



Anglo-Chinese School
(Primary)

A Methodist Institution
(Founded 1886)

Handbook for Parents
Orientation for
P1 2025

<http://www.acspri.moe.edu.sg>



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School Vision, Mission & Values

Our Vision

Every ACSian a Young Man of Character, Capability and Creativity

Our Mission

Anglo-Chinese School (Primary) believes in providing an all-round education in an environment which seeks to bring out the potential in every pupil to the fullest, and to develop in him a strong moral character, imbued with Christian values and principles to guide and prepare him for life ahead.

Our Shared Values

We aim to build ACSians of character by instilling in them eight core values:

- * integrity
- * Humility
- * Obedience
- * Perseverance
- * Empathy
- * Faithfulness
- * Unity
- * Loyalty

Our School Motto

The Best Is Yet To Be



The CARE Principle at ACS(P)

ACS (Primary) has developed a distinctive culture of care which is in line with our vision and mission. To do this, the school believes in building strong relationships among the staff, establishing effective rapport with the students and working in close partnership with our partners and stakeholders.

The CARE Principle is defined as follows:

Connect

We are intentional in cultivating strong and meaningful relationships that build trust and genuine friendship. We take the time to understand and actively listen to one another's thoughts and feelings. Within a caring and supportive community, everyone thrives.

Affirm

We encourage and support one another by recognising each other's strengths. This sense of value and appreciation builds confidence and motivates everyone to give of their best. With an abundance mindset, we create an environment that promotes learning and growth.

Respect

We respect one another, even if we think or act differently. We are kind and treat others the way we want to be treated, because we believe that everyone is made in the image of God. Respect helps everyone to feel accepted and included, making our community stronger.

Empower

We believe that everyone has the potential and desire to contribute. We encourage one another to share thoughts without fear of judgement, creating a safe space for open communication. We give others the freedom to try new ideas and build ownership. We value teamwork and celebrate success as a community.



OUR DESIRED OUTCOMES

The ACS(P) Desired Outcomes embody the holistic attributes we aspire for every ACS(P) gentleman to possess by the time they complete their schooling with us. These outcomes provide a common purpose for us, in partnership with parents and stakeholders, to shape our policies and programmes and to assess their impact, for our hearts, hopes, and aims are one.

Active Contributors

The ACS(P) gentleman shows empathy and finds out about the needs of others. He is aware of what is happening in his community and cares about it. He approaches challenges with confidence, looking for solutions. He knows his strengths and believes that he can contribute positively towards his family, school and nation, as well as the environment. He loves Singapore and wants to be involved in making his community a better place for everyone.

Creative Collaborators

The ACS(P) gentleman possesses the competencies to be ready for the future. He is curious about different cultures, stays informed about news from around the world and appreciates the value of learning different languages. He thinks critically and approaches problems creatively. He uses technology effectively and responsibly. His ability to understand different perspectives, communicate effectively and work collaboratively make him a valued team member.

Servant Leaders

The ACS(P) gentleman is anchored in Christian values. As a leader of himself, he manages his emotions well and makes responsible decisions. He is self-disciplined, resilient and able to cope with the challenges in life. As a leader of others, he puts the needs of others before his and he enjoys good relationships with peers by making choices that are respectful of others. He does what is right and seizes opportunities to serve others. He loves God and seeks to honour Him in all that he does.

Passionate Learners

The ACS(P) gentleman is a passionate and enthusiastic learner who has a lively curiosity about the world. He takes responsibility for his own learning and perseveres when faced with challenges. He is reflective, humbly learns from others and responds positively to feedback. He enjoys physical activities and appreciates the arts. He pursues his areas of interest and is motivated to learn beyond the classroom. Having an abundance mindset, he readily shares his learning with others.



