



DPS
INTERNATIONAL
SCHOOL

ESTABLISHED SINCE 2004

ALMANAC

2026-27



STUDENT
HANDBOOK

School Terms and Public Holidays 2026-27

School Terms (CPP/CLSP)

April '26 – Sept '26	Term I
Oct '26 – March '27	Term II

School Terms (IGCSE / AL)

Jan '26 – June '26	Term I
July '26 – Dec '26	Term II

School Vacations and Breaks

1st June 2026 – 5th July 2026	Summer Vacation
24th Sep 2026 – 30th Sep 2026	Term-I Break
1st Dec 2026 – 5th Jan 2027	Winter Vacation
25th Mar 2027 – 6th Apr 2027	Term-II Break

Scheduled Public Holidays

3 Apr 2026	Friday	Good Friday
1 May 2026	Friday	Labour Day
27 May 2026	Wednesday	Hari Raya Haji
31 May 2026	Sunday	Vesak Day *
9 Aug 2026	Sunday	National Day *
8 Nov 2026	Sunday	Deepavali *
25 Dec 2026	Friday	Christmas Day
1 Jan 2027	Friday	New Year's Day
6 Feb 2027	Saturday	Chinese Lunar New Year's Day
7 Feb 2027	Sunday	Chinese Lunar New Year's Day *
10 Mar 2027	Wednesday	Hari Raya Puasa
26 Mar 2027	Friday	Good Friday

* Following Monday will be a holiday.



PARTICULARS

Name of the Learner: _____

Enrolment No.: _____ Date of Birth _____

Passport No.: _____ NRIC / FIN No. _____

Residential Status (SC/ SPR/ DP): _____

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/Guardian



PARTICULARS

Name of the Learner: _____

Enrolment No.: _____ Date of Birth _____

Passport No.: _____ NRIC / FIN No. _____

Residential Status (SC/ SPR/ DP): _____

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/Guardian



Parent/Guardian Undertaking

Mandatory Curriculum-Based Excursions (Academic Year 2026–27)

In alignment with DPS International School's philosophy of inquiry-based and experiential learning, curriculum-integrated educational excursions will be conducted during regular school hours throughout the Academic Year 2026–27. These excursions form an integral and mandatory part of the academic curriculum and are designed to enhance classroom learning through real-world observation, experiential engagement, and curriculum-linked activities.

Participation in these excursions supports Learners' conceptual understanding, critical thinking, social development, and overall engagement with learning. All excursions will be conducted under the supervision of DPS International School teaching staff, using school-arranged transport, and in strict adherence to all school safety policies, supervision ratios, and risk-management procedures.

By signing this undertaking, I/we acknowledge and agree that:

- Curriculum-based excursions are a mandatory academic requirement.
- My/our child is expected to participate in all such excursions scheduled during the academic year.
- Participation involves normal travel and activity-related risks, and I/we agree to release DPS International School, its management, and staff from liability for any unforeseen incidents, except in cases of proven negligence.
- In the event of a medical emergency, I/we authorise the school to seek immediate medical assistance for my/our child if we are unreachable and agree to bear any associated expenses.

Regular classes will resume after the excursion once all Learners return to school.

I/we hereby provide consent for my/our child to participate in all mandatory curriculum-based excursions organised by the school during Academic Year 2026–27.

Student Name: _____

Class & Section: _____

Parent/Guardian Name: _____

Emergency Contact Number: _____

Relevant Medical Information/allergies (if any): _____

Parent/Guardian Signature

Date



To
The Principal
DPS International School
Singapore

LETTER OF UNDERTAKING

I _____ (name of Learner as per passport),
NRIC/FIN _____ of Grade _____, Section _____ hereby undertake that:

- (a) As a proud and upright Learner 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 Learner
Date:

Signature of Parent/Guardian
Date:



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USEFUL / IMPORTANT CONTACT NUMBERS & E-MAIL ADDRESSES

SCHOOL

General & main school line	6285 6300
Admissions	6285 7273

TRANSPORT

transport@dps.edu.sg

ENQUIRY

Admissions	admissions456@dps.edu.sg
------------	--

Scholarships	scholarship@dps.edu.sg
--------------	--

ECA/CCA/Excursions	eca@dps.edu.sg
--------------------	--

General Enquiry	information@dps.edu.sg
-----------------	--

Learner/ Parent Particulars Updates	feedback@dps.edu.sg / itsupport@dps.edu.sg
-------------------------------------	--

Accounts related	accounts@dps.edu.sg
------------------	--

Withdrawal	withdrawal@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 Learners 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 Core 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™



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



Learners' 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.



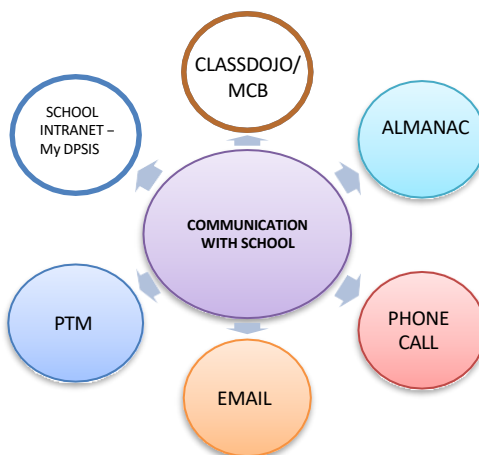
SCHOOL GUIDELINES & OPERATIONS

Right to Amend Policies

DPS International School reserves the right to amend, modify, interpret, or update any rules, procedures, schedules, or policies stated in this Almanac at any time in compliance with regulatory or operational requirements. Such updates will be communicated via official school platforms and shall take immediate effect.

The School's decision on all matters relating to Learner conduct, safety, and discipline shall be final and binding.

COMMUNICATION WITH THE SCHOOL



School-Home Communication Channels

DPS International School values transparent, timely, and effective communication with parents and guardians. To ensure clarity and accessibility, the School provides multiple official communication platforms. Parents are encouraged to use the following authorised channels for all academic and administrative correspondence:

1. School Intranet – My DPSIS

The School maintains an official intranet portal, My DPSIS, for streamlined communication and information sharing. All parents and



Learners are provided with secure login credentials.

Through the intranet, parents may:

- Communicate with the teachers and the School
- Access circulars, notices, and announcements
- View updates on events and activities
- Obtain important academic and operational information

Teachers ensure that all messages received via the intranet are responded to in a timely and professional manner. (**MyDPSIS link: <https://dps.edu.sg>**)

2.ClassDojo

ClassDojo serves as an additional platform to facilitate direct and convenient communication between parents, class teachers and subject teachers regarding daily academic or classroom matters.

3.Almanac

Parents may communicate brief notes or requests to the class teacher through the Learner Almanac for routine matters.

4.Telephone Communication

For urgent clarifications or immediate assistance, parents may contact the School's reception or relevant departments via the official school telephone lines during working hours.

5. Parent-Teacher Meetings (PTMs)

Parents are welcome to meet teachers in person to discuss their child's progress or concerns. Meetings are available strictly by prior appointment on Wednesdays, to ensure meaningful and uninterrupted discussion time.

6. General Correspondence

Parents are encouraged to use the official school email addresses listed on Page 8 for formal communication and detailed queries.

For confidentiality, efficiency, and record-keeping purposes, parents are requested to use only the authorised communication channels listed above.

Failure to regularly check School's official communication platforms shall not be accepted as justification for missed information or deadlines.



