



Dear Parents,

We have put together some essential information about the School and hope you will find this useful. If you have any further queries, please e-mail: acjs@moe.edu.sg.

FREQUENTLY ASKED QUESTIONS

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General

What are the School hours?

Monday – Friday: School functions from 7.30am to 1.30pm.

What are the General Office hours?

Office hours are as follows:

7.00am – 5.00pm - Monday to Friday
8.00am – 5.00pm - Monday to Friday (School Holidays)

Important contact details:

Telephone Number - 6733 7911
Fax Number - 6734 6518
Email Address - acjs@moe.edu.sg
Address - 16 Winstedt Road
Singapore 227988

Where can we read about the School Rules / Code of Conduct?

This is available on our School website and in your son's Pupil Companion.

Security

Are parents/guardians allowed to enter the School?

The School recognises and values the strong partnership it has with all parents. While we welcome parents/guardians on the campus, we are also mindful of the need for security measures to protect your son in School. We require you to observe our security procedures while on campus.

Am I allowed to enter the School at any time during School hours?

Parents/guardians will only be allowed to come into the Campus to wait for their sons/wards 15 minutes before the official School dismissal time at 1.30pm, that is, at 1.15pm. Please refer to the site plan. Parents will have to report to the General Office located in Block G if they are there for meetings / consultations with teachers. **Parents/guardians are required to display their Security Pass at all times while in the school compound.** The three Teaching Blocks are out-of-bounds to parents.

Do I need to obtain a Pass to enter the School?

We have a Security Pass System to monitor and manage movement of Parents and Visitors on the Campus. Parents wearing a Security Pass do not need to sign for a Visitor's Pass at the Security Post. After clearing with the security guards, all parents and visitors are to proceed directly to the General Office.

Refer to the site plan:- In general, parents are allowed to wait for their sons at the Foyer under the Performing Arts Hall. The Performing Arts Hall is the first block on the Campus, nearest the School gates and car lay-by.

Can I apply for a Security Pass now?

Yes, you can. Kindly download the application form from our School website at: http://acsj.moe.edu.sg/docs/internal_pages/our_school/general_information/SecurityPassApplicationForm2016.pdf and hand it in at the Reception. Please note that there is an Administrative Fee of \$5.00 for each Security Pass – [cheques are to be made payable to “**Anglo-Chinese School (Junior)**”]. We will contact you when your security pass is ready for collection.

Recess Timings

Are there staggered recess times?

Yes, to avoid over-crowding in the Canteen, the staggered recess times are as follows:

From	To	Levels
9.15am	9.45am	P3-P4 RECESS
9.45am	10.15am	P1-P2 RECESS
10.15am	10.45am	P5-P6 RECESS
11am	11.10am	P3&P4 Snack time (in class)*
12.10pm	12.20pm	P1&P2 Snack time (in class)*

* P1s to P4s will be allowed to have a 10-minute snack to tide them over until School dismissal time. Examples of healthy snacks the boys can consume at this time are wholemeal finger sandwiches, biscuits, muesli bar or fruit, etc. If your son is bringing food from home, please remind him to leave a small portion of his food for this snack time, which is after recess.

Traffic & Transportation

How can I drop off my son at the School?

Do study the traffic flow map and help us maintain an orderly flow of traffic. Winstedt Road is one-way. No parking or waiting is allowed on either side of the road – parents in the past have received traffic summons for failing to adhere to these traffic rules.

There are 2 locations to drop off and pick up your son:

1) The sheltered lay-by along Winstedt Road. Please note that the lay-by is used for drop off and pick up only, please do not park in there.

After the boys are dropped off at the lay-by, they are to walk along the sheltered walkway and enter the School via the side-gate (Gate 3).

2) The lay-by in front of the Foyer within the School. Please note that vehicles **will not be allowed** to enter into the School compound after 7.30am. The School gates will be opened after 1.50pm for pick up.

Please refer to Map 1 & 2 for Morning Assembly and Map 3 for School Dismissal.

The School gates are not opened at 1.30pm as the school buses will be in the school compound for dismissal.

