



# STUDENT HANDBOOK

ACADEMIC YEAR 2025 - 2026

	<b>Table of Contents</b>	<b>No.</b>
1	<a href="#">Message-Academic Team</a>	4
2	<a href="#">Vision, Mission and Values</a>	5
3	<a href="#">Location MAP</a>	6
4	<a href="#">Contact Details</a>	7
5	<a href="#">Spaces Allocation Details</a>	8
6	<a href="#">List of Holidays and Breaks for 2025-26</a>	9
7	<a href="#">List of Assessment Dates 2025 - 2026</a>	10
8	<a href="#">Introduction to GIGIS Approach</a>	11
9	<a href="#">School Dress Code</a>	14
10	<a href="#">Guidelines on Usage of MCB Portal</a>	15
11	<a href="#">Scholastic Courses</a>	16
12	<a href="#">Languages Offered at GIG</a>	21
13	<a href="#">Co-Scholastic Areas</a>	23
14	<a href="#">Assessment and Examination Guidelines</a>	26
15	<a href="#">Academic Excellence – GIG Awards</a>	35
16	<a href="#">Lead Merit Scholarship</a>	36
17	<a href="#">School Policies</a>	
	a. <a href="#">Assessment Appeal Policy</a> .....	37
	b. <a href="#">Promotion Policy</a> .....	37
	c. <a href="#">ECA/CCA Policy</a> .....	40
	d. <a href="#">Student Attendance and Discipline Policy</a> .....	41
	e. <a href="#">Discipline Policy</a> .....	42
	f. <a href="#">Student Suspension &amp; Expulsion Policy</a> .....	48
	g. <a href="#">External Competitions and Events Policy</a> .....	53
	h. <a href="#">Child Protection Policy</a> .....	54
	i. <a href="#">Social Media and School Network Policy</a> .....	54

	j. <a href="#">Vandalism Policy</a> .....	56
	k. <a href="#">Library Policy</a> .....	58
18	<a href="#">Code of Conduct</a>	61
19	<a href="#">House System</a>	71
20	<a href="#">Student Council</a>	73
21	<a href="#">Administrative Policies</a>	
	a. <a href="#">Withdrawal Policy and Procedure</a> .....	75
	b. <a href="#">Transfer Policy and Procedure</a>	77
	c. <a href="#">Deferment Policy and Procedure</a>	78
	d. <a href="#">Refund Policy</a>	81
	e. <a href="#">Late Payment Policy</a>	84
22	<a href="#">Feedback/Complaints, Grievance, Dispute Resolution Policy</a>	85
23	<a href="#">Green Policy</a>	87
24	<a href="#">SkillsFuture Singapore</a>	90
25	<a href="#">Sample Standard Student Contract</a>	91

# 1 Message-Academic Team

***"Tell me and I forget, teach me and I may remember, involve me and I learn."***

***- Benjamin Franklin***

GIGIS, Singapore welcomes you to join us in our journey of involved learning, where each child will be guided to steer the way to his or her own holistic development and excellence.

In today's fast paced world, where knowledge and information are developing rapidly, the primary challenge we all face is to stay relevant and to remain connected.

At GIGIS, our aim is to ensure that every member of our family is a lifelong learner, always ready and willing to take on new challenges, to open their minds to new ideas and ultimately, to independently rethink their solutions to fit the changing scenarios.

GIGIS is instituted with the motivation of making quality education affordable to all. Having trained thousands of successful teachers since 2003 as G I G Education Centre, the group started a school with an internationally recognised Enquiry - Based Pedagogy to deliver the curriculum.

We have made a humble beginning, but our vision and goals are huge. Small class size ensures active and focused learning, giving teachers the opportunity to gain insights into each child's individual development and allowing them to customise the Teaching - Learning process to fit every child's needs. It also creates a close knit community of teachers, students and parents where all feel comfortable to exchange ideas, provide inputs, share experiences - all while growing together.

Academic learning and cognitive development are the core of our operations at GIGIS, balanced by a range of Co-Curricular and Extracurricular activities to create an active mind in an active body. The school also believes in nurturing an environment of kindness and compassion, where every child is willing to help, ready to make a change for the better.

The academic curriculum is designed to help every child to exceed their potential by igniting the curiosity in their minds and guiding them to seek their own answers, developing new skills and sharpening existing ones along the way. The school firmly believes in motivating every child with the philosophy of "Either you Win, or you Learn. You never lose" - so while assessments would be conducted regularly, they would serve as a tool to chart the child's progress in understanding and application, not mere rote learning.

Discipline will be firm and fair, with the idea always being to encourage the child to understand and adopt the best practices for his or her own safety and wellbeing.

A time tested curriculum backed by a modern and dynamic pedagogy, a team of highly experienced and motivated teachers, extended classrooms and digitalized learning tools, an exciting and fun place where you'll see your child grow from strength to strength. All this at an easily affordable fee and an easily accessible location in the heart of Singapore. Join us at GIGIS for this and more!



## 2 Vision, Mission and Core Values

### **Vision**

- To be the Premier International School and Professional Development Institution in Asia.

### **Mission**

- Adopt innovative Teaching & Learning practices to deliver outcomes benchmarked against international standards.
- Nurture competent and passionate communities with adaptive skills.
- Cultivate a culture of collaboration and life-long learning.

### **Values**

**Student Centric**

**Kind and Compassionate**

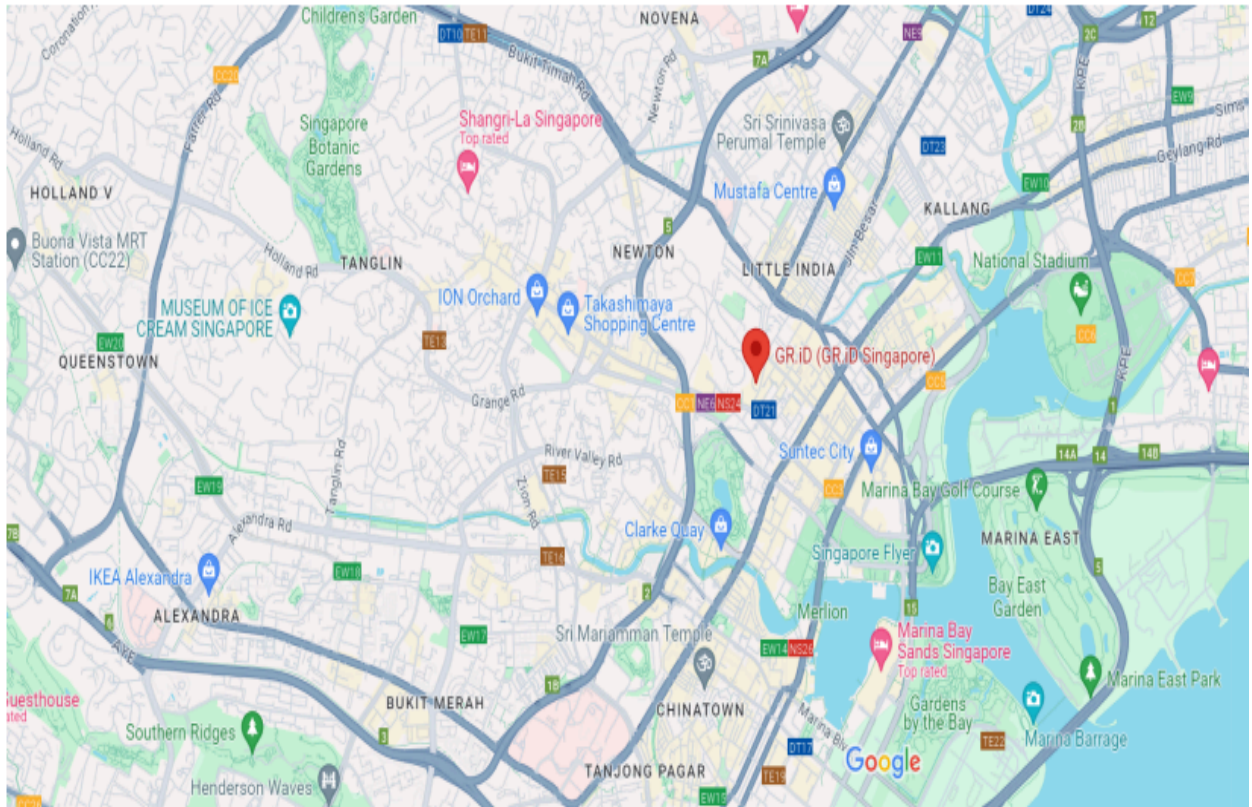
**Innovative**

**Life-long Learning**

**Leadership**

**Steadfast**

### 3 Location Map



Address: 1 Selegie Rd, Singapore 188306

## 4 Contact Details

Particulars	Contact Person	Number	E-mail
Transport Queries	Ms Shrutila Sriniva	69710827	operations@gigis.edu.sg
Co-Scholastic	Ms Devi Nagaraj	69710827	coscholastic@gigis.edu.sg
Books & Student ID Card	Ms Shrutila Sriniva	69710827	operations@gigis.edu.sg
Field Trips	Ms Shrutila Sriniva	69710827	operations@gigis.edu.sg
Admission & Registration	Ms Trupti Sharma	92999011	admissions@gigis.edu.sg
Withdrawals	Ms Trupti Sharma	92999011	admissions@gigis.edu.sg
Letters/Forms ( <i>for visa student's purposes, conduct certificate, etc.</i> )	Ms Trupti Sharma	92999011	info@gigis.edu.sg
Newsletters / School Magazines	Ms Rajeswari Pillai	67424424	marcom@gigis.edu.sg
Lost & Found	Ms Shrutila Srinivas	69710827	operations@gigis.edu.sg
Parent Login ID intranet portal	Ms Sharada	63231200	itadmin@gigis.edu.sg
Medical Insurance Policy	Ms Trupti Sharma	69710821	admissions@gigis.edu.sg
Updating Student Records	Ms. Trupti Sharma	67470243	admissions@gigis.edu.sg
Student Contract	Ms. Trupti Sharma	63231220	admissions@gigis.edu.sg
Finance-related matters	Ms Vijaylaxmi Singh	69710824	accounts@gigis.edu.sg
Coordinator, Primary	Ms Uma Rane	69710827	codprimary@gigis.edu.sg
Coordinator, Secondary	Ms Rohini Krishnamurthy	69710827	cod@gigis.edu.sg
CEO ( <i>*all matters</i> )	Mr GSS Rao	69710828	director@gigis.edu.sg
Vice-Principal	Ms Sathiyamoorthy Parameshwari	63231220	viceprincipal@gigis.edu.sg

\*ESCALATION MANAGEMENT PROCESS

## 5 Spaces Allocation Details

Sr No	Course Titles	Room No/Venue
1	Class 1A	Level 8 Classroom A2
2	Class 2A	Level 8 Classroom A3
3	Class 2B	Level 8 Classroom A4
4	Class 3A	Level 8 Classroom A6
5	Class 3B	Level 8 Classroom A7
6	Class 4A	Level 8 Classroom A5
7	Class 4B	Level 8 Classroom B4
8	Class 5A	Level 8 Classroom B1
9	Class 5B	Level 8 Classroom C4
10	Cambridge Secondary 1 A	Level 8 Classroom C1
11	Cambridge Secondary 1B	Level 8 Classroom D6
12	Cambridge Secondary 2 A	Level 8 Classroom C2
13	Cambridge Secondary 2 B	Level 8 Classroom C3
14	Cambridge Secondary 3 A	Level 8 Classroom D7
15	Cambridge Secondary 3 B	Level 8 Classroom D8
16	IGCSE Year 1A	Level 8 Classroom C6
17	IGCSE Year 2A	Level 8 Classroom D10
18	First Aid	Level 8 Sick Bay Room C8
19	IT Room	Level 8 Classroom C7
20	Dance	Level 8 Room C5
21	Art	Level 8 Room B2
22	Music	Level 8 Room B3
23	Admin Office	Level 8 Room GO1
24	Library	Level 8 Room B5
25	Indoor PHE Room	Level 8 Classroom D2
26	Science Lab	Level 8 Room A1
27	Staff Room	Level 8 Classroom D5
28	Vice Principal Room	Level 8 Room B6
29	Exam Room	Level 8 Room B7
30	Auditorium	Level 8 Room D1

## 6 List of Holidays and Breaks for 2025-2026

Good Friday	18 Apr 2025	Friday
Labour Day	1 May 2025	Thursday
Vesak Day	12 May 2025	Monday
Hari Raya Haji	7 Jun 2025*	Saturday
National Day	9 Aug 2025	Saturday
Intl Childrens' Day	3 Oct 2025	Friday
Deepavali	20 Oct 2025	Monday
Deepavali	21 Oct 2025	Tuesday
Christmas Day	25 Dec 2025	Thursday
New Year	1 <sup>st</sup> January 2026	Thursday
CNY	17 Feb 2026	Tuesday
CNY	18 Feb 2026	Wednesday
Hari Raya Puasa	20 March 2026	Friday
Good Friday	3 April 2026	Friday

Breaks for Students:			
June 2025 - March 2026 Reopens 6th April 2026			
Dates (*Both Days Inclusive)	Breaks for Students	Number of days	Remarks
June 9th, 2025- July 8th, 2025	Summer break (School reopens on 9 <sup>th</sup> July, 2025)	22	Excluding Sat & Sun
22nd Sept- 29th Sept, 2025	Break After Semester 1 (School reopens on 30th September, 2025)	6	Excluding Sat & Sun
08th Dec-05th Jan, 2026	Winter Break (School reopens on 6th January, 2025)	21	Excluding Sat & Sun
23 <sup>rd</sup> March- 2nd April, 2026	Break After Semester 2 (School reopens on 6th April, 2026)	9	Excluding PH, Sat & Sun



# 7 List of Assessment Dates for 2025-2026

## ASSESSMENT DATES FOR PRIMARY 1-5

Dates*(both dates are inclusive)	Assessment
Mon 26/05/2025 to Fri 30/05/2025	Formative Assessment 1
Mon 15/09/2025 to Fri 19/09/2025	Summative Assessment 1/Formative Assessment 2
Thurs 20/11/2025 to Wed 26/11/2025	Formative Assessment 3
Fri 13/03/2026 to Thurs 19/03/2026	Summative Assessment 2/ Formative Assessment 4

## Assessment Dates for Secondary 1-3, and for IGCSE Year 1 & 2

Classes	Dates*(both dates are inclusive)	Assessment
Cambridge Secondary 1-3	Mon 26/05/2025 to Fri 30/05/2025	Formative Assessment 1(FA1)
IGCSE Yr 1&2	Wed 21/05/2025 to Fri 30/05/2025	Formative Assessment 1(FA1)
Cambridge Secondary 1-3	<b>Mon, 21/07/2025 to Mon, 18/08/2025(all Mondays)</b>	Cyclic Tests 1
IGCSE Yr 1&2	<b>Mon, 21/07/2025 to Mon, 18/08/2025(Mondays and Fridays)</b>	Cyclic Tests 1
Cambridge Secondary 1-3	Fri 12/09/2025 to Fri 19/09/2025	Summative Assessment 1
IGCSE Yr 1&2	Mon 08/09/2025 to Fri 19/09/2025	Summative Assessment 1
Cambridge Secondary 1-3	Thurs 20/11/2025 to Wed 26/11/2025	Formative Assessment 3
IGCSE Yr 1&2	Mon 17/11/2025 to Wed 26/11/2025	Formative Assessment 3
Cambridge Secondary 1-3	<b>Mon, 19/01/2026 to Mon, 16/02/2026(all Mondays)</b>	Cyclic Tests 2
IGCSE Yr 1&2	<b>Mon, 19/01/2026 to Mon, 16/02/2026 (Mondays and Fridays)</b>	Cyclic Tests 2
Cambridge Secondary 1-3	Thurs 12/03/2026 to Thurs 19/03/2026	Summative Assessment 2
IGCSE YR 1	Fri 06/03/2026 to Thurs 19/03/2026	Summative Assessment 2

- Pre Board 1 for IGCSE yr 2 will be held from Mon 19/01/2026 till 30/01/2026
- Pre Board 2 dates for IGCSE yr 2 will begin on Thurs 19/02/2026 onwards.

