



DPS International School

(Established Since 2004)



ALMANAC

2024-25

STUDENT HANDBOOK

School Terms and Public Holidays 2024-25

School Terms (ICSE/ISC & CPP/CLSP)

April '24 – Sept '24	Term I
Oct '24 – March '25	Term II

School Terms (IGCSE / AL)

Jan '24 – May '24	Term I
July '24 – Nov '24	Term II

School Vacations and Breaks

1st June '24 – 2nd July '24	Summer Vacation
24th Sep '24 – 30th Sep '24	Term-I Break
1st Dec '24 – 5th Jan '25	Winter Vacation
22nd Mar '25 – 3rd Apr '25	Term-II Break

Scheduled Public Holidays

10 Apr 2024	Wednesday	Hari Raya Puasa
1 May 2024	Wednesday	Labour Day
22 May 2024	Wednesday	Vesak Day
17 Jun 2024	Monday	Hari Raya Haji
9 Aug 2024	Friday	National Day
31 Oct 2024	Thursday	Deepavali
25 Dec 2024	Wednesday	Christmas Day
1 Jan 2025	Wednesday	New Year's Day
29 Jan 2025	Wednesday	Chinese Lunar New Year's Day
30 Jan 2025	Thursday	Chinese Lunar New Year's Day
31 Mar 2025	Monday	Hari Raya Puasa



PARTICULARS

Name of the Student: _____

Enrolment No.: _____ Date of Birth _____

Passport No.: _____ NRIC / FIN No. _____

Residential Status (SC, SPR, DP, SPass): _____

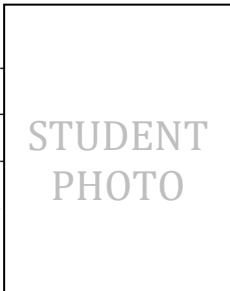
Grade & Section _____ House _____

Class Teacher _____

Residential Address _____

Any allergy or any other medical issue which need to be communicated to the school: _____

Blood Group: _____



Sibling Details (if studying in DPS International School, Singapore)

Name	Class/Sec
------	-----------

1. _____

2. _____

3. _____

Parents' Particulars

FATHER (Full Name)

MOTHER (Full Name)

NRIC/FIN _____

NRIC/FIN _____

Tel (Off): _____

Tel (Off/Res): _____

(H.P.): _____

(H.P.): _____

E-mail: _____

E-mail: _____

Residential Status: _____

Residential Status: _____

Specimen Signature:

Specimen Signature:

Note: KINDLY ENSURE THAT THIS PAGE IS DULY FILLED & SIGNED



Endorsement:

I, _____, parent of _____, of
Grade _____ Section _____ have fully read and understood the entire
content of this Almanac.

**I hereby undertake that in case there is any change in the particulars of
the family, i.e., Residential Status, accommodation, e-mail, contact
numbers (mother and father), etc. I shall immediately intimate the
school through emails at the addresses i.e., information@dps.edu.sg /
itsupport@dps.edu.sg.**

Signature of the parent



PARTICULARS

Name of the Student: _____

Enrolment No.: _____ Date of Birth _____

Passport No.: _____ NRIC / FIN No. _____

Residential Status (SC, SPR, DP, SPass): _____

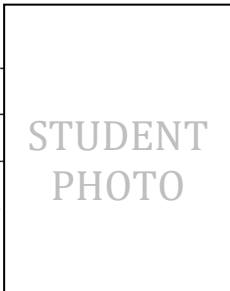
Grade & Section _____ House _____

Class Teacher _____

Residential Address _____

Any allergy or any other medical issue which need to be communicated to the school: _____

Blood group: _____



Sibling Details (if studying in DPSIS Singapore)

Name	Class/Sec
1. _____	_____
2. _____	_____
3. _____	_____

Parents' Particulars

FATHER (Full Name)

MOTHER (Full Name)

NRIC/FIN _____

NRIC/FIN _____

Tel (Off): _____

Tel (Off/Res): _____

(H.P.): _____

(H.P.): _____

E-mail: _____

E-mail: _____

Residential Status: _____

Residential Status: _____

Specimen Signature:

Specimen Signature:

Note: KINDLY ENSURE THAT THIS PAGE IS DULY FILLED & SIGNED



Endorsement:

I, _____, parent of _____, of
Grade _____ Section _____ have fully read and understood the entire
content of this Almanac.

**I hereby undertake that in case there is any change in the particulars of
the family, i.e., Residential Status, accommodation, e-mail, contact
numbers (mother and father), etc. I shall immediately intimate the
school through emails at the addresses i.e., information@dps.edu.sg /
itsupport@dps.edu.sg.**

Signature of the parent



To
The Principal
DPS International School
Singapore

LETTER OF UNDERTAKING

I _____ (name of student), NRIC _____

of Grade _____, Section _____ hereby undertake that:

- (a) As a proud and upright student of DPS International School, I will abide by the rules governing civic behaviour, both on campus (i.e. DPSIS) as well as public places viz. MRT stations, pedestrian crossings, malls, public parks and on-board buses and trains.
- (b) I will honour the school uniform and behave in a way that is consistent with the school motto and values cherished by the institution.
- (c) I will display impeccable conduct and not engage in any activity that threatens the safety and order of the community.
- (d) As a civic minded citizen, I will take initiative in reporting or intervening in any incidence of rule violation concerning my schoolmates.
- (e) I will be kind and courteous to all. I will not use any forms of violence or harsh language; not bully, harass or intimidate anyone in and out of school and in cyberspace.
- (f) I hereby pledge that I will not be guilty of using defamatory language against my teachers, any staff member of school or my schoolmates on any social media platform.
- (g) I also pledge that I will respect one and all, irrespective of caste, creed or religion, and will never use derogatory/inflammatory, language in person or on any social media platform.
- (h) I will respect and strictly abide by the laws of Singapore. I will respect and care for the environment by keeping it clean and conducive for learning.

I hereby pledge to honour the undertaking and understand that anyone found guilty of not abiding by the above stated code of conduct will be subject to serious disciplinary action.

Signature of Student
Date:

Signature of Parent
Date:



CONTENTS

Particulars	1 – 4
Letter of Undertaking	5
Contents, Important Contact Numbers	6 – 7
Vision, Mission, Values, Motto, Our Aspirations	8 – 9
Students' Pledge and School Song	10
National Anthem of Singapore	11
Mascot & Flag of Singapore	12
National Anthem of India	13
National Emblem & Flag of India	14
Prayers	15 – 17
Student Council	18
Communication	19
Grievance Policy, Grievance Redressal Procedure	20 – 21
School Uniform, Attire	22 – 24
School Hours, Meeting Teachers & Principal	25
Year Planner	26 – 31
School Rules, Students Code of conduct	32 – 33
Reporting to School, Attendance	34
Late Arrival, Student Long Leave Policy	35
Usage of Digital Gadgets in school	36
Use of social media	36
Disciplinary Action, Assembly	37 – 39
School Transport, Transport withdrawal policy	39 – 42
Examination & Promotion Policy	42 – 47
Academic Awards	48
Examination Good Practices, Homework Policy	49 - 50
CCA, ECA & House System	51 – 53
General Information	53 – 54
School Safety Rules	54 – 55
Withdrawals	55 – 56
Cyclic Test Schedule	57 – 61
Homework Diary	62 – 101
RECORDS	
Notes	102 – 104
Record of Absence	105 – 106
FORMS	
Transport Application Form	109
Transport Withdrawal Application Form	111
Change of Address Application Form	113
ECA Option Form	115
2nd /3rd Language Option Form	117



USEFUL / IMPORTANT CONTACT NUMBERS & E-MAIL ADDRESSES

SCHOOL

General & main school line	6285 6300
Admissions	6285 7273

TRANSPORT

Handphone	92251203 / 98771233
-----------	---------------------

ENQUIRY

Admissions	admissions@dps.edu.sg
General Enquiry	information@dps.edu.sg
Student / Parent Particulars Updation	feedback@dps.edu.sg / itsupport@dps.edu.sg / contactus@dps.edu.sg
Account related	accounts@dps.edu.sg
Withdrawal	withdrawal@dps.edu.sg
Health Room	healthroom@dps.edu.sg

GENERAL NUMBERS

- | | |
|---------------------------|------|
| • Police | 999 |
| • Non-Emergency Ambulance | 1777 |
| • Fire / Ambulance | 995 |



Our Mission

DPS will continue to be a happy school for its students and enablers, facilitating curricular and co-curricular knowledge to a brimful measure thus enabling them to be future ready and able leaders.

Our Vision

DPS aspires to live by our motto "CARPE DIEM", seizing each moment to shape the learning environment of the future, applying all acquired knowledge with scientific reasoning, humanity and wisdom for a happier society.

Our Values

To be a **CLASS** apart

Caring - An Inclusive and Supportive Environment.

Learning - Grooming Lifelong Learners.

Achieving - Achieving Milestones and Setting Benchmarks.

Sharing - Sharing Our Joys, Dreams and Goals.

Social Responsibility - Building a Better Future Today.

Motto – Carpe Diem

CARPE DIEM, originally from the Latin phrase "Carpe Diem quam minimum credula postero" means "seize the day."

SEVEN C-SPHERES OF EXCELLENCE OF DPSIS TM



7C – Spheres of Excellence

SPHERE OF ACADEMIC EXCELLENCE: **C**ONCEPTUAL PIONEERS

SPHERE OF SPORTS EXCELLENCE: **C**HAMPIONING SPORTS

SPHERE OF CREATIVE EXCELLENCE: **C**REATIVITY

SPHERE OF CHARACTER DEVELOPMENT: **C**HARACTER

SPHERE OF COMMUNITY INVOLVEMENT: **C**OLLABORATION

SPHERE OF LEADERSHIP EXCELLENCE: **C**ULTIVATING LEADERSHIP

SPHERE OF TECHNOLOGY EXCELLENCE: **C**YBERNETICS



Students' Pledge

- I Pledge to be honest, helpful and disciplined.
- I Pledge to keep my world clean and litter free.
- I Pledge to speak with kindness and courtesy.
- I Pledge to respect all members of my school community.
- I Pledge to honour my school.
- I Pledge to strive for excellence in all that I do.

School Song

**We are voices from the DPS our heart singing loud
We will work together hand in hand in joy and harmony**

**We will do our part working for our self and for our family
We will work together hand in hand in joy and harmony**

**Do our best whenever we can do we will help our fellow man
We will do our part working for our self and for our family**

**We will be growing stronger every day we will make it you and me
We will do our part working for our self and for our family**

**We are happy people living hand in hand life is simple life is free
We will do our part working for our self and for our family**

**Life is joy and life is harmony believing service before self
We will do our part working for our self and for our family**



NATIONAL ANTHEM OF SINGAPORE

MAJULAH SINGAPURA

**Mari Kita Rayat Singapura
Sama-Sama Menuju Bahagia
Cita-Cita Kita Yang Mulia
Berjaya Singapura
* Marilah Kita Bersatu
Dengan Semangat Yang Baru
Semua Kita Berseru
Majulah Singapura
Majulah Singapura
* repeat**

***Translation of the National Anthem Majulah Singapura In
English***

ONWARD SINGAPORE

**Come, fellow Singaporeans
Let us progress towards happiness together
May our noble aspiration bring
Singapore success
Come, let us unite
In a new spirit
Let our voices soar as one
Onward Singapore
Onward Singapore**

MASCOT OF SINGAPORE

THE MERLION



The Merlion was designed as an emblem for the Singapore Tourism Board (STB) in 1964. The designer was Mr. Fraser Brunner, a member of the souvenir committee and a curator of the Van Kleeef Aquarium. The Merlion has a lion head and a fish body resting on a crest of waves. The lion head symbolizes the legend of the rediscovery of Singapura, as recorded in the "Malay Annals". In ancient times, Singapore was known as Temasek, a Javanese word for sea. In the 11th century A.D, Prince Sang Nila Utama of the Sri Vijaya Empire rediscovered the island. When the Prince first landed on Singapore's shores, he sighted a mystical

beast which he later learnt was a lion. The Prince then decided to name the island "Singapura" which in Sanskrit means Lion (Singa) City (Pura). The fish tail of the Merlion symbolizes the ancient city of Temasek and represents Singapore's humble beginning as a fishing village.