SCHOOL INFORMATION

I. School Hours

The school hours are as follow:

	Mon	Tue	Wed	Thu	Fri
Reporting Time	7.30 am				
Assembly Venue	Auditorium	Student Plaza		Classroom	
* Morning assembly will be in the classrooms during wet weather.					
Recess Time	P1 & P2		9.00 am – 9.30 am		
	P3 & P4		9.30 am – 10.00 am		
	P5 & P6		10.30 am – 11.00 am		
Little Bites	P5 & P6		8.30 am – 8.35 am		
	P1, P2, P3 & P4		11.55 am – 12.00 noon		
Dismissal Time	1.30 pm				1.25 pm

II. Administrative Information

1. General Office Hours

	Term Time	School Holidays
Mon - Fri	7.00 am – 5.00 pm	7.30 am – 4.00 pm

Address: 50 Barker Road Singapore 309918

Telephone: 6250 1633 **Fax:** 6353 1366

Website: www.acspri.moe.edu.sg

Email: acps@moe.edu.sg



2. Email Addresses

Year Head (Lower Primary)

Year Head	Mrs Janis Pavia	lau_kah_ling_janis@moe.edu.sg
Assistant Year Head (Covering)	Mrs Heng Xiu Qin	hoong_xiu_qin@moe.edu.sg

Form and Subject Teachers

Respective form and subject teachers' email addresses can be found in the school website.

3. Fees

	Singapore Citizen	Permanent Resident
School fees	NIL	\$305.00
Monthly Miscellaneous Fees	\$13.00	\$13.00

You are strongly encouraged to pay the fees through **GIRO**. Pupils who are Singapore citizens will be given an Edusave account and receive an annual Edusave contribution (\$230.00) when they first join a MOE-funded school. The Edusave funds can also be used to pay for enrichment programmes organised by the school. Edusave is also extended to fully cover the monthly miscellaneous fees. You are also strongly encouraged to select the standing order instruction for the deduction of the enrichment programmes organised by the school and monthly miscellaneous fees.

You can refer to Annex A for the information on the sign-up of GIRO and Edusave Standing Order. Please sign up by end November 2024.

4. Co-payment for Supplementary Materials and Enrichment Programmes

As part of our school's efforts and commitment to provide an enriching and a holistic learning experience for our boys, enrichment programmes and supplementary materials (e.g. English and Chinese Language Reading Materials) have been planned to complement learning in school.

While much of the cost of employing additional essential educational resources has been borne by the school, a co-payment scheme has been adopted for some of these enrichment programmes and supplementary materials, and we seek your understanding and cooperation on this.

There will be a **one-time collection** at the beginning of the new year to reduce the hassle of ad-hoc payment. We will try to be as comprehensive as possible for this initial



collection and we seek your understanding should there be a need for further ad-hoc collection of money during the course of the year.

If you have difficulty making payment for the enrichment programmes and supplementary materials, please contact any of our school leaders.

5. Payment Matters

When making payments to school for miscellaneous items or programmes, you are encouraged to issue cheques made payable to 'ACS(P)'. Please remember to indicate your son's/ward's name and class, and purpose of payment at the back of the cheque. If you are paying by cash at the general office, please obtain a receipt from us. Please note that teachers are not allowed to collect cash from parents/guardian and all collections are to be made at the general office. When applying for the use of Edusave funds for programmes, it is important that you fill in your son's/ward's birth certificate details accurately.

6. Mother Tongue Language Policy

Your child will need to learn a Mother Tongue Language (MTL) as a second language. Students of Chinese, Malay and Indian ethnicities will study their own MTLs.

Students registered with double-barrelled race will be assigned with an MTL based on the first component of their double-barrelled race. Those who wish to study an MTL based on the second component of their race may apply to do so via the school.

Students who are Eurasians or of other races, and whose mother tongue is not of the official MTLs (Chinese/Malay/Tamil), can request to study any of the official MTLs through the school, subject to approval from MOE.

You can refer to Annex A for the form. Please complete the form and return the completed form to the school. The school will submit your application to MOE and inform you of the outcome when we receive MOE's response.

7. Parent's/Guardian's Particulars in Student Details Form (SDF)

MOE will be using an online "Student Details Form (SDF) portal" to capture the required data. Please note that all data captured in this form will be used by MOE for correspondence with you. Please submit the information through the online Student Details Form portal from 25 Nov 2024. The portal can be accessed via this URL: <https://pg.moe.edu.sg/forms/sdf> or the QR code below. Both parents must login separately to the portal using his/her own Singpass account to submit particulars of himself/herself. We seek your help to complete the submission by 30 Dec 2024.