## 8 Introduction to the GIGIS Approach

A child's formative years of schooling will lay the foundation for lifelong learning. During these years, children have to pick up the right habits, develop concepts and imbibe skills that help them to grow throughout their lives and positively contribute to nation building.

**GIGIS offers Internationally benchmarked curriculum for Class 1 to 5 (Primary), Cambridge Secondary 1-3 and International General Certificate of Secondary Education (IGCSE) Year 1 and Year 2.**

### **GIGIS Teachers will**

- Maximise student learning outcomes by adopting a sincere and disciplined approach to Teaching & Learning, timely reinforcement and excellent time management.
- Prepare students on expected learning outcomes set for the different levels and build skills and attitudes based on the school's core values.
- Escalate issues of concern related to students to the relevant seniors and parents if necessary, to work together for the child's development.
- As part of the continuous learning processes, highlight any issues related to the child, to the parents in a timely and appropriate manner.
- Positively contribute to strengthening the child's academic and general performance.

### **Parents are required to**

- ✓ Check school communication channels regularly for general as well as specific information regarding your child.
- ✓ Acknowledge the information received and initiate appropriate action.
- ✓ Enquire from the child about any assigned work and ensure prompt submission.
- ✓ Regularly keep in contact with the teachers via the form tutor to contribute to the child's development and progress.

- ✓ Focus on interactive learning, help build rapport between teachers, parents and students and provide a conducive environment for learning, contributing and co-creating.

## Our School Day Schedule

- Regular school hours for Monday to Friday are 9.15 am to 3.40 pm.
- Parents have a responsibility when a child will be early to school before the operating hours. The school working hours are between **9:15am to 3:40pm**.
- For all walkers and students taking private transportation, the latest arrival time is only 8:50 am. In case of arrivals between 8:50 am to 9:15 am, kindly approach the teacher-in-charge on level 8 to hand over the child there. Later than 9:15 am please proceed to the reception and drop your child at the reception. Students should not be on the school premises after 3.45 pm unless they are authorised and are under the supervision of a teacher/coach.
- ***At no point of time parents are allowed inside the classroom to drop their wards.***
- Students' are advised to carry out any free activities during break and lunch within designated areas.
- Morning assembly will be held on assigned weekdays.
- Students are expected to reach their classrooms for the form tutor period after which they will move for the school assembly accompanied by their form tutor on the scheduled days.
- Students will get an opportunity, on class & section wise rotational basis to celebrate local & international festivals, address their schoolmates and share an insight on major current events, celebrate achievements/successes, talk on historical events and showcase their talent.

## Attendance

- Attendance contributes positively in enhancing learning outcomes & consistency; therefore it is important to be in class each day. The Vice-Principal, upon receipt of a written statement from the parent or guardian explaining the reason for the absence, will excuse absences of students on a case by case basis.
- Students who reach school after 9:15 am must sign in the register upon arrival. Students who leave school early must sign out at the reception before leaving school on producing an out pass approved by the form tutor.

- Students who need pre-planned leave of more than two days require prior approval from the Vice-principal.
- Students taking medical leave should submit their medical certificate.
- Students are advised not to come to school if unwell during their scheduled assessments.
- Students on medical leave during the final assessment will be exempted, and their grades will be determined based on their Continual Assessments. However, if a student is unable to appear for both the Continual Assessments and the final assessment, approval from the Vice Principal is required for promotion to the next course. This decision will be based on the student's previous assessment performances.

### **Parent Teacher Meeting (PTM)**

- Parent Teacher Meetings are regularly arranged by the School to communicate progress of the child.
- Parents can also initiate a meeting with any teacher on a working Wednesday by appointment through an email.

### **Feedback and Suggestions**

- GIG International School accepts feedback/complaints in soft copy from parents/students only via the MCB portal.
- The highest level of escalation for any parent regarding feedback or area for improvement is the Campus CEO.

## 9 School Dress Code

- ✓ Students should comply with the school uniform throughout the time that they are on the school campus or school trips unless informed otherwise.
- ✓ Wearing make-up is not allowed.
- ✓ Colouring or gelling of hair is not allowed.
- ✓ Blue/ Black plain hoodless jackets allowed.

Boys and Girls	
Boys	Girls
<ul style="list-style-type: none"> <li>Green T-shirt with navy blue collar (<i>with GIG International School logo</i>)</li> <li>Navy blue shorts/ pants</li> <li>White socks</li> <li>Black shoes</li> </ul>	<ul style="list-style-type: none"> <li>Green T-shirt with navy blue collar (<i>with GIG International School logo</i>)</li> <li>Navy blue skirts</li> <li>White socks</li> <li>Black shoes</li> </ul>
House T-shirts To be worn during ECA time as well as on House Activity days.	House T-shirts To be worn during ECA time as well as on House Activity days.
Must have their hair trimmed such that it does not touch the collar	Must braid or tie up long hair in a ponytail Colorful hair accessories are not allowed
	Small non-dangling ear studs are allowed



# 10 Guidelines on Usage of MCB Portal

User Login ID and Password will be given by the Admissions Department upon a student's enrolment into our school. Parents can use the details given to log into <https://gigis.myclassboard.com> and access various features online.

Feature	Usage
Calendar	Allows you to view the year and term calendar for your words.
Exam and Results	Allows viewing of your ward's test marks online. E-Report cards are available for download post semester examinations.
Fees History	Allows you to view your payment history and outstanding fees for your wards.
GIGIS Directory	Contact details of the teachers based on modules will be available.
Messaging	This is the main communication channel which can be used for emailing teachers, staff and technical support and view mails from school.
Parents – Teachers Meet	Access is given for a period of time when registration opens for PTM scheduled.
School Bus	Allows you to put a request for the start/stop of transport
Timetable	The timetable of your child can be viewed here.
Assignment/ Homework	Allows parents/students to view home work on a daily basis
Fortnightly/ Monthly report	Allows parents to view the report every Fortnightly/ Monthly
Newsletters	Allows parents to view the E-Newsletter uploaded
Edit Login Info	Edit your password given by the school at the time of admission. Username cannot be changed.

## 11 Scholastic Courses

At GIG International School, we believe in nurturing both academic excellence and holistic development through a well-balanced curriculum of Scholastic Areas and [Co-Scholastic Areas](#).

### Scholastic Areas

Our Scholastic program follows the Cambridge curriculum, focusing modules such as Language English, Mathematics, Sciences, Global Perspectives, ICT( Information and Communication Technology, and Languages ( Hindi/ Tamil/ French). Learning is inquiry-based, with assessments designed to develop critical thinking and problem-solving skills.

### Scholastic Courses Offered

Course Titles	Modules/Subjects	Duration	Mode of Delivery	Entry Criteria
<b>Class 1</b>	<ul style="list-style-type: none"> <li>• Unit of Inquiry</li> <li>• Information and Communication Technology</li> <li>• Language - English</li> <li>• Language - Tamil/Hindi/French</li> <li>• Life Skills Program</li> <li>• Mathematics</li> <li>• Performing and Visual Arts</li> <li>• Physical and Health Education (PHE)</li> </ul>	<b>1 year</b>	face-to-face facilitation, classroom discussion, hands-on training activities based on enquiry based pedagogy	<b>5 years</b> of age at the start of the course and completed <b>minimum two (2) years of Kindergarten</b>
<b>Class 2</b>	<ul style="list-style-type: none"> <li>• Unit of Inquiry</li> <li>• Information and Communication Technology</li> <li>• Language - English</li> <li>• Language - Tamil/Hindi/French</li> <li>• Life Skills Program</li> <li>• Mathematics</li> </ul>	<b>1 year</b>	face-to-face facilitation, classroom discussion, hands-on training activities based on enquiry	<b>6 years</b> of age at the start of the course and <b>completed Class 1 or equivalent</b>

	<ul style="list-style-type: none"> <li>• Performing and Visual Arts</li> <li>• Physical and Health Education (PHE)</li> </ul>		based pedagogy	
<b>Class 3</b>	<ul style="list-style-type: none"> <li>• Language - English</li> <li>• Language - Tamil/Hindi/French</li> <li>• Mathematics</li> <li>• Unit of Inquiry - General Science</li> <li>• Unit of Inquiry - Global Perspectives</li> <li>• Physical and Health Education (PHE)</li> <li>• Performing and Visual Arts</li> <li>• Information and Communication Technology (ICT)</li> <li>• Life Skills Program</li> </ul>	<b>1 year</b>	face-to-face facilitation, classroom discussion, hands-on training activities based on enquiry based pedagogy	<b>7 years</b> of age at the start of the course and <b>completed Class 2 or equivalent</b>
<b>Class 4</b>	<ul style="list-style-type: none"> <li>• Language - English</li> <li>• Language - Tamil/Hindi/French</li> <li>• Mathematics</li> <li>• Unit of Inquiry - General Science</li> <li>• Unit of Inquiry - Global Perspectives</li> <li>• Physical and Health Education (PHE)</li> <li>• Performing and Visual Arts</li> <li>• Information and Communication Technology (ICT)</li> <li>• Life Skills Program</li> </ul>	<b>1 year</b>	face-to-face facilitation, classroom discussion, hands-on training activities based on enquiry based pedagogy	<b>8 years</b> of age at the start of the course and <b>completed Class 3 or equivalent</b>
<b>Class 5</b>	<ul style="list-style-type: none"> <li>• Language - English</li> <li>• Language - Tamil/Hindi/French</li> <li>• Mathematics</li> </ul>	<b>1 year</b>	face-to-face facilitation, classroom discussion,	<b>9 years</b> of age at the start of the course and <b>completed Class 4 or equivalent</b>

	<ul style="list-style-type: none"> <li>• Unit of Inquiry - General Science</li> <li>• Unit of Inquiry - Global Perspectives</li> <li>• Physical and Health Education (PHE)</li> <li>• Performing and Visual Arts</li> <li>• Information and Communication Technology (ICT)</li> <li>• Life Skills Program</li> </ul>		hands-on training activities based on enquiry based pedagogy	
<b>Cambridge Secondary 1 (Class 6)</b>	<ul style="list-style-type: none"> <li>• Language - English</li> <li>• Language - Tamil/Hindi/French</li> <li>• Mathematics</li> <li>• Science - Physics</li> <li>• Science - Biology</li> <li>• Science - Chemistry</li> <li>• Information and Communication Technology (ICT)</li> <li>• Physical and Health Education (PHE)</li> <li>• Performing and Visual Arts</li> <li>• Global Perspectives</li> </ul>	<b>1 year</b>	face-to-face facilitation, classroom discussion, hands-on training activities based on enquiry based pedagogy	<b>10 years of age</b> at the start of the course and <b>completed Class 5 or equivalent</b>
<b>Cambridge Secondary 2 (Class 7)</b>	<ul style="list-style-type: none"> <li>• Language - English</li> <li>• Language - Tamil/Hindi/French</li> <li>• Mathematics</li> <li>• Science - Physics</li> <li>• Science - Biology</li> <li>• Science - Chemistry</li> <li>• Information and Communication Technology (ICT)</li> <li>• Physical and Health Education (PHE)</li> </ul>	<b>1 year</b>	face-to-face facilitation, classroom discussion, hands-on training activities based on enquiry based pedagogy	<b>11 years of age</b> at the start of the course and <b>completed Cambridge Secondary 1 or equivalent</b>

	<ul style="list-style-type: none"> <li>• Performing and Visual Arts</li> <li>• Global Perspectives</li> </ul>			
<b>Cambridge Secondary 3 (Class 8)</b>	<ul style="list-style-type: none"> <li>• Language - English</li> <li>• Language - Tamil/Hindi/French</li> <li>• Mathematics</li> <li>• Science - Physics</li> <li>• Science - Biology</li> <li>• Science - Chemistry</li> <li>• Information and Communication Technology (ICT)</li> <li>• Physical and Health Education (PHE)</li> <li>• Performing and Visual Arts</li> <li>• Global Perspectives</li> </ul>	<b>1 year</b>	face-to-face facilitation, classroom discussion, hands-on training activities based on enquiry based pedagogy	<b>12 years of age</b> at the start of the course and <b>completed Cambridge Secondary 2 or equivalent</b>
<b>Cambridge International General Certificate of Secondary Education (IGCSE) - Year 1 (Class 9)</b>	<ul style="list-style-type: none"> <li>• English - First Language</li> <li>• English - Literature</li> <li>• Hindi as a Second Language</li> <li>• Cambridge O Level Tamil</li> <li>• French - Foreign Language</li> <li>• Mathematics</li> <li>• Mathematics - Additional</li> <li>• Physics</li> <li>• Chemistry</li> <li>• Biology</li> <li>• Global Perspectives</li> <li>• Economics</li> <li>• Business Studies</li> <li>• Computer Science</li> </ul>	<b>1 year</b>	face-to-face facilitation, classroom discussion, hands-on training activities based on enquiry based pedagogy	<b>13 years of age</b> at the start of the course and <b>completed Cambridge Secondary 3 or equivalent</b>
<b>Cambridge International General Certificate of Secondary</b>	<ul style="list-style-type: none"> <li>• English - First Language</li> <li>• English - Literature</li> <li>• Hindi as a Second Language</li> </ul>	<b>1 year</b>	face-to-face facilitation, classroom discussion,	<b>14 years of age</b> at the start of the course and <b>completed IGCSE Year 1 or equivalent</b>