The Merlion statue, measuring 8.6 meters high and weighing 70 tones, was built by the late Singapore craftsman, Mr. Lim Nang Seng. It is made of cement fondue. A smaller Merlion statue, measuring two meters high and weighing three tones was also built by Mr. Lim. The body is made of cement fondue, the skin from porcelain plates and eyes from small red teacups.

SINGAPORE NATIONAL FLAG

For 140 years (1819-1959), the Union Jack flew over Singapore. Then, on 3rd December 1959, the National Flag, an important symbol of independence, was unveiled at the installation of the new Head of State, the Yang di-Pertuan Negara. The flag was conceived and created by a committee headed by the then Deputy Prime Minister, Dr. Toh Chin Chye.

The Flag consists of two horizontal halves, red above white. Red symbolizes universal brotherhood and equality of men and white - purity and virtue. In the upper left corner, a white crescent moon and five white stars form a circle. The crescent moon represents a young nation on the rise. The five stars stand for Singapore's ideals of democracy, peace, progress, justice and equality.





NATIONAL ANTHEM OF INDIA

“Jana-Gana-Mana-Adhinayaka, Jaya He

Bharata-Bhagya-Vidhata

Punjab-Sindhu-Gujarata-Maratha

Dravida-Utkala-Banga

Vindhya-Himachala-Yamuna-Ganga

Ucchhala-Jaladhi Taranga

Tava Subha Name Jage

Tava Subha Ashisha Mage

Gahe Tava Jaya Gatha.

Jana-Gana-Mangala Dayaka, Jaya He

Bharata-Bhagya-Vidhata,

Jaya He, Jaya He, Jaya He,

Jaya Jaya Jaya, Jaya

Translation of the National Anthem – Jana Gana Mana In

English

**Thou are the ruler of the minds of all people,
dispenser of India's destiny.**

**Thy name rouses the hearts of Punjab, Sindh,
Gujarat and Maratha. Of the Dravid and Orissa and Bengal.**

**It echoes in the hills of Vindhyas and Himalayas,
mingles in the music of Yamuna and Ganga and is chanted
by the waves of the Indian Sea. They pray for your blessing
and**

**sing thy praise. The salvation of all people is in thy hand,
thou dispenser of India's destiny.**

Victory, Victory, Victory, Victory to thee.



THE INDIAN NATIONAL EMBLEM

THE LION CAPITAL

The State emblem is an adaptation from the Sarnath, Lion Capital of Ashoka. In the original, there are four lions, standing back to back, mounted on an abacus with a frieze carrying sculptures in high relief of an elephant, a galloping horse, a bull and a lion separated by intervening wheels over a bell-shaped lotus. Carved out of a single block of polished sandstone, the capital is crowned by the Wheel of the Law - "Dharma Chakra".



In the State emblem, adopted by the Government of India on 26 January 1950, only three lions are visible, the fourth being hidden from view. The wheel appears in relief in the center of the abacus with a bull on right and a horse on left and the outlines of other wheels on extreme right and left. The bell-shaped lotus has been omitted. The words Satyameva Jayate from Mundaka Upanishad, meaning 'Truth Alone Triumphs', are inscribed below the abacus in Devanagari script.

INDIAN NATIONAL FLAG

The National Flag of India is a horizontal tricolour (TIRANGA) of deep saffron (Kesaria) at the top, white in the middle and dark green at the bottom in equal proportions.



The ratio of the width to the length of the flag is two is to three. In the centre of the white band, there is a wheel in navy blue to indicate the Dharma Chakra, the wheel of law in the Sarnath Lion Capital. This symbol or the 'CHAKRA', is a Buddhist symbol dating back to 2000 century BC. Its diameter approximates the width of the white band and it has 24

spokes, which indicates that there is life in movement and death in stagnation. The saffron stands for courage, sacrifice and the spirit of renunciation; the white, for purity and truth; the green for faith and fertility. The design of the National Flag of India was adopted by India's Constituent Assembly on 22nd July, 1947. Its use and display are regulated by a code. The flag symbolizes freedom.

The late Prime Minister, Pandit Jawahar Lal Nehru called it a flag not only of freedom for ourselves, but a symbol of freedom.



PRAYERS

I

Where the mind is without fear and the head is held high
Where knowledge is free
Where the world has not been broken up, into fragments
By narrow domestic walls
Where words come out from the depth of truth
Where tireless, striving stretches
Its arms towards perfection
Where the clear stream of reason
Has not lost its way, into the dreary desert, sand of dead habit
Where the mind is led forward
By Thee into ever-widening thought and action,
Into that heaven of freedom
My Father, let my country awake.

II

ALL THINGS BRIGHT AND BEAUTIFUL

All things bright and beautiful,
All creatures great and small,
All things wise and wonderful,
The Lord God made them all.

Each little flower that opens,
Each little bird that sings,
He made their glowing colours,
He made their tiny wings.

The purple-headed mountain
The river running by,
The sunset and the morning
That brightens up the sky
He gave us eyes to see them,
And lips that we might tell
How great is God Almighty,
Who has made all things well.



III

God grant me the serenity –
To accept the things, I cannot change
Courage to change the things I can
Wisdom to know the difference

IV

O God whose love is over every creature,
Whom Thine hands have made.
As we begin this day, we request you,
To bless all people everywhere.

Bless those who are strong and fit,
And grant that they may never use
Their good health selfishly.

Bless those who are weak and ailing,
Keep them from all discouragement
And discontent.

Bless who are happy and help them
Not to forget Thee in sunny weather.

Bless each one of us,
Grant that we may live our lives
Worthy of your blessing.

V

O God, we have come to this day,
That you many make us able,

To walk in your light
To act in your strength

To think in your wisdom
To speak in your truth
To live in your love;
So that, when all our days are done,
We may come to dwell in your glory.



O God, help us always
To praise rather than criticize
To sympathize rather than to discourage
To build up rather than to destroy
To think of people at their best, rather than at their worst;
This we ask for your Love's sake.

VI

Give us this day, O God
Reverence to realize your presence;
Humility to know our own need;
Trust to ask your help;
Obedience to accept, whatever you say to us.

Help us, O God,
To remember that, all great things have their price.
Help us to remember that,
There is no achievement without work.
There is no learning without study.
There is no skill of body or mind, without discipline.

Help us to remember that,
There is no purity without vigilance.
There is no friendship without loyalty.
There is no love without the sacrifice of self.

So, help us, to be willing to pay the price,
That we may enter into our reward.

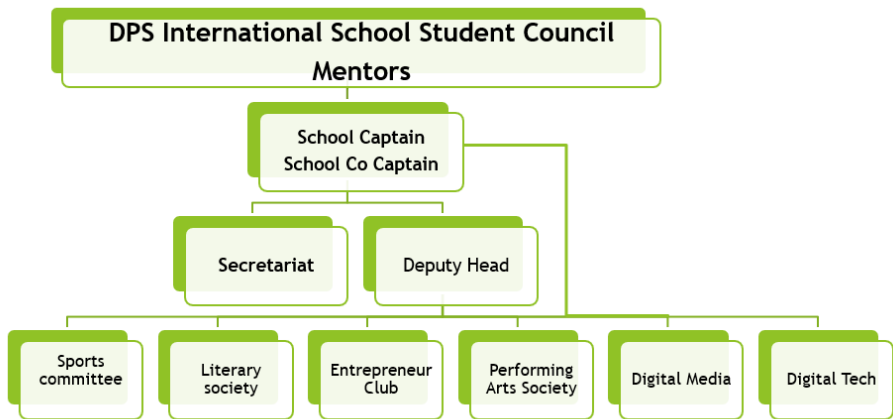
VII

Thank you, God, for the world so sweet
Thank you, God, for the food we eat.
Thank you, God, for the birds that sing.
Thank you, God, for everything.



STUDENT COUNCIL

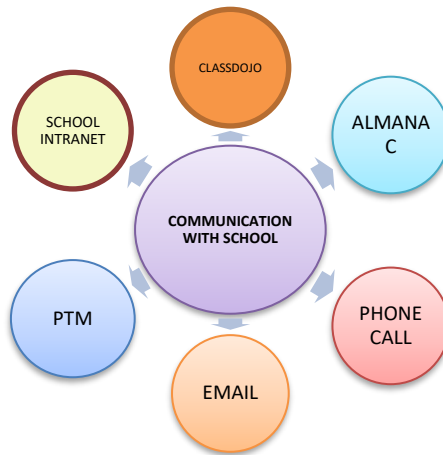
A Student Council is a group of elected students guided by mentors to help share ideas, interests, campaigns and concerns with all members of the school community. They initiate community projects, awareness programs and cultural events to name a few. Aimed at inculcating leadership qualities and community spirit, the DPS Student Council has evolved into a valued platform for the leaders and citizens of tomorrow.



The purpose of the student council is to give students an opportunity to develop leadership by organizing and carrying out school activities and service projects. In addition to planning events that contribute to school spirit and community welfare, the student council is the voice of the student body.

The student council helps share students' ideas, interests, and concerns with teachers and school principals. They often also help in school-wide activities, including social events, community.

COMMUNICATION WITH THE SCHOOL



- **SCHOOL INTRANET:** The school has its own intranet facility, *MyDPSIS*. All parents and students are issued a login ID and password. Any communication with teachers/School can be done via intranet. Teachers ensure that all emails received are responded to in time. School notices and events are regularly posted on the intranet. Access to intranet and other school related information can be found at <https://dps.edu.sg>
- **CLASSDOJO:** All parents are given the ClassDojo facility to communicate with school/class teacher/subject teacher easily.
- **ALMANAC:** Parents can also write to class teacher in the student Almanac.
- **PHONE CALL:** Parents can call the school for any clarification or information.
- **PTM:** Parents can meet teachers in person on Mondays, Wednesdays, and Fridays with prior appointment.

We encourage parents to correspond with the school for any information or clarification through the email addresses mentioned on page 6.