GRIEVANCE REDRESSAL POLICY

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

Guiding Principles

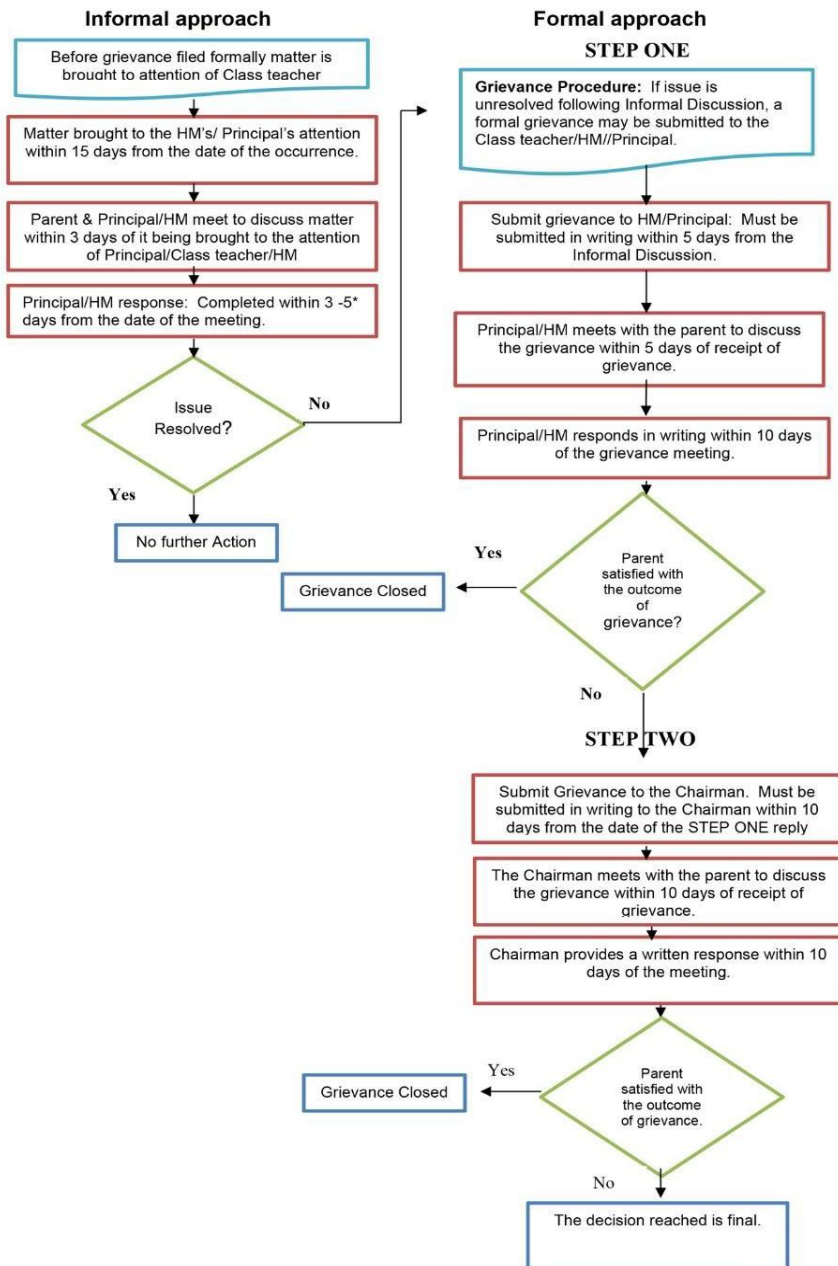
All grievances will be addressed in accordance with the following principles:

- Fairness and impartiality
- Timely response and resolution
- Respectful communication
- Confidential handling of information
- Resolution at the earliest appropriate level

The School expects all discussions to be conducted in a calm, professional, and solution-oriented manner.



Grievance Redressal Procedure





Expectations During the Process

To ensure constructive resolution:

Parents are expected to:

- follow the escalation sequence outlined above
- provide factual information and relevant documentation
- communicate respectfully with staff
- allow reasonable time for review and response

The School reserves the right to discontinue meetings or correspondence that involve inappropriate language, harassment, or disrespectful behaviour.

Confidentiality

All grievances will be handled confidentially and shared only with relevant personnel directly involved in the resolution process.

Policy Review

The School reserves the right to amend or update this policy in accordance with regulatory requirements or institutional needs. Updates will be communicated through official school channels.



EYP TO CLSP YEAR 7 PLANNER 2026 -27

2026	APR	MAY	JUN	JUL	AUG	SEP
SAT					1	
SUN					2	
MON			1 VESAK DAY HOLIDAY		3 MATHS WEEK	
TUE			2		4	1
WED	1		3	1	5	2
THU	2		4	2	6	3
FRI	3 GOOD FRIDAY	1 LABOUR DAY	5 World Environment Day	3	7 MATHS WEEK EXHIBITION	4
SAT	4 PARENT ORIENTATION		6 S	4	8	5 TEACHERS DAY
SUN	5	3	7 U	5	9 NATIONAL DAY	6
MON	6 SCHOOL REOPENS	4	8 M	6 SCHOOL REOPEN / World Yoga Day	10 National Day Holiday	7 SA1 EXAMS
TUE	7	5	9 M	7	11	8
WED	8	6 HELPERS DAY	10 E	8	12	9
THU	9	7	11 R	9	13	10
FRI	10	8 PINK DAY (Mother's day Celebration)	12	10 Go Green day	14 Music Competition	11
SAT	11	9 MOTHERS DAY	13 B	11	15 Independence Day	12
SUN	12	10	14 R	12	16	13
MON	13 Tamil New year workshop	11	15 E	13	17	14
TUE	14	12	16 A	14	18	15
WED	15	13	17 K	15	19 World Humanitarian Day	16
THU	16	14	18	16	20	17
FRI	17 Founder's DAY	15	19	17	21	18 Purple day_EYP
SAT	18	16	20	18	22	19
SUN	19 FOUNDERS DAY	17	21 FATHERS DAY/ IDY	19	23	20
MON	20	18 IT Week	22	20	24	21
TUE	21	19	23	21 RACIAL HARMONY DAY	25	22
WED	22 Earth Day	20	24	22	26	23
THU	23 BLUE DAY / World Book Day	21	25	23	27	24 SA1 EXAMS
FRI	24 ANNUAL DAY(Kovan Campus visit)	22	26	24 Science Week Exhibition Grade EYP to Year 7	28 CCA DAY. YELLOW DAY_EYP	25
SAT	25 ANNUAL DAY	23	27	25 PTM EYP TO Yr 7	29	26
SUN	26	24	28	26	30	27
MON	27	25	29	27	31	28
TUE	28	26	30	28		29
WED	29 Earth day celebration	27 Hari Raya Haji		29		30
THU	30 NUTRITION DAY	28		30 Int'l Friendship Day		
FRI		29		31 RED DAY		
SAT		30				
SUN		31 VESAK DAY				
2026	APR	MAY	JUN	JUL	AUG	SEPT

EYP TO CLSP YEAR 7 PLANNER 2026 -27



OCT	NOV	DEC	JAN	FEB	MAR	2027
						SAT
	1					SUN
	2			1	1	MON
	3	1		2	2	TUE
	4	2		3	3	WED
1 SCHOOL REOPENS	5	3		4	4	THU
2 INT'L NON VIOLENCE DAY	6	4	1 NEW YEAR	5	5	FRI
3	7	5	2	6 CHINESE NEW YEAR	6	SAT
4	8 DEEPAVALI	6	3	7 CHINESE NEW YEAR	7	SUN
5	9 DEEPAVALI HOLIDAY	7	4	8 CHINESE NEW YEAR HOLIDAY	8 SA2 Exam	MON
6	10	8		5 9	9	TUE
7	11	9	5 SCHOOL REOPENS /Activity day BP1	10	10 HARI RAYA PUASA	WED
8	12	10	6	11		THU
9	13 Children's Day Celebrations	11	7	12		FRI
10 WORLD MENTAL HEALTH DAY	14 CHILDREN'S DAY	12	8	13		SAT
11	15	13	9	14		SUN
12	16	14	10	15 Total defense day Singapore/ Literary Week	15	MON
13	17	15	11	16	16	TUE
14	18	16	12	17	17	WED
15	19	17	13	18	18	THU
16 SPELL BEE COMP	20	18	14	19INT'L MOTHER LANGUAGE DAY Celebration	19	FRI
17	21	19	15	20	20	SAT
18	22	20	16	21Intrl Mother Language Day	21	SUN
19 GP & THEATRE WEEK	23 Grand parents day celebration	21	17	22	22	MON
20	24	22	18	23	23 Intl.day of Happiness	TUE
21	25International STEAM Festival	23	19	24	24 SA2 EXAMS	WED
22	26	24	20	25	25	THU
23 UN Celebration Day ORANGE DAY- EYP	27 CHESS COMP	25 CHRISTMAS	21	26 CCA DAY	26 GOOD FRIDAY	FRI
24	28	26	22	27	27	SAT
25	29	27	23	28	28	SUN
26	30	28	24	25 Story Week	29	MON
27		29	25	26 Republic Day	30	TUE
28		30	26	27	31	WED
29 HANDWRITING COMP		31	27	28		THU
30 Halloween Celebrations			28	29 Black and white Day / Recitation		FRI
31 HALLOWEEN DAY			29	30 PTM EYP TO Yr 7		SAT
			30			SUN
			31			SUN
OCT	NOV	DEC	JAN	FEB	MAR	2027



