



FAMILY  
HANDBOOK  
2025



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# INTRODUCTION TO THE GRANGE INSTITUTION

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## 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.

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.

## GENERAL INFORMATION

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### 1. Daily Routines

School hours: Monday - Friday are 10:00a.m. to 4:30p.m.

Lunch Break: 12:10p.m. to 1:10p.m.

Afternoon snack: 2:50p.m. to 3:10p.m.

Students may arrive at school no earlier than 9:30 a.m. unless due to special circumstances, prearrangements must be approved by the Head of Primary School.

Please note that there will be no teachers assigned to supervision duty before this time.

Students taking Schoolber to school usually arrive between 9:40 a.m. to 10:00 a.m.

Upon arrival, the daily arrival routines are as follows:

- (i) Walk to the designated bag area and leave their bags in a neat row,
- (ii) Proceed to the courtyard for morning play
- (iii) Line up in classes once the morning bell is rung
- (iv) Await Class Teacher to take the class up to their respective classrooms

Parents can only drop off their children at the school entrance. However, parents of new students arriving on their first day of school to offer support.

### 2. School Terms and School Holidays

The Grange school year runs from January to December each year for a total of 185 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.

### 3. Student Attendance & Absence

As we want our students to maximise their learning potential, we expect them to attend School every day unless they are unwell. To ensure the safety and well-being of our students, parents must inform the school if their child is absent.

#### • Absence due to Illness

Parents should inform the class teacher before 09:30 and explain the reason for the absence. Attendance will be taken by 10:10a.m. If a child is absent for more than 3 days due to illness, a follow-up email should be sent to the child's class teacher, and a medical note provided.

- **Planned Absences**

Parents should inform their child's class teacher in advance if they know that their child will be absent for a legitimate reason, e.g. a medical or dental procedure. Advance notice of any appointments that will take place during school time should be given. Whenever possible, appointments should be made for out-of-school hours.

- **Requests to Take Child Out of School**

In certain circumstances, individual requests to take a student out of school for an extended period may be granted. Such requests will be considered on a case-by-case basis. These requests should be submitted in advance to the Head of Primary so that due consideration can be given.

- **Parents' Absence from Singapore**

When both parents are going to be out of the country at the same time, and guardianship of children is to be temporarily assigned to others, the School Office should be informed of the name and contact details of the guardian. This is to ensure we can contact the appropriate guardian in case of an emergency. It is strongly recommended in such cases that a letter of guardianship be given to the temporary guardian.

Due to safety concerns and the age of our students, we do not permit students to arrive at or depart from school on their own, by foot, by mobility device, or by public transportation.

However, for individual requests, please contact the office; the Head Teacher for Primary School will review and approve each request on an individual basis. The parents of children who wish to ride public transportation independently will be required to sign an indemnity form.

#### 4. 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.

## 5. Student Lunch and Snacks

At The Grange, we encourage parents to actively participate in decisions regarding their child's diet and nutrition. Therefore, you must provide your child with a lunch and an afternoon snack.

Please note that, for ease of management, we would appreciate lunch or snack options that minimise spillage and ensure that your child can manage his or her own lunch bottles/bags/containers. You may want to provide them with a tea towel or mat to rest their lunch boxes on. We advise parents to avoid sugary foods and drink water instead of sugary beverages. Please be advised that, due to food safety regulations, we are unable to prepare food for your child or help him/her heat up lunch.

Please note that because we are a "nut-aware" school, the class teacher will inform the parents if any students in the class have nut allergies.

## 6. Birthday Celebrations and Treats

Your child's big day is celebrated at school. Most Class Teachers opt to celebrate at snack time so that the students get to eat the birthday goodies at this time. **Please ensure that all edible cake/treats sent to school are individually apportioned.** We discourage home-cooked or home-baked options to minimise potential food-hygiene issues. Please always check in with the Class Teacher for the latest updates on the class children's food allergies or dietary requirements. Please contact the Class Teacher for more information.

## 7. Medical or food allergies and restrictions

Your child's teachers must be fully aware of any medical conditions, food allergies, or dietary restrictions that your child might have. Students should not share their lunches and/or snacks with other friends.

**If your child needs to be given medication during the school day, please note that we are generally unable to do so, however, please contact the office staff for further discussions and we shall evaluate each request on a case-by-case basis.**

## 8. School Uniform/Attire

Kindly refer to the Student Timetable. Students should wear their **school uniforms accompanied by white shoes.** On days when your child has PSPE lessons, please have them dressed in their PE attire and ensure proper and comfortable white shoes suitable for physical activities.

- All clothing must be labelled clearly with the student's name.
- Girls with hair that reaches below the collar must be tied up and long fringes are to be clipped up neatly.
- Boys with hair that reaches below the collar must be tied up and long fringes are to be clipped up neatly.

### **Valuables**

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

### **Jewellery**

- For safety reasons and to prevent accidents jewellery is not encouraged to be worn at school (necklaces/ earrings/rings/bracelets.)
- Girls with pierced ears should wear small and simple ear studs.

### **Lost and Found**

- All items coming to school should be named, including uniform attire, hats, shoes, and water bottles. When an article of significant value is found it should be handed to the School Office. The school cannot be held liable for any loss that students may sustain.