GRIEVANCE POLICY

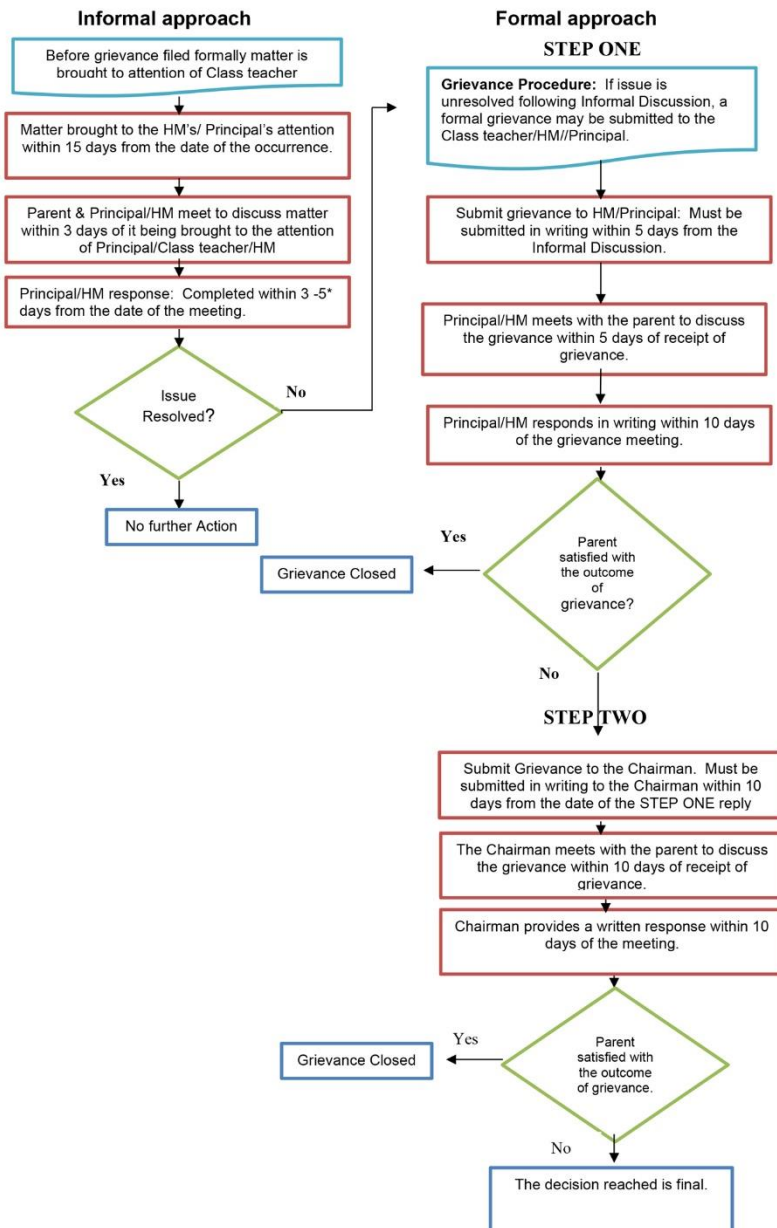
Purpose: The purpose of this policy is to assist and provide a framework for resolution of student's /parent's concerns. This policy supports the school's intention to provide a safe and fair learning environment for all its students and outlines the principles and procedures to be used in addressing students'/parents' concerns.

Parents are welcome to make appointments to discuss the concerns they may have. The school has its own intranet facility. All parents are provided with their login ID and password. Any communication with the teachers and staff can be done via the intranet. Access to intranet can be done through <https://dps.edu.sg>. Parents are welcome to suggest their views and voice their concern through feedback@dps.edu.sg.

Parents are welcome to meet the teachers with prior appointment on Tuesdays and Thursdays. They may, however, call the school office or write in the child's Almanac to fix up the appointment.

It is preferable that issues concerning academics and discipline are resolved at the class teacher level. Should this not be possible, parents are welcome to contact the concerned Headmistress. If issues still remain unresolved, parents can contact the Vice Principal or Principal, as the case may be. Should the concerns still persist, and the amicable resolution to a parent's concerns no longer is possible, the parents are welcome to contact the Director of the school.

Grievance Redressal Procedure





SCHOOL UNIFORM

Kindergarten Students Regular Uniform



Primary School Regular Uniform (Grade 1 to 5)



Middle School Students Regular Uniform (Grade 6 and 7)

Secondary & Senior Secondary Students Regular Uniform



Kindergarten Students PE Uniform





ATTIRE

Attire & Grooming

Students are to wear the prescribed school uniform whenever they come to school, including during the holidays for extra classes. Modifications to the prescribed school uniform are strictly NOT allowed.

It is mandatory for all the students to wear Regular school uniform during school days and PE attire during ECA, PE, excursions, field trips and all other school related events.

GIRLS	BOYS
Hair should be of shoulder length. If longer than shoulder length, it should be tied neatly with black hair band or black hair ties with clips. No colouring of hair or fringes is permitted.	Hair to be cut short and neat. No colouring of hair is permitted. No bands and long hair allowed.
A pair of simple and identical ear studs are to be worn. No dangling/large earrings/Jewellery are allowed. Modified school uniforms (altered skirts or shirts) not allowed.	No sideburns or moustache. (Grade 6 and above students) Modified school uniforms (tapered pants) not allowed.
Nails to be cut short and no nail enamel. Tattoos not allowed.	Nails to be cut short. Tattoo not allowed
The uniform must be neat and ironed. Ill -fitting or torn uniform is not permitted. Slippers or flip- flops not allowed. Tattoos, body studs, rings, bangles or wristbands of any colour or kind are not allowed.	



SCHOOL HOURS

Kindergarten Morning Session:

9:00 AM to 12:00PM (Monday - Friday)

Kindergarten Afternoon Session:

12:15 PM to 3:15 PM (Monday - Friday)

Grade 1-12:

9:00 AM to 3:30 PM (Monday - Friday)

Meeting Teachers & Principal

- Parents may meet the teachers only with prior appointment, on -
Tuesday & Thursday (Working days) -
3:30 p.m. to 4:00 p.m. (Grade 1 to 12)
1:00 p.m. to 2:00 p.m. (Nursery to K2)
- Parents may meet the Principal with prior appointment on -
Tuesday – 4:00 p.m. to 5:00 p.m.
Saturday – 10:00 a.m. to 12:30 p.m.



Kindergarten Year Planner

2024	APR	MAY	JUN	JUL	AUG	SEP
SAT			1			
SUN			2			1
MON	1		3	1		2
TUE	2		4	2		3
WED	3	1 LABOUR DAY	5 World Environment Day	3 SCHOOL REOPENS		4
THU	4	2	6	4	1	5 TEACHERS DAY
FRI	5	3	7	5	2	6 ACTIVITY DAY
SAT	6	4	8	6	3	7
SUN	7	5	9	7	4	8
MON	8	6	10	8	5	9
TUE	9	7	11	9	6	10
WED	10 HARI RAYA PUASA	8	12	10	7	11
THU	11 SCHOOL REOPENS	9	13	11	8 ACTIVITY DAY	12
FRI	12	10 ACTIVITY DAY	14	12 ACTIVITY DAY	9 NATIONAL DAY	13 RECITATION DAY
SAT	13	11	15	13	10	14
SUN	14	12 MOTHER'S DAY	16 FATHER'S DAY	29	11	15
MON	15	13	17 HARI RAYA HAJI	15 SHOW & TELL WEEK	12	16
TUE	16	14	18	16	13	17
WED	17	15	19	17	14	18
THU	18 ACTIVITY DAY	16	20	18	15 Independence Day	19 ACTIVITY DAY
FRI	19 FOUNDER'S DAY	17 ART DAY	21	19	16 ACTIVITY DAY	20 RED DAY
SAT	20	18	22	20	17	21
SUN	21	19	23	21 RACIAL HARMONY DAY	18	22
MON	22 EARTH DAY	20 NUTRITION WEEK	24	22	19	23 PTM
TUE	23	21 HELPERS DAY	25	23	20	24
WED	24	22 VESAK DAY	26	24	21	25
THU	25	23	27	25	22	26
FRI	26 ACTIVITY DAY	24 ACTIVITY DAY	28	26 ACTIVITY DAY	23 ACTIVITY DAY	27
SAT	27	25	29	27	24	28
SUN	28	26	30	28	25	29
MON	29	27		29	26	30
TUE	30 PINK DAY	28		30 Int'l Friendship Day	27	
WED		29		31 GREEN DAY	28	
THU		30			29	
FRI		31 BLUE DAY			30 YELLOW DAY	
SAT					31	
SUN						
2024	APR	MAY	JUN	JUL	AUG	SEPT



Kindergarten Year Planner

OCT	NOV	DEC	JAN	FEB	MAR	2025
				1	1	SAT
		1		2	2	SUN
		2		3	3	MON
1 SCHOOL REOPENS		3		4	4	TUE
2 INTL NON VIOLENCE DAY		4	1 NEW YEAR	5	5	WED
3		5	2	6	6	THU
4 ACTIVITY DAY	1 DEEPAWALI	6	3	7 SPORTS DAY	7 ACTIVITY DAY	FRI
5	2	7	4	8	8	SAT
6	3	8	5	9	9	SUN
7 MATH WEEK	4	9	6 SCHOOL REOPENS	10 LITERARY WEEK	10	MON
8	5	10	7	11	11	TUE
9	6	11	8	12	12	WED
10 WORLD MENTAL HEALTH DAY	7	12	9	13	13	THU
11	8 ACTIVITY DAY	13	10 ACTIVITY DAY	14 SPELL BEE	14 ACTIVITY DAY	FRI
12	9	14	11	15	15	SAT
13	10	15	12	16	16	SUN
14	11	16	13	17	17	MON
15	12	17	14	18	18	TUE
16	13	18	15	19	19	WED
17	14 CHILDREN'S DAY	19	16	20	20	THU
18 ACTIVITY DAY	15	20	17	21 INTL MOTHER LANGUAGE DAY	21 RAINBOW DAY	FRI
19	16	21	18	22	22	SAT
20	17	22	19	23	23	SUN
21	18 CULTURAL WEEK	23	20 STORY WEEK	24	24 PTM	MON
22	19	24	21	25	25 T	TUE
23	20	25 CHRISTMAS	22	26	26 E	WED
24 ACTIVITY DAY	21	26	23	27 BROWN DAY	27 R	THU
25 HANDWRITING COMP	22	27	24 ORANGE DAY	28 ACTIVITY DAY	28 M	FRI
26	23	28	25		29 B	SAT
27	24	29	26 REPUBLIC DAY		30 R	SUN
28	25	30	27		31 A	MON
29	26	31	28		31 HARI RAYA PUASA	TUE
30 BLACK & WHITE DAY	27		29 CHINESE NEW YEAR			WED
31 DEEPAWALI/ HALLOWEEN DAY	28		30 CHINESE NEW YEAR			THU
	29 PURPLE DAY		31			FRI
	30					SAT
						SUN
OCT	NOV	DEC	JAN	FEB	MAR	2025



Primary 1 to 5 Year Planner (ICSE & CPP)

2024	APR	MAY	JUN	JUL	AUG	SEP
SAT			1			
SUN			2			1
MON	1		3	1		2
TUE	2		4	2		3
WED	3	1 LABOUR DAY	5 World Environment Day	3 SCHOOL REOPENS		4
THU	4	2	6	4	1	5 TEACHERS DAY
FRI	5	3	7	5	2	6 TERM 1 ASSESSMENT
SAT	6	4	8	6	3	7
SUN	7	5	9	7	4	8
MON	8	6	10	8	5	9
TUE	9	7	11	9	6	10
WED	10 HARI RAYA PUASA	8	12	10	7	11
THU	11 SCHOOL REOPENS	9	13	11	8	12
FRI	12	10 Jr.SOCCER/BB COMP	14	12 Sr.SOCCER/ BB COMP	9 NATIONAL DAY	13
SAT	13	11	15	13	10	14
SUN	14	12 MOTHER'S DAY	16 FATHER'S DAY	29	11	15
MON	15	13	17 HARI RAYA HAJI	15 SCIENCE WEEK	12 COMPUTER WEEK	16
TUE	16	14	18	16	13	17
WED	17	15	19	17	14	18
THU	18	16	20	18	15 Independence Day/Interhouse Dance	19
FRI	19 FOUNDER'S DAY	17 ART COMPETITION	21	19	16	20
SAT	20	18 PTM - Gr 1 & Gr 2	22	20	17	21
SUN	21	19	23	21 RACIAL HARMONY DAY	18	22
MON	22 EARTH DAY	20 NUTRITION WEEK	24	22	19	23
TUE	23	21 HELPERS DAY	25	23	20	24
WED	24	22 VESAK DAY	26	24	21	25
THU	25	23	27	25	22	26
FRI	26	24	28	26	23	27
SAT	27	25 PTM - Gr 3 to Gr 5	29	27	24	28
SUN	28	26	30	28	25	29
MON	29 STORY WEEK	27		29	26	30
TUE	30	28		30 Int'l Friendship Day	27	
WED		29		31	28	
THU		30			29	
FRI		31			30	
SAT					31	
SUN						
2024	APR	MAY	JUN	JUL	AUG	SEPT