SCHOOL UNIFORM

Kindergarten Learners Regular Uniform



Primary School Regular Uniform (Year 1 to Year 5)





**Secondary & Senior
Secondary Learners
Regular Uniform
(Year 6 and above)**

**Primary to Senior
Secondary Learners
PE Uniform (Year 1
and above)**





ATTIRE & GROOMING STANDARDS

DPS International School upholds high standards of discipline, neatness, and personal presentation. The prescribed school uniform is an important part of the School's identity and reflects a sense of pride, unity, and professionalism among Learners.

Uniform Requirements

- Learners are required to always wear the official DPSIS prescribed school uniform when attending school, including regular school days, extra classes, remedial sessions, school programmes, or any school related activity conducted during holidays or after school hours.
- Alterations or modifications to the prescribed uniform design are strictly prohibited.
- Uniforms must be clean, well-fitted, neatly ironed, and in good condition at all times.

Dress Code by Activity

- Regular School Uniform must be worn on all academic school days.
- Physical Education (PE) attire must be worn during PE lessons, ECA/CCA sessions, excursions, field trips, sports practices, and any activity where specified by the School.
- Learners must change attire only at designated times and as instructed by staff.

General Grooming Expectations

Learners must maintain:

- Neat and tidy hair
- Personal hygiene
- Appropriate footwear as prescribed
- Minimal and permitted accessories only

The School reserves the right to counsel or take disciplinary action against Learners who do not comply with uniform and grooming standards.

Compliance

Failure to adhere to the prescribed attire and grooming standards may result in:

- Verbal warning
- Parent notification
- Temporary restriction from classes or activities until compliance
- Further disciplinary action for repeated violations

The School's decision regarding uniform compliance shall be final.



Grooming requirements:

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 Learners) Modified school uniforms (tapered pants) not allowed.
Nails to be cut short and no nail enamel. Tattoo/s are not allowed.	Nails to be cut short. Tattoo/s are 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.	

Attire & Grooming Standards

Physical presentation is a non-negotiable reflection of school discipline. Daily inspections will be conducted.

The Uniform: Must be the exact prescribed design; **no alterations** (tapering of trousers, shortening of skirts) are permitted. Skirts must be worn at or below the knee.

- Uniforms must be crisply ironed and free of stains or tears. Shoes must be polished daily.

Hair & Grooming:

- **Boys:** Hair must be a "crew cut" style, off the collar and ears. No spikes, gels, or stylized fringes. Faces must be clean-shaven; no "shadow" or facial hair is permitted.
- **Girls:** Long hair (beyond shoulder length) must be **tightly braided** or tied in a neat bun with black bands only. Fringes must be clipped back; no hair should touch the forehead.
- **Prohibitions:** Absolutely no hair colouring, highlights, or chemical treatments. No makeup, nail enamel, or tinted lip balm.

Jewellery & Accessories: Only one pair of small, plain gold or silver ear studs is permitted for girls. **No other jewellery** (including religious threads, rings, or smartwatches) is allowed.



SCHOOL HOURS

Early Year Program (EYP):

9:00 AM to 3:20 pm (Monday - Friday)

Year 1- 7

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

Short Break - 9:45 am to 10:00 am

Lunch Break - 12:00 pm to 12:40 pm

Meeting Teachers / Vice-Principal/ Principal

Parents may meet the Principal/Vice Principal or teachers strictly by prior appointment. Walk-in requests for unscheduled meetings are not permitted, as teachers are engaged in their academic responsibilities. Parents are therefore requested to schedule appointments in advance through the appropriate school communication channels to enable smooth coordination and meaningful discussion.



SCHOOL RULES

DPS International School is committed to providing a structured, safe, and enriching learning environment that enables every Learner to develop academically, socially, and ethically.

School Expectations

- The primary aim of the School is to prepare Learners to receive a high-quality education and develop into responsible, proactive global citizens and future leaders.
- All Learners are expected to demonstrate self-discipline, accountability, and responsible behaviour at all times — both within the school premises and outside the school while representing DPSIS.
- Learners must uphold and reflect the School's core values of Integrity, Respect, Resilience, and Service, and consistently project a positive image of the School.
- Any Learner who becomes aware of behaviour or activities that may be harmful to themselves, other Learners, or the School community must promptly inform the Class Teacher or Discipline In-Charge. Reporting concerns is considered a responsible and commendable action that supports the safety and well-being of all.
- School rules are designed to cultivate positive habits, mutual respect, and responsible conduct, thereby ensuring a safe, healthy, and conducive environment for learning and growth. The Discipline Committee oversees and manages all disciplinary matters in accordance with established procedures.

Learner Almanac Responsibility

- Learners are required to carry the School Almanac daily as an essential communication and record-keeping tool.
- All personal information, including photographs and contact details, must be kept accurate and up to date.
- The Almanac must be regularly reviewed and duly signed by parents/guardians as required.

Failure to comply with school rules or Almanac requirements may result in appropriate corrective or disciplinary action as determined by the School.



LEARNERS' CODE OF CONDUCT

- Learners must demonstrate exemplary courtesy in their behaviour and speech.
- Learners must 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.
- Learners must be respectful towards the Teachers, Principal, Management, Staff 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.
- Learners must follow an honor code for which the major responsibility of its implementation will rest with the Learners themselves.
- Learners to be role models in punctuality. Learners who avail public transport should report to school by 9:00 am failing which disciplinary action will be taken.
- Learners must be kind and courteous towards their fellow Learners.
- Learners must respect the property of this institution at all times, including classrooms, corridors, canteen, playgrounds and all common areas. School reserves the right to impose fines for any damage to the school property.
- Learners must not vandalise or misuse school washrooms; scribbling on doors or walls, damaging taps, dispensers, flush systems, mirrors, or sanitary fittings, and clogging sinks or toilets with litter or foreign objects are strictly prohibited. Learners must use these facilities responsibly and maintain the highest standards of hygiene.
- Learners must use school furniture responsibly; dragging desks and chairs, writing or carving on tables or causing intentional breakage, damaging notice boards and display material will invite strict disciplinary action and fines to cover repair or replacement costs.
- Corridors, the library, and laboratories must be kept orderly. Learners must walk, not run, in hallways and staircases to prevent accidents.
- Learners must pledge to keep their world clean and litter-free. All disposables must be thrown in the bins provided. Littering in any part of the school campus, including the canteen and common areas, is a violation of the school's environmental values.
- Learners should respect the school uniform and always uphold the good reputation of the school when they are outside the school premises. Any complaints received by the School regarding DPSIS Learner/s including from the outsiders, neighbouring residents, etc, of any wrongful doing will result in strict action by the School including suspension upto 15 days and financial penalties to cover any damages



- Learners should not engage in acts which will bring disrepute to themselves and the institution. (within and outside the campus).
- Learners should respect the uniform and refrain from any behavior that is harmful, intimidating, humiliating, immoral or indecent towards others.

