

T H E
G R A N G E
I N S T I T U T I O N

FAMILY
HANDBOOK

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INTRODUCTION TO THE GRANGE INSITUATION

About The Grange

At The Grange, we believe quality education is the first step to inspiring our future leaders. We do this by providing a dynamic and creative environment, inspiring excellence, and developing respectful, responsible and innovative members of society. We recognize the uniqueness of each individual and seek to bring the best out of him/her. Through teamwork, involvement and participation, The Grange instils a sense of belonging to every student and family within our international community.

An Amazing Place to Learn

Our campus nestles within a lush 3-acre plot of land along Yio Chu Kang Road which was once verdant farmland. The rich outdoors provides a refreshing learning dimension for students at The Grange, who have opportunities to connect classroom and outdoor learning. The serene environment with its rich eco-diversity also allows our teachers to deliver unique learning experiences to our young students.

Mission Statement

Providing a dynamic and creative environment, inspiring excellence, and developing happy, confident and responsible members of society.

Values

- Respect - An expression of the due regard for the feelings, wishes, and rights of other people and things.
- Responsibility - The state of having a duty to exercise control reliably and dependably.
- Creativity - The use of imagination or original ideas to create something; inventiveness.

SCHOOL OPERATIONS

Daily Routines

School hours for students Monday - Friday are 10:00am to 4:30pm.

Lunch Break is between 12:10pm to 1:10pm and the afternoon snack is between 2:50pm to 3:10pm.

Days of Operation and School Holidays

The Grange school year runs from January to December each year for a total of 183 school days. Please refer to our website where the latest school calendar is published and updated. The School Calendar will reflect all the school holidays and any non-student contact days.

Punctuality

Students' daily attendance will be marked by their class teacher by 10:10am. No student should arrive at school before 9:30am as there will be no adult supervision before this time.

Students who arrive later than 10:10am will be marked "late". Students arriving late should register with the School Office which will record the late arrival. Frequent lateness will be noted and recorded with a follow up conversation with the parents. The total number of days of absence and lateness will be recorded in the semester student report.

Students' Absence

Students who are away from school on medical or personal leave will be marked "absent". Prolonged or frequent absence from school will impact on student's learning and progress and may ultimately affect their progression into the next year level.

Absence due to Illness

Parents should e-mail the child's class teacher before 9:30am if the child is ill and will be absent from school. Should the child's medical absence be extended, parents should inform the school as soon as possible. Upon the child's return to the school, the medical certificate(s) (MC) must be submitted for record purpose.

Planned Absence

Parents should inform the school in advance of any planned absence (e.g. family holidays, medical or dental appointment, etc.). Prolonged or frequent absence from school will impact on student's learning and progress and may ultimately affect their progression into the next year level.

Changes to Caregiving Arrangements

It is the parents' responsibility to inform the school of any changes to the child's caregiving arrangements, including the main designated contact person or the person authorised to pick up the child from school. This is to ensure we are able to contact the appropriate guardian in the case of an emergency.

Haze Action

Parents should ensure that the school is made aware of any respiratory conditions affecting their children.

In Singapore the prevailing winds may blow smoke from regional fires towards Singapore and this can impact on the health of both the children and staff of our school. Singapore uses an integrated air quality reporting index, known as the Pollutant Standards Index (PSI) to monitor air quality.

The School monitors the PSI grading and any advice given by the National Environment Agency (www.nea.gov.sg). If the reading exceeds the NEA 'Good' range, outdoor activity will be restricted and indoor alternatives will be provided.

The school will consider school closure upon receiving notification from the relevant authorities. The school will make every effort to announce the closure of school to parents via email as soon as possible.

COMMUNICATION BETWEEN HOME AND SCHOOL

We believe in keeping channels of communication open between home and school. There are a number of occasions throughout the school year when parents have the opportunity to meet with teachers to discuss an individual student's development and share information regarding curriculum and learning at The Grange. These times will be clearly communicated to parents.