<b>Education (IGCSE) - Year 2</b>  <b>(Class 10)</b>	<ul style="list-style-type: none"> <li>• Cambridge O Level Tamil</li> <li>• French - Foreign Language</li> <li>• Mathematics</li> <li>• Mathematics - Additional</li> <li>• Physics</li> <li>• Chemistry</li> <li>• Biology</li> <li>• Global Perspectives</li> <li>• Economics</li> <li>• Business Studies</li> <li>• Computer Science</li> </ul>		hands-on training activities based on enquiry based pedagogy	
<b>Cambridge International Advanced Subsidiary (AS) &amp; Advanced (A) Levels</b>  <b>(Class 11 to 12)</b>	<p><i>Core Modules/Subjects (Mandatory)</i></p> <ol style="list-style-type: none"> <li>1. English Language (9093) OR English General Paper (8021)* <small>*for AS Level Only</small></li> <li>2. Mathematics (9709)</li> </ol> <p><i>Elective Modules/Subjects (Choose from combinations*)</i></p> <p><small>*More combinations and modules available, provided a minimum cohort size is met</small></p> <ol style="list-style-type: none"> <li>1. Physics (9702) OR Economics (9708)</li> <li>2. Chemistry (9701) OR Accounting (9706)</li> <li>3. Biology (9700) OR Mathematics - Further (9231) OR Business (9609)</li> </ol>	<b>2 years</b>	face-to-face classroom facilitation	<p><b>15 years of age</b> at the start of the course and the fulfills the following requirements:</p> <p><b>Language:</b></p> <ul style="list-style-type: none"> <li>• Cambridge IGCSE English Minimum Grade – D or equivalent</li> </ul> <p>If a student's score in English in the above is E, the student will be offered English General Paper (AS Level Only) - 8021 instead of English Language - 9093.</p> <p><b>Academic:</b></p> <ul style="list-style-type: none"> <li>• Cambridge IGCSE - Minimum Grade – D in 4 modules of which 1 module has to be English in IGCSE Level or equivalent</li> </ul>

# 12 Languages Offered at GIG

## **Languages( Hindi/ Tamil/ French)\*:**

There are 3 language options such as Hindi/ Tamil/ French at GIG from which parents choose.

## **Language Transfer Policy:**

Policy at GIG International School regarding changing a second language from class 3 to Camb Secondary 2 is as below:

Parents are given clarity about the language policy during the admission process. The school's policies are kept informed to the whole school community.

**Counselling by Head of Department:** The first step involves the student and the parent being counselled by the head of the department/ Moderator responsible for languages. This counselling session likely aims to understand the reasons behind the desire to change the language and to provide information about the implications of such a change.

**Provision of syllabus and Schedule:** The school provides the student and the parent with the syllabus for the new language\* in advance. This allows them to familiarize themselves with the curriculum and expectations associated with the language they are switching to.

**Aptitude Test:** As part of the transition process, the student is invited to take an aptitude test for the new language\* based on the time frame discussed and agreed by both the parties. Clearing this test likely demonstrates the student's readiness and ability to succeed in the new language.

## **Language (Hindi/ Tamil/ French) Exemption:**

At GIG International School, language learning is an integral part of the curriculum, but there may be situations where a student can be exempted from studying a language\*( Hindi/ Tamil/ French). The school's policy on **language exemption** might consider the following factors:

## 1. Learning Difficulties or Special Educational Needs

- If a student has documented learning difficulties, such as dyslexia or other special educational needs, that significantly impact language acquisition, parents may apply for an exemption. The school management would review the case and determine whether an exemption would be more appropriate.
- A formal assessment or a report from an educational psychologist / Psychiatrist might be required to support the exemption request.

## 2. Transfer from a Non-Language Curriculum

If a student transfers to GIG International School from a curriculum or educational system that did not require learning a language\* / or the student did not learn the language offered by the school, they may be considered for an exemption.

### Exemption Process

- **Application:** Parents would need to submit a formal request for a language exemption, providing supporting documents (medical reports, Special Education Needs assessments, evidence of not having learned the second language etc.).
- **Review by School Administration:** The request would be reviewed by the school's administration, including the Vice Principal/ coordinator and any relevant departments.
- **Decision and Communication:** The school would inform the parents of the decision, and if granted, alternative arrangements would be made, such as utilising the language periods for completion of work/reading periods.

**No Special Provisions:** Students who are granted an exemption from learning a language\* will not receive any special provisions or alternative arrangements from the school other than aforementioned.

**Board Registrations:** Students who have been exempted from a language\* will not be registered for the IGCSE board examinations in that module. This means that the student will not have the opportunity to take the IGCSE exam for the language\*, which may impact their overall qualifications and module choices in future academic pursuits especially at the Singapore Universities.

## 13 Co-Scholastic Areas

Beyond academics, students engage in Co-Scholastic activities that foster creativity, teamwork, and leadership.

At GIG International School, co-scholastic modules are designed to complement academic learning and support the holistic development of students. These modules provide opportunities for students to explore their interests, develop skills, and engage in creative and physical activities. The co-scholastic modules typically offered include:

1. Visual Arts: Encouraging creativity through various forms of art such as drawing, painting, sculpture, and digital art.
2. Performing Arts: Includes music, dance, drama, and theatre, helping students express themselves creatively and build confidence.
3. Physical & Health Education (PHE): Promotes physical fitness, teamwork, and sportsmanship through various sports and fitness activities.
4. Life Skills: Equips students with essential life skills such as communication, time management, and problem-solving.
5. ICT (Information and Communication Technology): Enhances digital literacy by introducing students to coding, digital tools, and other technological skills.

### *Extra-Curricular Activities (ECA)*

Extra-Curricular activities (ECA) are activities that take place outside regular teaching, during school hours every week for two teaching periods. As such, they fall within the scope of the school curriculum.

ECA develops mental needs of students such as a sense of moral values and attitudes, leadership, team building, and creative skills. Physical fitness is involved too, which also acts as stress busting through play.

Through ECA, students can learn to communicate, to cooperate with other people and enrich their life experience through experiential learning. ECA includes the following activity choices of which students can choose one:

*ECA choices are as follows:*

1. Badminton
2. Basketball

3. Soccer
4. Swimming (Class 4 & above)
5. Taekwondo
6. Chess
7. Table tennis

### *Co-curricular Activities (CCA)*

CCA's are an integral part of our students' holistic education. In CCA, students discover their interests and talents while developing values and competencies that will prepare them for a rapidly changing world. Participation in CCA fosters social integration and deepens students' sense of belonging, commitment and sense of responsibility to school, community and nation.

CCA gives students the chance to pursue specific interests or ideas through the range of activities and clubs available in school. Co-Curricular activities (CCA) are activities that take place like the ECA outside regular teaching, during school hours every week for one teaching period. As such, it falls within the scope of the school curriculum.

CCA includes clubs and activities of interests from which students can choose one:

1. Art and Craft
2. Keyboard
3. Ukulele (for Class 4 and above only)
4. Yoga
5. Dance
6. Model United Nations (for Class 4 and above only)
7. Speech and Drama
8. Robotics Club (for Class 4 and above only)
9. Coding Club (for Class 1 - 3 only)

GIGIS understands that any holistic education is dependent on a cooperative approach between parents and school; it is vital that parents are fully aware of and committed to the success of the school's ECA and CCA policies.

### **Scholastic Support Activities**

- Field trips, Overseas Service Learning Trip, Collaborative Projects

Field trips are an integral part of their learning for all levels. These strengthen students' opportunities to learn beyond the confines of the classroom and explore new areas of learning.

- External Examinations



Students are enabled to participate in examinations conducted by eminent national and international bodies such as SOF( Science Olympiad Foundation) and ICAS (**International Competitions and Assessments for Schools**).

- Debates

Students are given opportunities to participate in debate programs conducted by local schools and debating championships such as the Julia Gabriel Group, among others.

- Project Exhibition

Students are assigned different topics and specific projects for each level during school holidays, and they are given opportunities to exhibit their projects on various topics

- Language Week

School organises language week for all levels to improve oral/ conversational skills of students in the second language. Some of the activities conducted during language week are drama, skit and poem recitation.

- Kindness Week

Kindness Week initiatives promote acts of compassion, teamwork, and appreciation, reinforcing a positive school culture.

- House system

All the students are allocated into four Houses (Diamond, Emerald, Ruby & Sapphire) and weekly activities as well as competitions are organised to bring out the best in our students. These also help in building up team spirit amongst them. Points are allocated to the Houses for each activity and the cumulative results are calculated. Moreover, for the lower primary, each student will get to participate in most of these competitions as we consider these to be learning ladder activities.

## 14 Assessment and Examination Guidelines

The scope of assessment at GIGIS extends to almost all areas of the student's development. It includes both scholastic and co-scholastic areas and is comprehensive in nature.

Assessment is continuous and reveals the strengths and areas of improvement of the students frequently, so that the learners have a better opportunity to understand and improve themselves. It also provides feedback to the teachers for improvement /enhancement of their teaching strategies according to individual student needs.

In view of getting a complete picture of the child's learning, assessment focuses on the learner's ability to:

- Learn and acquire desired skills related to different module areas.
- Acquire a level of achievement in different module areas in the requisite measure.
- Develop individual skills, interests, attitudes and motivation.
- Monitor the improvements and progress in a child's learning and behaviour over a period of time.
- Respond to different situations and opportunities both in and out of school.
- Apply what is learnt in a variety of environments, circumstances and situations.
- Work independently, collaboratively and harmoniously.
- Analyse and evaluate.
- Be aware of social and environmental issues.
- Participate in social and environmental projects.
- Retain what is learned over a period of time.

The assessments are done with the purpose to achieve the following objectives:

- To help develop cognitive, psychomotor and effective skills.

- To lay emphasis on thought process and de-emphasis on memorisation.
- To make evaluation an integral part of teaching-learning process.
- To use evaluation for improvement of students' achievement and teaching-learning strategies on the basis of regular diagnosis followed by remedial instructions.
- To use evaluation as a quality control device to maintain desired standard of performance.
- To determine social utility, desirability or effectiveness of a programme and take appropriate decisions about the learner, the process of learning and the learning environment.
- To make the process of teaching and learning a learner-centered activity.

Assessments are done on a regular basis through journals, written work, portfolios, project work, classroom interactions, peer and /or self-assessments, tests along with many other learning tasks. There are two summative assessments at the end of each of the two semesters.

## Scholastic Assessment Types and Descriptors:

( FA-Formative Assessments, SA-Summative Assessment )

Courses	Term 1	Term 2
<b>Classes 1 - 2</b>	FA1, FA2 Max Marks: 25 Duration: 1 hour	FA3, FA4 Max Marks:25 Duration: 1 hour

<b>Classes 3-5</b>	FA1, FA2 (Non-Paper based), SA-1 exam  <b>FA1</b> Max Marks - 40M Duration- 1.5hrs  <b>SA1</b> Max Marks-50M Duration - 2hrs	FA3, FA4 (Non-Paper based), SA-2  <b>FA 2</b> Max Marks - 40M Duration- 1.5hrs  <b>SA2</b> Max Marks-50M Duration - 2hrs
<b>Cambridge Secondary 1-3</b>	Cyclic Test 1, FA1, FA2 (Non-Paper based), SA-1 exam  <b>Cyclic Test</b> Max Marks : 25 Marks each Duration : 45 Minutes  <b>FA1</b> Max Marks-50 Marks each Duration- 1.5 hrs  <b>SA1</b> Max Marks- <u>Mathematics &amp; Sciences</u> Max Marks :100 Marks each Duration : 3 hrs each <u>Global Perspectives</u> Max Marks :70 Marks Duration- 2 hrs <u>Languages</u> Max Marks :80 Marks Duration: 3 hrs	Cyclic Test 2, FA3, FA4 (Non-Paper based), SA-2  <b>Cyclic Test</b> Max Marks : 25 Marks each Duration : 45 Minutes  <b>FA3</b> Max Marks - 50 Marks each Duration- 1.5hrs  <b>SA2</b> Max Marks- <u>Mathematics &amp; Sciences</u> Max Marks :100 Marks each Duration : 3 hrs each <u>Global Perspectives</u> Max Marks :70 Marks Duration- 2 hrs <u>Languages</u> Max Marks : 80 Marks Duration: 3 hrs

<b>IGCSE Year 1</b>	<p><b>Cyclic Test</b></p> <p>Max Marks : 25 Marks each, Sciences -40 Marks Duration: 45 Minutes</p> <p><b>FA1- &amp; FA 3-</b></p> <p>Max Marks-60Marks Duration- 1.5 hrs</p> <p><b>SA1:</b></p> <p><u>English First Language</u> Max. Marks -160 Marks Duration - 4 hours <u>Hindi as a second language</u> Max Marks: 100 Marks ( 60 + 40) Duration : 2 hrs 55 min <u>French as a Foreign Language</u> Max Marks: 170 marks Duration : 3 hours <u>Cambridge O Level Tamil</u> Max Marks:100 Marks Duration : 3 hours <u>Physics</u> Max Marks:160 Marks Duration: 3 hours <u>Chemistry</u> Max Marks:160 Marks Duration: 3 hours</p>	<p><b>Cyclic Test</b></p> <p>Max Marks : 25 Marks each, Sciences -40 Marks Duration: 45 Minutes</p> <p><b>FA1- &amp; FA 3-</b></p> <p>Max Marks-60Marks Duration- 1.5 hrs</p> <p><b>SA 2:</b></p> <p><u>English First Language</u> Max. Marks -160 Marks Duration - 4 hours <u>Hindi as a second language</u> Max Marks: 100 Marks ( 60 + 40) Duration : 2 hrs 55 min <u>French as a Foreign Language</u> Max Marks: 170 marks Duration : 3 hours <u>Cambridge O Level Tamil</u> Max Marks:100 Marks Duration : 3 hours <u>Physics</u> Max Marks:160 Marks Duration: 3 hours <u>Chemistry</u> Max Marks:160 Marks Duration: 3 hours</p>
---------------------	--	---