Code of Conduct inside the Classroom

- Learners are to stand up and greet their teachers before commencement and at the end of lessons.
- Learners should participate actively during lessons and always have their learning materials ready.
- Learners are to behave in a respectful manner in class and always keep their classrooms clean and tidy.
- Learners are advised not to leave their personal belongings unattended. Learners 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.
- Learners must remember that they represent DPSIS whenever they are in school uniform and are expected to uphold the school values and always honour the school uniform.
- Learners must display impeccable conduct on-board buses and trains. While travelling by MRT, buses and other public transport, Learners must queue responsibly, offer seats to those in need, speak softly, avoid blocking doors or aisles and follow all safety rules.
- In public places such as neighbourhood facilities, malls, food courts, parks, playgrounds and community centres, Learners must behave with courtesy, avoid loud or disruptive behaviour and show respect for members of the public and property.
- Learners must not loiter in groups in a manner that causes inconvenience, nuisance or alarm to others and must strictly refrain from any form of bullying, harassment, use of offensive language or involvement in fights in public spaces.
- Littering, vandalism, defacing public or private property, or any act that violates the laws and regulations of Singapore while in school uniform will be treated as a serious breach of the school's code of conduct and will invite disciplinary action.
- Learners must remain kind and courteous to all members of the public and avoid any activity that threatens the safety and order of the community



Code of Conduct outside the School

- Learners must remember that they represent DPSIS whenever they are in school uniform and are expected to uphold the school values and always honour the school uniform.
- Learners must display impeccable conduct on board buses and trains. While travelling by MRT, buses and other public transport, Learners must queue responsibly, offer seats to those in need, speak softly, avoid blocking doors or aisles and follow all safety rules.
- In public places such as neighborhood facilities, malls, food courts, parks, playgrounds and community centres, Learners must behave with courtesy, avoid loud or disruptive behavior and show respect for members of the public and property.
- Learners must not loiter in groups in a manner that causes inconvenience, nuisance or alarm to others and must strictly refrain from any form of bullying, harassment, use of offensive language or involvement in fights in public spaces.
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- Learners must remain kind and courteous to all members of the public and avoid any activity that threatens the safety and order of the community

Reporting to the School

Punctuality, proper presentation, and readiness to learn are essential expectations of all Learners.

- Learners must report to school on time and be seated in their respective classrooms promptly upon arrival.
- Learners using public transport must reach school no later than 9:00 a.m.
- Learners using school transport must follow the assigned schedule and timings.
- Learners arriving after the designated time will be marked late, and repeated late arrivals may result in corrective or disciplinary measures.
- All Learners must wear the complete prescribed school uniform when entering and leaving the school premises.
- Learners not complying with the prescribed uniform, grooming, or appearance standards may be denied entry until they meet the required expectations.
- The School may organise academic programmes, events, or activities on weekends or after school hours, and parents will be notified in advance.



Attendance Policy

Regular attendance is essential for academic success and is a mandatory requirement under School and regulatory guidelines.

- A minimum of 80% attendance is compulsory for eligibility to appear for final examinations and assessments.
- Any long leave or absence due to exceptional circumstances must be formally requested and approved in advance by the Principal/Management.
- In case of illness or unforeseen absence, parents must notify the Class Teacher via ClassDojo or the School intranet/email before 7:30 a.m. on the day of absence.
- A leave note and supporting medical certificate (where applicable) must be submitted through the intranet or the Learner Almanac upon return to school.
- Absence without prior notification or valid documentation will be considered unauthorised.
- Records of attendance and absences will be maintained in official school records and the Almanac.
- Unauthorised or repeated absences may result in disciplinary action and/or restriction from assessments or activities.
- Parents/Guardians are responsible for ensuring their child's regular attendance and participation in all academic and school-related programmes.

Environmental Responsibility

Learners must conserve energy, water, and resources and follow sustainable practices including waste segregation and cleanliness.



LATE ARRIVAL & EARLY DISPERSAL POLICY

Punctuality and regular attendance are essential components of a Learner's academic discipline and overall development. Learners are expected to arrive at school on time and remain on campus for the full duration of the school day unless prior permission has been granted.

Late Arrival

- Learners must report to school on or before the designated reporting time (9:00 a.m.).
- Learners arriving after this time will be marked late.
- Learners who arrive late more than three (3) times in a term without valid reason may not be permitted to attend classes for that day and may be required to return home. Appropriate disciplinary action may also be taken.
- Learners arriving late for valid reasons must submit a written explanation/letter from parents or guardians on the same day.
- Failure to provide valid documentation may result in:
 - denial of entry to class, and/or
 - the Learner being marked absent for the day.

Repeated late arrivals may lead to parent meetings and further disciplinary measures.

Early Dispersal

- Learners are expected to remain on campus until the official dispersal time.
- Requests for early departure must be supported by a written request or confirmation from parents/guardians, clearly stating the reason.
- Early dispersal will be granted only with prior approval from the School.
- Learners must:
 - complete the Early Dispersal Form,
 - obtain the Class Teacher's signature, and
 - submit the form to Security/Administration before leaving the premises.
- Learners will be released only to authorised parents/guardians or designated persons.

The School reserves the right to withhold permission where the reason provided is not considered urgent or appropriate.



Learner Long Leave Policy

Regular attendance is critical for academic continuity. Long leave is therefore discouraged and permitted only under exceptional circumstances.

- Long leave of absence (up to a maximum of four (4) months) may be granted only with prior written approval from the Principal.
- Approval will be considered solely for exceptional and unavoidable reasons and must be supported by relevant documentation.
- Learners on long leave are responsible for:
 - completing missed work
 - catching up on lessons independently
 - meeting assessment requirements as determined by the School
- No exemption, reduction, or refund of school fees will be granted during the approved leave period.

The School's decision regarding long leave approval shall be final.



HOMWORK POLICY

Homework benefits Learners by complementing classroom learning, fostering good study habits and providing an opportunity for Learners to be responsible for their own learning. Homework is the responsibility of the Learner, 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 Learners 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 Learners' performance

Learners 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.

Responsible use of AI Tools

The use of Artificial Intelligence tools (e.g., ChatGPT or similar platforms) to complete assignments, projects, or assessments without explicit teacher approval is considered academic misconduct. Misuse may result in disciplinary action.



ROAD SAFETY & SAFE CROSSING GUIDELINES

Purpose

DPS International School is committed to ensuring the safety and well-being of all Learners while travelling to and from school. This Code of Conduct establishes clear expectations for responsible behaviour when crossing roads, using pedestrian pathways, and commuting near the school premises.

Road safety is a shared responsibility among Learners, parents, staff, and transport personnel.

Scope

This policy applies to all Learners:

- Walking to or from school
- Crossing roads near school gates
- Using pedestrian crossings, zebra crossings or traffic signals
- Waiting for school buses or private pick-up
- Participating in off-campus activities or excursions

Safe Crossing Practices

Learners must:

- Use designated pedestrian crossings or zebra crossings only
- Follow traffic signals and road signs
- Look Right – Left – Right again before crossing
- Walk (do not run) while crossing the road
- Cross only when vehicles have completely stopped
- Walk in groups where possible, especially younger Learners

Behaviour Near Roads

- Walk on footpaths/sidewalks only
- Stay away from moving traffic
- Maintain single-file or orderly lines
- Follow instructions of:
 - Teachers
 - Security staff
 - Bus attendants
 - Traffic wardens

Bus & Pick-Up Safety

- Wait calmly at designated pick-up points
- Form queues while boarding or alighting
- Do not push, run, or play near buses or vehicles
- Enter/exit vehicles only after they come to a complete stop



- Keep bags and belongings secure

Attention & Awareness

- Stay alert and aware of surroundings
- Avoid distractions such as:
 - Mobile phones
 - Earphones/headphones
 - Playing or rough behaviour
- Focus fully while crossing roads

Learners must not:

- Run across the road
- Cross between parked vehicles
- Jump barriers or railings
- Use mobile phones while crossing
- Play games or push friends near traffic
- Enter restricted parking or driveway areas
- Leave school premises without authorised supervision (for younger Learners)

Safety Expectations for younger Learners

- Must cross only under adult supervision
- Must follow teachers/attendants during dispersal
- Must not leave designated waiting areas without permission

During School Supervision / Field Trips

Learners must:

- Walk in pairs or lines
- Follow teacher instructions immediately
- Stay with assigned group/buddy
- Maintain discipline at all times

Consequences for Unsafe Behaviour

Failure to follow road safety rules may result in:

- Verbal warning
- Behaviour note in diary/ERP
- Parent notification
- Temporary restriction from independent dispersal
- Further disciplinary action for repeated or risky behaviour

These measures are intended to protect Learner safety, not to penalise.