### **Pencil Cases/Personal Stationery**

- The school provides the basic necessary class usage stationery for the students. However, we know that students enjoy having their stationery kits. Please ensure that all personal stationery is labelled and that all stationery is topped up regularly -mid-term and at the beginning of every new term.

### **School Bag**

- Student's school bags should be of a size that your child/ren can carry by themselves as The Grange encourages independence.

School Uniforms and Hats are available for purchase through the school office during school hours.



## 9. Sun/Mosquito Safety

Students are required to wear the The Grange school cap when playing outdoors at lunch or snack time. Our teachers have been instructed to enforce a **“no hat, no play”** rule to keep your child(ren) safe.

Kindly ensure that the hats are regularly washed. Parents may also consider applying sun screen or lotion on their children as a daily routine and protection.

Dengue Fever is common in tropical Singapore due to the heat and high humidity. We strongly encourage all parents to consider **anti-mosquito patches** on their children’s uniforms or anti-mosquito bracelets. We regret to inform you that our teachers will not be using aerosol mosquito sprays and neither will they be able to help your child apply mosquito sprays during the day.

## 10. Toys and Personal Items

Students are prohibited from bringing toys and personal electronic devices such as smartphones, 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 artifacts 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 damage of such personal items.

## HEALTH RELATED MATTERS

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### Health Related Information

#### **Medical Insurance**

The Grange has 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 following 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 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 requires medication at school, the medication must be handed into 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.

#### • **Head Injury**

If your child has sustained a head injury – bump, knock, clash of heads during play for example. Parents will be asked to pick up their child from school. The school will advise a visit to the family's General Practitioner or Hospital. As head injuries are precarious, students should be at home and be closely monitored for signs of-

- Vomiting
- Drowsiness
- Headaches
- Confusion

- **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 who 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 the school must 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 a compassionate basis only, and shall NOT be taken as an admission of liability for any injuries sustained.

- **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 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](http://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 in the event of such a need.

## HOME AND SCHOOL COMMUNICATION

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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**

### **Class Dojo**

The Effective, Efficient, and Engaging School to Home Connection.

ClassDojo is an online classroom management platform and app that can be download onto mobile devices.

As a school we value the school-to-home connection for multiple reasons.

ClassDojo brings school communities together, with one place for teachers and families to connect, communicate, and share learning experiences.

Teachers will share classroom activities, curate student portfolios, assign homework, record and track student's learning and behaviours, and engage in school-to-home communication.

### **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:

- Email address: XXXX
- Face-to-face conversations
- Student work/home learning sent home regularly or via Class Dojo
- Semester Student Report
- Parent-Student-Teacher conferences

### **Parent Feedback**

The school reviews all feedback received for continuous improvement. Feedback should be directed to the following email address [enquiry@thegrange.edu.sg](mailto:enquiry@thegrange.edu.sg)

## STUDENT BEHAVIOUR GUIDELINES

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### 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.

However, if a student is involved in continuous disruptive behaviours - defined as an act that is disorderly, that might include but is not limited to that which disrespects, disrupts, harasses, coerces, or abuses, and/or might threaten or harm property or person, so that it interferes with an orderly classroom, teaching process, or learning function.

Actions will be taken as follows -:

- The teacher at first-hand will communicate with the student involved, providing guidance and intervention.
- If the disruptive behaviour continues an immediate verbal warning by the teacher that advises the student of the existence of the Classroom Agreements and Behaviour / Safety Agreements.

- Persistent disruptive behaviour will be address by the Head Teacher and the teacher with the student and the student's parents/guardian.
- If the student's behaviour does not change and is disrespectful, disruptive, harassment, coercive, or abusive, and/or might be threatening or harm property or persons, so that it interferes with an orderly classroom, teaching process, or learning function. Students with the knowledge of their parents will be suspended from school for a short duration, and following this will only be allowed to return to school following agreements made with the school – the student- and the parents. The returning student will adhere to the school self- discipline and behaviour rules.
- The student will exercise self-discipline and be mindful of how his/her attitudes, words, actions and body language, and behaviour can affect others and affect and impinge on teaching and learning.



## REINFORCING LEARNING AT HOME

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Reinforcing learning at home 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. Such learning opportunities create a vital link between home and school by keeping parents informed of the learning being undertaken at school.

All students at The Grange are expected to participate in daily reading as part of their reinforced learning at home. 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 learning at home by:

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

## COURSE AND MODULES

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### Cambridge 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  
Global Perspectives  
Languages  
Art  
Music  
Technology  
Personal, Social, Physical Education

## ADMINISTRATIVE INFORMATION

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### CAMPUS FACILITIES

C1 Classroom	capacity: 24 students	64.75sqm
C2 Classroom	capacity: 24 students	64.72sqm
C3 Classroom	capacity: 24 students	64.55sqm
C4 Classroom	capacity: 24 students	58.89sqm
C5 Classroom	capacity: 24 students	59.14sqm
C6 Classroom	capacity: 24 students	63.54sqm
Creative Studio 1	capacity: 24 students	58.89sqm
Creative Studio 2	capacity: 24 students	59.14sqm
Language	capacity: 16 students	41.29sqm
Language	capacity: 10 students	29.36sqm
Library	capacity: 24 students	60.12sqm
Multi-Purpose Room	capacity: 70people	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

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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



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