<b>IGCSE Year 2</b>	<p><b>FA1</b></p> <p>Max Marks-60 Marks</p> <p>Duration- 1.5hrs</p> <p><b>SA 1</b></p> <p><u>English First Language</u></p> <p>Max. Marks -160 Marks</p> <p>Duration - 4 hours</p> <p><u>Hindi as a second language</u></p> <p>Max Marks: 100 Marks ( 60 + 40)</p> <p>Duration : 2 hrs 55 min</p> <p><u>French as a Foreign Language</u></p> <p>Max Marks: 170 marks</p> <p>Duration : 3 hours</p> <p><u>Cambridge O Level Tamil</u></p> <p>Max Marks:100 Marks</p> <p>Duration : 3 hours</p> <p><u>Physics</u></p> <p>Max Marks:160 Marks</p> <p>Duration: 3 hours</p> <p><u>Chemistry</u></p> <p>Max Marks:160 Marks</p> <p>Duration: 3 hours</p> <p><u>Biology</u></p> <p>Max Marks:160 Marks</p> <p>Duration: 3 hours</p> <p><u>Business Studies</u></p> <p>Max marks : 160 Marks</p> <p>Duration : 3 hours</p>	<p><b>FA 3</b></p> <p>Max Marks-60M</p> <p>Duration- 1.5hrs</p> <p><b>SA 2</b></p> <p><u>English First Language</u></p> <p>Max. Marks -160 Marks</p> <p>Duration - 4 hours</p> <p><u>Hindi as a second language</u></p> <p>Max Marks: 100 Marks ( 60 + 40)</p> <p>Duration : 2 hrs 55 min</p> <p><u>French as a Foreign Language</u></p> <p>Max Marks: 170 marks</p> <p>Duration : 3 hours</p> <p><u>Cambridge O Level Tamil</u></p> <p>Max Marks:100 Marks</p> <p>Duration : 3 hours</p> <p><u>Physics</u></p> <p>Max Marks:160 Marks</p> <p>Duration: 3 hours</p> <p><u>Chemistry</u></p> <p>Max Marks:160 Marks</p> <p>Duration: 3 hours</p> <p><u>Biology</u></p> <p>Max Marks:160 Marks</p> <p>Duration: 3 hours</p> <p><u>Business Studies</u></p> <p>Max marks : 160 Marks</p> <p>Duration : 3 hours</p>
---------------------	--	--



	<u>Global Perspectives</u> Max marks : 70 Marks Duration: 1 hour 15 Min <u>Economics</u> Max Marks:120 Marks Duration: 3 hours <u>English Literature</u> Max Marks : 160 Marks Duration : 4 hours <u>Mathematics (Extd)</u> Max marks : 200 Marks Duration : 4 hours <u>Mathematics (Core)</u> Max Marks : 160 Marks Duration : 3 Hours <u>Mathematics - Additional</u> Max marks : 160 Marks Duration: 4 hours	<u>Global Perspectives</u> Max marks : 70 Marks Duration: 1 hour 15 Min <u>Economics</u> Max Marks:120 Marks Duration: 3 hours <u>English Literature</u> Max Marks : 160 Marks Duration : 4 hours <u>Mathematics (Extd)</u> Max marks : 200 Marks Duration : 4 hours <u>Mathematics (Core)</u> Max Marks : 160 Marks Duration : 3 Hours <u>Mathematics - Additional</u> Max marks : 160 Marks Duration: 4 hours
--	--	--

- ❖ IGCSE Yr 2 FA 4 will be considered as Pre-Board 1 and SA2 will be considered as Pre-Board 2 Except in case of Hindi as a second Language where FA3 will be considered as Pre-board 1 and FA4 will be considered as Pre-board 2 and SA2 marks would be the marks obtained in the board exams

## Scholastic Performance Profile Descriptors

### Primary Level

Marks Range	Grade Descriptor	Grade Point
81 – 100	A	5
61 – 80	B	4
41 – 60	C	3
33 – 40	D	2
Below 32	E	1

### Secondary Level

The students of Courses - **Cambridge Secondary 1 to 3** will be assessed on a 6 point scale:

Score Range (%)	Grade	Scale of Achievement
86-100	A1	6
71-85	A	5
56-70	B	4
41-55	C	3
40	D	2
0-39	E	1

In internal assessments, the students of Courses - **IGCSE Year 1 and 2** will be assessed on an 8 point scale.

Score Range	GRADE	Scale Of Achievement
91-100	A1	8
81-90	A2	7
71-80	B1	6
61-70	B2	5
51-60	C1	4
41-50	C2	3
33-40	D	2
32 & Below	E	1

## Scholastic Weightages

### Primary Level

The weightage for the Terms 1 and 2 of Courses - **Classes 1 and 2** will be as follows:

Term 1			Term 2			Overall Grade
FA1	FA2	100%	FA3	FA4	100%	Average of Term 1 and Term2
50%	50%		50%	50%		

- ***FAs constitute CCEs - 60% (Short tests, Quizzes, projects, concept tests etc) and written papers - 40%***

The weightage for the Terms 1 and 2 of Courses - **Classes 3-5** onwards will be as follows:

Term 1			Term 2			Overall Grade
FA1 + FA2	SA 1	100%	FA3 + FA4	SA 2	100%	Total
30%+30%	40%		30% + 30%	40%		Average of Term 1 and Term 2

- ***FAs & SAs constitute CCEs - 60% (Short tests, Quizzes, projects, concept tests etc) and written papers - 40%***
- ***FA2 and FA4 are non-paper based assessments***

For a term in the academic session the total weightage of Formative is 60% and Summative is 40%. The final Primary overall grade of each module will be calculated using average of Term 1 and Term 2 scores.

The aggregate score is calculated by taking the average of overall scores of all scholastic modules.

## Secondary Level

The weightage for the internal assessments for Terms 1 and 2 of **Cambridge Secondary 1 to IGCSE Year 2** will be as follows:

Term 1			Term 2			Overall Grade
FA1 + FA2	SA 1	100 %	FA3 + FA4	SA 2	100%	Total
20%+20%	60%		20% + 20%	60%		Average of Term 1 and Term 2

- ***FAs & SAs constitute CCEs - 40% (Short tests, Quizzes, projects, concept tests etc) and written papers - 60%***
- ***FA2 and FA4 are non paper based assessments***

For a term in the academic session the total weightage of Formative is 40% and Summative is 60%. The final Secondary aggregate is calculated at average of Term 1 and Term 2.

## 15 Academic Excellence-GIG Awards:

Award Categories: The GIG Awards comprise two categories:

***Module/Subject Proficiency and General Proficiency.***

**Eligibility:** Students from classes 3 upwards are eligible for consideration for the GIG Awards.

***Module/Subject Proficiency:*** To qualify for the Module/Subject Proficiency award, students must demonstrate exceptional proficiency in individual modules based on their academic performance throughout the academic year. This evaluation solely considers written assessments and excludes Continuous and Comprehensive Evaluation (CCE) components.

***General Proficiency:*** The General Proficiency award recognizes overall academic excellence. Students must exhibit outstanding performance across all modules.

**Exclusion:** Students who are absent or exempted from assessments are not entitled to the General Proficiency award. However, if a student is present for other modules, he or she would still qualify for Module/Subject Proficiency award but not for General Proficiency.

**Mid-Year Joiners:** Students who join the school mid-year are not eligible for the GIG Awards. Eligibility is based on academic performance across the entire academic year.

**Selection Criteria:** The selection process for GIG Awards is purely based on academic performance, emphasizing consistent excellence throughout the academic year.

# 16 Lead Merit Scholarship

Eligibility for LEAD MERIT Scholarship:	Scholarship term	No. of Scholarship	Applicable Fee Type	% of scholarship offered	Scholarship Amount SGD for up to 3 Years
Cambridge Secondary 1 to 3  IGCSE Year 1 to Year 2	Starting April 21 to March 24 (3 sessions) applicable	Up to 30 (10+10+10)	Annual fee and one time Registration fee	100% on Registration fee & 50% on monthly fee*	Up to 25,000
				100% on Registration fee & 30% on monthly fee*	Up to 15,000
				100% on Registration fee & 20% on monthly fee*	Up to 11,000

\*Monthly fee consists of Tuition fees and any other recurring fee except Books, Uniform and transport

## Merit Scholarship - Criteria

The merit scholarship is one of the several measures that the school has adopted to promote merit among students as well cultivate meritocracy. Scholarship will apply to one-time registration fee and monthly fee.

A. Maximum of 20% of scholarships in each class/Course are reserved for internal (GIG –Singapore) qualifying students as per criteria A. A student must have secured following grades /equal percent marks (95%+ percent is grade A\* & 90%+ Percent is A) in final /annual qualifying exams in last 2 academic sessions (in Courses/Classes 4 & 5)

- a. A\* English, Mathematics & Science 50% of monthly Fee+100% Registration fee
- b. A\* in Mathematics & Science, A in English 30% of monthly fee +100% Registration fee
- c. A In English, Mathematics & Science 20% of monthly fee + 100% Registration fee

B. Student must have studied at least one session in Singapore

C. Students holds DP or Singapore PR immigration status in Singapore



- D. Scholarship offer is only valid till immigration status mentioned in point C is valid
- E. In order to enjoy scholarship for the rest of the term one must continue to score a minimum of A in all Languages, Math & Science in both assessments (school term).
- F. Must actively participate in ECA & CCA programs of school from time to time
- G. Must maintain minimum 75% of attendance to school
- H. Must not violate student code of conduct
- I. Parents have to provide all supporting documents required by school

All scholarships will be subject to approval/discretion of the Academic Board of the school and can be withdrawn at any time if the Management so desires. Applicants will have to apply each year fresh and is subject to overall availability within norms.

## 17 School Policies

### a) Assessment Appeal Policy

#### 1. Internal Assessments (Formative and Summative Assessments)

##### Answer Script appeal policy:

Phase I (Module Level)

- The assessment policy is relevant to tests/assessments and semester exams for Courses: **Class 1 to IGCSE Year 2**. All corrected answer scripts for all the assessments are handed to students except for Pre-board IGCSE Year 2 and Extended Mathematics of IGCSE Year 1 which are retained post the appeal process Phase I is complete.
- Students may appeal for a re-evaluation/correction within **2 working days** on receiving the corrected **answer scripts**/date of handing of evaluated answer scripts as communicated in assessment schedule from time to time.

##### Results appeal policy:

Phase II (Course Level)

- Students will be allowed **8 working days** from the release of course **assessment results** (date of Publication of Performance Profile) to submit an appeal for results/awards and the appeal results will be released within **30 working days** from the date of appeal.

- Appeals must be emailed to the Level Coordinator marking a copy to the Vice-Principal via MCB.
- The COD and module teacher review the appeal under supervision of Exam-In-Charge/Head of Department/Module moderator, and the paper is re-evaluated. Modified marks will be re-entered in the system.
- Internal assessment appeal results are released within 30 working days from the date of appeal.
- Appeals submitted **after** the stipulated **8 working days** will **not** be entertained, and results will be considered final.

## **2. External Assessments (IGCSE, Cambridge AS & A Levels)**

GIG will follow and support as per the policies and timelines set by CAIE/other external boards for the release of External assessment appeal results.

### **b) Promotion Policy**

*For promotion, only written papers are considered.*

#### **Scholastic Promotion Policy**

##### **Primary Level**

Primary students are not retained as per school policy. However, if a student is found struggling with the curriculum and does not show any improvement, the parent is let known of their child's performance during the PTMs. The sole objective of the first counselling session, which should take place after the first term, is to give the student an opportunity to work hard and improve his/her grades in subsequent assessments.

After regular monitoring of the performance of such children, counselling should be repeated in February for those cases still not shown improvement. In case the child scores below D in more than half the modules in SA2/FA4, it is indicative of the fact that the child will not be able to cope with the curriculum of the next course. Parents are expected to make a written request to the school to retain the child in the same course.

##### **Secondary Level**

Students must obtain a score of  $\geq 40\%$  in written papers of each module to be promoted\* to the next course.

\*except for IGCSE Year 2 - promotion is based on board results. Higher than U grade in CIE is considered a pass.

- i) In case a student secures less than 40% aggregate and below 35% in more than 2 modules of the written paper, a student will not be promoted to the next class.
- ii) In case a student scores  $\geq 35\%$  in one module and  $\geq 40\%$  in all other modules, and has a consolidated aggregate score of  $\geq 40\%$ , they may be promoted under the “**weak pass**” category.
- iii) In case a student scores  $< 35\%$  in one module and  $\geq 40\%$  in all other modules, and has a consolidated aggregate score of  $\geq 40\%$ , they may be promoted under the discretion of the Vice Principal/CEO.
- iv) In case a student scores 40% aggregate and 35% and below in not more than two modules, they will be promoted under the ‘**conditional promotion**’ category, provided the student will retake the written papers within 10 working days after the publishing of results and scores  $\geq 40\%$  in each of those modules in the re-test.

## Attendance Requirement

Students must have a minimum attendance of 75% per term for non-student pass holders. If a student's attendance falls short of 75%, approval of Vice-Principal is deemed necessary. Student pass holders must maintain at least 90% monthly attendance. If a student falls below 90% attendance in any month, the school will report this matter to ICA. Continued low attendance may result in Cancellation of the Student Pass, Ineligibility for renewal and Future visa or pass applications being affected as per ICA . The school must be notified of absences due to Valid Reasons:

Medical leave (supported by an MC – medical certificate) and Compassionate grounds (with official documentation)

## Exemption Criteria

Exemption from an assessment may also be applicable under certain circumstances other than medical sickness, depending on the policies of the educational institution or the governing body. Some common reasons for exemption might include:

**Family Emergency:** If a student experiences a family emergency, such as a death in the family or a serious illness of a close relative, they may be eligible for an exemption from the assessment. An email stating the reason must be sent to the school authority for approval. In certain cases documentation, such as a death certificate or a doctor's note, may be required to support the exemption request.

**Official School Activities:** If a student is participating in an official school event or activity that conflicts with the assessment schedule, they may be exempt from the

assessment. This could include academic competitions, athletic events, or other school-sponsored activities.

**Unforeseen Circumstances:** In some cases, unforeseen circumstances beyond the student's control may warrant an exemption from the assessment. This could include sudden illness (other than medical sickness requiring a medical certificate).

**Examination Exemption for Newly Enrolled Students:** Any new student who has been enrolled **for less than three weeks** will be exempted from the subsequent examination.

## Co-Scholastic Grading

The grades obtained in different co-scholastic modules will be converted into grade points by using the 3 point scale. Please visit [www.gigis.edu.sg](http://www.gigis.edu.sg) for a comprehensive overview of the grades.