8. Class Allocation

The school will be informing you of your son's/ward's class and form teachers in the first week of December via PG. In the PG message, we will also inform you of the various



events in Term One.

III. Communication with School and Teachers

9. School Correspondence to Parents via Parents Gateway (PG)

Our school is onboard Parents Gateway (PG), which is a mobile app specially designed for parents. Developed by MOE and GovTech, the app allows parents to engage with schools, receive information and perform a range of administrative functions such as giving consent for school trips.

The InfoSheet on downloading the PG app on your mobile phone (available on iOS and Android platforms only) is available in the school website. You will require your SingPass to perform a simple one-time onboarding process.

Please download this app by 15 October so that you can receive the school correspondence and submit consent, when necessary.

10. Communication with Teachers

Please note that our school staff can be contacted during the school term (excluding public and school holidays), between 7.30 am and 4.30 pm. We seek your understanding that they are not expected to respond to your queries over the weekend, or after work hours, as our staff would also need to have their personal time. They are also not expected to provide their personal phone number to parents. Parents should communicate with teachers via email and contact the school's General Office at 6250-1633 for assistance if the queries and/or requests made during working hours are urgent. The email addresses of all staff are available on the school website at <http://www.acspri.moe.edu.sg>.

You can also write a short note in your son's/ward's **school diary** (which will be given to him when school reopens in January 2025) for the teacher to contact you. The diary can be used as a means of communication between yourselves and the teachers. However, do note that your son is expected to show the note to the teachers as diaries are not called up for checks.

IV. Safety and Security

11. Safety & Security Matters

The safety of your son/ward is our top priority. We appeal to your understanding and co-operation to report to the General Office should you visit the school. Parents/Guardian should be in the school campus only for **official business** and **by appointment only**.

If your son/ward is ill, he will be taken to the General Office and you will be informed. He will remain in the General Office/ Sick Bay until you are in school to take him home. If you need to pick up your son/ward early on a particular day, please also go to the General



Office and your son/ward will meet you there.

You are required to sign out at the school office before leaving with your son/ward. A **Security Release Form** will be issued to you if you wish to take your son/ward out of school before dismissal time. This form should be given to the security guard at the Lift Lobby before you leave the school.

Parents are not allowed to wait or loiter around the ACS Campus including the canteen and teaching blocks. The canteen is strictly for staff and students only.

In our continual effort to ensure that the school is safe and secure for our students, the borders of the primary teaching block have been marked with yellow lines with the words "Teaching Block Boundary" to demarcate the areas that are out of bounds. Parents/Guardian should **not** cross the yellow boundary into the teaching block at all times.

Parents/Guardians are not allowed to approach other students directly. If you have a matter to raise about another student, please contact your son's/ward's form teacher.

12. Pick-up/ Drop-off Points

If you intend to drop-off and/or pick-up your son/ward at the ACS transport centre, please note the following:

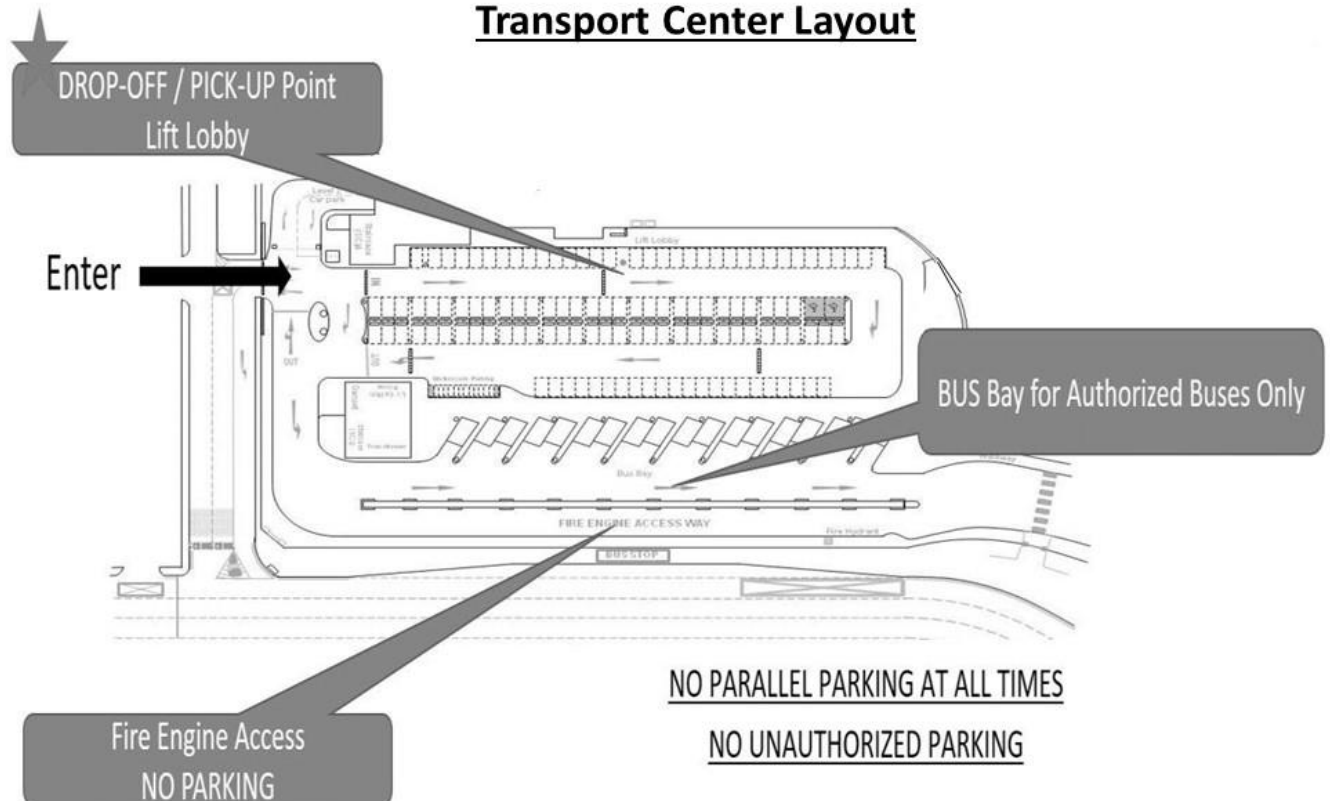
- If you are in school for official business and require a parking lot, please note that you can only park at the white lots. This will be subject to availability and is not guaranteed. Please do not park in the red lots as they are reserved for staff and support-staff (e.g. canteen vendors) who have paid for the season parking charges. Level 2 car park is open to drivers with the Green and Orange car park labels only.
- After parking at the available white lot, please obtain a Temporary Parking Label from the security as you register your entry. For security reasons, please display the Temporary Parking Label on your dashboard when you park in the white lot.
- There should be no parallel parking and waiting along the pick-up/drop-off point.
- Please switch off your car engine while waiting for your son/ward at dismissal time.
- On rainy days, parents and guardians are allowed to wait inside the school's pathways opposite the sheltered waiting areas at Clock Tower (Gate B) and under the link bridge between the Administration Block and the Primary Teaching Block (Gate B3).



- The designated drop-off/pick-up points are at the Lift Lobby as indicated in the diagram below:

STUDENT DROP-OFF / PICK-UP POINT AT

Anglo-Chinese School (Barker Road Campus) Transport Center Layout

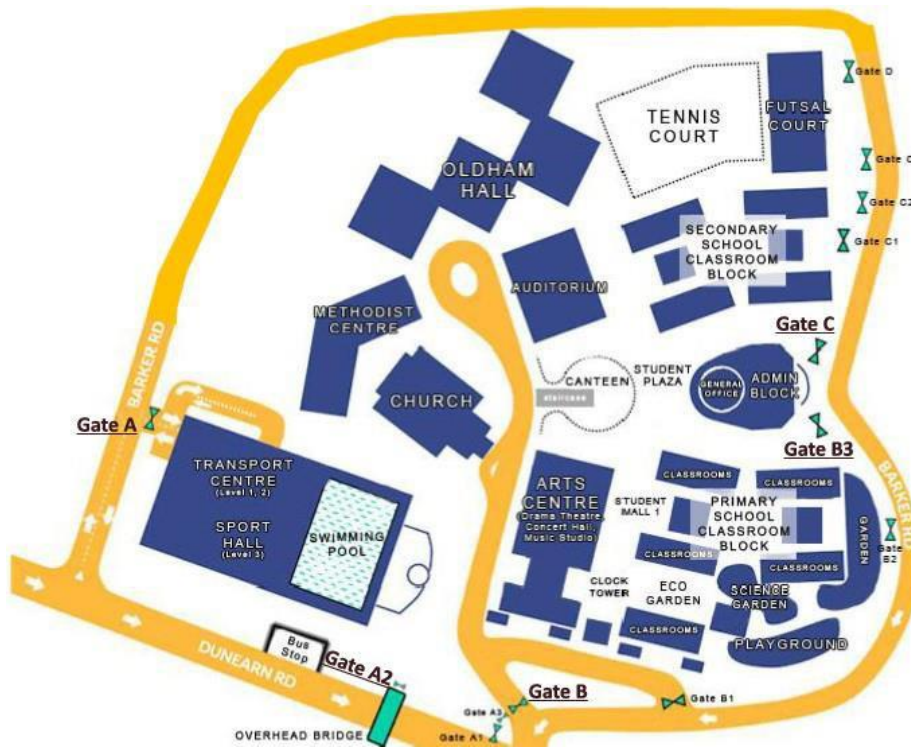




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There are other designated drop-off/pick-up points such as the Chancery Lane Activity Area (CLAA) and Gates 'C' / 'B3' along Barker Road should you choose not to drive into the ACS Barker Road Campus Transport Centre.



The drop-off points are:

- Gate A (Transport Centre)
- Gate C (along Barker Road)
- Gate B (Clock Tower)
- Gate A2 (overhead bridge)
- Chancery Lane Activity Area

The pick-up points are:

- Gate A (Transport Centre)
- Gate B3 (along Barker Road)
- Gate B (Clock Tower)
- Gate A2 (overhead bridge)
- Chancery Lane Activity Area

Parents/Guardians should not park your vehicles outside the school gate or bus bay in such a way that it obstructs the flow of traffic. Such indiscriminate parking is a danger to other drivers as well as pedestrians.

Parents/Guardians who are found parking indiscriminately or obstruct traffic flow may have your car wheel-clamped by the security. A fee of \$100.00 will be charged to release your car.

Parents/Guardians are not allowed to wait in their vehicles outside the school gate along Barker Road and Dunearn Road. LTA will take enforcement action against vehicles found waiting/parking before the school gate opens.



13. Opening Times of the School Gates, Tunnel Staircase and CLAA

	Gate B3 (beside Primary Block)	Gate C (beside Administrative Block)	Gate at overhead bridge	Tunnel Staircase
Entry for staff and pupils only				
Morning	Not open	6.30 – 8.00 am (Mon, Tues, Thurs, Fri) 6.30 – 9.00 am (Wed)	6.30 – 8.00 am (Mon, Tues, Thurs, Fri) 6.30 – 9.00 am (Wed)	6.30 – 8.00 am (Mon – Fri)
Afternoon	1.25 – 2.00 pm (Mon – Thurs) 1.25 – 2.25 pm (Fri)	2.25 – 3.00 pm (Mon - Thurs)	12 noon – 4.30 pm (Mon – Fri)	1.30 – 2.00 pm (Mon – Fri) 5.00 – 7.00 pm (Mon – Fri)