Primary 1 to 5 Year Planner (ICSE & CPP)

OCT	NOV	DEC	JAN	FEB	MAR	2025
				1	1	SAT
		1		2	2	SUN
		2		3	3	MON
1 SCHOOL REOPENS		3		4	4	TUE
2 INT'L NON VIOLENCE DAY		4	1 NEW YEAR	5	5	WED
3		5	2	6	6	THU
4	1 DEEPAWALI	6	3	7 SPORTS DAY	7 TERM 2 ASSESSMENT	FRI
5	2	7	4	8	8	SAT
6	3	8	5	9	9	SUN
7 MATH WEEK	4	9	6 SCHOOL REOPENS	10 LITERARY WEEK	10	MON
8	5	10	7	11	11	TUE
9	6	11	8	12	12	WED
10 WORLD MENTAL HEALTH DAY	7	12	9	13	13	THU
11	8 INTERHOUSE CHESS COMP	13	10	14 SPELL BEE	14	FRI
12	9	14	11	15	15	SAT
13	10	15	12	16	16	SUN
14	11	16	13	17	17	MON
15	12	17	14	18	18	TUE
16	13	18	15	19	19	WED
17 Jr. CRICKET COMP	14 CHILDREN'S DAY	19	16	20	20	THU
18	15	20	17 Sr. CRICKET COMP	21 INT'L MOTHER LANGUAGE DAY	21	FRI
19	16	21	18 PTM - Gr 1 & Gr 2	22	22	SAT
20	17	22	19	23	23	SUN
21	18 CULTURAL WEEK	23	20 CCA WEEK	24	24	MON
22	19	24	21	25	25	TUE
23	20	25 CHRISTMAS	22	26	26	WED
24	21	26	23	27	27	THU
25 HANDWRITING COMP	22	27	24 INTERHOUSE MUSIC COMP	28	28	FRI
26	23	28	25 PTM - Gr 3 to Gr 5	29	29	SAT
27	24	29	26 REPUBLIC DAY	30	30	SUN
28	25	30	27	31 HARI RAYA PUASA	31	MON
29	26	31	28			TUE
30	27		29 CHINESE NEW YEAR			WED
31 DEEPAWALI/ HALLOWEEN DAY	28		30 CHINESE NEW YEAR			THU
	29		31			FRI
	30					SAT
						SUN
OCT	NOV	DEC	JAN	FEB	MAR	2025



Secondary 6 to 12 Year Planner (CISCE, CLSP & CIE)

2024	APR	MAY	JUN	JUL	AUG	SEP
SAT			1			
SUN			2			1
MON	1		3	1		2
TUE	2		4	2		3
WED	3	1 LABOUR DAY	5 World Environment Day	3 SCHOOL REOPENS		4
THU	4	2	6	4	1	5 TEACHERS DAY
FRI	5	3	7	5	2	6 TERM 1 ASSESSMENT (CISCE/CLSP)
SAT	6	4	8	6	3	7
SUN	7	5	9	7	4	8
MON	8	6	10	8	5	9
TUE	9	7	11	9	6	10
WED	10 HARI RAYA PUASA	8	12	10	7	11
THU	11 SCHOOL REOPENS	9	13	11	8	12
FRI	12	10 Jr-SOCCER/BB COMP	14	12 Sr-SOCCER/BB COMP	9 NATIONAL DAY	13
SAT	13	11	15	13	10	14
SUN	14	12 MOTHER'S DAY	16 FATHER'S DAY	29	11	15
MON	15	13	17 HARI RAYA HAJI	15 SCIENCE WEEK	12 COMPUTER WEEK	16
TUE	16	14	18	16	13	17
WED	17	15	19	17	14	18
THU	18	16	20	18	15 Independence Day/Interhouse Dance	19
FRI	19 FOUNDER'S DAY	17 ART COMPETITION	21	19	16	20
SAT	20	18	22	20 PTM Gr 6 to 8	17 PTM Gr 9 to 12	21
SUN	21	19	23	21 RACIAL HARMONY DAY	18	22
MON	22 EARTH DAY	20 GO GREEN WEEK	24	22	19	23
TUE	23	21 HELPERS DAY	25	23	20	24
WED	24	22 VESAK DAY	26	24	21	25
THU	25	23	27	25	22	26
FRI	26	24	28	26	23	27
SAT	27	25	29	27	24	28
SUN	28	26	30	28	25	29
MON	29 STORY WEEK	27		29	26	30
TUE	30	28		30 Int'l Friendship Day	27	
WED		29		31	28	
THU		30			29	
FRI		31			30	
SAT					31	
SUN						
2024	APR	MAY	JUN	JUL	AUG	SEPT



Secondary 6 to 12 Year Planner (CISCE, CLSP & CIE)

OCT	NOV	DEC	JAN	FEB	MAR	2025
				1	1	SAT
		1		2	2	SUN
		2		3	3	MON
1 SCHOOL REOPENS		3		4	4	TUE
2 INTL. NON VIOLENCE DAY		4	1 NEW YEAR	5	5	WED
3		5	2	6	6	THU
4	1 DEEPAWALI	6	3	7 SPORTS DAY	7 TERM 2 ASSESSMENT	FRI
5	2	7 W	4	8	8	SAT
6	3	8 I	5	9	9	SUN
7 MATH WEEK	4	9 N	6 SCHOOL REOPENS	10 LITERARY WEEK	10	MON
8	5	10 T	7	11	11	TUE
9	6	11 E	8	12	12	WED
10 WORLD MENTAL HEALTH DAY	7	12 R	9	13	13	THU
11	8 INTERHOUSE CHESS COMP	13	10	14 SPELL BEE	14	FRI
12	9	14 B	11	15 PTM -Gr 6 to 8	15	SAT
13	10	15 R	12	16	16	SUN
14	11	16 E	13	17	17	MON
15	12	17 A	14	18	18	TUE
16	13	18 K	15	19	19	WED
17 Jr. CRICKET COMP	14 CHILDREN'S DAY	19	16	20	20	THU
18	15 IGCSE ASSESSMENT	20	17 Sr. CRICKET COMP	21 INT'L MOTHER LANGUAGE DAY	21	FRI
19	16	21	18	22 PTM -Gr 9 to 12	22	SAT
20	17	22	19	23	23	SUN
21	18 CULTURAL WEEK	23	20 CCA WEEK	24	24	MON
22	19	24	21	25	25	TUE
23	20	25 CHRISTMAS	22	26	26	WED
24	21	26	23	27	27	THU
25 HANDWRITING COMP	22	27	24 INTERHOUSE MUSIC COMP	28	28	FRI
26	23	28	25	29	29	SAT
27	24	29	26 REPUBLIC DAY	30	30	SUN
28	25	30	27	31 HARI RAYA PUASA	31	MON
29	26	31	28			TUE
30	27		29 CHINESE NEW YEAR			WED
31 DEEPAWALI/ HALLOWEEN DAY	28		30 CHINESE NEW YEAR			THU
	29		31			FRI
	30					SAT
						SUN
OCT	NOV	DEC	JAN	FEB	MAR	2025



SCHOOL RULES

- The primary aim of the school is to prepare students to receive quality education so that they become responsible, proactive global citizens and leaders of the future world.
- All students are expected to maintain self-discipline and abide by the school rules and regulations at all times – within and outside the school. Students must project a positive image of DPS by upholding the school values - Integrity, Respect, Resilience and Service.
- Any student who witnesses anyone doing things detrimental to the school, himself/herself or other students, must bring it to the attention of his/her class teacher or to the discipline in-charge of the school immediately.
- School rules are intended to help students cultivate a set of positive behaviours that will empower them to learn and grow in a safe, healthy, and conducive environment. The discipline committee manages the discipline issues of students in school.
- The students must carry this Almanac to the school every day. The personal particulars of the students, including the photograph required on pages 1 & 3, must be updated. The Almanac must be duly signed by the parents.

STUDENTS' CODE OF CONDUCT

- We expect our students to demonstrate exemplary courtesy in their behaviour and speech.
- We expect our students to follow the uniform code of the institution and be examples to each other in neatness and tidiness. A check on uniforms will be conducted twice a week.
- We expect our students to be respectful towards the Teachers, Principal, Management and all the Enablers in the institution. The norms of body language, behaviour, ethics etc. taught to them in this institution will be followed both in letter and spirit.



- We expect our students to follow an honor code for which the major responsibility of its implementation will rest with the students themselves.
- We expect our students to be role models in punctuality. Students who avail public transport should report to school by 9:00am failing which disciplinary action will be taken.
- We expect our students to be kind and courteous towards their fellow students.
- We expect our students to respect the property of this institution. Heavy fines will be imposed on the student for any damage done to school property.
- Students should respect the school uniform and always uphold the good reputation of the school. Students should not engage in acts which will bring disrepute to themselves and the institution. (within and outside the campus). Students should respect the uniform and refrain from any behavior that is harmful, intimidating, humiliating, immoral or indecent towards others.

Student Code of Conduct in Classroom

- Students are to stand up and greet their teachers before commencement and at the end of lessons.
- Students should participate actively during lessons and always have their learning materials ready.
- Students are to behave in a respectful manner in class and keep their classrooms clean and tidy at all times.
- Students are advised not to leave their personal belongings unattended AT ALL TIMES. Students must NOT leave any books behind in the classrooms after school dismissal, unless permitted by a teacher. They may use the allocated personal lockers. These are found outside/inside their classroom.



Conduct in Canteen

- Students must be considerate and observe good dining etiquette at all times. They should refrain from speaking loudly or running in the canteen.
- Students must queue up when buying food.
- Students are to throw the disposables in the bin after their meals and keep the canteen clean by not littering. Food and drinks (except mineral water) are NOT to be brought out of the canteen.
- Students are NOT allowed to purchase or consume food in the canteen during lesson time.

REPORTING TO SCHOOL

- Students are to be punctual and seated in their respective classrooms once arrive at school.
- Students commuting by public transport have to be in school by 9:00 am and school transport takers - as per the given schedule. Students will be considered late if they fail to do so.
- All students must be in school attire when reporting and leaving the school.
- Students who are not in proper school attire, hairstyle, or hair colour will NOT be allowed to enter the school premises.
- Some school activities may be arranged on weekends/after school hours and parents will be notified.

ATTENDANCE

- A minimum of 80% attendance is mandatory for all the students to appear for the final examination. Leave of absence due to reasons beyond control/ Long leave has to be duly approved by the Principal / Management.
- If a student is unable to attend school because he/she is unwell or for any other reason, parents are advised to inform the Class Teacher (on Class Dojo) or send a mail on intranet before 7.30



am. A leave note and a fitness certificate, in case of medical reasons must be provided via intranet or a note in the almanac to the class teacher.