Marks	Grade	Description
>81	A	Proficient
51-81	B	Developing
<51	C	Emerging

## **c) ECA/ CCA Policy(*Extra Curricular/ Co-curricular activities*)**

1. The success of the GIGIS CCA ECA program is primarily dependent on the positive disposition and good behaviour of the students. As a general rule, the school's existing discipline policy applies to CCA and ECA, as the students are representative of the school at all times
2. Compliance with all instructions given by bus drivers, instructors, coaches during CCA/ECA whether the activity is held outside/inside the school.

3. It is mandatory that once a particular ECA & CCA activity is opted for it cannot be changed for 2 consecutive years. By continuing the same ECA/CCA for two years, students can focus on gradual, sustainable development, ensuring that school teams are well-equipped, skilled, and cohesive. This approach is especially important for creating lasting success and fostering a culture of commitment and excellence in the chosen activities.
4. Likewise, January to March intake carry on with the same ECA/CCA for the next two Academic years.
5. Changes in the activity are accepted in case the parent provides a request for change within the first 2 weeks of allotment and availability of spot in the requested activity. A request for a change of ECA, CCA in between the above-mentioned intervals will only be entertained when there are medical reasons involved (necessary documentation to be furnished) or under special circumstances, when the school reserves the right to make a change.

#### *Evaluation:*

The assessment of performance in ECA and CCA will be communicated to parents every term and will be conducted by the respective coaches/instructors. At the end of each term the respective coaches/instructors will conduct an assessment and students will be graded accordingly. (*Refer to Co-Scholastic Promotion Policy stated above*).

#### *Review Procedures of ECA & CCA Policy:*

The above policy will be reviewed every two years, by a team comprising of the co-scholastic coordinator, the Vice-Principal, and the management representative. This review would survey the feedback of teachers, students, and parents. This would include analyzing the ECA & CCA records to examine the impact of the policy on the program at GIGIS and address any policy areas that need amendment or improvement.

## **d) Student Attendance and Discipline Policy**

### **Student Attendance Requirement Guidelines**

- The school encourages all its students to be regular and punctual for their daily classes. Please note the attendance requirement and leave application guidelines as mentioned below.
- All students up to IGCSE Year 2 should have a minimum attendance of 75% per term, failing to do so may affect promotion to the next class/level. (*\*considerations are at the discretion of the Vice Principal, only in special cases*).

### **Guidelines regarding communication of leave of absence for the student**

- A leave request for the ward(s) giving details of reasons and the specific dates for which leave is sought, should be made by the parent to the class teacher over e-mail or by sending a handwritten letter. If the duration of leave exceeds two (2) days, the parent is required to email the School Vice Principal.
- Leave application via MCB for absence will be considered as the official medium of communication.
- Phone calls will **not** be accepted for leave requests.
- Unauthorised leave/ Exempted leave could affect student's award chances in both Scholastic & Co-scholastic areas.

## **e) Discipline Policy**

**Advisory: School Vice Principal**

### Members

- Discipline Committee Members (Co-ordinators/Teachers)
- Discipline Committee Members (Student Council)

### Statement

GIGIS Discipline Policy aims to encourage the development and maintenance of positive relationships between all members of the school community as an integral part of all aspects of school life.

### Beliefs

At GIGIS, we believe that:

- ❖ Self-esteem is crucial to the positive development of all individuals.
- ❖ All individuals are to be valued and treated with respect.
- ❖ All individuals have rights and responsibilities with regard to their behaviour.
- ❖ Positive relationships create a safe, harmonious and cooperative working environment.
- ❖ Behaviour management is the responsibility of the entire school community.

### Aims

At GIGIS, we aim to:

- ❖ Encourage all individuals to accept and act upon their responsibilities.
- ❖ Enhance the self-esteem of all individuals through positive action; Support all individuals when required.
- ❖ Encourage and maintain positive relationships between all members of our school community.
- ❖ Ensure that the preferred behaviour management practices are meaningful and consistent throughout the committee.

### Proactive Approach

GIGIS supports a proactive rather than reactive approach to Behaviour Management by putting the following procedures in place.

#### *Preferred Behaviour Management Practices*

The objective of this policy is to achieve the stated aims by providing the procedures to ensure good practices in the areas of Prevention, Correction and Support. These three areas are cyclical and are covered by three factors – consistency, clear rules and fair treatment.

#### *Preferred Practices*

- All teachers will clarify the common rights, rules and responsibilities.



- The school rights-responsibilities-rules-routine code forms the basis for all behaviour management.
- The school community will actively promote, teach and support positive behaviour.
- Use positive corrective practice wherever possible.
- Keep the focus on primary behaviour.
- Invite, model and expect respect.
- Build, promote and utilise a united approach to behaviour management.

**Prevention** involves building positive and avoiding negative behaviour through the understanding of rights, responsibilities and the establishment of rules and routines.

**Correction & Support** involves supporting staff, students and parents through feedback as well as repairing and rebuilding relationships. Correction involves dealing with negative behaviours by applying corrective action both immediate and deferred.

#### Rights-Responsibilities-Rules-Routine

Through the development of rights and responsibilities of the members of our school community together with the establishment of whole school rules and routines there exists a consistent and clear approach to manage behaviour within the school as a whole.

**Rights:** A right is something an individual is entitled to. At GIGIS every individual has rights and is thereby entitled to:

- Feel safe at school
- Teach/learn to the best of his/her ability
- Be treated with respect
- Feel comfortable at the school

**Responsibilities:** A responsibility is something for which one is responsible – legally or morally obliged to take care of something or to carry out a duty. At GIGIS, everybody has responsibilities. The responsibility of students, staff and parents as a part of the school community is to respect the rights of others.

**Rules:** A rule is a statement of what can, must or should be done in a certain set of circumstances. To protect the rights and to encourage responsibility, there are rules

for everyone. At GIGIS, it is expected that everyone follows the rules as stated in the academic policy.

### **Guidelines for appropriate discipline**

#### *Responsibility of the student*

Students are expected to always comply with the school rules in the school.

Students must refrain from:

- Going to unauthorised areas
- Missing class(es).
- Indulging in frequent absenteeism from classes.
- Being present in school beyond school hours without teacher's permission/supervision.

#### **Corrective Measures**

Students:

- The student will receive formal counselling
- Parents will be notified

### **Unacceptable Behaviour**

At any time, no student (or parent of a student, where applicable) of GIGIS shall indulge in any of the following activities:

1. Physical or verbal assault on a fellow student or teacher or any member of the staff
2. Use of abusive language, quarrelsome and riotous behaviour
3. Acting in a manner that is or may be detrimental to the reputation, dignity, interest, or welfare of the school
4. Contravention of the rules, policies, guidelines, codes of conduct, or procedures may from time to time be prescribed by the school
5. An offence involving or resulting in criminal activity

6. Theft, fraud or misapplication in connection with school funds or property of any kind
7. Mutilation/destruction of school records and property; or the property of another student, or employee of the school
8. Falsification or misuse of school documents or records, including (without prejudice to the generality of the foregoing) certificates in connection with degrees and other academic distinctions
9. Fraud, dishonesty, any act of bad faith, or impersonation of others, within or outside the school, in connection with the student's academic attainments or financial awards, the student's admission to the school, or otherwise in connection with the school
10. Contravention of conditions stipulated or undertakings made by the student in connection with admission to the school
11. Disrespectful behaviour, rumour mongering, character assassination, defamation of, assault or battery against any employee or student of the school
12. Sexual, racial, or any other kind of harassment of any employee or student of the School
13. Maliciously and without reasonable cause, laying a complaint against any employee or student of GIGIS
14. Ragging, which term shall, without prejudice to the generality of the term, include conduct intended
  - 14.1. To humiliate another student or hold such other student up to ridicule; or
  - 14.2. To interfere with another student's peaceable enjoyment of his/her privileges, benefits, rights or facilities
15. Bullying - as the repeated behaviour of a student, an individual student within a group of students or group of students that intends to cause the victim(s) to feel frightened, threatened, intimidated, humiliated, disgraced, ostracised, or physically abused. Bullying implies an imbalance in power or strength in which the student being bullied has difficulty defending him or herself. Bullying can take many forms, including physical, verbal, social / relational and/or cyber bullying;
16. Plagiarising, giving or receiving unauthorised assistance in academic work, or other forms of academic dishonesty

17. Indulging in or encouraging any form of malpractice connected with examination or other school activities
18. Disruption or improper interference with:
  - 18.1. The academic activities or administration of the school; or
  - 18.2. The performance of duties by any employee of the school
  - 18.3. Indulging in any sort of agitation to coerce or embarrass the school authorities
19. Failing to comply with any disciplinary sanction or other requirement imposed on such a student
20. Habitual late coming and frequent absenteeism
21. Insubordination and defiance of lawful order
22. Telling lies about students, teachers, parents or about any matters pertaining to the school
23. Possessing and/or using liquor, narcotics or cigarettes on the school premises
24. Possessing and/or using of weapons, explosives, and other objectionable materials; within school premises.
25. Divulging confidential matters relating to school
26. Propagating or indulging in communal or sectarian activity
27. Discouraging the public in seeking admissions or encouraging them in withdrawing admissions from the school or any other school being run by the management
28. Misleading or cheating the school, by way of submitting false or fake documents/certificates or intentionally makes misleading statements to the school
29. Defaming the school or the school management or the people associated with the school in public or discloses incorrect information about the school so as to bring ill repute to the school or its management committee or its present employees or the institution as a whole
30. Adding or attempting to add harmful foreign substances to food or beverages, including spitting into food or beverages or spitting on food trays

31. Entering GIGIS property when previously prohibited or remaining on school grounds after receiving a request to depart will be considered as a violation of school's code of conduct
32. Falsifying signatures or data on official records. Refusal to give correct identification or giving false identification when requested to do so by a staff member
33. Distributing literatures of inflammatory, libelous or slanderous material within or near school property
34. Leaving school buildings or grounds during school hours without proper clearance
35. Running and / or making excessive noise in the hall or building, Loitering, or occupying an unauthorised area in the school or on the school ground
36. Carrying mobile phones to school
37. Convicted by a court of law for criminal penalty.

Breach of any of the above Unacceptable Behaviour by a student may lead to exercise of discipline powers by the School under the Suspension and Expulsion Policy.

## **f) Student Suspension & Expulsion Policy**

### **Suspension from School**

Suspension is the temporary removal of a child from the school for violation of GIGIS policies and/or rules. It is a warning sign of unacceptable behaviour that needs to be addressed immediately. Suspension must be taken seriously and here's what parents and students need to know:

Suspension is a serious disciplinary action in which a student is removed from the regular classroom for a day or longer. Only the Vice-Principal has the authority to suspend a student.

## Reasons for Suspension

The reasons include (but are not limited to) the following acts by a student whether during the school working hours or after and whether inside the school premises or outside. Please note that any breach listed in the 'GIGIS Code of Conduct' may also be deemed as a reason for suspension: *(Please refer to the GIGIS Code of Conduct)*

1. Physical assault on peers, teachers, staff.
2. Possession of weapons, drugs, alcohol, cigarettes and /or any articles prohibited by the Academy or law.
3. Smoking.
4. Use of drugs or alcohol.
5. Vandalism including graffiti.
6. Public display of affection on campus or when in school uniform.
7. Theft.
8. Defiance or disregard to teachers.
9. Threats and/or use of words like kill, bomb and others that connote a 'threat'
10. Use of abusive language
11. Sexual harassment
12. Cyber-crime like hacking or misuse of social media websites
13. Rioting
14. Misbehaviour
15. Bullying
16. Ragging
17. Harassments of all sorts
18. Breach of School Code of Conduct and/or guidelines for students issued by the school from time to time

19. The student or his/her parent is convicted for an offence involving honour, honesty or public morals and order
20. Discouraging the public in seeking admission or encouraging them in withdrawing admissions from the school
21. Defaming the School or its teachers or management in public or carrying out unlawful activity against the school or its teachers or disclosing incorrect information about the school so as to bring ill-repute to the School or its teachers or its present employees or the institution as a whole
22. The student or parent is discovered to have misled or cheated the school by way of submitting false or fake documents/certificates or made incorrect statements to the school
23. Passing anti-national remarks or participating in any anti-national activities or involved in any unlawful activity
24. Any other act or behaviour of a student and/or his/her parent which in the opinion of the Vice-principal is likely to have an adverse effect on the reputation and/or goodwill of the School or the School Management

### **Types of suspension**

#### **1. Suspension within School (SWS)**

SWS is usually for less serious acts. The decision taken is based on the nature, frequency of occurrence and severity of the act. Students serve the suspension in a special classroom, supervised by school staff. They are denied participation in any school activities. The school will provide the student with suitable work to do which will be marked by a teacher.

#### **2. Suspension Out-Of-School (SOS)**

A student is not allowed on the campus during the suspension with the only exception of scheduled meetings with school officials. Suspension is for a given period of time. Out-of-School suspension can lead to expulsion depending on severity of the act and/or at the discretion of the Vice-principal.

Procedure for SOS:

- ☐ Once the case is considered for out-of-School suspension the following steps are taken:



- a. Case of indiscipline reported to the Discipline Committee
  - b. The Vice-Principal calls for a meeting with the Discipline Committee
- ☐ Issue of letter of suspension: The letter of suspension from the Vice principal's desk will clearly state the period and reason for the suspension.
  - ☐ Conference with the parent(s)
- a. Parents will be provided with first-hand accounts of the student's violation of the code of conduct, reasons for suspension, details of the incident including statements made by school staff, the expected duration of the suspension and recommendations for helping the student.
  - b. The student concerned to be present at the meeting.
  - c. An opportunity to the student concerned to be provided for a hearing attended by the Vice-Principal and members of the Discipline Committee.
  - d. An initial suspension may be for a period up to five days. In consultation with the CEO, the Vice-Principal may extend the suspension at his / her discretion.

## **Expulsion from School**

Expulsion is permanent removal of a student from the school for violation of school policies and or code of conduct. Expulsion generally follows, but is not limited to, SOS. The school expels a student as a last resort after trying to improve the student's behaviour through other means. However, notwithstanding the aforesaid, the school may in case of exceptional circumstances decide / take action to expel a student for a 'one-off' act.

The decision to expel a student can only be taken by the Vice Principal in consultation with the Discipline Committee and with the approval of the CEO.