Please let your son alight at, and pick him up from, the **sheltered lay-by**. Only four cars are allowed to halt at the lay-by at any point of time, along Winstedt Road. Please refer to the attached Site Plan for layout of the school.

After the boys are dropped off at the lay-by, they are to walk along the sheltered walkway and enter the School via the side-gate (Gate 3).

Safe Routes for Pedestrians (Gate 3)

All pedestrians are to use the side-gate (Gate 3) for coming into and leaving the School Campus.

Only authorised stake-holders (School staff and term contractors) have the pin-code to open this gate.

Parents and other visitors are to use the intercom located at the gate to request the guard to open the gate. After this, proper signing-in procedures are still mandatory.

Pupils will also have to use the intercom to request the guard to open the gate to allow them to enter the School Campus.

To leave the School Campus after 2.00pm via Gate 3, pupils, parents and School visitors have to press the Green Button (located before Gate 3) to open the gate.

Our pupil population is over 1,650. Many boys will be crossing the road/lay-by every day, so please be careful and considerate if you are driving your son to School. Parents should keep the following in mind:

- **Do not let your son alight at the main School gate (Gate 1 & 2)** as School buses and staff will be using that gate and it will be extremely dangerous for your son to use this gate to enter the School on foot.
- Do encourage your son to get into and out of the vehicle quickly so that you do not hold up the traffic.
- **Do not wait** for your son at the lay-by. If you do not see your son at the waiting area, please move ahead and park your vehicle at Newton Hawker Centre car park and walk back to the waiting area to fetch him OR drive one round and re-join the queue to get to the lay-by.
- If your son is being escorted (whether by yourself or someone else) into or out of the School, please ensure that the driver of your vehicle **does not wait** at the lay-by for you to return. Kindly drive ahead and re-join the queue at the beginning of Winstedt Road.
- Do not allow your son to run/go to your vehicle before it reaches the lay-by. This is extremely dangerous.
- Please cooperate with the traffic wardens on duty.

Can I wait for my son at Monk's Hill Road, on the left of the School?

Monk's Hill Road is a narrow road with a dead-end, making it very difficult/near impossible to make a 3-point turn. Hence, we strongly advise that you **do not use Monk's Hill Road** to wait for your son. In addition, the School buses will be using Monk's Hill Road to turn out onto Winstedt Road so it will be hazardous for parents to park their vehicles or collect their sons along this road.

Instead, we highly recommend that you park at the **open-air public car park next to Newton Hawker Centre**.

What about Monk's Hill Road, leading into Newton Hawker Centre car park?

Monk's Hill Road leading to Newton Hawker Centre is a two-way narrow road where you could possibly drop your son off, but NOT to wait or park your car there. Hence, we strongly advise that you **do not use that section of Monk's Hill Road** to wait for your son.

Once again, we highly recommend that you park at the **open-air public car park next to Newton Hawker Centre**.

Kindly note that this part of Monk's Hill Road is **one-way** from Newton Hawker Centre into Winstedt Road, from 6.45am to 7.45am and 12.45pm to 1.45pm on weekdays except on Public Holidays and School Holidays. This means that during these times, you are **NOT ALLOWED** to turn right into Monk's Hill Road from Winstedt Road.

Are there any measures in place to help vehicles trying to turn right onto Clemenceau Avenue North?

The Land Transport Authority has implemented specifically-timed traffic lights at the junction of Winstedt Road and Clemenceau Avenue North to help ease traffic congestion there. The traffic lights are only operational from 7am to 8am and 12pm to 2pm on weekdays except Public Holidays and School Holidays.

What if I choose to send my son to School by the School bus?

School buses will drop off & pick up the boys in the allocated School bus assembly area (located in Block A & B). Please liaise with the School bus operators directly on the pick-up & return times for your son. Kindly note that arrangements made with bus operators are transactions between you and the bus operator. The School will not be involved in any disputes. Enquiries regarding School bus operations can be directed to Mrs Alleena Soothoo at 6737 5082.

How else can my son get to School?