- Students who are absent from school without valid reasons have to submit a letter from parents for their absence stating reasons for their absence from school.
- The record of such absence will also be maintained in the Almanac. Any absence without valid reasons will be liable for disciplinary action.
- We expect the parents to ensure attendance of their wards for all the activities of the school.

LATE ARRIVAL & EARLY DISPERSAL

- Students taking public transport arrive late to school (after 9:00 am) for more than 3 times without valid reason will not be allowed to attend the classes. They will be sent back home. Appropriate discipline action will be taken.
- Students who arrive late at school with valid reasons need to submit a letter from their parents stating the reason for late arrival. If the student fails to submit the letter, he/she will not be allowed to attend the classes and will be marked absent.
- Students who wish to leave school early, before dispersal time, must produce a letter of confirmation from the parents' stating reasons for the same. Permission will be withheld if this is not adhered to.
- An early dispersal form should be filled in by the student and signed by the class teacher which is submitted at the security before leaving the school premises.

STUDENT LONG LEAVE POLICY

Long leave can be granted to students (max. 4 months period) on explicit approval of the principal in writing in exceptional cases only.



However, no exemption will be given in school fee on any grounds whatsoever.

USAGE OF DIGITAL GADGETS IN SCHOOL

- Any kind of electronic gadget including cell phones is not allowed in the classroom. Such gadgets, if found, will be confiscated, and will not be returned. However, if the parent feels that his/her ward must carry an electronic gadget (a simple mobile device), prior permission of the school Principal would be necessary. This permission will be granted for exceptional cases only. Parents are requested to take note that even in such cases where permission is granted, the student is expected to carry a simple mobile device and no smart phones will be allowed. The device will remain switched off during school hours and is required to be handed over to the class teacher as soon as the student reports to school.
- In the event of loss of digital/electronic devices or other expensive items (such as Bluetooth earpieces, Air pods, etc.) due to student negligence, the school will NOT be held responsible.
- Video cameras, digital cameras and any other digital device with a camera is not permitted inside the school premises. If found, it will be confiscated, and will not be returned.

USE OF SOCIAL MEDIA

Social media today is the most used platform of interaction and communication.

Students of DPSIS, Staff of DPSIS and Parents are to ensure that the name of the reputation of the school is not affected negatively or harmed in any manner through any social media interactions. Failing to comply with the same, the school reserves the right to legally proceed against any defaulter in this regard.

Photograph(s) or video image(s) of students and their parents may be captured during school activities and events such as classroom lessons,



CCA, school camps, and school concerts. The school may use and publish such photographs and/or video recordings in school publications, websites, social media channels, and other communication channels. In case if any parent wish their wards pictures not to appear on any of the school social media posts, you are requested to email your consent to principal, marked cc to class teacher.

DISCIPLINARY ACTION

The school does not believe in corporal punishment. However, following disciplinary actions are taken whenever needed. Students will be asked to reflect on the act of misconduct and learn from that experience. The school believes in involving both the student and his/her parent/guardian in working out the appropriate intervention to allow the student to take responsibility for his/her actions. The school reserves the right to information about disciplinary action taken.

Act of misconduct

Students who have committed any serious offence will receive a 'Fair' or a 'Poor' conduct grade. An accumulation of multiple minor offences will be considered as a major offence and may be escalated to the higher authorities.

Repeat offenders may be placed on prolonged suspension from class and may eventually be expelled from school. Consequences for committing minor offences include detention and school service.

THE YELLOW CARD

It is a warning card issued after a student has already been given a disciplinary form.

The Yellow card is issued for the following reasons:

- a) Repeated carelessness and untidy work.
- b) Coming to school in improper uniform.
- c) Coming late to school.



- d) Misbehavior in classroom and/or school bus.
- e) Missing tests without any valid reason.
- f) Missing classes, assembly, CCA, Library or P.E. period.
- g) Using foul language.
- h) Fighting, bullying, vandalism, littering etc.

The Disciplinary Head issues a Yellow Card duly signed by the principal for a period of 3 days. During this time the child has to get the Yellow Card signed in every period by the respective teachers and by parents at home. The card is returned to the Class Teacher after the completion of this period. This card is then placed in the student's dossier. Any misconduct after issuance of a Yellow Card will result in issuing of Red Card. Each card a child collects will result in the deduction of 5 marks from the final aggregate score secured in the Academic year.

THE RED CARD

It is a detention card.

The Red Card is given for the following reason:

- a) Inappropriate behavior in school and/or on the school bus.
- b) Cheating during exams.
- c) Damaging school property.
- d) Indulging in violence.
- e) Disrespect towards teachers.
- f) Stealing.
- g) Breaching student code of conduct
- h) Disregarding to warning following issue of Red Card.

A student issued Red Card is not allowed to go out during recess, P.E. and Library periods. Books are not issued to a red cardholder. All privileges of the student like competing in any competition or participation in functions or school trips are withdrawn during this period.

The Disciplinary Head Issues Red Card for a period of one week. This is to be signed by the class teacher, the subject teachers, the House warden and parents every day. At the end of the week, the card is



signed by the principal and placed in the student's dossier. Two Red cards results in suspension from the school for one week. Three Red cards result in expulsion of the student from school.

ASSEMBLY

1. School Assembly will be held at 9:15 am. All students are expected to line up by 9:05 a.m.

MONDAY to FRIDAY

(Grade 1 to Grade 12)

MONDAY to FRIDAY

(Nursery to KG 2)

in their respective classrooms.

2. Each class will get its turn to conduct the Assembly.
3. School Captains, Prefects, & House Captains will ensure discipline during the Assembly time.

During assembly students are expected to:

- Stand according to their classes.
- Sing the national anthem/ school song / and take the pledge proudly.
- Listen to the instruction carefully and maintain discipline.
- Pick up any litter around them before they leave.
- Stand quietly in proper rows and leave through the assigned exit route.

SCHOOL TRANSPORT

The school has outsourced the transport facilities to An An Bus Services. The transport company has been chosen keeping in view their professional work attitude, capability and infrastructure.

At the time of admission, the parents must fill in the bus form in the school transport office. The bus service will commence within the next 5-7 working days. During this time the person in charge from the transport department will inform the parents about the pickup point and time. Availing the bus facility is not mandatory.



- All students using the school bus are expected to be present at the designated pick-up points at least 5 minutes before the arrival time of the bus. The bus will not wait for the late commers.
- Parents are expected to be present at the drop off location at least 5 mins prior to the given time. Students will be brought back to school if there is no one to receive them as informed, at the stipulated drop off venue and time. It is expected then that the parent will pick up the child from school that day.
- No student should come near the entry door of the bus unless it has come to a standstill.
- All students must occupy vacant seats, immediately after boarding the bus.
- All students must fasten the seat belts available on the buses and should be seated while the bus is moving or until their stop arrives.
- The bus attendant present on the bus shall assist younger children.
- The front door is the only authorized entrance and exit.
- The bus will stop only at the designated bus stops.
- The list of stops is prepared keeping in view the convenience and safety of all bus commuters and is subject to change.
- Objects of any kind must not be discarded inside or thrown outside the bus.
- Students must not litter the bus nor throw any litter out of the bus windows. Food and drinks (except water) are not permitted on board the school bus.
- Unruly behaviour like shrieking and shouting is strictly prohibited. Courteous behaviour is expected at all times.
- Parents are not permitted to travel by school bus.



- Use of foul language, bullying, biting, scratching etc. inside the school bus is not allowed and will be dealt with as per the school disciplinary rules.
- The driver's attention must not be distracted for any reason.
- Whenever there is reshuffling of buses for any reason, there may be variation in pick up or drop off time. We solicit your co-operation at such times.
- After each new session (specifically when school reopens in July / January, after summer holidays and after winter holidays) pick up and drop off time of students might change because of re-routing of the bus. Parents' co-operation is requested.
- During September and March Semester Examination, pick up and drop off time might change depending on the examination timing. Parents will be intimated via an email from the transport department about the same.
- Students availing school transport are dispersed between 3:10 pm and 3:20 pm. The bus attendants accompanying the students will wait in the designated holding area at the dispersal time.
- In case of any delay / difficulty, the student should report to the reception office.
- **The designated pick up and drop off points as intimated by the transport department will be adhered to. It is not mandatory for transport buses to reach specific residential blocks of the students.**

If the above rules are not followed, disciplinary action will be taken – either the student will have to pay fine/will be asked to stop availing the transport.

CHANGE OF ADDRESS: Any change in address is to be immediately notified to the school. It would take at least **five** working days to effect such a change.



TRANSPORT WITHDRAWAL POLICY

The duly filled transport withdrawal form received in the prescribed format as given in the school almanac and submitted to the admin office will only be considered as a valid notice to activate the withdrawal procedure.

Payment of the transport fee will be made along with the school term fee for the full term. The transport fee paid, in case of withdrawal/ termination of transport service in the middle of any term will be **non-refundable**.

Once the bus service is cancelled, the parent can reapply for the bus service by paying the Bus Service Re-Activation fee of S\$400+GST within 6 months after cancellation of transport service.

EXAMINATION & PROMOTION POLICY

ASSESSMENT CRITERIA - CISCE

Grades 1 to 3:

All students are promoted based on continual assessments. Regular monitoring will be done in the classes by way of worksheets and assignments. A continuous evaluation procedure is implemented throughout the year.

Grades 4 to 9 ICSE and 11 ISC:

The syllabus will be divided into two parts, for each of which on Cyclic Test and an examination will be conducted over two terms. ***20% of the first term syllabus may be included in the second term examination.***

Each term will have:

- i) One cyclic test is conducted for every subject.
- ii) Term exams will be held in September and March.



Weightage: Each term (Term 1 & Term 2)

Grade 4 to 9 ICSE

Cyclic Test	40 Marks (converted to 100)
Term Exam	80 Marks
Internal Assessment	20 Marks

Grade 11 ISC

<i>Cyclic Test</i>	<i>Term Exam</i>	<i>Internal Assessment (Project/Practical's)</i>	<i>Subjects</i>
40 Marks	70 Marks	30 Marks	Physics, Chemistry, Biology & Computer Science
40 Marks	80 Marks	20 Marks	English, Mathematics, Commerce, Business Studies, Accounts, Economics, Pol.Science

Result per term for all Grades:

Cyclic Test	30%
Term Exam + Internal Assessment	70%
Total	100%

Final Result will be a consolidated percentage of Term 1 and Term 2 results as follows:

Term 1	50%
Term 2	50%
Total	100%

Grades 10 and 12 (CISCE):

- i) One class test of 50 marks will be conducted.
- ii) Two preliminary exams will be conducted.
- iii) ICSE/ISC Final Board Examinations will be held as per CISCE timetable which will be announced later.



GRADES

The scheme of grades is as follows:

90% and above	A1
80% to 89%	A2
70% to 79%	B1
60% to 69%	B2
50% to 59%	C1
40 % to 49%	C2
Below 40%	F

PROMOTION POLICY

Grades 4 and upwards (CISCE):

1. Only students who pass in all subjects will be considered for promotion.
2. A minimum of 40% marks in each subject and in aggregate is required.
3. ***Students of Grade 9 ICSE & Grade 11 ISC scoring less than 50% in each subject and 60% in aggregate will be granted conditional promotion. The final discretion in this regard will be with the school authorities.***

ASSESSMENT CRITERIA - CAMBRIDGE

Cambridge Primary (Year 1 – 2)

All students are promoted based on continual assessments. Regular monitoring will be done in the classes by way of worksheets and assignments. They are assessed using a grading system rather than marks.