Parent Partnership

Parents are requested to:

- Reinforce safe road behaviour at home
- Use designated pick-up/drop-off zones
- Avoid unsafe parking or double parking near school
- Model safe crossing behaviour for children

School Commitment

DPS International School will:

- Provide supervised crossings during peak hours
- Conduct regular road safety awareness sessions
- Display signage and safety markings
- Coordinate with security and transport teams to ensure safe dispersal

Health, Illness & Infection Control

Learners who are unwell, have fever, contagious illnesses, or symptoms of infectious disease must not attend school. The School reserves the right to isolate or send home any Learner displaying symptoms.

Parents must provide updated medical information annually and notify the School of allergies, chronic conditions, or medication requirements.

Emergency Medical Consent

In case of medical emergency where parents cannot be reached, the School is authorised to arrange necessary medical treatment or hospitalisation in the best interest of the Learner. Associated costs shall be borne by the parents/guardians.



USAGE OF DIGITAL GADGETS IN SCHOOL

To ensure a focused learning environment, protect Learner safety, and uphold privacy standards, the use of personal electronic devices within the school premises is strictly regulated.

General Restrictions

- Learners are not permitted to use or carry electronic gadgets, including mobile phones, smart devices, smart watches, tablets, earphones, or similar devices, within classrooms or during school hours.
- Such devices, if found in use or possession without authorisation, will be confiscated and returned only to parents/guardians at the School's discretion.
- Repeated violations may result in further disciplinary action.

Exceptional Permission

- In exceptional circumstances where parents feel that their child must carry a mobile phone for safety reasons, prior written permission from the Principal is mandatory.
- Only a basic (non-smart) mobile device will be permitted.
- Approved devices must:
 - remain switched off throughout school hours
 - be handed over to the class teacher upon arrival
 - be collected only at dispersal time

Smartphones, smartwatches, or internet-enabled devices are strictly prohibited.

Loss or Damage

- Learners are strongly discouraged from bringing valuable or electronic items to school.
- The School shall not be responsible or liable for the loss, theft, or damage of any personal electronic or valuable items brought onto campus.

Camera-Enabled Devices

- Video cameras, digital cameras, or any device with photography or recording capabilities are not permitted within school premises unless specifically authorised for school activities.
- Unauthorised devices may be confiscated and returned only to parents.



USE OF SOCIAL MEDIA & DIGITAL CONDUCT

DPS International School expects all Learners, staff, and parents to exercise responsible and respectful behaviour in all online interactions.

Reputation & Conduct

- Any online activity that harms, defames, or brings disrepute to the School, its staff, or Learners is strictly prohibited.
- Cyberbullying, harassment, impersonation, creation of fake accounts, spreading rumours, or posting inappropriate content related to the School community will be treated as a serious disciplinary offence.
- The School reserves the right to take appropriate disciplinary and/or legal action where necessary.

Privacy & Personal Data Protection

In accordance with the Personal Data Protection Act (PDPA) of Singapore:

- Learners must not record, photograph, or video any individual on campus without explicit permission.
- Sharing images, videos, or personal information of Learners, staff, or visitors without consent is prohibited.
- Breaches of privacy may result in disciplinary consequences.

School Photography & Media Use

During school programmes and events (e.g., lessons, CCAs, camps, concerts, competitions), photographs and video recordings may be taken for educational, documentation, or promotional purposes.

The School may use such materials in:

- school publications
- newsletters
- websites
- social media platforms
- official communication channels

Parents who do not wish their child's images or recordings to be used must notify the School in writing by emailing the Principal and copying the Class Teacher. The School will make reasonable efforts to respect such request.

Any action that brings disrepute to DPSIS, including posting defamatory content, inappropriate videos, or false information about the school or its members, whether on or off campus, may result in disciplinary action.



VAPING AND TOBACCO-RELATED PRODUCTS

- In accordance with the laws of Singapore, the possession, use, purchase, sale or distribution of vaping devices (electronic cigarettes, evaporisers), tobacco products or related paraphernalia is strictly prohibited in school, on school transport and during any school-related activity or event, whether on or off campus.
- Learners are reminded that the use, purchase, possession and sale of evaporisers is illegal in Singapore under prevailing laws, and offences may be referred to the relevant authorities in addition to school disciplinary action.
- Any vaping device, cartridge, pod, liquid, tobacco product or related item found in a Learner's possession will be confiscated, and the Learner will be subject to further disciplinary consequences including suspension or expulsion, as decided by the school, in addition to being reported to the relevant legal authorities.
- Learners are expected to report to a teacher or school authority if they become aware of any vaping or tobacco-related activity involving their peers so that timely support and intervention can be provided.



SCHOOL SAFETY RULES

DPS International School is committed to maintaining a safe, secure, and supportive environment for all Learners, staff, and visitors. Safety is a shared responsibility, and every member of the school community is expected to act responsibly and follow established safety procedures at all times.

Failure to comply with safety guidelines may result in corrective or disciplinary action, as safety violations may place individuals or others at risk.

1. General Safety Rules

- Learners must follow all instructions issued by teachers, coordinators, security personnel, and school staff promptly and respectfully.
- Any suspicious behaviour, unsafe condition, accident, or hazard must be reported immediately to a teacher or school authority.
- Walking (not running) is required in corridors, staircases, and common areas to prevent accidents.
- Learners must use designated pathways, staircases, and pedestrian crossings while moving around the campus.
- Emergency exits, corridors, and access routes must be kept clear at all times.
- Learners are discouraged from bringing valuables or non-essential items that may cause distraction, loss, or theft.
- Mobile phones and electronic devices may be used only in accordance with school policies.

2. Classroom Safety

- Learners must maintain discipline and behave responsibly to ensure a safe and productive learning environment.
- Electrical equipment, laboratory materials, furniture, and all school property must be handled carefully and only under teacher supervision.
- Personal belongings must be stored neatly to avoid obstruction or tripping hazards.
- Learners must strictly follow all safety instructions during practical lessons and drills.
- Fire, evacuation, and lockdown procedures must be observed seriously and without panic or disruption.

3. Anti-Bullying & Harassment

- All Learners are expected to treat others with kindness, dignity, and respect.
- Bullying, harassment, discrimination, intimidation, or cyberbullying in any form is strictly prohibited.



- Learners must report incidents of bullying or unsafe behaviour to a teacher, coordinator, or school authority immediately.
- Physical fights, verbal abuse, or threatening behaviour are unacceptable and will result in disciplinary action.
- Learners are encouraged to seek adult assistance rather than attempting to resolve conflicts independently.

4. Transportation & Road Safety

- Learners must follow all safety instructions while using school transport or public transport.
- While on school buses, Learners must remain seated, fasten seat belts where provided, and comply with the driver's and attendant's directions.
- Boarding and alighting must be done calmly and orderly without pushing or rushing.
- Learners must use designated crossings, look both ways, and remain alert when crossing roads.
- Running across roads or crossing between vehicles is strictly prohibited.

5. Playground & Sports Safety

- Learners must follow all rules related to playgrounds, sports fields, and equipment usage.
- Rough play, pushing, or unsafe behaviour that may cause injury is not permitted.
- Appropriate protective gear and proper sports attire must be worn during physical activities.
- Learners must immediately report any injury or unsafe equipment to staff.