Parents who have concerns about progress, attitudes, work, behaviour, or any other issue are urged to make an appointment via the School Office with the student's class teacher at the earliest opportunity.

Home-school Communication Book

The Grange Home-School Communication Book is designed to keep parents informed of your child's daily homework and any other important communications, in addition to the other emails communication from the school and your child's teachers.

It is, therefore, important that you make it a routine to check your child's communication book daily to ensure that you respond to your child's weekly reflections on the learning that had taken place in the week, and the important Personal Goals being developed.

Emails

Email is the main communication between the school and the parents; we therefore encourage parents to regularly check their email for messages from the school or the teachers.

Parents can expect email replies from the teachers to be prompt or as quickly as is practicable. Please note that our teachers will not be able to respond to emails during lesson times. In cases where urgent messages need to be relayed to the students or the school during the school day, parents must contact the School Office. The information will then be passed to the class teacher or the student directly.

Updating Student Progress

At The Grange, we utilise a range of different tools and means to update parents of their child's progress, such as:

- Home-school communication book
- Emails
- Face to face conversations
- Student work sent home on a regular basis
- Student Portfolio
- Semester Student Report
- Parent-Student-Teacher conferences

MEDICAL MATTERS

Medical Insurance

The Grange has in-placed a group accident insurance scheme for all students.

Immunisation Requirements

Singapore law requires that all students be vaccinated against the diseases set out in the Fourth Schedule of the Infectious Diseases Act (which currently includes diphtheria and measles).

In addition, The Grange also strongly recommends students be immunised in accordance with the [Singapore National Childhood Immunisation Schedule](#).

Health and Medication

For the health and well-being of other students and staff at The Grange, parents are encouraged to keep unwell students at home. We do not have a school nurse on site. If a child attends school and is clearly not well enough to participate or poses a health-risk to others, the parents will be contacted immediately to pick their child up from school. The child will be temporarily monitored in the First Aid Room.

The school will normally not administer medication to students. Whenever possible, medication should be given at home rather than during school hours. If a child really requires medication at school, the medication must be handed in to the School Office upon arrival. The medication should be in its original packaging that is clearly labelled with the child's name and dosage and stored in a clear ziploc bag. A **Medication Authorisation Form** must be submitted to the School Office together with the medication.

Allergies

It is important to inform the school if your child has allergies. Parents are to provide the school with written instructions identifying symptoms and the Action Plan in responding to an occurrence as recommended by the child's physician. Such

information must be updated annually, or when necessary depending on changes to the child's condition.

Contagious Diseases

If the child has a contagious disease, such as but not limited to Measles, Mumps, Chicken Pox, HFMD, Conjunctivitis, Head Lice, etc., he/she must stay at home. Parents of any child that develops a communicable disease must notify the school within 24 hours. This will assist the school to monitor and alert other parents to observe their children for symptoms. The school shall report any outbreak to the Ministry of Health immediately. A certificate of clearance from the doctor is required before the child is allowed to return to school. A child who is suffering from fever or diarrhoea must stay at home for at least 24 hours after symptoms have cleared. This is for the benefit of the unwell child as well as the school community.

Emergencies

Accidents do occur. In any emergency the injured student will be the primary consideration. Every effort will be made to contact and inform parents. If a parent cannot be contacted, the school acts in *loco parentis*. To avoid delay in contacting parents it is essential that the school be notified of any changes of contact details or telephone numbers. Please also inform your child's teacher. It is of critical importance that we have reliable up-to-date information.

All medical fees, transport and any other costs incurred shall be borne by the parents or authorised guardians. Any medical treatment provided by The Grange, at its expense, shall be discretionary and on compassionate basis only, and shall NOT be taken as an admission of liability of any injuries sustained.

SCHOOL GUIDELINES

Self-Discipline & Respect

At The Grange, we expect all adults and students to model and develop a set of personal goals that governs how we respect, socialise and communicate with one another in the community and with others outside our community.

We believe every one of us at The Grange has the responsibility to exercise self-discipline and respect towards ourselves, others and our environment.