Chancery Lane Activity Area (CLAA)	
Morning	6.30 – 8.00 am (Mon – Fri)
Afternoon	12 noon – 3.00 pm (Mon – Fri)
<p>Note:</p> <ol style="list-style-type: none"> 1. CLAA is leased from Singapore Land Authority (SLA) on the understanding that it is used as an Activity Centre. This means that the area is for: <ul style="list-style-type: none"> - Holding outdoor activities e.g. camping - Use as an assembly point during Emergency Evacuation 2. Timings for drop-off before start of school and pick-up during school dismissals are as stipulated on the signage at the entrance of CLAA. 3. Please observe “NO RIGHT TURN” as you exit CLAA. This is implemented by LTA to ensure a smoother flow for vehicles turning into and out of CLAA. 4. Do not wait or park along the side of Chancery Lane. 5. Refrain from dropping off and/or picking up your son/ward along Chancery Lane. 	
Lift Lobby	Clock Tower (Gate B)
<p>Note:</p> <ol style="list-style-type: none"> 1. This is a drop-off and pick-up point for pupils only. 2. Parents should not parallel park. 3. If your child/ward is not at the lift lobby, parents are to exit and make another round to avoid any traffic jam. 	<p>Note:</p> <ol style="list-style-type: none"> 1. This gate is frequently used by pupils who walk to school, take the public transport or drop off/pick up at CLAA.
<p>Parents who have made appointments to see the school personnel will have to register at the Security Counter located at the Lift Lobby. A security sticker will be issued upon registration. It is strictly non-transferable. Paste the security sticker on your upper left chest area prominently. Thereafter, parents are to proceed to the school General Office for your appointment.</p>	



Transport Centre Peak Hours	
0640hrs – 0740hrs	Pri / Sec Arrival
0800hrs – 0900hrs	BRMCLL (Barker Road Methodist Church Little Lights Preschool) Arrival
1100hrs – 1215hrs	BRMCLL Dismissal & Arrival
1300hrs – 1430hrs	Pri / Sec Dismissal
1430hrs – 1530hrs	BRMCLL Dismissal
1600hrs – 1645hrs	Various CCAs
These timings are subject to change.	

Please note that for all Primary One students, their dismissal points will be confined to five pick-up points:

- a. Transport Centre (Lift Lobby)
- b. Clock Tower (Gate B)
- c. Gate B3 (beside Primary Block)
- d. School Bus
- e. Student Care Centre

14. School Bus Safety

The school bus service seeks to provide safe, reliable, and efficient transportation for our students, ensuring they arrive at school and return home in a timely manner while promoting a positive and respectful environment.

It is mandatory for students taking the school bus service to adhere to the bus rules and safety protocol listed in the terms and conditions issued by the bus company. We would like to remind students to pay close attention to some of the more pertinent ones listed below:

- (1) **Stay seated:** Always remain in the seat and put on the seatbelt throughout the journey
- (2) **Respect Others:** Be kind to your fellow bus mates. Keep your hands, feet, and belongings to yourself.
- (3) **Use an indoor voice:** Speak softly and respectfully. Avoid shouting or loud noises that can distract the driver.
- (4) **Keep the Bus Clean:** Take all your belongings with you when you leave the bus. No food and drinks allowed (except plain water).
- (5) **Follow the Driver's Instructions:** The bus driver is in charge. Follow instructions at all times.

Students who do not adhere to the bus rules and safety protocol will face school consequences that include verbal warnings, restriction of privileges and school bus suspension.



V. Getting Your Child Ready for School

15. Purchase and Collection of Textbooks & Stationery

Our bookshop is run by Pacific Bookstores. You can order the books online (<https://www.pacificbookstores.com/>) from **21 October to 27 October** and choose to collect the books on orientation day (1 November). Self-collection of these titles can be done during the school holidays on the dates specified on the last page of the booklist. There will be a nominal charge for home delivery.

Contact of Pacific Bookstores:

- 6358 0491 (retail) / 6559 2269 (HQ) [9.00 am to 5.30 pm (Monday to Friday)]
- sales@pacificbookstores.com

16. Purchase and Collection of School Uniform

Bibi & Baba Private Limited supplies our uniforms. Please note that online ordering is encouraged to avoid crowding and inter-mingling at the outlet. Items to purchase are as follows:

- white shirt and blue shorts
- name tags
- house tank top
- corporate t-shirt
- PE shorts (optional)

Do note that the name tags should reflect the child's name as stated in his birth certificate.