## **Why expulsion?**

Expulsion may be (but not necessarily) a last resort in case of serious act and/or a consequence of (but not limited to) the following acts by a student whether during the school hours or after and whether inside the school premises or outside:

1. Suspension

2. Breach of GIGIS Code of Conduct; *(Please refer to the GIGIS Code of Conduct)*
3. Carrying weapons or firearms to school
4. Making a bomb threat to school, peers, teachers or community or nation
5. Deathly physical assaults
6. Use of abusive language, sexual harassment
7. Passing anti-national remarks or participating in any anti-national activities or involved in any unlawful activity
8. Possession of drugs or drug trafficking
9. Any of the acts mentioned in point 2 above (Reasons of Suspension) if in the opinion of the Vice-principal or the Discipline Committee, expulsion is the appropriate action in such a case;
10. Any other act or behaviour which in the opinion of the Vice-Principal and/or the Discipline Committee is of a serious nature

### **Procedure for Expulsion**

1. Case of indiscipline reported to discipline committee
2. The Vice-Principal calls for a meeting with the Discipline Committee
3. Approval of decision by Director and/or the School Management
4. Expulsion letter is issued. The expulsion letter from the Vice Principal's desk will clearly state the reasons for the expulsion
5. Conference with the parent(s);
  - a. Parents to be provided with first-hand accounts of the student's violation of the code of conduct, details of incident including statements made by the school staff.
  - b. The school counsellor/ school discipline committee to be present in the meeting.
  - c. The student was concerned to be present at the meeting.

- d. The Vice-Principal provides the student and the parent / guardian an opportunity to appear in person before the School Management to challenge the reasons for the intended expulsion. The School Management shall take the final decision regarding the expulsion of the student after hearing the contentions (if any) put forth by the latter or his / her parent / guardian.
- e. A written record of the meeting is maintained, and the student's future education is a part of the discussion.
- f. Once expelled from the school, the student is not permitted to enter school premises, participate in extracurricular activities, or attend school-sponsored events.

## **g) External Competitions and Events Policy**

GIGIS encourages its students to participate in various events and competitions organised within and outside the school. The inter-house competitions within the school are governed by the School Inter-House Competitions policy. The conduct of external school events and competitions shall be governed by the following guidelines:

### **Inter-school competitions**

- Students shall be selected based on set criteria. Equal opportunity shall be provided to eligible students to compete and get selected for representing the school in various events/competitions.
- A consent form/mail for external competitions/events shall be sent by the Principal's/ Vice Principal's office to the parents to provide their consent for their child/children's participation in external school events. Students are to submit the consent form/mail confirmation to the person in-charge by the due date, in order to be included for the event.
- The school shall try its best to arrange transportation means for students for these events. However, in cases where such transport cannot be arranged, parents shall drop their child/children at the venue and pick them up at the stipulated time. Prior communication will be made on the same.
- Students may be required to stay overtime or come to school on weekends/ holidays as a part of rehearsals and preparations for inter-school events. Parents shall make appropriate arrangements for dropping and receiving their child/children on such occasions.

- All students shall abide by the student code of conduct and instructions of the accompanying form teacher/staff member while representing the school in various competitions/events.

## **h) Child Protection Policy**

We recognise our duty and responsibility to protect and safeguard the interests of all children. Children have the right to feel safe, respected, and secure. Children are able to grow and develop best in an environment that is free from danger, neglect and abuse. GIGIS is always interested in the well-being of our students and will take necessary measures to protect them from all forms of neglect and abuse, be it within or external to the school premises. Our school fully recognises the contribution it must make to prevent abuse of children and to support pupils in school.

### Disclosure of abuse perpetrated outside of school

If a member of staff suspects a child has been abused or neglected by someone outside of school, the following procedures should be implemented:

- GIGIS staff will report concerns immediately to their Level Coordinator.
- The Level coordinator will inform the Vice Principal.

## **i) Social Media and School Network Policy**

Any post on the school page on social media that is offensive, defamatory, off subject, abusive, or selling external services, events or activities will automatically be marked as spam and removed.

No parent or student shall give misleading facts about the school or any teacher. If they are defamatory in nature or deemed to be so by the Internal Review Committee, it would be considered a serious breach.

## **School Internet**

GIGIS provides internet access as a facility to supplement the delivery of its learning programmes. The benefits of having access to the internet are invaluable for both educators and students.

Amongst the vast resources on the internet are some materials that are not suitable for school-aged children. It is not appropriate to locate material that is illegal,

defamatory or offensive. Such conduct will lead to the immediate loss of network access and disciplinary actions.

Users can:

- Participate in projects using the Internet in a directed manner to support curriculum and research activities.
- Use the internet to locate materials to meet educational requirements.
- Access a variety of information including news resources, information databases, the holdings of other libraries, etc.

Users cannot:

- Locate material that is illegal, defamatory or offensive.
- Use the network for commercial or for-profit purposes.
- Use the network for any illegal activity, including violation of copyright or other contracts.
- Resort to cyber bullying or harassment.
- Use the network to access obscene or pornographic material.
- Damage computers, computer systems, or computer networks.
- Invade the privacy of other network users
- Gain unauthorized access to computer networks, resources or material.

## **Appropriate use of School Computer and Computer Facilities**

### *Responsibility of the student*

Network is provided for the students to facilitate sharing, innovation and communication. All facilities must be regarded as privileges, which may be withdrawn at any time.

### Guidelines for appropriate use of computers and computer facilities

- Students are not to play games across the school network.
- Students are not permitted to use, possess, download or search for any program that is designed to reduce or bypass network security.
- Students must not store or transmit copyrighted material on the school network.
- Students are not to adjust any computer hardware.
- Students are not permitted to add or delete software or change the settings on any computer.
- Students will not look for distasteful images or bad language whilst online and will report any sites containing this if they come across them accidentally.

Version 5 (2025 - 2026) 55

- Students must understand that they can only access sites relevant to educational work in school and they are not permitted to access social networking sites or visit sites not related to his/her curriculum.
- Students must not attempt to deliberately hack into the School network. Any electronic communication sent or received via School network can be monitored at any time without warning.

### *Responsibility of the management*

The school will familiarise the students with the school rules and acceptable use policy. Any behaviour that interferes with the primary objectives will be considered as infringement of the school policy.

### Corrective Measures

Students:

- The student will receive formal counselling
- Certain privileges or responsibilities will be temporarily suspended
- Parents will be notified. A warning letter will be issued.
- Action will be taken at the discretion of the Vice principal/ Discipline committee depending upon the severity of the offence.

## **j) Vandalism Policy**

### **Defining Vandalism**

Any act involving willful, deliberate or malicious damage, destruction and demolition in any manner to any property associated with the school, which includes tangible, intangible, intellectual property and any property of students, school teachers, staff members and anybody concerned with the school is termed as vandalism.

Specific examples include glass breakage, any kind of destruction to the school premises, destruction to property like chairs and desks, garbage bins, electrical and electronic equipment, plants, windows, etc. It also involves graffiti on walls, chairs and/or tables, windows etc. Vandalism is strictly against the school rules and regulations and the applicable Government laws.

#### *Responsibility of student*

Students shall at all times, refrain from indulging in destruction of personal, school and other people's property. Any act of vandalism observed and/or noticed by a student must be immediately reported to school authorities.

#### *Responsibility of management*

The teacher will educate students about taking care of own and school property. The teacher will assign responsibilities to students to care of the property and build a reward system to strengthen positive behaviour. The teacher will conduct a full investigation in case of any damage, loss or act of vandalism.

When a student is found guilty of committing vandalism, corrective action will be taken against the student. Depending upon the severity of vandalism and frequency of the violation, and at the discretion of the Vice-Principal in consultation with the Director and/ or School management, the case of vandalism may be handed over to the police.

#### Corrective Measures

The following one or more corrective measures will be taken to reinforce positive behaviour. The student will be asked to complete the Student Incident Slip, at the discretion of the Vice-principal.

#### Students

- The student will receive formal counselling.
- Certain privileges or responsibilities will be temporarily suspended.
- The student will be fined for an amount more than the cost of repair or replacement of the property damaged.



- The School reserves the right to take any action under the Suspension and Expulsion Policy, in case a student is found to be in violation of this Policy.

## **k) Library Policy**

Vision and Purpose: The GIG Library aims to be the heart of the school, nurturing curiosity, imagination, and a lifelong love for reading. It supports the school's academic goals by providing access to diverse resources and fostering independent inquiry and digital literacy.

### **1. Library Usage and Access**

- **Library Access:**  
The library is open to students and staff. During certain hours, access may be limited for quiet study or special events, particularly in the case of board examinations or scheduled programs that require focused use of the library space.
- **Staff Availability:**  
The librarian is available throughout the day from Monday to Wednesday to assist students and staff with research, book recommendations, and any library-related queries. Please reach out if you need help locating resources or exploring new books.

### **2. Borrowing Books**

- **Loan Period:**  
Books may be borrowed for a period of 1 week, depending on the category of the book. If more time is needed, books may be renewed, provided no other students have placed a hold on them.
- **Borrowing Limits:**  
Students can check out 1 book at a time at present, depending on their class level. Faculty members may have a higher borrowing limit based on the needs of their teaching.
- **Book Categories:**
  - Reference Books (e.g., encyclopaedias, dictionaries, or specific module materials) are not available for borrowing.

- Certain high-demand books may have borrowing restrictions, especially during peak periods such as project deadlines or exam seasons.
- Overdue Items:
  - Books that are overdue may result in suspension of borrowing privileges until the overdue book is returned.
  - A fine of \$0.50 per day will be charged for each overdue item. The fine accumulates daily until the book is returned.
  - A reminder system will be in place to alert students about pending due dates.
- Lost or Damaged Books:
  - Students must immediately report lost or damaged books to the librarian.
  - If a book is lost or irreparably damaged, the student may be asked to pay the replacement cost.

### 3. Conduct Expectations

- Noise and Behaviour:

The library is a quiet space intended for reading, studying, and research. Students and staff are expected to behave respectfully, minimizing noise and disruptions. Group activities should take place in designated areas, and students should keep conversations at a low volume to maintain a peaceful environment.
- Food and Drink:

For the protection of library resources and equipment, food and drinks are generally not allowed inside the library. Water bottles are an exception, but they should be kept securely and away from books and electronic devices.
- Respect for Materials:

All library resources, including books, magazines, and digital devices, must be treated with care. Students are encouraged to handle materials gently and should immediately inform the librarian if a book or other resource is damaged or torn during use.

### 4. Library Programs and Events

#### Engagement Activities:

The library will host a variety of programs throughout the academic year. Participation in these events is encouraged to foster a community of readers and learners.

#### a. Drop Everything and Read (DEAR) Sessions

- DEAR is a school-wide reading initiative where students and staff stop all activities and read for a set time.
- In future, these will be held once a month or during designated literacy weeks.
- Encourages independent reading habits and builds a school-wide reading culture.
- Students may bring a book of their choice or borrow one from the library.

#### b. Monthly Author Spotlights & Genre Challenges

- Each month highlights a famous author or specific genre (e.g., mystery, fantasy, biographies).
- Displays, read-alouds, and book talks are conducted around the spotlight.
- Students are encouraged to read a book from the genre or author and share reflections.
- Small reading challenges promote participation.

#### c. Book Week Celebrations

- A highly anticipated annual event filled with activities to celebrate the joy of reading:
- Book Fair: Collaboration with local or international vendors to offer quality books for sale.
- Storytelling Sessions: Inviting authors, parents, or teachers to narrate engaging stories.
- Character Dress-Up Day: Students come dressed as their favorite book characters and participate in a parade or skit.
- Book quizzes are included as part of the activities.

#### d. Student Librarian Program

- A leadership initiative where selected students assist in library operations:
- Students from upper primary or secondary levels can apply or be nominated.
- Responsibilities include organizing shelves, and promoting reading.
- Recognized through badges, certificates, or leadership points

e. Parent and Community Participation:

- The library welcomes parents and community members to volunteer for events or assist with library maintenance and activities. Your involvement enriches our library programs and fosters a strong school community.

## 18 Code of Conduct

### Expected Behaviour from the Students

#### Teacher Direction

- ✓ Follow teachers' instructions.
- ✓ Approach teachers to clear your doubts.

#### Communication Rule

- ✓ Speak softly and politely.
- ✓ Avoid shouting in the corridors or on staircases.

#### Learning rule

- ✓ Cooperate with others.
- ✓ Work without distracting others.

#### Movement rule

- ✓ Move quietly in an orderly manner.
- ✓ Avoid running or playing in the corridors or on staircases.

#### Treatment rule

- ✓ Treat others with respect without any physical/verbal aggression.
- ✓ Show tolerance towards others.

#### Safety rules

- ✓ Follow safety rules in the school at all times.
- ✓ Hear carefully the instructions at the time of emergency.

#### Conflict rule

- ✓ Consider appropriate strategies when dealing with problems.
- ✓ Approach a teacher when faced with conflicts.

#### Property rule

- ✓ Ensure that the school property is used appropriately.
- ✓ Respect the property of others.

#### Play rule

- ✓ Play within the specified boundaries.
- ✓ Follow the instructions given by the teachers.

### Corrective Measures

At GIGIS, we promote that behaviour is a choice, a choice made by individuals. Choosing a positive behaviour is encouraged. A logical corrective measure must be taken to avoid choosing negative behaviour. The corrective measures taken under each category of violation may be one or more of those listed. A student may be asked to fill in the Student Incident Slip at the discretion of the Vice- Principal.

#### **a) Late Arrival of Students**

##### *Responsibility of the student*

- Students must arrive at school before 9.15 am.
- Late arrivals, after 9:15 am must sign in the register placed at the reception. *(This excludes students travelling by school bus, students with a doctor's note, court documentation, amongst other similar cases - prior permission to be sought by the student from Vice-principal)*

##### *Responsibility of the management*

The class teacher or coordinator will counsel students to instill a sense of responsibility regarding punctuality. Regular talks may be conducted in class to emphasize the importance of arriving at school on time and its role in fostering discipline and responsibility.

### Corrective Measures

- The student will be excused for the first three times.
- The fourth time, a note will be sent to the parents by the form teacher.
- In cases of repeated lateness, the student will meet with the Vice Principal or a designated person to discuss the issue. Following this meeting, a remark regarding punctuality will be reflected in the student's performance profile to monitor progress and encourage improvement.
- Students dropped to school by their parents after 9.15 am need to notify the arrival time and reason in the register kept at the reception office. The student will be allowed into the classroom only after this.

## **b) Sign-out Policy**

### *Responsibility of the student*

Students may sign out through the reception office only if he/ she carries an authorisation letter by his/her parent/guardian and with an 'out-slip' granted by the form teacher.