We exercise self-discipline by being mindful of how our attitudes, words, actions and body language can affect ourselves and people around us. We maintain a growth mind-set that mistakes are inevitable but we can learn from these challenges and opportunities. We know that even the best written rules and regulations cannot replace the important skills of self-discipline. When the students are young, we expect the adults to provide guidance and intervention but the ultimate goal should be students knowing what's right and wrong.

With a diverse demographic of nationalities and cultures that are already in the school, we cannot over emphasise the importance of showing respect. We gain the respect of others by respecting ourselves; we show respect for others as we seek to understand similarities and difference in our ways of lives, beliefs and perspectives; we respect not just humans but also living things with whom we share this planet; and we develop a genuine respect and love of our man-made and natural environment to prevent any damage to it before even thinking about actions to save it.

Birthday Parties

While the school welcomes birthday celebrations, these should not interrupt learning time in class. Parents and students who wish to share cakes and treats with their classmates should inform their class teacher way in advance. The cake should be of a square or a rectangular shape to facilitate apportioning or be packaged as individual

portion. Birthday celebrations will usually be at lunch time and the parents should ensure that the cake and the treats should be delivered in the morning when the child arrives at school.

Food choices (allergies/sensitivities/religion) must to be respected. We suggest that the food should be nut-free and all other food requirements within the class community be noted to ensure that all children can be part of the celebration.

Due to current COVID guidelines, only one (1) parent is allowed to accompany the birthday child during the class celebration, provided that the parent meets all safe entry requirements.

Feedback

The school reviews all feedback received for continuous improvement.

Feedback should be directed to the most relevant department:

- Academic/Transport matters should be addressed to the respective teacher(s) and/or Principal
- Operational/ Administrative matters should be addressed to the School Office
- Publicity/Marketing/Promotional matters should be addressed to the Marketing Department
- Personal Data matters should be addressed to the Data Protection Officer (DPO)

Toys and Personal Items

Students are prohibited from bringing toys and personal electronic devices such as smart phones, audio devices, and personal computers to school, unless such a special request has been made by a teacher or the school. From time to time, the teachers may require students to bring artefacts from home to support their learning at school but parents can be assured that advance notice will be given by the teacher. The school will not be responsible or liable for the loss or damaged of such personal items.

Lunches and Snacks

At The Grange, we encourage parents to be involved in cultivating their child's healthy eating habits. Students are required to bring a healthy snack, a balanced packed lunch and a full water bottle from home.

The Grange is an "*allergy aware*" school, which means we aim to increase our community awareness in order to minimise the risk of students with documented allergies. We encourage parents, children and staff to be cognizant in this matter.

Students will not be permitted to share their food with other students. This is to avoid allergic reactions to products such as eggs, milk and shellfish, and to be sensitive and respectful to food restrictions and customs for religious / cultural reasons.

Pets & Animals

In line with National Environment Agency (NEA) guidelines, we do not allow pets or animals to be brought onto school grounds.

SG Clean Certification

The Grange takes a responsible attitude towards the protection and health of our community and engages the services of approved contractors in compliance with NEA requirements. The school is SG Clean certified, which means we maintain a consistent high standard of hygiene, sanitisation, cleanliness, air-quality and pest control.

Uniforms

Students are expected to wear the respective school uniform/PE attire with an appropriate footwear and to take pride in their appearance.

- PE attire and comfortable shoes are to be worn on days where there are PSPE lessons
- School uniform with covered shoes are to be worn on all other school days.

- Shoes should be white lace-up or velcro closing runners suitable for daily wear. Please avoid brightly coloured logos, cartoons or colourful designs on student's shoes.

Uniforms are available for purchase through the School Office during school hours.

The school bag should be of a size that your child is able to carry by themselves as The Grange encourages independence.

Valuables

Students should not bring items of value to school. Students are responsible for their own personal belongings on campus, or on any external school-organised activities.

No Smoking Zone

The Singapore Government has ruled that all school campuses in the country are 'No Smoking' zones.