The grading parameters are:

A* - Shows excellence.

A - Has the ability to achieve excellence

B - Very good

C - Good

D - Meets grade level

E - Needs skills and effort to reach grade level



Cambridge Primary & Lower Secondary (Year 3 – 7)

Each term will have:

- i) One class test is conducted for every subject.
- ii) Term exams will be held in September and March

In order to arrive at a final grade, weightage is assigned as follows.

Weightage of result per term

Class Test	30%
Term Exam	70%
Total	100%

Final Result will be a consolidated percentage of Term 1 and Term 2 results as follows:

Term 1	50%
Term 2	50%
Total	100%

IGCSE Foundation Grade 8:

- i) Every subject will have one class test.
- ii) Final Examinations will be held in October/November.

Weightage:

Cyclic test: 50 marks

Final Examinations: 100 marks

IGCSE Grade 9:

- i) Every subject will have two class tests.
- ii) Term Examinations will be held in May and Final Examinations will be held in October/ November.



Weightage:

Class test: 50 marks

Term Examinations: 100 marks

Final Examinations: Marks and weightage will be as per CAIE

Subject guidelines.

IGCSE Grade 10:

- i) One class test
- ii) Two Preliminary Examinations
- iii) Marks and weightage will be as per CAIE subject guidelines.
- iv) CAIE (Board) Examination will be held in October/ November as per CAIE timetable which will be announced at a later date.

Grade Criteria for CPP/CLSP/IGCSE	Percentage of Marks
A*	90-100
A	80-89
B	70-79
C	60-69
D	50-59
E	40-49
F	30-39
G	20-29

GCE Grade 11 “AS” Level and Grade 12 “A” Level:

- i) Every subject will have two class tests.
- ii) Preliminary examination will be held in August/ September.
- iii) CAIE (Board) Examination will be held in October/ November as per CAIE timetable which will be announced at a later date.

Weightage:

Class test: 50 marks

Preliminary Examination: Marks and weightage will be as per CAIE subject guidelines.

Final (Board) Examination: Marks and weightage will be as per CAIE subject guidelines.



Grade criteria for GCE-AS & A Level	Percentage of Marks
A	80-100
B	70-79
C	60-69
D	50-59
E	40-49
U	Less than 40

PROMOTION POLICY - CAMBRIDGE:

Promotion is based on the aggregate score of tests and exams with a minimum grade of E along with continual assessment report.

Students of Year 3 – 7 scoring less than grade E in each subject and in aggregate will be granted conditional promotion. The final discretion in this regard will be with the school authorities.

Students of Grade 8 & 9 IGCSE scoring less than grade D in each subject will be granted conditional promotion. The final discretion in this regard will be with the school authorities.

Registration for the Final Examination at Board level will be done only if the principal is assured that the student has met all the required criteria.

Progress Report

As per examination policy, a Progress Report will be issued after every term exam. **Report cards of students on completion of these terms will only be issued when all dues have been paid.**

ABSENCE FROM A TEST

All the tests and examinations are mandatory for the students. A student will be awarded an average (percentage for average marks varies for each Grade), if he/she is absent due to medical reasons (supported by a Medical Certificate (MC) from a Singapore registered physician) or an unforeseen tragedy in the family. The school does not encourage re-testing. However, if the parent insists for a re-test, the following pre-conditions apply:



- \$280 +GST per subject to be paid to the school for setting up a new question paper.
- The re-test only for cyclic test and Semester Examination (ICSE/ISC) and for class test and Interim Examinations (IGCSE/AL) will be conducted as per the institution's schedule.

ACADEMIC AWARDS

Prizes are awarded for academics to students as follows:

Scholastic:

Best student of the year award

- **Criteria:** Outstanding academic results, best discipline, punctuality, good team player and well behaved. - an all rounder

Scholar Badges:

- Awarding a Scholar Badge is an honored DPSIS tradition. It is awarded from Grade/Year 4 onwards, to students scoring 80% (A grade) and above as the final aggregate.

Criteria for selection:

- 80% (A grade) and above in aggregate with 40% in every other subject
- A pass in Graded Subjects is a must to qualify for a Scholar Badge

Silver Badge:

- Will be awarded to a student who fulfills the Scholar Badge criteria for 3 consecutive years.

Gold Badge:

- Will be awarded to a student who fulfills the Scholar Badge criteria for 6 consecutive years.

Merit Certificate Prizes: will be awarded class wise -

- Subject Proficiencies
- Rank Certificates/ Prizes



Note: Students who have written all papers in both terms are eligible for rank and subject proficiency awards. Students on medical leave will not be eligible for the above awards. However, they will be eligible for the Scholar Badge.

Co – Scholastic:

Young Achiever's Award

Criteria: Creativity, Maximum participation in activities, highly talented, and winner of most events participated.

EXAMINATION GOOD PRACTICES

Students should report to school punctually and should be properly attired in full school uniform and well-groomed when they report for the examination.

On examination days, students are to report at the examination venue 15 minutes before the start of the exam paper. Students must be seated in the examination rooms according to their roll numbers as per the seating plan.

All bags and books must be placed outside the examination room. No communication (verbal or non-verbal) is allowed among students in the examination room.

Once students are seated in the examination room Students are expected to familiarise themselves with all pertinent information regarding the examinations and to adhere to the following examination rules.

- They must not open the question paper/ answer booklets, start to read or write until instruction is given by the invigilator to do so.
- They must check their allocated seat and desk to ensure that there is no unauthorised material on, below or around their desk.
- Students must report to the invigilator any unauthorised material found at their desk/seat.
- Students are advised to read the questions carefully and write legibly.
- At the end of the paper, candidates should stop writing when told to do so by the invigilator. Students are advised that good time management is essential. It is recommended that students not spend too much time on just a few questions, leaving no time for others.
- Students should carry transparent pencil pouches.



- Students should use dark blue or black colour gel/ball point pens to write their answers.
- Students are required to bring their own stationery and mathematical instruments. Use of correction fluid / tape is not allowed in the scheduled Class Tests/ Cyclic Tests/ Term Examinations.

What to do Before, and During Examinations

BEFORE EXAMS

- Study smart.
- Know your learning strategies.
- Know the exam format.
- Prepare a study timetable and follow it.
- Make time for rest and play in between studying.
- Review your revision progress.
- Relax when you feel too stressed: listen to music; exercise; talk to your teacher, friend or your parents; review your expectations; do relaxation exercises, etc.

DURING EXAMS

- Stay calm and concentrate • Read all instructions carefully.
- Read all questions before you start.
- Do the easy questions first.
- Write legibly.
- Check all your answers before submitting your paper. Catch your mistakes before they catch you!

DISHONESTY

Students who are found to be guilty of academic dishonesty and examination malpractice may receive a penalty, ranging from a warning, through to cancellation of a paper, or, in very serious cases, termination of registration. If a student copies from another student or allows his/her answers to be copied by another candidate, both students will be subject to penalties as decided by the Disciplinary Committee.

HOMEWORK POLICY

Homework benefits students by complementing classroom learning, fostering good study habits and providing an opportunity for students to be responsible for their own learning. Homework is the responsibility of the student, who needs to develop regular study habits and do most of the work independently. At times, long-term assignments may require the assistance of the parent.



The purpose of homework is:

- To practice skills or reinforce knowledge that has been learned in the classroom in order to help students master a specific skill.
- To reflect on what was learned in the classroom.
- To encourage independent research for project-based assignments
- To enable effective feedback and review of the students' performance

Students are expected to complete and submit their homework as per the schedule given by the subject teacher. Parents may play an active role in monitoring the completion of the given assignments.

CCA, ECA & HOUSE SYSTEM

CO-CURRICULAR ACTIVITIES (CCA)

CCA is the “third dimension of education”. It develops skills and fosters creativity.

CCA is an integral part of our student’s holistic education, that allows them to explore, hone and extend their interests in wide ranging and specialized areas which may be knowledge based or skill based.

Through CCA, students discover their interests and talents while developing values and competencies that will prepare them for a rapidly changing world.

List of CCA Activities

Artistic Minds Club	Science Maker's Club
Mathemagic Club	STEAM Club
Literacy Club	Drama Troop Club
Budding Gardeners Club	Fireless Cooking Club
Book Haven Club	Mental Wellbeing Club
Oratory Club	Green Guardians Club
Essential skills Club	Business Club
Web Designing Club	Students' Council Club
Heart & Service Club	Mindful Presenters Club
National Geographical Club	FitFlex Club



Grade Description

- A Excellent
- B Very Good
- C Good
- D Average

EXTRA-CURRICULAR ACTIVITIES (ECA)

Extracurricular activities contribute significantly to the overall development of students, shaping them into well-rounded individuals with a diverse skill set, a strong sense of community, and the ability to navigate various challenges in life. Engaging in extracurricular activities offers students numerous benefits that extend beyond the academic curriculum.

S.No	ECA Choices	Grades Applicable
1	Taekwondo	1 to 8
2	Abacus	1 to 6
3	Chess	1 to 12
4	Dance (Classical)	1 to 12
5	Dance (Modern)	1 to 12
6	Cricket	1 to 12
7	Soccer	1 to 12
8	Yoga	1 to 12
9	Robotics	1 to 8
10	Music (Vocal / Instruments)	3 to 12
11	Basketball	3 to 12
12	Mobile Application & Development	7 to 12
13	Karate	1 to 8
14	Coding	9 to 12



Chargeable Premium ECA options for academic year 2024 -25

S.No	Premium ECA Choices	Grades Applicable	Additional Fee (\$) per annum
1	Rhythmic Gymnastics	1 to 8	180
2	Inline Skating	3 to 6	180
3	Table Tennis	7 to 12	180
4	Ballet	1 to 4	180

HOUSE SYSTEM

The DPSIS House system provides a platform for interaction for students across levels as well as facilitating peer bonding across levels. It also inculcates a sense of belonging to the House and school and promotes camaraderie and teamwork.

There are four houses in the school:

1. GLACIER HOUSE
2. LAKE HOUSE
3. OASIS HOUSE
4. SPRING HOUSE

Every student on admission is placed in one of these houses. Each house is headed by a House Captain and Vice-Captain. Each house has a House Warden and several House-Teachers. Points are awarded to the students throughout the year for participation in extra-curricular activities and sports. At the end of the year the house gaining the highest number of points wins 'The Best House Trophy'. Our young leaders also help in maintaining school discipline.

GENERAL INFORMATION

REQUEST FOR LETTERS AND CERTIFICATES:

Administrative charges of \$40+GST are applicable for issuing any certificate/letter (Visa application, Bonafide certificate, recommendation letter, etc.)

REQUEST FOR COPY OF REPORT CARD:



Report cards will be issued to students after completion of each term. If photocopies of the report card is required before the end of the terms, admin charges of S\$100+GST will be amicable.

*** School reserves the right to amend the fee, rules & regulations from time to time. However, the school will also put it on its website and will inform the parents in advance.**

SCHOOL SAFETY RULES.

GUIDELINES FOR FIRE PRECAUTIONS

AIMS OF A FIRE DRILL

- a) to prevent panic and ensure safe, orderly and efficient evacuation of all the occupants in case of a fire emergency.
- b) to get students and staff attuned to react rationally when confronted with a fire or other emergencies within the premises.

PROCEDURE DURING FIRE DRILLS / OUTBREAK OF FIRE

1. Sound of alarm:

Fire in a predetermined part of the school will trigger the fire alarm. In a real emergency, a loud hailer will be used if there is a power failure.