### *Responsibility of management*

Students may sign out through the reception office only if he/ she carries an authorisation letter by his/her parent/guardian and with an 'out-slip' granted by the form teacher.

The teacher may check the authenticity of the student's request by placing a call to the parents.

### Corrective Measures

- The student will be denied permission for a sign out unless the parent or the guardian comes in person to take the child.
- The student will also be denied permission for a sign out in the absence of appropriate documents of permission and/or approval.
- In case of an unauthorised departure from school, the parent will be called for further discussion.

## **c) Appropriate Uniform**

### *Responsibility of the student*

- Students are expected to come to school in neat, clean and proper school uniforms and hair styles.
- Students must not wear any expensive jewelry to school.

### *Responsibility of the management*

- The form teachers will inspect the students' attire and record the defaulters.
- The form teachers will issue reminders about attire from time to time to encourage compliance.

### Corrective Measures

#### Students:

- The student will be excused for the first three times with verbal warnings.
- The fourth time the student will be given a registered verbal warning.
- Next time the parent will be notified and will be called for a meeting with the Vice-principal.

## **d) School Transport**

### *Responsibility of student*

#### Students must:

- Board and alight the bus in an orderly manner after registering with bus attendant
- Wait in the Bus Bay in an orderly manner as per the bus line
- Respect and obey the bus driver and bus staff at all times
- Playing, shouting or moving about in a running bus is strictly prohibited
- Remain seated and not project any body parts and objects outside the bus
- Speak softly and be courteous to all around in the bus
- Keep the bus and the area around the bus stop clean
- Eating or drinking in the bus is strictly prohibited



- Wear your seat belt at all times during the journey
- Board the afternoon bus within five minutes of the ringing of the bell

#### *Responsibility of the management*

The teachers will familiarise the students with the dos and don'ts of the behaviour in the school bus as well monitor arrivals and dispersals.

#### Corrective Measures

Students:

- The student will be given verbal warning the first time
- The student will receive formal counselling from school staff
- If a problem persists, action will be taken at the discretion of the Discipline Committee in consultation with the Vice-principal.

### **e) Academic Slackness & Misbehaviour**

#### *Responsibility of the student*

Students are expected to maintain the decorum of the classroom and be punctual in submission of assignments. *(Includes paying attention to teachers' and staff members' instructions, timely submission of assignments and assigned work)*

#### *Responsibility of the management*

The teachers will encourage neat and tidy work and ensure full guidance and support to the students.

#### Corrective Measures

Students:

- A student will receive formal counselling
- Certain privileges or responsibilities will be temporarily suspended
- If problem persists, action will be taken at the discretion of the Discipline Committee in consultation with the Vice-principal

## **f) Disregard & Disrespect to Classmates and Teachers**

### *Responsibility of the student*

Students are expected to maintain decorum at all times, follow the school rules and refrain from inappropriate actions and behaviour. (Harassment/ Bullying, Gender, Racial, Ethnic and or Sexual Harassment, Abuse, Physical fight, Public displays of affection)

### *Responsibility of the management*

- The teachers will establish clear behaviour guidelines for the students.
- Regular review and establishment of rewards programme to ensure continuity.

### Corrective Measures

Students:

#### 1. Bullying

- ✓ An incident report needs to be filed by the students involved.
- ✓ The student will receive formal counselling.
- ✓ The parent will be notified and will be called for a meeting.

#### 2. Verbal abuse

- ✓ An incident report needs to be filed by the students involved.
- ✓ The student will be given a verbal warning for a maximum of two times.
- ✓ The student will receive formal counselling.
- ✓ The student will be involved in community service within the school premises.
- ✓ Parents will be notified and/ called for a meeting.

#### 3. Use of inappropriate language

- ✓ The student will receive formal counselling the first time.
- ✓ The parent will be notified and will be called for a meeting and a warning letter will be issued. The warning letter will be recorded in the form teacher's file.
- ✓ If problem persists, the student will be suspended at the discretion of the Discipline Committee in consultation with the Vice Principal.

#### 4. Physical Fights

- ✓ The student will receive formal counselling.
- ✓ The parent will be notified and will be called for a meeting and a warning letter will be issued. The warning letter will be recorded in the form teacher's file.
- ✓ If a problem persists, the student will be suspended/expelled at the discretion of the Discipline Committee in consultation with the Vice Principal.

## **g) Vandalism**

### *Responsibility of the student*

Students are expected to refrain from destruction to personal, individual or school property.

### *Responsibility of the management*

- The teacher will educate students about taking care of their own and school property.
- The teacher will assign responsibilities to students to care for the property and build a reward system to strengthen the behaviour.
- The teacher will conduct a full investigation in case of any damage.

### Corrective Measures

Students:

- The student will receive formal counselling.
- The student will be involved in community service like cleaning inside the school premises.
- Certain privileges or responsibilities will be temporarily suspended.
- The student will be fined a sum greater than the cost of repairs/replacements.

## **h) Academic Honesty**

### *Responsibility of the student*

- Students are expected to approach the examinations with honesty and sincerity and follow the rules and regulations.
- Students must not indulge in plagiarism.

### *Responsibility of the management*

- A talk in assembly on moral values and educating students on the consequences of cheating during the examination.
- A physical check will be conducted on the students.
- The students will be asked to keep their mobile phones (if they carry any with prior permission) on the teacher's table during the examination.
- Students will not be permitted to visit the toilet (*unless the invigilator feels it is unavoidable*).
- Surprise check will be conducted by a team of exam supervisors i.e. members of the examination committee or Vice-principal.

### Corrective Measures

Students:

- The student will receive formal counselling.
- Certain privileges or responsibilities will be temporarily suspended.
- Parents will be notified and called for a meeting with the Level Coordinator.

## **i) Sports Equipment**

### *Responsibility of the student*

Students must avoid misuse, damage or defacement of any sports equipment.

### *Responsibility of the management*

There would be a sign-in policy followed where students must fill in the issue and return register.

### Corrective Measures

- Failure to return the equipment would result in a fine for an amount more than the cost of purchase or replacement of the equipment.

## **j) Possession of Non-Permissible Articles**

### *Responsibility of the student*

Students are expected to adhere to the following rules:

- Only personalised equipment used for CCA and ECA is allowed to be brought to school. These will be under the student's responsibility.
- Handphones and electronic devices are not permitted on school premises at any time during school hours.
- Parents must complete a device declaration form to confirm their understanding and agreement in case their ward commutes via public transport/ walker.

### *Responsibility of the management*

- The teacher will clearly state the equipment permitted in the school.
- The teacher will regularly remind the students about safe-keeping of the personal equipment.
- Form teacher will check for any equipment that is not permitted to school.

### Corrective Measures

Students:

- The equipment will be confiscated and parents will have to come to the school to collect.

## **k) Theft**

### *Responsibility of the student*

Students are expected not to indulge in any incident related to theft which is unacceptable to the school as is also against the laws stated by MOE, Singapore.

### *Responsibility of the management*

- A talk in assembly/class on moral values
- Reward system to encourage honesty

### Corrective Measures

Students:

- The student will receive formal counselling
- A notification will be sent to parents
- Certain privileges or responsibilities will be temporarily suspended.

### **General Rules in Assembly, Auditorium/Hall, Resource Rooms, ECA & CCA venues**

#### *Responsibility of the student*

Students are expected to maintain decorum at all times in the school.

#### *Responsibility of the management*

- Teachers will familiarise the students with the do's and don'ts of each activity.
- Teachers will be present at the activity area at all times.
- Teachers will communicate the expectations of the guests and external trainers in terms of behaviour, performance and any other rules to the students.

#### Corrective Measures

Students:

- The student will receive formal counselling
- Certain privileges or responsibilities will be temporarily suspended
- Parent will be notified

### **I) Serious Violations**

Students are expected to comply with the school rules and Singapore laws at all times. The school will familiarise the students with the school rules and the Singapore laws. Serious violations will be referred to the Vice-principal or his/her designee. The School is obliged to report any such offences to the authorities that at the simplest level may jeopardise the entire family's permit to reside in Singapore. (\*refer to school's Suspension & Expulsion rules).

# 19 House System

## The House System Overview

The House System fosters smaller, diverse communities, encouraging identity, competition, and belonging. It provides opportunities for students to develop responsibility, teamwork, and leadership skills.

## Key Principles

Aspect	Details
<b>Inclusivity</b>	Houses include students of different ages, genders, abilities, and achievements.
<b>Community Focus</b>	Fortnightly house meetings led by Heads of House.
<b>Healthy Competition</b>	House events promote participation, teamwork, loyalty, and friendly competition.
<b>Pastoral Care/ House Wardens</b>	Ensures every student feels secure and supported, meeting pastoral needs to enhance academic and overall success.
<b>Recognition of Success</b>	Provides students a platform to gain self-worth through participation and achievements in house events.

## Houses Available:

- Diamond House
- Ruby House
- Emerald House
- Sapphire House

## House Structure:

Role	Description
------	-------------

<b>Head of Houses (Staff)</b>	Leads the house and organises meetings and events.
<b>House Captain (Student)</b>	Represents the house and leads students during competitions.
<b>Vice House Captain (Student)</b>	Assists the captain in planning and executing activities.
<b>House Warden (Teacher)</b>	Supports the Head of House and facilitates communication with students and staff.

Houses meet fortnightly to integrate students, review progress, and prepare for major and interim competitions.

### Major House Competitions

<b>Term</b>	<b>Competition</b>	<b>Overview</b>
April to June	Nil	Student leader selection process.
July to September	Special Occasion Activities	Group/individual competitions based on assigned themes.
October to November	Special Occasion Activities	Group/individual competitions based on assigned themes.
January to March	Sports Day/Annual Day	All pupils take part in Sports Day or contribute to Annual Day preparations.

### Interim House Competitions

- Organised by departments, including quizzes, photography, chess, creative writing, sports, and more.
- Points allocation for interim events is less than major events.

### House Point Allocations



Position	Points Awarded
1st Place	20
2nd Place	15
3rd Place	10
4th Place	5

The points system outlined above is applicable to all House competitions conducted throughout the academic year, from April to March. This structured framework ensures consistency in awarding points for various events and activities, promoting healthy competition and rewarding individual and team achievements.

## 20 Student Council

The Student Council positions will be determined by a selection committee comprising the Vice Principal (VP), Coordinator of Departments (COD), and the House Coordinator. Following nominations, candidates will undergo a shortlisting process through interviews. Shortlisted candidates will then campaign, culminating in a well-organised election.

S.Num	Position	Number of Posts
1	School Head Girl	1
2	School Head Boy	1
3	School Vice Head Girl	1
4	School Vice Head Boy	1
5	School Sports Head	1
6	School Vice Sports Head	1
7	School Green Captain	1
8	School Vice Green Captain	1
9	School Innovation Head	1
10	School Innovation Vice Head	1
11	House Captains	4
12	Vice House Captains	4

	Total	18
--	-------	----

### **Election of Roles and Responsibilities**

Students will be provided with a standardised job description that applies uniformly across all Houses. The process for assigning roles is as follows:

**1. Application and Selection:**

- Students apply and interview for form roles in the First Term, with duties commencing directly after they have been appointed, coordinated by the Head of House.

**2. Handover Ceremony:**

- During the Investiture Ceremony, outgoing leaders pass on their roles to the newly appointed candidates.
- Exceptional leaders may retain their positions for more than one year, subject to agreement and performance.

**3. Standardised Job Descriptions:**

- Students who take up House positions will also be given a standardised job description, which will be written and communicated by the Head of House.

**4. Evolving Leadership Roles:**

- As the school grows, leadership roles will adapt to meet changing needs.
- Senior positions will be prioritized for students in higher year groups, establishing a clear hierarchy.

**5. Ongoing Support and Review:**

- The staff member overseeing the House System will hold termly meetings with Heads of House to review key responsibilities.
- Heads of House will cascade this information to student leaders, ensuring clarity and alignment in their roles.

## 21 Administrative Policies

### a) Withdrawal Policy and Procedure

#### Circumstances of Withdrawal

##### Withdrawal Due to Non-Delivery of Course

GIGIS will notify the student within three (3) working days upon the knowledge of any of the following:

- It does not commence the Course on the Course Commencement Date;
- It does not complete the Course by the Course Completion Date;
- It terminates the Course before the Course Completion Date;
- It has not ensured that the student meets the course entry or matriculation requirement as set by the organisation stated in Schedule A within any stipulated timeline set by SSG; or
- The Student's Pass application is rejected by Immigration and Checkpoints Authority (ICA).

GIGIS will provide the student with alternative course arrangement within ten (10) working days of notifying the student in writing of the above circumstances that will allow the student to make a timely and appropriate decision on the alternative arrangements.

##### Withdrawal due to other reasons

If the Student withdraws from the Course for any reason other than those stated in Clause 2.1 of the standard student contract version 4.0, the request for withdrawal must reach the school office at least 2 months before the effective date of withdrawal through official withdrawal form given in the school office.

- During the notice period, full month fee will be charged, on a monthly basis. No pro rata calculation will be applicable. Any withdrawal notice received after the 5th of the month will not be considered a valid notice for that month. In such cases, the notice will be considered effective starting from the following month, and the subsequent two months will be counted as the notice period.

### Withdrawal during cooling off period

If the Student submits the notice of withdrawal to the school within the cooling-off period of ten (10) days after signing of the contract by both the parties, GIGIS will process the withdrawal within seven (7) working days if the application is through the official withdrawal form with all necessary details.

### Withdrawal Without Notification

In cases where a student has withdrawn from G.I.G. International School without submitting an official written request (signed hardcopy withdrawal form or an email request from the student), the school will classify the situation as an "extended absence" case. Should any fees remain unpaid, the school reserves the right to seek legal recourse to recover the pending dues.

### Withdrawal Procedure

- All requests for TC or withdrawal must reach the office at least 2 months before the effective date of withdrawal by filling in the form provided by school in its office, failing which two months' fees will be remitted to the school.
- The notice of withdrawal is not deemed to be given until written confirmation has been received and acknowledged by the admission office staff.
- Withdrawal formalities will be completed by the school only upon fulfilment of conditions that include the return of school property and any payment of dues.
- Upon withdrawal, the school will issue a Transfer Certificate/a confirmation mail of withdrawal to the student and it serves as a formal intimation that the student has officially withdrawn from school.
- Withdrawal notice given by the parent/student can be cancelled before the end of two months or before collection of TC.
- If the student is below 18 years of age, the parent or guardian's approval for the withdrawal will be required.