6. Stranger Awareness & Campus Security

- Learners must remain within authorised school areas during school hours and must not leave campus without permission.
- Learners must not engage with strangers or accept gifts, food, or items from unknown individuals.
- Any unfamiliar or suspicious person on campus must be reported immediately to security or school staff.
- Visitors must always follow the school's registration and identification procedures.

Shared Responsibility

Safety is everyone's responsibility. Learners are expected to:

- act responsibly,
- remain alert,
- follow school rules, and
- contribute to a secure and respectful environment for all.



The School reserves the right to take appropriate action in the interest of safety and well-being of the school community.

Visitor Management

All visitors must register at the security desk and wear identification badges. Learners are not permitted to invite external visitors without prior written approval. Unauthorised entry is prohibited.

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 Learners and staff attuned to react rationally when confronted with a fire or other emergencies within the premises.

PROCEDURE DURING FIRE DRILLS / OUTBREAK OF FIRE

● **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.


● **Evacuation of the premises:**

When the alarm sounds, all Learners 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.

● **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 a 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.

● **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.

TIPS FOR 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.

DISCIPLINARY ACTION

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

Act of misconduct

Learners 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 Learner 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 Learner'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 Learner code of conduct
- h) Disregarding to warning following issue of Red Card.

A Learner 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 Learner 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 Learner's dossier. Two Red cards results in suspension from the school for one week. Three Red cards result in expulsion of the Learner from school.



Discipline Response Framework

DPSIS uses a structured corrective system designed to help Learners understand expectations and modify behaviours.

Level 1 Response (Teacher-Led)

- Verbal reminder
- Reteaching of expected behaviour
- Note in ERP/Learner diary
- Short reflective task
- Communication with parent (if repeated)

Level 2 Response (Coordinator-Led)

- Meeting with Learner
- Written undertaking or reflection sheet
- Parent meeting
- Temporary restriction from certain activities
- Behaviour tracking for 1–2 weeks

Level 3 Response (Leadership-Led)

- Formal disciplinary warning
- Behaviour contract with parent involvement
- Suspension (internal/external as per policy)
- Counselling support
- Parent-Principal conference

Retention or expulsion may be considered in extreme, repeated, or dangerous cases.



ASSEMBLY

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

MONDAY, WEDNESDAY , FRIDAY

Year 1 to Year 7

MONDAY to FRIDAY

EYP in their respective classrooms.

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

During assembly Learners 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.

STUDENT COUNCIL

A Student Council is a group of elected Learners 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 Learners 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 Learners' ideas, interests, and concerns with teachers and school principals. They often also help in school-wide activities, including social events, community.



EXAMINATION & PROMOTION POLICY

ASSESSMENT CRITERIA - CAMBRIDGE

Cambridge Primary (Year 1 – 2)

All Learners 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. A written practice test will also be conducted to train learners for exam environment.

The grading parameters for formative assessments 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%



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.

Learners 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.

Registration for the Final Examination at Board level will be done only if the principal is assured that the Learner 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 Learners 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 Learners. A Learner 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:

- S\$280 +GST per subject to be paid to the school for setting up a new question paper.
- The re-test for Class test and Term Examination will be conducted as per the institution's schedule.



ACADEMIC AWARDS

Prizes are awarded for academics to Learners as follows:

Scholastic:

Best Learner of the year award

- **Criteria:** Exemplary discipline, Punctuality, Team Player, Well-Behaved.

Scholar Badges:

- Awarding a Scholar Badge is an honored DPSIS tradition. It is awarded from Year 4 onwards, to Learners 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 Learner who fulfills the Scholar Badge criteria for 3 consecutive years.

Gold Badge:

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

Merit Certificate Prizes: will be awarded class wise -

- Subject Proficiencies
- Rank Certificates/ Prizes

Note: Learners who have written all papers in both terms are eligible for rank and subject proficiency awards. Learners 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, Active Participation, Exceptional talent, Event Champion and upholds respectful behaviour.

EXAMINATION GOOD PRACTICES

Learners 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, Learners are to report at the examination venue 15 minutes before the start of the exam paper. Learners 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 Learners in the examination room.

Once Learners are seated in the examination room Learners 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.
- Learners must report to the invigilator any unauthorised material found at their desk/seat.
- Learners 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. Learners are advised that good time management is essential. It is recommended that Learners not spend too much time on just a few questions, leaving no time for others.
- Learners should carry transparent pencil pouches.
- Learners should use dark blue or black colour gel/ball point pens to write their answers.
- Learners 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

Learners 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 Learner copies from another Learner or allows his/her answers to be copied by another candidate, both Learners will be subject to penalties as decided by the Disciplinary Committee.

HOMework POLICY

Homework benefits Learners by complementing classroom learning, fostering good study habits and providing an opportunity for Learners to be responsible for their own learning. Homework is the responsibility of the Learner, 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 Learners 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 Learners' performance



Learners 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.

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 Learners 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. Learners 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 Learner should come near the entry door of the bus unless it has come to a standstill.
- All Learners must occupy vacant seats, immediately after boarding the bus.
- All Learners 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.
- Learners 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 Learners 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 email from the transport department about the same.
- Learners availing school transport are dispersed between 3:10 pm and 3:20 pm. The bus attendants accompanying the Learners will wait in the designated holding area at the dispersal time.
- In case of any delay / difficulty, the Learner 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 Learners.**
- While the School exercises reasonable care in supervising transport services, the school shall not be liable for delays caused by traffic, weather, or unforeseen circumstances.

TERMS & CONDITIONS

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

- Please note that all buses may not ply up to the doorsteps of the building due to disposition of road/ Parks / Layout.
- 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.
- 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.
- While driving drivers are not in the situation to check messages or reply. So kindly refrain from sending messages while drivers are on the road.
- Office hours for any action are from 9:00 AM to 4:30 PM. Messages sent before / after the time mentioned may not be addressed immediately.
- Change of address must be notified 7 working days in advance.
- Revised invoice on Change of address, as applicable will be issued over the email.

Do's

- Learners must remain seated while the bus is moving.
- Seatbelts must be always worn throughout the journey. No Learner should approach the entry door of the bus unless it has come to a standstill.
- Learners 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 inside the school bus.
- Please keep the bus free of litter.
- In case of vomiting or food spills, parents must bear the cleaning expense. In case of emergency parents are requested to send motion sickness bags.
- If any Learner damages the bus and its properties, a penalty will be levied.
- Older Learners are expected to fill the bus from the back, leaving the front seats for the younger children.
- Request to ensure that the wards/parents reach pick up/drop off points at least 5 minutes prior to the bus ETA.
- Please be courteous while posting messages. No derogatory comments or accusations will be made on this group chat. Any individual concerns about the transport issues will be handled one on one and not in the group.
- Specifically, we need your cooperation and understanding in the first week of April, the first week after summer (July) and winter vacations (Jan), 3 to 4 days in the first week of October, as there may be minor fluctuations in timings or change of buses routes and timings etc.



Don'ts

- 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.
- Parents are requested not to ask bus driver to turn back or hold the bus for handing over lunch bag or sibling to come.
- Seats are assigned by the Bus coordinator. Seats cannot be reserved for friends. Each Learner is entitled to one seat only and all bags should be placed under the seat or lap.
- Due to insurance and permit issues, only Learners 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 circumstance's parents, guardians or family members are allowed to travel in the school bus.
- No other information of any kind will be shared on bus chat, except the Transport matter.
- No direct conversation with bus drivers/bus aunties will be made for change of timings/pick up/drop off, you may send an email to the school at **transport@dps.edu.sg**

Re-Activation of Transport Service

- Once the transport service has been cancelled, parents can reapply for the service.
- Re-activation of bus services is subject to seat availability and route feasibility.
- A Bus Service Re-Activation Fee of S\$ 400 + GST will be applicable if the transport service is reactivated within six (6) months from the date of cancellation.
- The re-activation fee and applicable transport term fee must be paid prior to the resumption of the transport service.