The Campus is a short walk away from the Newton MRT station, which also has a bus-stop located in front, along Scotts Road. The buses that stop there are Bus Service Numbers: 5, 54, 124, 128, 143, 162, 162M, 167, 171, 518, 518A, 700 and 700A.

Alternatively, there is a bus-stop located just in front of the Esso petrol station along Bukit Timah Road, near the entrance of Winstedt Road. The public buses that ply that route are: 48, 66, 67, 170 and 960.

Communication with the School and my son

How do I communicate with my son in case of an emergency?

In case of any emergency, please call the School office (6733 7911) with your message. We will ensure that it is communicated to your son.

How can I communicate with my son's teachers?

You may e-mail the teachers (their e-mail addresses are available on the School website). In addition, you may call the School office and leave a message for the teacher to return your call. However, please do understand that teachers may be teaching at the time you call and may not be able to return your call immediately. (Refer to Page 3 for the School's contact numbers)

How will I be kept updated of matters such as School holidays or specific things that my son needs to bring to School, etc?

The Principal or class teachers will send out such information and updates periodically by e-mail or through the use of your son's Pupil's Companion.

Is my son allowed to carry a mobile phone to School?

Yes, he may bring his mobile phone to School for communication purposes only. He will need to adhere to the rules and regulations on its usage. (Please refer to the School Rules) He is also expected to look after his mobile phone. The mobile phone will need to be clearly labelled with your son's name and class for 2016.

School work and attendance

In the event that my son cannot attend School, will a letter of explanation from the parents suffice?

Yes, that is acceptable and we also require you to inform the Form Teacher. Please submit your son's Medical Certificate if he has been absent due to an illness.

In the course of his studies, will my son be streamed based on his progress in a particular subject(s)?

At the end of Primary 2, the boys will be promoted to Primary 3 based on their academic performance. They will be banded either into the High-Ability or Mixed Ability classes for Primary 3 and will also be grouped according to their abilities in the Mother Tongue and Math subjects.

How will I be able to keep track of my son's progress? Will there be regular parent-teacher meetings?

Every year, there will be 3 Meet-the-Parent meetings. In addition, teachers also provide feedback to parents whenever the need arises. Parents may also seek the teachers' feedback on their own initiative. The Meet-the-Parent meetings are held in Term 1, at the end of Term 2 and at the end of Term 4.

CCA Matters

On which day/s will CCAs be scheduled?

Most CCAs run on Wednesdays and/or Fridays. This allows for other days to be freed for other School programmes and activities, in support of our School policy to provide a holistic education for our pupils. CCAs with School teams may have additional sessions on other weekdays after School hours and/or Saturdays.

Please note that as CCA is compulsory for Pri.4 to Pri.6 boys, priority will be given to these boys. Also, twice-a-week sessions or more in certain CCAs are meant for boys who are taking the CCA at a competitive level. Boys who are taking a CCA at a non-competitive level are required to attend CCA only once a week unless otherwise stated by the teachers-in-charge for the respective CCA.

Please refer to the School website for the updated schedule of all CCAs.

Where do the CCAs take place?

Most CCAs will be held within the School premises with the exception of a few sports which require external facilities specific to the sport, for example, Sailing, Swimming and Tenpin Bowling.

Are CCAs compulsory?

It is compulsory for Pri.4 to Pri.6 boys to take part in at least one CCA, which could be a uniformed group, a club or a sport. However, boys who are already very active in a sport (recognised by the School) outside School (training competitively at least four times a week) may be excused. A letter from the club / association is to be handed to the HOD PE/CCA for verification purposes.

How can I sign my son up for a CCA?

Registration of CCAs is done online at the beginning of each year. Please refer to the instructions given at the beginning of each year on the registration of CCAs.

Boys who have been given approval by the School to do their CCA externally **need not** register. They will however be required to submit an official letter to HOD PE/CCA, Ms Lee May Po, from the club/association at the start of next year, stipulating their training days and times (training competitively at least four times a week). Once she has given her approval and endorsement, the boys will have to submit their monthly attendance (endorsed by their coach or club) to HOD PE/CCA via the Reception at the end of each March, June, September and November.