Please order them earlier so that the name tags can be ready before he begins school in Jan 2025:

Woven Name Tag Order / Collection Lead-times are :

Order Date	Collection date
By 15 Oct 2024	2 Dec, 2024
31 Oct 2024	16 Dec, 2024
Note: Name Tag order from 1st Nov 2024 onwards, collection date to be advised.	
Collection @ Bibi&Baba Far East SC <input type="checkbox"/>	Collection @ Bibi&Baba Henderson Shop <input type="checkbox"/>

Contact of Bibi & Baba:

- 545 Orchard Road #02-28, Far East Shopping Centre, Singapore 228208
- Tel: 6732 7022
- Website: <https://www.schooluniforms.sg/bb-ac-s-primary>



For the students' well-being and comfort, please note the school attire below:

Term One	
Day	School Attire
Mondays (Chapel)	P1 – P4: White Shirt and Blue Shorts P5 – P6: White Shirt and Blue Shorts (with School Tie) (School tie can be removed after Chapel)
Tuesdays to Fridays	P1 – P6: Corporate T-Shirt / White Shirt and Blue Shorts
On days when there is PE (Physical Education) Lesson	P1 – P6: Corporate T-Shirts/ PE Tank Top and Blue Shorts/ PE Shorts (There is no requirement to wear a white shirt before PE or change back to white shirt after PE).

Term Two and Three (in view of warm and humid weather)	
Day	School Attire
Mondays (Chapel) to Fridays	P1 – P6: Corporate T-Shirt / White Shirt and Blue Shorts
On days when there is PE (Physical Education) Lesson	P1 – P6: Corporate T-Shirts/ PE Tank Top and Blue Shorts/ PE Shorts (There is no requirement to wear a white shirt before PE or change back to white shirt after PE).

17. School Bus Service

The school bus operator is Transland Singapore Pte Ltd and you can register your interest via <https://www.translandsg.com/acspri/> (registration code is 25ACSP) by 18 October 2024.

Parents are reminded that the bus operators will try their best to determine the most optimal route, venues and timing for pick-up and drop-off based on the locations of those taking the school bus. We seek parents' fullest support and co-operation on this matter.

Contact of Transland Singapore Pte Ltd:

- Ms Carrie Lee at 6560-8032 or carrie@transland.com.sg

18. School Dismissal Arrangement Form

The School Dismissal Arrangement Form will also be sent to you via PG in December 2024. Please submit the information on how your son will be picked up after school via the link provided in the PG by 25 December 2024 latest. This will help his teachers in bringing him to the correct venue at dismissal time.



19. Packing for School

The weight of a P1 pupil's schoolbag should not be heavier than 3 kg. As such, pupils should pack their bags according to the timetable daily. Please note that NO TROLLEY SCHOOL BAGS are allowed in school for safety reasons.

The **First Week Packing List** will also be sent to parents via PG by first week of December 2024. Please refer to this booklet for the packing list for the first four days of school.

A **class timetable** will be issued to the pupils in **Term 1 Week 1**.

If your child has forgotten to bring any item to school, such as his pencil case, PE attire, we urge parents not to come down to school to pass it to him so that he can take ownership of his learning. By coming to school, we are denying him of a chance to practice self-responsibility and develop resilience and problem-solving skills.

20. Little Bites

As part of our efforts to encourage all teachers and students to lead a healthy lifestyle, the school has set aside 5 minutes just before noon for P1s to have their Little Bites. During this time, students can enjoy a snack before they carry on with their lessons. Hence, please allow your son/ward to bring cut fruit or a healthy snack to school daily.

21. P1 Orientation Week

The first week of school is orientation week for all P1 students. The form teachers and subject teachers will take your son/ward around the school to help him familiarise with the school environment and ease him into the school routines and expectations.

22. Cashless in ACS (Barker Road) Campus

The school has a cashless payment system for purchases at the school canteen and bookshop. This is in tandem with Singapore's Smart Nation initiatives in using innovative technology to enhance lives. We hope that through this, we can mitigate any contact risk for both our students and vendors, and enhance personal and food hygiene in the school environment. We would like to encourage your son/ward to use any of the following cashless mode for payment:

- POSB Smart Buddy Watch/Card
- Ezlink Card
- School Smartcard (this will only be issued to him at a later date after the photo-taking exercise in school)