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

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

Parent/ Guardian Signature



TRANSPORT WITHDRAWAL POLICY

- School transport fees are payable on a term-by-term basis (each term being three months) and must be paid in full in advance.
- All transport fees paid are strictly non-refundable under any circumstances, including but not limited to withdrawal from the school, discontinuation of the transport service, or non-utilization of the service for any reason.
- In the event of withdrawal or termination of transport services during the middle of a term, the transport fee paid for that term shall be strictly non-refundable, irrespective of the date of withdrawal.
- A minimum of one (1) calendar month's prior written notice is required for withdrawal from the transport service.
- In the absence of such notice, parents/guardians shall remain liable for payment of the transport fee in lieu of the notice period. As a seat is reserved exclusively for the Learner on a designated bus route, the transport service provider is unable to allocate the seat to another Learner during this period.
- All transport-related communication must be strictly addressed via email to transport@dps.edu.sg
- Communication over whatsapp or any other channel, except email to the official transport id, will not be considered as official communication and will not be acted upon.
- New transport requests or change of address will require 8–10 working days for processing from the date of submission.
- Once the bus service is cancelled, the parents 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.



PROCESS TO PURCHASE UNIFORM & BOOKS

- Kindly book an appointment to collect your ward's books, notebooks, stationery and uniforms.
- Parents will be informed in due course about the schedule for the distribution of the new set of textbooks for the next academic class.
- Please contact the school for details of the prices of textbooks, notebooks, and stationery.
- Payment must be made online only. Cash payments are not allowed.
 - Parents are kindly requested **not to send cash with Learners** for the purchase of notebooks or stationery, even in last-minute or urgent situations. **Cash payments will not be accepted under any circumstances.**

Payment Terms:

Full payment must be completed either at the school on the day of purchase or in advance via online bank transfer or PayNow by using the QR code.

Exchange & Refund Policy:

- No refunds will be issued once uniforms, books, notebooks, or stationery items have been purchased.
 - Exchanges are permitted only in case of size issues (for uniforms) or incorrect/defective items (for books and stationery).
 - Any price difference arising from an exchange must be paid at the time of exchange, if applicable.
 - All items must be unused, in original condition, and returned with the invoice.
 - Uniforms must be kept intact in the transparent packaging in case of exchange.
 - For special requests related to uniforms or books, please contact unishop@dps.edu.sg
- **Appointment Booking (Mandatory)**
Please complete the form below to schedule your appointment, detailed



instructions and forms link are available on the School website

- For collection of Books / Notebooks / Stationery
<https://forms.gle/vi5vGN8j3LqHKgCn7>
 - For collection of Uniform
<https://forms.gle/rX7MUJ4DPVnPPRbc9>
- Please note: Walk-ins will not be entertained.

Online Payment Modes (Cash payments are not accepted)

1. PayNow

DPS International School Pte Ltd
UEN: 201109459N

(Please refer to the below PayNow QR code)



2. Internet Banking

Account Name: DPS INTERNATIONAL SCHOOL PTE. LTD
o DBS Bank A/c No.: 023-902876-4
o OCBC Bank A/c No.: 613-882380-001

We appreciate your cooperation and look forward to your timely visit for a smooth collection process.



CO-CURRICULAR ACTIVITIES (CCA)

CCA is regarded as the third dimension of education and plays a significant role in the holistic development of students. It supports the development of skills and creativity, providing structured opportunities for students to explore, develop, and enhance their interests across a broad spectrum of knowledge-based and skill-based areas.

The Co-Curricular Activities (CCAs) for the 2026–27 academic year are designed to complement classroom learning and encourage students to explore diverse skills and passions. Active participation in these clubs will help students become well-rounded individuals, prepared for future academic and personal growth.

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

CCA Clubs for Academic Year 2026-27

S. No.	CCA Club	Year
1	Fireless Cooking	1 to 3
2	Book Haven (Reading) Club	1 to 7
3	Drama & Theatre Club	1 to 7
4	Debate Club	1 to 7
5	Life Skills	1 to 7
6	Financial Literacy	1 to 7
7	Animation & Canva	4 to 7
8	Public Speaking	4 to 7

Guidelines for Parents

1. For the Academic Year 2026–27, the above-mentioned CCA clubs will be offered to students from Grades 1 to 9. These activities are carefully curated to support students' learning, skill development, creativity, and overall growth beyond the classroom.
2. It is mandatory for each student to participate in two CCA clubs, which will run for a minimum duration of one term:
 - a. Term 1: April – September
 - b. Term 2: October – March



3. Students may indicate up to three CCA preferences based on their interests.
4. Allocation will be made on a first-come, first-served basis, subject to availability.
5. A minimum of 10 students is required to form a CCA club.
6. These preferences will be used to allocate both Term 1 and Term 2 CCA clubs.
7. Clubs for both terms will be assigned at the beginning of the academic year.
8. Students will move to a new CCA club after the completion of Term 1.
9. The final allotment of CCAs rests with the school, and the school's decision will be final and binding.
10. Once a CCA has been allotted, changes will not be permitted within the term.
11. Parents are therefore requested to carefully review the CCA options applicable to their child's grade before submitting the preference form.
12. Students will have opportunities to showcase their learning and skills developed during the CCA sessions.
Based on their participation and performance, students will be assessed and graded at the end of each term.
13. Participation in inter-school competitions, exhibitions, and events forms an integral part of the CCA programme.
14. In cases where such events extend beyond regular school hours, parents are kindly requested to make the necessary pick-up arrangements.

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	GRADES
1	Classical Dance	1 to 7
2	Music (Keyboard)	1 to 7
3	Robotics	1 to 7
4	Taekwondo	1 to 7
5	Yoga	1 to 7



Guidelines for Parents

1. Parents are requested to carefully review the ECA options applicable to their child's Grade before submitting the option form.
2. Each ECA runs for a minimum duration of one academic year.
3. Students must attend ECA sessions wearing the required uniform and carrying the necessary equipment. Attendance without proper gear is not permitted.
4. For ECAs that do not have a specific uniform, students must wear the P.E. uniform.
5. Participation in competitions and events is an integral part of the ECA program. If an event extends beyond school hours, parents are requested to arrange pick-up.
6. Change of ECA is permitted only within the first month of the academic year, as ECAs are graded and assessment reports are issued.
 - a. Requests must be submitted via email to eca@dps.edu.sg
 - b. The email must include the student's full name, class, section, current ECA, preferred ECA, and the reason for the change.
7. Kindly note:
 - a. Any ECA change after the first month is chargeable:
 - b. First change: S\$50 admin charges for the first change will be applicable.
 - c. Second change: S\$100 admin charges for the second change will be applicable.
 - d. All changes are considered on a case-by-case basis.
8. A minimum of 10 students is required for an ECA to be conducted. If the minimum strength is not met, the student will be allotted the second preference.
9. In case the first option is full, the student will be assigned the second option, subject to availability and on a first-come, first-served basis.
10. Taekwondo uniforms and grading fees, as well as the Robotics kit, are charged separately by the coach.



HOUSE SYSTEM

The DPSIS House system provides a platform for interaction for Learners 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 Learner 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 Learners 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 S\$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 Learners 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.**



WITHDRAWALS

The parents may note withdrawal forms required to be submitted **ONLY** to the admin department executive and **NOT** to the class teacher or any other employee of the school. All withdrawal related matters need to be addressed to email: Withdrawal@dps.edu.sg

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. The notice period for withdrawal is two calendar months (payable), and such notice must be given at least two months prior to the commencement of the ensuing term.

Refer to the table below:

Fee Terms	Withdrawal notice to be submitted
April - June	By 31st Jan
July - Sept	By 30th April
Oct - Dec	By 31st July
Jan - March	By 31st Oct

FEE WILL BE PAYABLE ON THREE MONTHLY BASIS AND IN CASE OF WITHDRAWAL OF A LEARNER DURING A TERM, FEE PAID FOR THE TERM WILL BE NON-REFUNDABLE. THE 'TERM FEE' INCLUDES ALL FEE PAID FOR THE ACADEMIC YEAR (INCLUDING ONE TIME ANNUAL CHARGES, EVEN TRANSPORT FEE, IF ANY).

