show empathy for other people's feelings, respond kindly, and ensure everybody feels welcome - Refrain from physical, verbal and cyberbullying, threats or intimidation (including texting, chat programs, Facebook, Google Meet etc).	- Feel valued, safe and supported - Be treated with respect regardless of our backgrounds, characteristics, and beliefs - Be included, feel welcome - Not be bullied, threatened or intimidated (physically, verbally and/or with the use of communication technology)
Excellence	- Demonstrate positive learning behaviours - Take ownership of our learning - Be prepared, aware and involved in our learning - Set learning goals to improve our learning - Cooperate with others to achieve personal, and school goals - Provide timely communication - Respond positively to suggestions about our learning	- Achieve our full potential - Effective learning and effective teaching - Learn individually and collectively - Effective and timely communication - Learn without disturbance - Develop for our future
Communication	- Speak politely and respectfully to each other - Make our interactions with others inclusive, being respectful and acceptant of individual differences - Afford others the opportunity to share their ideas, thoughts and feelings	- Be spoken to politely and with respect - Receive empathetic communication that accounts for our individuality - Be heard and considered
Integrity	- Be honest - Take ownership of our actions - Participate in timely restorative practice and peer mediation to resolve conflict - Support others; seek help and act when I see a need	- Feel that we can trust others and take comments at face value - Be part of a supportive community that takes responsibility of actions - Be supported in conflict resolution - Receive support when I need it
Passion	- Be respectful of other people's interests and passions - Celebrate individual and team achievements	- Be happy at school - Pursue my personal interests and passions free from social pressure - Be recognised for individual and team achievements and that these be celebrated by the community

Enjoyable Environment

- Keep all our classrooms and play areas free from litter
- Look after all equipment and seek permission when using the equipment of others
- Report damage to equipment and the physical environment
- Dress appropriately when at school and travelling to and from school
- Be proud of our School
- A pleasant, clean and well maintained school and grounds
- Be able to bring equipment for learning without fear of theft or damage

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 are empowered to manage measured and appropriate responses to breaches of the code of conduct, that are in line with the school's engagement and behaviour policy. This may involve the immediate removal from class of a learner who behaves in a disruptive or abusive manner, and seriously interferes with school operations or activities.

In extreme and rare circumstances, when a learner commits a very serious offence, the school may be compelled to permanently exclude the learner. The Chairman of the Board and/or designees shall have the final authority to permanently exclude a learner for disciplinary infractions and/or violations in accordance with this code and Singapore law.

Procedure

The guidelines in the engagement and behaviour policy exist to protect learners, school employees, or properly, and/or to maintain a positive learning environment. The policy dictates that staff use a levelled hierarchy of responses when a learner displays unacceptable behaviour. Guidance exists at each level to determine:

- Who responds
- What actions are taken
- What communications are made
- What follow up is undertaken

The level of the behaviour is dictated by the level of impact of the unacceptable behaviour. The guidelines do provide staff with liberty to apply the policy fairly and equitably through a restorative approach that is based on a careful assessment of the circumstances of each case such as:

- The learner's age
- The frequency of misconduct
- The learner's attitude

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 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 Heads of Schools, Deputy/Assistant Heads of School, Programme and Subject Coordinators

Accreditation and Compliance

ACCREDITATIONS

Nexus International School (Singapore) is an authorised International Baccalaureate (IB) World School for Primary Years Programme (PYP), Middle Years Programme (MYP) 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) and the Federation of British International Schools in Asia (FOBISIA).

NISS is registered as a Private Education Institution with the Skills and Workforce Development Agency (SWDA) under the provisions and regulations of the Private Education Act 2009 in Singapore. The registration number is 201009668C. In addition, NISS has obtained an EduTrust award (4-year certification) from SWDA. The School's Enhanced Registration Framework (ERF) registration and EduTrust details can be found in the school's profile on SWDA's website at swda.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 (e.g.,: 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 Skills and Workforce Development Agency (SWDA) 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 SWDA-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 shared room. 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 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 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 SWDA 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 SWDA 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 makes a good faith report of wrongdoing from retaliation. You may refer to this [link](#) for further information on this policy.