2. Evacuation of the premises:

When the alarm sounds, all students must evacuate the premises immediately in a calm and orderly manner, making use of all available exits. If a specific staircase is cut off or rendered unusable by smoke or fire, use an alternative staircase.

3. Order of class movement:

- a) Each class lines up outside the classroom, existing from both the doors under supervision of the teacher.
- b) The classes will move off in an orderly fashion according to the emergency evacuation plan.
- c) All occupants will proceed to predetermined assembly point on open grounds away from the building.



- d) After assembling complete roll call will be carried out. Any pupil who cannot be accounted for must be reported at once to the principal. The person in charge will give the all-clear signal for re-entry into the buildings.

4. In case of fire:

- a) Raise the alarm immediately.
- b) Extinguish the fire by using the nearest firefighting equipment, but do not take unnecessary risks.
- c) Notify the Principal or teachers.
- d) Evacuate the premises by using the nearest safest exit.

HINTS ON FIRE SAFETY

- Be familiar with the location of exits. Where there is smoke, stay low, as the air is fresher there.
- Refrain from fighting a fire alone. Evacuate and proceed to the designated assembly point.

WITHDRAWALS

The parents may note withdrawal forms required to be submitted to the admin department executive and NOT to the class teacher or any other employee of the school.

WITHDRAWAL POLICY

1. The withdrawal form should be duly filled in. **The form to be submitted to School in person by parent / legal guardian. No other mode of intimation, i.e. letter, verbal intimation i.e. emails or verbal intimation or any other type of document, will be considered a valid withdrawal notice.**
2. Notice period for withdrawal – One Month (It is intimated that this one-month period of notice required to be at least one month prior to the commencement of the ensuing term.
3. The student's testimonials i.e. Transfer Certificate, Progress report card, recommendation letter or any other withdrawal related document will only be issued subject to: -



- a) That the student has obtained clearance in writing from the class teacher, librarian, concerned Headmistress, PE, Laboratories, uniform shop and canteen. A prescribed format will be issued to the student prior to the last day of attendance of the student in the school.
 - b) That the student has obtained clearance from the Accounts department. Any outstanding due, including unpaid fee will be cleared by at least 7 working days of submitting the withdrawal notice.
4. The withdrawal will be processed within 7 working days from the date of form submission. The documents can be collected with prior appointment from **Monday to Friday between 4:00pm to 4:45pm**.
5. Once a student is registered with the school for any course, he/she will be deemed to be registered with the school until:
- a) Students formally withdraw as per the laid down procedure as amply specified in the school Almanac which is issued to each student every year.
 - b) In the eventuality of a student being not allowed to continue his/her studies due to unsatisfactory performance/disciplinary reasons by the school, the registration of such cases will be deemed to be cancelled.



CYCLIC TEST SCHEDULE FOR ICSE Grade 4-7

TERM I (2024 -2025)

DATE	DAY	GRADE 4	GRADE 5	GRADE 6	GRADE 7
23/5/2024	THU	Science	Mathematics	English	Biology
24/5/2024	FRI	-----	-----	-----	Geography
27/5/2024	MON	Mathematics	Science	Science	History
28/5/2024	TUE	-----	-----	-----	English Lit.
30/5/2024	THU	Computer Applications	English	History	Mathematics
10/7/2024	WED	-----	-----	2nd Language	English. Lang
12/7/2024	FRI	English	Computer Applications	Computer Applications	Computer Applications
15/7/2024	MON	Social studies	2nd Language	Geography	Chemistry
16/7/2024	TUE	-----	-----	-----	2nd Language
17/7/2024	WED	2nd Language	Social studies	Mathematics	Physics

TERM II (2024-2025)

DATE	DAY	GRADE 4	GRADE 5	GRADE 6	GRADE 7
22/11/2024	FRI	Social Studies	2 nd Language	English	Physics
25/11/2024	MON	-----	-----	-----	Geography
26/11/2024	TUE	English	Computer Applications	Geography	English Lit.
28/11/2024	THU	2 nd Language	Science	History	Mathematics
29/11/2024	FRI	-----	-----	-----	Computer Applications
10/1/2025	FRI	Computer Applications	English	Computer Applications	English. Lang
13/1/2025	MON	Science	Mathematics	Science	History
14/1/2025	TUE	-----	-----	-----	Chemistry
16/1/2025	THU	Mathematics	Social studies	Mathematics	2 nd Language
17/1/2025	FRI	-----	-----	2nd Language	Biology



CYCLIC TEST SCHEDULE FOR CISCE GRADE 8, 9 and 11 (ISC)
TERM I (2024-2025)

DATE	DAY	GRADE 8 ICSE	GRADE 9 ICSE	GRADE 11 ISC
23/5/2024	THU	2 nd language	History	Physics/ Accounts
24/5/2024	FRI	Geography	English literature	-----
27/5/2024	MON	History	Chemistry	English Lit
28/5/2024	TUE	Computer Applications	Geography	-----
30/5/2024	THU	English literature	2 nd Language	English lang
10/7/2024	WED	English Language	Computer/ Economics	
12/7/2024	FRI	Biology	Mathematics	Chemistry/ Commerce
15/7/2024	MON	Mathematics	Physics	Bio/Comp/Eco
16/7/2024	TUE	Physics	English Language	-----
17/7/2024	WED	Chemistry	Biology	Maths/ B.Std

TERM II (2023-2024)

DATE	DAY	GRADE 8 ICSE	GRADE 9 ICSE	GRADE 11 ISC
22/11/2024	FRI	Biology	History	Physics/ Accounts
25/11/2024	MON	Mathematics	Biology	English Lit
26/11/2024	TUE	English lit	English lang	
28/11/2024	THU	Physics	Chemistry	Chemistry/ Commerce
29/11/2024	FRI	English Language	Computer/ Economics	-----
10/1/2025	FRI	Computer Applications	English lit	English lang
13/1/2025	MON	History	Mathematics	Bio/Comp/Eco
14/1/2025	TUE	Geography	Physics	-----
16/1/2025	THU	2 nd language	2 nd Language	Maths/ B.Std
17/1/2025	FRI	Chemistry	Geography	-----



CLASS TEST SCHEDULE FOR CAMBRIDGE PRIMARY YEAR 3 – 5

TERM I (2024 -2025)

DATE	DAY	YEAR 3	YEAR 4	YEAR 5
24/5/2024	FRI	2 nd language	Mathematics	Computing
27/5/2024	MON	English	Science	Mathematics
29/5/2024	WED	Computing	2 nd language	Global Perspective
12/7/2024	FRI	Science	Computing	English
15/7/2024	MON	Mathematics	English	Science
17/7/2024	WED	Global Perspective	Global Perspective	2 nd language

TERM II (2024 -2025)

DATE	DAY	YEAR 3	YEAR 4	YEAR 5
25/11/2024	MON	Mathematics	Mathematics	Computing
27/11/2024	WED	English	Science	Mathematics
29/11/2024	FRI	Computing	2 nd language	Global Perspective
13/1/2025	MON	Science	Computing	English
15/1/2025	WED	Global Perspective	English	Science
17/1/2025	FRI	2 nd language	Global Perspective	2 nd language



CLASS TEST SCHEDULE FOR CAMBRIDGE LOWER SECONDARY
YEAR 6 & 7

TERM I (2024 -2025)

DATE	DAY	YEAR 6	YEAR 7
24/5/2024	FRI	Global Perspective	English
27/5/2024	MON	English	Science
29/5/2024	WED	Science	2 nd language
12/7/2024	FRI	Computing	Mathematics
15/7/2024	MON	Mathematics	Computing
17/7/2024	WED	2 nd language	Global Perspective

TERM II (2024 -2025)

DATE	DAY	YEAR 6	YEAR 7
25/11/2024	MON	Mathematics	Computing
27/11/2024	WED	English	Science
29/11/2024	FRI	Computing	2 nd language
13/1/2025	MON	Science	Mathematics
15/1/2025	WED	Global Perspective	English
17/1/2025	FRI	2 nd language	Global Perspective



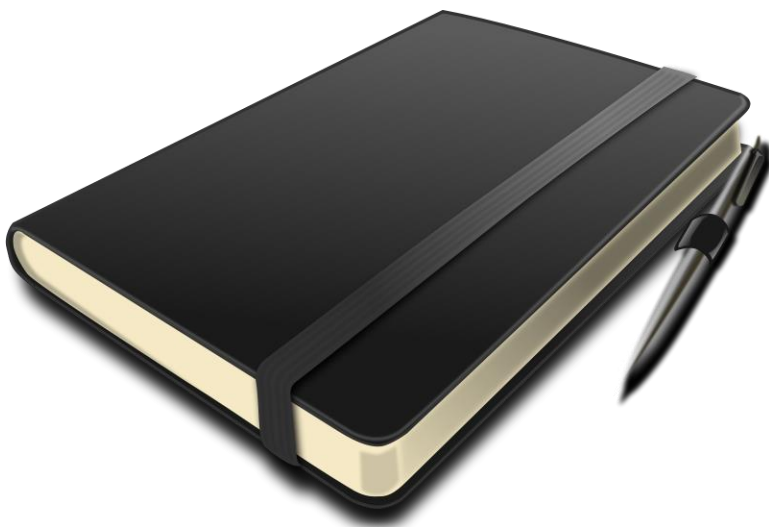
CLASS TEST SCHEDULE FOR IGCSE GRADE 8 & 9

CLASS TEST-2024

DATE	DAY	CLASS TEST 8 IGCSE	CLASS TEST 9 IGCSE
7/8/2024	WED	English	2 nd Language
8/8/2024	THUR	2 nd Language	Computer Science / Accounting
12/8/2024	MON	Chemistry	Mathematics
14/8/2024	WED	Mathematics	English
16/8/2024	FRI	Physics/ Global perspective	Economics/EVM
19/8/2024	MON	Computer Science / Accounting	Biology /Business Studies
21/8/2024	WED	Biology/Business Studies	Chemistry
23/8/2024	FRI	Economics/EVM	Physics/ Global perspectives

CLASS TEST SCHEDULE FOR AS/AL Level 2024

DATE	DAY	CLASS TEST-2 (11 AS Level)	CLASS TEST-2 (12 A Level)
15/7/2024	MON	English	Mathematics
17/7/2024	WED	Physics / Accounts	Physics / Economics
19/7/2024	FRI	Chemistry/Economics	Statistics
22/7/2024	MON	Biology / Computer Science/ Business	Biology / Computer Science/ Business
24/7/2024	WED	Mathematics	Chemistry
15/7/2024	MON	English	Mathematics