3. The Learner'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 Learner 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 Learner prior to the last day of attendance of the Learner in the school.
 - b) That the Learner has obtained clearance from the Accounts



- c) department. Any outstanding due, including unpaid fee will be cleared by at least 7 working days of submitting the withdrawal notice.
4. A minimum of 30 working days is required to issue the Transfer Certificate after the child's last date of attendance. For early release of the transfer certificate, administrative charges will apply, which is S\$100/-.
5. All withdrawal related matters need to be addressed to the email id : Withdrawal@dps.edu.sg
6. The documents (transfer certificate, marksheet, recommendation letter, etc.) can be collected with prior appointment from Monday to Friday between 4:00pm to 4:45pm.
7. Once a Learner is registered with the school for any course, he/she will be deemed to be registered with the school until:
 - a) Learners formally withdraw as per the laid down procedure as amply specified in the school Almanac which is issued to each Learner every year.
 - b) In the eventuality of a Learner not being 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.



PARENTS' CODE OF CONDUCT

School Policies: Parents must familiarize themselves with and adhere to the school policies and procedures (updated on the formal School channels from time to time) to ensure Learner safety, discipline, and academic excellence.

Respectful Interaction: Parents are expected to maintain respectful and constructive communication with the school teachers, staff and Learners at all times, supporting a positive and collaborative school environment.

Appointments & Communication: Parents are requested to schedule prior appointments for meetings with the teachers and use official communication channels for all academic and administrative matters.

Learner Responsibility & Discipline: Parents should work in partnership with the school to reinforce discipline, punctuality, completion of academic work, and responsible behavior among Learners.

Constructive Resolution of Concerns: Concerns or grievances should be addressed through appropriate school channels in a calm and constructive manner rather than through informal or public forums.

Almanac Acknowledgement: Parents are requested to regularly review and sign the Learner almanac to acknowledge important notices, circulars, and school communications.



CLASS TEST SCHEDULE FOR CAMBRIDGE
PRIMARY YEAR 3 – 5

TERM I (2026-2027)

DATE	DAY	YEAR 3	YEAR 4	YEAR 5
13/07/2026	MON	2 nd language	English	Computing
14/07/2026	TUE	Mathematics	Science	Mathematics
15/07/2026	WED	Computing	2 nd language	Global Perspective
16/07/2026	THU	Science	Mathematics	English
17/07/2026	FRI	English	Computing	Science
20/07/2026	MON	Global Perspective	Global Perspective	2 nd language

TERM II (2026 -2027)

DATE	DAY	YEAR 3	YEAR 4	YEAR 5
11/1/2027	MON	English	English	Computing
12/1/2027	TUE	Mathematics	Science	Mathematics
13/1/2027	WED	Computing	2 nd language	Global Perspective
14/1/2027	THU	Science	Computing	English
15/1/2027	FRI	Global Perspective	Mathematics	Science
18/1/2027	MON	2 nd language	Global Perspective	2 nd language



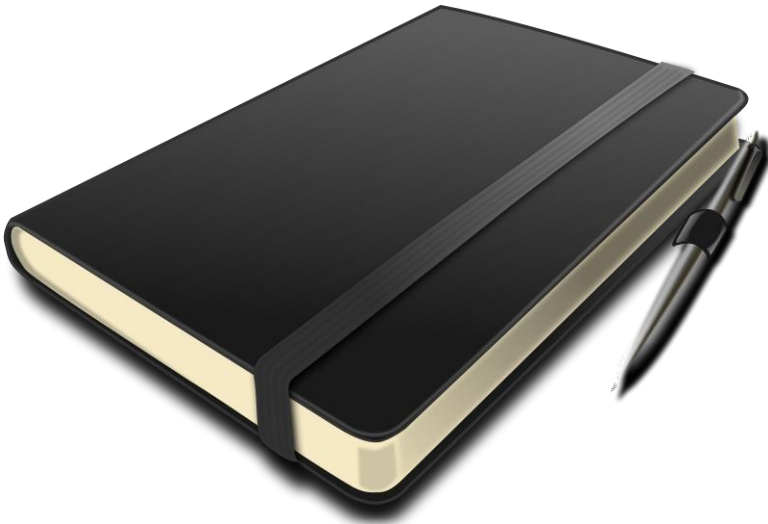
CLASS TEST SCHEDULE FOR CAMBRIDGE
LOWER SECONDARY YEAR 6 & 7

TERM I (2026 -2027)

DATE	DAY	YEAR 6	YEAR 7
13/07/2026	MON	Global Perspective	English
14/07/2026	TUE	English	Science
15/07/2026	WED	Science	2 nd language
16/07/2026	THU	Computing	Mathematics
17/07/2026	FRI	Mathematics	Computing
20/7/2026	MON	2 nd language	Global Perspective

TERM II (2026 -2027)

DATE	DAY	YEAR 6	YEAR 7
11/1/2027	MON	Mathematics	Computing
12/1/2027	TUE	English	Science
13/1/2027	WED	Computing	2 nd language
14/1/2027	THU	Science	Mathematics
15/1/2027	FRI	Global Perspective	English
18/1/2027	MON	2 nd language	Global Perspective



HOMEWORK DIARY

2026 - 2027



Day _____ Date _____

Teacher's Signature

Parent's Signature

Day _____ Date _____

Teacher's Signature

Parent's Signature



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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 Learners **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)

Transport Application Form

For Learners **Availing** School Transport

Parents/Guardian Name: _____

Address: Blk-____ Unit# ____ - ____ Street Name/Area Name-_____

Apartment or Condo name-_____ Postal code: _____

Mother's 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	
Drop off Address	

S.No.	Learner Name	Enrolment No.	Class	AM/PM





DPS INTERNATIONAL SCHOOL

Application for the Change of Address

Date: _____

Enrolment No: _____

Learner'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 7 working days as it means changing Bus Route and the pick-up / drop-off timings of other Learners.





DPS INTERNATIONAL SCHOOL

Change of Extra-Curricular Activity (ECA) Form

Date: _____

To

The Class Teacher

Subject: Change of ECA

Enrolment No: _____

Learner's Name: _____

Class: _____

Section: _____

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

1. Learners are required to select two preferred options and will be allotted only one ECA option, subject to availability and on a first-come, first-served basis.
2. For changing ECA within an academic year:
 - a. First change: S\$50 admin charges for the first change will be applicable.
 - b. Second change: S\$100 admin charges for the second change will be applicable.
 - c. Requests for ECA changes will be accepted from 13 April 2026 to 12 May 2026 only.

Parent's Signature





DPS INTERNATIONAL SCHOOL

2nd Language Option Form

Date: _____

To,

The Class Teacher,

Subject: Change of 2nd Language of following Learner:

Enrolment No: _____

Learner's Name: _____

Class: _____ Section: _____

I, _____ parent of the above-mentioned Learner, wish to
have my ward opt for his/her 2nd Language as stated below:

2nd Language: _____

Parent's Signature





DPS INTERNATIONAL SCHOOL

Smart Devices – Permission form

Date: _____

To,
The Principal,
DPS International School

Subject: Request for Permission to Carry a Smart watch/Smart Phone in School

Enrolment No: _____

Learner's Name: _____ **Class:** _____ **Section:** _____

I, _____, parent of the above-mentioned Learner, request permission for my ward to carry a **Phone / Smart watch / Smart phone** to school due to safety concerns.

Device Details:

Brand / Model: _____

Reason for Request:

I understand and agree that:

- The device will **remain switched off** throughout school hours.
- It will be **handed over to the class teacher** upon arrival and **collected only at dispersal time**.
- The device is **brought at my own risk**, and the school will **not be responsible for loss or damage**.
- Any violation of school rules regarding device usage may result in disciplinary action.

Parent/Guardian Signature: _____

Principal's Approval: _____