Can my son join more than one CCA?

Boys are encouraged to pursue and specialise in one CCA. They may participate in a second CCA if they so desire but it should be a less demanding activity to ensure that they do not have too heavy a CCA load.

Are there special School bus arrangements on CCA days?

Yes, only applicable for those currently taking the school bus. (Enquires regarding bus arrangement, can be directed to Mrs Alleena Soothoo at 6737 5082 for further details.)

Class Interaction Time (CIT)

What do the boys do during CIT?

Class Interaction Time (CIT) is created so that the boys can spend more time together as a class, since some boys have to switch classes due to MOE's introduction of modular/ability-banding Mother Tongue & Subject-Based Banding curriculum.

The following are activities planned for CIT:

1. Chapel – (P5 & P6 on Tuesdays, P3 & P4 on Wednesdays, P1 & P2 on Thursdays)
2. Holistic Health Programme (HHP)
3. Programme for Active Learning (PAL) activities – P1 & P2 on Wednesdays
4. Administrative Matters (in the classroom)

After-School Programmes

What about After-School programmes? When will these be scheduled?

Optional After-School programmes, which your son may be identified for, will be scheduled as follows:

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
1.30 – 2.15pm	Lunch				
2.15 – 3.00pm	P5 & P6 Supplementary/ P3 & P4 Remedial	P2 to P6 Remedial	CCAs	P5 & P6 Supplementary/ P3 to P4 Remedial	CCAs
3.00 – 3.45pm	P5 & P6 Supplementary			P5 & P6 Supplementary / Remedial	
3.00 – 4.00pm				P5 & P6 Higher Mother Tongue Lessons	
2.15 – 4.30pm		P4 to P6 Thoburn (Break 3.15 – 3.30)			

Note: There are a few CCAs that run on the other days of the week.

Emergencies & Medical Care

Where is the Sick Bay in the School?

The Sick Bay, or otherwise known as the Wellness Cove, is located just next to the Reception counter in the Administration Block. The Wellness Cove is equipped to address the needs of the boys should they feel unwell, or are suffering from cuts/bruises, as they wait to be taken home by their parent/guardians. Please note that the School is **not** allowed to administer or apply medication on any child. However, the School has a first-aid trained staff to attend to your son.

Is there a dental clinic on campus?

The dental clinic is located next to the Canteen, located in Block F.

Canteen and Dietary Needs

What kind of food is available in the School canteen?

There are 8 stalls of which 1 stall is a Halal Stall. The other 7 stalls are:

1) Drink Stall. 2) Snacks Stall. 3) Japanese Food Stall. 4) Local Rice Stall. 5) Noodles Stall. 6) Chicken Rice Stall. 7) Western Food Stall. Food purchases are to be made by cash.

Do the stalls adhere to Health Promotion Board Guidelines?

The Canteen Committee ensures that the food sold at the School Canteen adheres to the guidelines stipulated by the Health Promotion Board:

- commercially prepared snacks and drinks have the Healthier Choice Symbol (HCS) logo

My son has special dietary needs, so can I bring food for him at recess time?

If your son has special dietary needs, this should be highlighted to the School and arrangements can be discussed with his Form Teacher. Currently, boys who have special dietary needs bring their own food to School.

Bookshop

Is there a Bookshop in the School?

Our appointed Bookshop for 2016 is Popular Bookstore. It is located in the Canteen at Block F. If you need to purchase any books once School has started, you may make your purchases there after 2.15pm.

School Attire

Where can I buy my son's School uniform?

The ACS (J) School uniform & PE attire (house tank top & PE shorts) can be purchased from Bibi & Baba located at 545 Orchard Road, #02-28 Far East Shopping Centre Singapore 238882, tel: 6732 7022. They are open from Mondays to Saturdays 10am-7.30pm, and on Sundays, 10am-6pm.

Apart from the PE House tank top, are there any other t-shirts my son can wear to School?