HOME LEARNING

Home Learning provides opportunities for students to become more independent and disciplined in their learning habits. Experiences are designed to consolidate and support what is being taught at school. Home Learning creates a vital link between home and school by keeping parents informed of the learning being undertaken at school. This can then be reinforced at home.

All students at The Grange are expected to participate in daily reading as part of their Home Learning. Other tasks may include fun learning activities involving real life scenarios such as cooking, shopping, researching, writing, observing, creative endeavours and presentations.

Parents are asked to support student's Home Learning by:

- providing a suitable place in which students can focus on their learning;
- valuing Home Learning by ensuring time is available for students to complete tasks in a stress-free, relaxed environment;
- encouraging students on their progress, and willingness to take action as a result of their learning;
- being aware of Home Learning tasks, and their due dates.

COURSE AND MODULES

Courses

Primary Curriculum Year 1
Primary Curriculum Year 2
Primary Curriculum Year 3
Primary Curriculum Year 4
Primary Curriculum Year 5
Primary Curriculum Year 6

Modules

English
Mathematics
Science
Units of Learning
Languages
Arts
Music
Personal, Social, Physical Education
Technology

CAMPUS FACILITIES

C1 Classroom	capacity: 24 students	64.75sqm
C2 Classroom	capacity: 24 students	64.72sqm
C3 Classroom	capacity: 24 students	64.55sqm
C5 Classroom	capacity: 24 students	58.89sqm
C6 Classroom	capacity: 24 students	59.14sqm
C7 Classroom	capacity: 24 students	63.54sqm
Creative Studio 1	capacity: 24 students	58.89sqm
Creative Studio 2	capacity: 24 students	59.14sqm
Library	capacity: 24 students	60.12sqm
Japanese Language Room	capacity: 12 students	41.29sqm
Multi-Purpose Room	capacity: 70 people	177.09sqm

All classrooms on The Grange campus are air-conditioned to achieve optimum comfort for all learners. There is Wi-Fi connectivity in all teaching and learning areas.

Common Areas

Designated areas are provided for students' recreation and rest.

REFUND POLICY

1. There are three aspects to the school fees schedule:

a) Application Fee

b) Enrolment Fee

c) Course fee as per our school fees information

2. There is no refund for the Application & Enrolment fee.

3. Refund for Withdrawal Due to Non-Delivery of Course:

The PEI will notify the Student within three (3) working days upon knowledge of any of the following:

- (i) It does not commence the Course on the Course Commencement Date;
- (ii) It terminates the Course before the Course Commencement Date;
- (iii) It does not complete the Course by the Course Completion Date;
- (iv) It terminates the Course before the Course Completion Date;
- (v) It has not ensured that the Student meets the course entry or matriculation requirement as set by the organisation within any stipulated timeline set by CPE.

The Student should be informed in writing of alternative study arrangements (if any), and also be entitled to a refund of the entire Course Fees and Miscellaneous Fees already paid should the Student decide to withdraw, within seven (7) working days of the above notice.

4. Refund for Withdrawal Due to Other Reasons:

If the Student withdraws from the Course for any reason other than those stated in item no. 3, the PEI will, within seven (7) working days of receiving the Student's written notice of withdrawal, refund to the Student an amount based on the refund table below.

5. Refund During Cooling-Off Period:

The PEI will provide the Student with a cooling-off period of seven (7) working days after the date that the Contract has been signed by both parties.

The Student will be refunded the highest percentage stated in refund table of the fees already paid if the Student submits a written notice of withdrawal to the PEI within the cooling-off period, regardless of whether the Student has started the course or not.

Please refer to the table below for the refund of our course fee.

REFUND TABLE

% of [the amount of fees paid under Schedules B and C]	If Student's written notice of withdrawal is received:
[100%]	more than [29] days before the Course Commencement Date
[0%]	before, but not more than [29] days before the Course Commencement Date
[0%]	after, but not more than [1] days after the Course Commencement Date
[0%]	more than [1] days after the Course Commencement Date



449 Yio Chu Kang Road, Singapore 805946

Office: +65 68173630 www.thegrange.edu.sg