HOMWORK DIARY

2024 - 2025



Day _____ Date _____

Teacher's Signature

Parent's Signature

Day _____ Date _____

Teacher's Signature

Parent's Signature



Day _____ Date _____

Teacher's Signature

Parent's Signature

Day _____ Date _____

Teacher's Signature

Parent's Signature



Day _____ Date _____

Teacher's Signature

Parent's Signature

Day _____ Date _____

Teacher's Signature

Parent's Signature



Day _____ Date _____

Teacher's Signature

Parent's Signature

Day _____ Date _____

Teacher's Signature

Parent's Signature



Day _____ Date _____

Teacher's Signature

Parent's Signature

Day _____ Date _____

Teacher's Signature

Parent's Signature



Day _____ Date _____

Teacher's Signature

Parent's Signature

Day _____ Date _____

Teacher's Signature

Parent's Signature



Day _____ Date _____

Teacher's Signature

Parent's Signature

Day _____ Date _____

Teacher's Signature

Parent's Signature



Day _____ Date _____

Teacher's Signature

Parent's Signature

Day _____ Date _____

Teacher's Signature

Parent's Signature



Day _____ Date _____

Teacher's Signature

Parent's Signature

Day _____ Date _____

Teacher's Signature

Parent's Signature



Day _____ Date _____

Teacher's Signature

Parent's Signature

Day _____ Date _____

Teacher's Signature

Parent's Signature



Day _____ Date _____

Teacher's Signature

Parent's Signature

Day _____ Date _____

Teacher's Signature

Parent's Signature



Day _____ Date _____

Teacher's Signature

Parent's Signature

Day _____ Date _____

Teacher's Signature

Parent's Signature



Day _____ Date _____

Teacher's Signature

Parent's Signature

Day _____ Date _____

Teacher's Signature

Parent's Signature



Day _____ Date _____

Teacher's Signature

Parent's Signature

Day _____ Date _____

Teacher's Signature

Parent's Signature



Day _____ Date _____

Teacher's Signature

Parent's Signature

Day _____ Date _____

Teacher's Signature

Parent's Signature



Day _____ Date _____

Teacher's Signature

Parent's Signature

Day _____ Date _____

Teacher's Signature

Parent's Signature



Day _____ Date _____

Teacher's Signature

Parent's Signature

Day _____ Date _____

Teacher's Signature

Parent's Signature



Day _____ Date _____

Teacher's Signature

Parent's Signature

Day _____ Date _____

Teacher's Signature

Parent's Signature



Day _____ Date _____

Teacher's Signature

Parent's Signature

Day _____ Date _____

Teacher's Signature

Parent's Signature



Day _____ Date _____

Teacher's Signature

Parent's Signature

Day _____ Date _____

Teacher's Signature

Parent's Signature



Day _____ Date _____

Teacher's Signature

Parent's Signature

Day _____ Date _____

Teacher's Signature

Parent's Signature



Day _____ Date _____

Teacher's Signature

Parent's Signature

Day _____ Date _____

Teacher's Signature

Parent's Signature



Day _____ Date _____

Teacher's Signature

Parent's Signature

Day _____ Date _____

Teacher's Signature

Parent's Signature



Day _____ Date _____

Teacher's Signature

Parent's Signature

Day _____ Date _____

Teacher's Signature

Parent's Signature



Day _____ Date _____

Teacher's Signature

Parent's Signature

Day _____ Date _____

Teacher's Signature

Parent's Signature



Day _____ Date _____

Teacher's Signature

Parent's Signature

Day _____ Date _____

Teacher's Signature

Parent's Signature



Day _____ Date _____

Teacher's Signature

Parent's Signature

Day _____ Date _____

Teacher's Signature

Parent's Signature



Day _____ Date _____

Teacher's Signature

Parent's Signature

Day _____ Date _____

Teacher's Signature

Parent's Signature



Day _____ Date _____

Teacher's Signature

Parent's Signature

Day _____ Date _____

Teacher's Signature

Parent's Signature



Day _____ Date _____

Teacher's Signature

Parent's Signature

Day _____ Date _____

Teacher's Signature

Parent's Signature



Day _____ Date _____

Teacher's Signature

Parent's Signature

Day _____ Date _____

Teacher's Signature

Parent's Signature



Day _____ Date _____

Teacher's Signature

Parent's Signature

Day _____ Date _____

Teacher's Signature

Parent's Signature



Day _____ Date _____

Teacher's Signature

Parent's Signature

Day _____ Date _____

Teacher's Signature

Parent's Signature



Day _____ Date _____

Teacher's Signature

Parent's Signature

Day _____ Date _____

Teacher's Signature

Parent's Signature



Day _____ Date _____

Teacher's Signature

Parent's Signature

Day _____ Date _____

Teacher's Signature

Parent's Signature



Day _____ Date _____

Teacher's Signature

Parent's Signature

Day _____ Date _____

Teacher's Signature

Parent's Signature



Day _____ Date _____

Teacher's Signature

Parent's Signature

Day _____ Date _____

Teacher's Signature

Parent's Signature



Day _____ Date _____

Teacher's Signature

Parent's Signature

Day _____ Date _____

Teacher's Signature

Parent's Signature



Day _____ Date _____

Teacher's Signature

Parent's Signature

Day _____ Date _____

Teacher's Signature

Parent's Signature



NOTES



NOTES



NOTES



RECORD OF ABSENCE

Applications for leave and notes on illness. Pupils will not be allowed to attend the school after absence till this record is filled by the parent or guardian

Date of Absence	Reason	Teacher's Signature	Parent's Signature



RECORD OF ABSENCE

Applications for leave and notes on illness. Pupils will not be allowed to attend the school after absence till this record is filled by the parent or guardian			
Date of Absence	Reason	Teacher's Signature	Parent's Signature



RECORD OF SCHOOL & PARENT CONTACT

Date	Remarks	Teacher's Signature	Parent's Signature



RECORD OF SCHOOL & PARENT CONTACT

Date	Remarks	Teacher's Signature	Parent's Signature



DPS INTERNATIONAL SCHOOL

Transport Application Form

For Students **NOT** Availing School Transport

I _____ Parent/Guardian of _____

Class _____ declare that my ward is NOT availing the school Transport and will commute by bus / MRT or parent pick up

I, also, declare that the child's pick up & drop off will be taken care by:

Mr./ Mrs. _____ Relation _____

I understand that it takes 7 working days to commence the school transport from the date of application.

Parent/Guardians Signature

Date (DD/MM/YYYY)

For Students **Availing** School Transport

Parents/Guardian Name: _____

Address: Blk - _____, Unit # _____ - _____,

Street Name/ Area Name – _____

Apartment/Condo Name – _____

Postcode – _____

Mother WhatsApp No: _____ Father WhatsApp No: _____

Date of Application: _____ Date of Commencement: _____

(DD/MM/YYYY)

(DD/MM/YYYY)

Note: If Pickup / Drop off address is different then please fill up here:

Pick-up address:	
Pick-up address:	

S.No.	Name of Child	Enrolment No	Class	Session (AM/PM)



TERMS & CONDITIONS

DPS would like to enlist your assistance as parents in educating safety rules and etiquette to our students while on board the school bus.

- Our Transport Partner is AN AN Bus Services.
- Please note that all buses may not ply up to the doorsteps of the building due to disposition of road/Parks / Layout.
- All students using the school bus are expected to be present at the designated pick-up points at least 5 minutes before the arrival time of the bus. The bus will not wait for the late commers.
- Pick up and drop off points allocated by the transport department are given after careful analysis of the location, hence it cannot be changed based on individual request.
- Whenever there is reshuffling or re-routing of buses for any reason, especially after each new session (when school reopens in July / January, after summer holidays and after winter holidays), there may be variation in pick up or drop off time. We solicit your co-operation at such times.
- Sharing live location is not mandatory.
- The WhatsApp group should be exclusively used to communicate child's absence by parents or to circulate and general information to parents by transport department (like, change of time, pick up and drop off points, change of bus...). No individual conversations or exchange of messages are allowed.
- Any individual concerns about the transport issues will be handled one on one and not in the group.
- Parents are requested not to ask bus driver to turn back or hold the bus for handing over lunch bag or sibling to come.
- During September and March Semester Examination, pick up and drop off time might change depending on the examination timing. Parents will be informed by the transport department about the same.
- School Bus service will be based on subject of availability.
- Change of address must be notified 7 working days in advance.
- Students must remain seated while the bus is moving.
- Seatbelts must be worn at all times throughout the journey. No student should approach the entry door of the bus unless it has come to a standstill.
- Students and parents are expected to speak softly and be respectful to the driver and auntie. There should be no name calling, bad language, teasing, bullying or fighting.
- No food & drinks are allowed, except for water.
- Please keep the bus free of litter.
- Seats are assigned by the Bus coordinator. Seats cannot be reserved for friends. Each student is entitled to one seat only and all bags should be placed under the seat or lap.
- Older students are expected to fill the bus from the back, leaving the front seats for the younger children.
- Changing/ removal of clothes is not allowed.
- Dangerous and sharp objects are not allowed on the bus.
- Due to insurance and permit issues, only students and employees of the school with prior arrangements are allowed to travel on the school buses, as stipulated by the Registrar of Vehicles. This means that under no circumstances parents, guardians or family members are allowed to travel on the school bus.

If the above rules are not followed, disciplinary action will be taken – either the student will have to pay fine/will be asked to stop availing the transport.

I/ We agree & accept the above term & conditions.

Parents/ Guardian Signature

AN AN Bus Services



DPS INTERNATIONAL SCHOOL

Transport Withdrawal Application Form

To

Date: _____

The Transport In-Charge
DPS International School

Sub: Withdrawal of Transport Service

Dear Sir/Madam,

I would like to withdraw the transport service for my son/ daughter

_____ (name) of Class _____ Section _____

Enrolment No. _____ from DPSIS with effect from (DD/MM/YY) _____.

Reason for withdrawals: _____.

Our current Pick Up & Drop off Address is:

BLOCK NO: _____ UNIT NO#: _____

BUILDING NAME: _____

STREET NAME: _____

SINGAPORE, POSTAL CODE: _____

CONTACT NO. (RESIDENCE): _____

MOTHER'S HP: _____ FATHER'S HP: _____

FATHER'S NAME: _____

MOTHER'S NAME: _____

_____ Signature of officer In charge	_____ Date	_____ School stamp
--	---------------	-----------------------

EMAIL: _____

I am aware that the transport fee paid for the full term is not refundable if I cancel/ terminate the transport facility after commencement/ middle of the term and cannot resume transport facility for the next six months from the date of transport withdrawal.

Signature of Parent: _____





DPS INTERNATIONAL SCHOOL

Application for the Change of Address

Date: _____

Enrolment No: _____

Student's Name: _____ Class (Sec) _____

Father's Name: _____

Shifted from (old address):

Block no: _____, Unit No: # _____

Building Name: _____

Street Name: _____

Singapore, Postal Code: _____

To (new address):

Block no: _____, Unit No: # _____

Building Name: _____

Street Name: _____

Singapore, Postal Code: _____

Contact No: (Res) _____ (HP) _____

With effect from: _____

(To be filled by Transport In-Charge)

Old Bus Route: _____ New Bus Route: _____

(Parent's Signature)

Transport In-Charge _____ Class Teacher _____

Note: The change in address require at least 5 working days as it means changing Bus Route and the pick-up / drop-off timings of other students.





DPS INTERNATIONAL SCHOOL
Extra-Curricular Activity Option Form

Date: _____

To

The Class Teacher

Subject: Change of ECA of following Student

Enrolment No: _____

Student's Name: _____

Class: _____

Section: _____

I, _____ parent of the above-mentioned student, wish to
have my ward opt for _____
as his/her Extra-Curricular Activity (ECA) in this academic session.

Parent's Signature





DPS INTERNATIONAL SCHOOL

2nd / 3rd Language Option Form

Date: _____

To,

The Class Teacher,

Subject: Change of 2nd / 3rd Language of following Student:

Enrolment No: _____

Student's Name: _____

Class: _____ Section: _____

I, _____ parent of the above-mentioned Student, wish to

have my ward opt for his/her 2nd & 3rd Language as stated below:

2nd Language: _____

3rd Language: _____

Parent's Signature





Website



Facebook



Instagram



YouTube



DPS INTERNATIONAL SCHOOL

36 Aroozoo Avenue, Singapore 539842

+65 6285 6300  admissions@dps.edu.sg

 www.dps.edu.sg