There is a Corporate School T-shirt (a collared one in White and a round-necked one in Red) and Corporate Shorts for the boys. The boys can wear the Corporate Attire on designated School days and for specific School outings (Please refer to the School Rules). Please note that the Corporate Shorts which can also be worn for CCAs will only be available at Bibi & Baba.

What kind of shoes can the boys wear?

The School uniform is to be worn with white shoes and socks. If your son wears track shoes, they should be predominantly white. Primary 1 & 2 boys may wear shoes with Velcro straps (Please refer to the School Rules).

School Facilities

What facilities are there on Campus?

Our School has:

Block A+B:

- 2 AVA Rooms
- 3 Computer Labs
- 2 Computer Work Rooms
- Media Resource Library
- 2 Dressing Rooms
- Green Room
- Music Room
- 1 Music Store-Room
- Performing Arts Hall with seating capacity of 674
- Speech & Drama Room
- Centre of Excellence (COE) Room

Blocks C, D & E:

- 52 Classrooms
- Art & Craft Room
- 2 Science Rooms (Physical Science & Life Science Room)
- Learning Support Programme Room
- 2 Staff Rooms
- PSG Room
- 3 Enrichment Rooms – Enrichment Room 1, Enrichment Room 4 & Enrichment Room 5
- 3 Language Rooms – Chinese Language Room, Malay Language Room & Tamil Language Room

Block F:

- Popular Bookshop
- Canteen comprising 7 stalls, including a Halal Muslim stall
- Dental Clinic
- Health & Fitness Room
- 2 Enrichment Rooms – Enrichment Room 2 & Enrichment Room 3
- Multi-Purpose Hall
- Games Equipment Store-Room

Block G:

- Principal's office
- 2 Vice-Principals' Offices
- General Office
- Wellness Cove
- Board Room
- Visitors' Meeting Room
- Visitors' Lounge
- Reception Counter
- PSLE Exam Room
- 1 Counselling Room
- Pastoral Care Room

- HODs' Offices
- Subject Head / Level Head's Office
- Staff Lounge
- Printing Room
- Lead Teacher Room

Block H:

- Civil Defence Shelter
- Tennis Courts – 2 indoor, 1 outdoor
- Equipment Store-Room

Other facilities:

- Eco-Garden
- P1 & P2 Playground and School Fitness Zone
- Amphitheatre
- Playfield
- Foyer

Parents' Support Group

ACS (Junior) is a Methodist Mission School with 130 years of history. Our open and inclusive culture supports and strongly encourages purposeful and sustainable partnerships with our stakeholders and the larger community. Indeed much of our School tradition is anchored on a culture of collaboration which recognises values and embraces a strong partnership with our stakeholders. We enjoy long-standing and firm collaborations with parents, six brother Schools in the ACS Family, the ACS Old Boys' Association, the Methodist Church in Singapore, Cairnhill Methodist Church, institutions in the wider local community as well as schools in China. The collaborative climate is part of the School culture and having stood the test of time, proved its sustainability.

Our Partnership framework is a lateral one, with many varied interest groups each with their own Group Representative and internal committee. This framework allows for a diverse and wide range of parental and community involvement as each group is free to initiate or volunteer their expertise, resources and support. We enjoy the rich and varied experiences our partners bring, to realise our vision of providing a holistic education for our boys.

The Campus has a Parents' Support Group room (located in Block C). The room is meant for parent volunteers to use for their meetings.

We would like to invite you to be a Parent Volunteer and be part of a team of enthusiastic and committed parents who are very much welcomed and valued in ACS (J) school life. Attached to this letter is a list of activities or areas which you may like to consider helping out with. Please do consider filling up the PSG form. It can be submitted to the Reception. We are confident that you will find the time invested worthwhile and fulfilling as others have.

School Library

The ACS (J) School Library is a vibrant hub of activity directed largely by our wonderful parent volunteers. Your son(s)/ward will get to enjoy engaging programmes organised by parent volunteers together with teachers and boys. In addition to quality literature, the boys also get to read the latest and most exciting titles available in the market. This promotes extensive reading and emphasises school values.

– The End –



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