- For withdrawals, the service target is to complete the process (including assessing and replying to student's request, change of status of student's pass, refund made) within 4 weeks or less.
- Any withdrawal notice received after the 5th of the month will not be considered a valid notice for that month. In such cases, the notice will be considered effective starting from the following month, and the subsequent two months will be counted as the notice period.
- Prospective students/ parents of students are briefed on the withdrawal policy during pre-course counselling and are deemed to have read this Student Handbook before the course starts.
- The pre-counselling checklist requires that students/ parents of students acknowledge that the withdrawal policy, and the implications of a withdrawal have been explained to them.

## **b) Transfer Policy and Procedure**

At GIG International School, we have a structured transfer process in place to ensure a smooth transition for students who wish to transfer between courses. The procedure is as follows:

### **Submission of Transfer Request**

- The student or parent must submit a written notice of their intention to transfer using the Transfer Request Form, which can be found on the school website.
- If the student is under 18 years of age, the parent/legal guardian's signature is required on the form.
- The completed form must be submitted to the Admissions Lead for processing.

### **Review by Admissions Lead**

- The Admissions Lead will verify that the student meets the entry requirements/prerequisites for the requested course.
- A discussion will be held with the student and/or parent to understand the reason for the transfer and explain the next steps.
- Fees may be charged for all modules or months already consumed in the current course.

### **Approval Process**

- If the student decides to proceed with the transfer, the Admissions Lead/Education Consultant will seek approval from the Vice-Principal/CEO on the transfer request form.
- Upon approval, the Admissions Lead and Accounts Executive will handle the necessary administrative procedures, including:
  - Informing the student and parent about the transfer status.
  - Termination of the existing student contract and signing of a new contract if applicable.
  - Calculation of unused course fees from Course A to be discounted against the Course B fees or refunded where applicable.


#### Notification and Finalization

- The student/parent will be informed of the transfer request outcome within 7 working days from the date of submission.
- If approved, the transfer will be finalized, and all relevant adjustments, including financial matters, will be processed accordingly.

### **c) Deferment Policy and Procedure**

We do not have any deferment policy. Students who request for deferment will be informed that they need to withdraw and withdrawal notice period will apply. Re-enrolment is required when the student wants to rejoin the school.

## Withdrawal Form

 <b>GIG International School</b>	1 Selegie Road, #08-01, GR.iD, Singapore 188306 Tel: 63231220 Fax: 67470243 Mobile: 92999011 CPE Registration No.: 201000716D Email: <a href="mailto:admissions@gigis.edu.sg">admissions@gigis.edu.sg</a> Website: <a href="http://www.gigis.edu.sg">www.gigis.edu.sg</a>
<b>WITHDRAWAL REQUEST FORM</b>	
Name of Student (as in NRIC)	
Student no. (if applicable)	
Date of Birth	
Course Title	
Date of Commencement	
Present class & section	
Contact Number	
E-Mail Address	

I wish to inform withdrawal of son/ daughter/Self \_\_\_\_\_  
 from course title mentioned above. I understand the school's withdrawal policy which is on the school's  
 handbook. Effective date of withdrawal: \_\_\_\_\_  
*(if this is unfilled, the effective date of withdrawal will be the date this form is received by the school)*

By completing and signing this withdrawal form, I choose to withdraw from GIG International School Pte  
 Ltd with effect from \_\_\_\_\_ (date). I have duly understood the conditions of  
 withdrawing from any courses/module/Programme based on the Terms & Conditions provided in the  
 registration form/handbook.

**Note:**

1. Withdrawal results in termination of student contract and student is no longer a student of this school.
2. A transfer to another school is also regarded as a withdrawal from the course of study from GIGIS.

\_\_\_\_\_  
SIGNED by the Student

\_\_\_\_\_  
Date:

\_\_\_\_\_  
SIGNED by the Student's parent or legal  
guardian (if the student is under eighteen (18)  
years of age)

\_\_\_\_\_  
Date:

\_\_\_\_\_  
Name of Parent or Legal Guardian

\_\_\_\_\_  
NRIC / Passport No

**FOR OFFICE USE**

Remarks by Admission Executive
<div style="border-top: 1px solid black; margin-bottom: 5px;"></div> Signature of Admissions Officer & Date
Calculation of Refund
<div style="border-top: 1px solid black; margin-bottom: 5px;"></div> Signature of Finance Staff & Date
Remarks by Principal/Director
<div style="border-top: 1px solid black; margin-bottom: 5px;"></div> Signature of Principal /Director & date

	Done by:	Date:
<input type="checkbox"/> Issuance of a letter/Transfer certificate to student effecting the withdrawal		
<input type="checkbox"/> Issuance of refund, if any, to the student (if applicable)		
<input type="checkbox"/> Cancellation of the student pass (if applicable)		
<input type="checkbox"/> Informing the FPS provider (if applicable)		
<input type="checkbox"/> Service standard met? The school sets a service standard of 4 weeks or less for assessing and completing withdrawal processes.		
	YES/NO Principal	



## **d) Refund Policy**

Refund is given under the following conditions.

### **Refund for Withdrawal Due to Non-Delivery of Course**

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

- It does not commence the Course on the Course Commencement Date;
- It terminates the Course before the Course Commencement Date;
- It does not complete the Course by the Course Completion Date;
- It terminates the Course before the Course Completion Date;
- It has not ensured that the student meets the course entry or matriculation requirement as set by the organisation stated in Schedule A within a stipulated timeline set by SSG; or
- The Student's Pass application is rejected by Immigration and Checkpoints Authority (ICA).

The student will be informed in writing of alternative study arrangements (if any) within 10 days, and also be entitled to a refund of the entire Course Fee and Miscellaneous Fee already paid should the Student decide to withdraw, within seven (7) working days of the above notice.

### **Refund for Withdrawal Due to Other Reasons**

If the Student withdraws from the Course for any reason other than those stated in Clause 2.1 of the Standard Student Contract version 4.0, GIGIS will, within seven (7) working days of receiving the student's written notice of withdrawal, refund to the student an amount based on the table in Schedule D of the contract.

Schedule D reads as follows:

<b>% of [the amount of fees paid under Schedules B and C]</b>	<b>If Student's written notice of withdrawal is received:</b>
75%	more than [30] days before the Course Commencement Date
50%	before, but not more than [7] days before the Course Commencement Date
0%	after, but not more than [7] days after the Course Commencement Date
0%	more than [7] days after the Course Commencement Date

### **Refund During Cooling-Off Period**

GIGIS will provide the Student with a cooling-off period of ten (10) working days after the date that the Contract has been signed by both parties.

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

### **Refund for Withdrawal Outside the Cooling-Off Period**

The Contracting Party may terminate the Contract at any time before the Course Completion Date by providing a written notice to the PEI. Upon receipt of such notice, the PEI shall within seven (7) working days, refund to the Contracting Party such amount (if any) as determined according to the refund schedule above.

#### **Non-Refundable Fees**

The following are non-refundable:

- a. In circumstance where GIGIS has decided not to commence a course, the registration fee will be refunded within seven (7) working days after the student is notified, unless the student takes up alternative study arrangements with the school.

- b. Miscellaneous Fees paid to the school. However, a refund will be made for 'Withdrawal Due to Non-Delivery of Course'.
- c. Third party's charges e.g. Bank charge, ICA Student Pass application fee and Issuing Fee.
- d. No refund of any fee if the student has committed an offence and is expelled by the school after due process of investigation by a Disciplinary Committee set up by the Vice-Principal.

The time taken by the school to process refund requests shall not be more than 7 working days. Prospective students/ parents of students are briefed on the Refund Policy during pre-course counselling and later again during the orientation program. Full details of the policy are also available on the school web site and student contract.

### Refund Procedure

The school's refund procedure covers the following commonly occurring situations:

- a. School's non-performance
- b. ICA not approving the student pass
- c. Student changes his mind during the 10-day cooling off period
- d. Student's withdrawal

The procedure for student-initiated refund (due to Student's withdrawal / change of mind during 10-day cooling period, etc.) is as follows:

- a. The student gives a written letter to the school requesting a refund with reasons stated.
- b. The school will process the letter with management.
- c. The school will look into the student's eligibility for a refund. The amount of refund will be calculated and then the parent/student is shown the breakdown of the refund. The parent/student then signs an acknowledgement form.

- d. The school refunds the money through bank transfer to students.

The procedure for a school initiated refund (due to the school not performing) is as follows:

- a. When the school decides not to run the course.
- b. Upon receipt of written confirmation that the course will not run or that the student pass application has not been successful, the Admin Office calculates the amount of refund due to the students and obtains approval from the Secretary to give the refund.
- c. The School Office refunds the money through bank transfer to parents/students within 7 working days.

The Admission Office ensures that the time taken to process the refund meets SSG requirements and does not exceed 7 working days.

The school has its refund records in hard copy. There is a payment voucher for the exact amount paid to the student, with a breakdown attached.

## **e) Late Payment Policy**

For all fees payable, GIGIS permits a maximum of 3 days' delay from the scheduled due date as stated in the Standard Student Contract. Thereafter, a Late Fee will be charged.

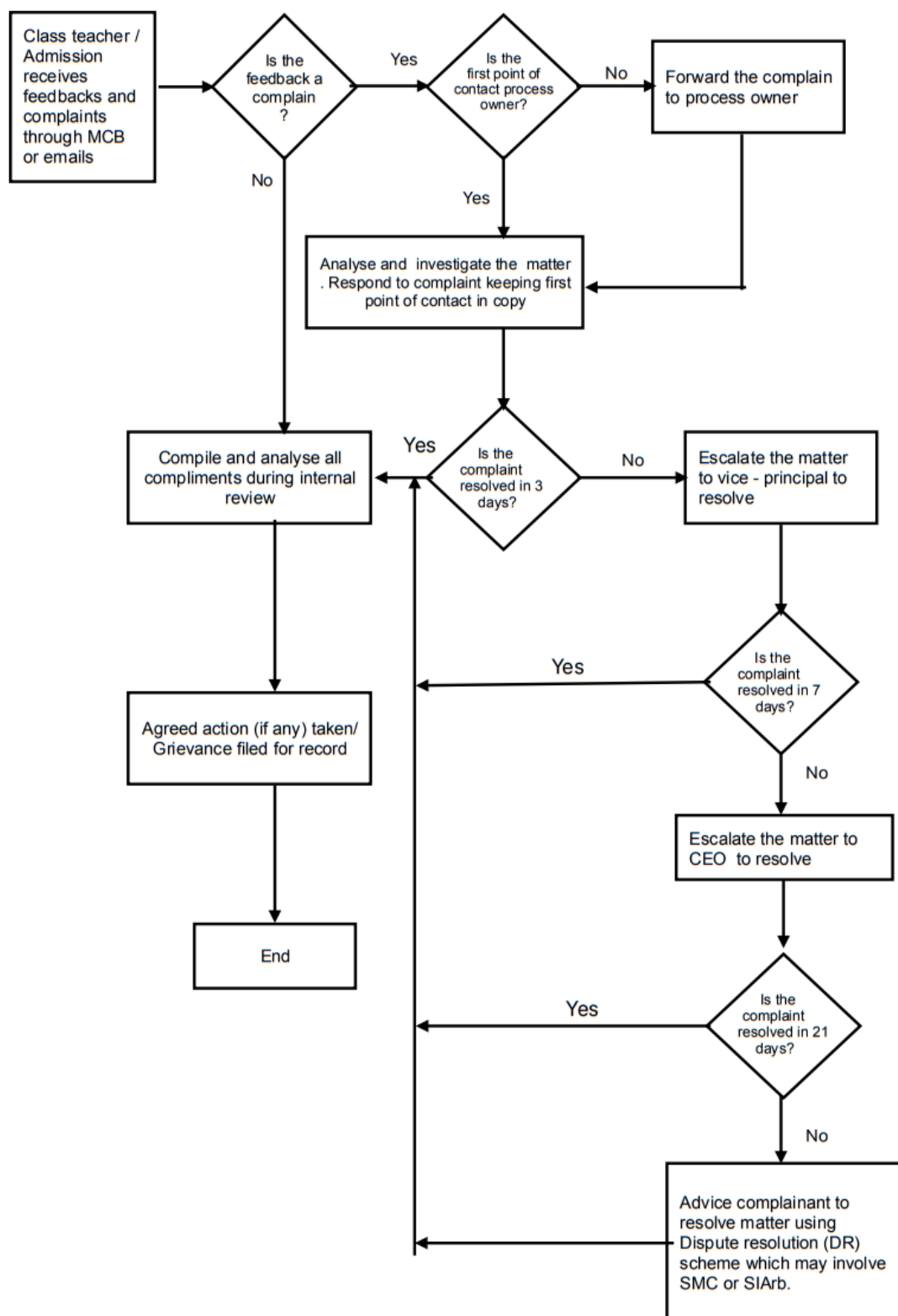
If late payment is received within 7 days after the due date, Late Fee chargeable is \$50. After 7 days from the scheduled date of payment, an additional \$50 per week is chargeable.

## 22 Feedback/ Complaints, Grievance, Dispute Resolution Policy

For the purposes of seeking timely and fair resolution of feedback/ complaints & disputes related to all matters of GIGIS, the school will adhere to the following procedures and timelines.

Stage	Procedure	Level/Email ID	Resolution Time
1	Concerns received from Student/Parent via MCB to the notice of Form Teacher / Admissions Executive to seek resolution	MCB School portal	3 days
2	Escalation of matter to vice principal	viceprincipal@gigis.edu.sg	7 days
3	Escalation of matter to the CEO	director@gigis.edu.sg	21 days
4	Escalation to SSG	<a href="https://www.skillsfuture.gov.sg/pei/dispute-resolution">https://www.skillsfuture.gov.sg/pei/dispute-resolution</a>	Mediation-Arbitration Scheme

The Grievance Procedure is shown in the figure below:



## 23 Green Policy

At GIG, Green is not just a term, it's a habit, a culture that is passed on to our students. We truly understand the value of going Green. It involves systematizing, defending, and recommending concepts of right and wrong conduct. The aim is to teach the children to take responsibility for their actions and to reflect on their choices toward a clean and green environment.

### Aims

- To develop a sense of environmental awareness in young minds.
  - To understand that every action has an impact on the environment
  - To understand the meaning of Reduce, Reuse, Recycle, Respect and Refuse in terms of conservation.
  - Become aware of the impact of air, water, waste and litter pollution on natural and manmade environments
  - Develop an understanding of Green conservation
  - Develop a responsible ownership of the classroom and school environment
  - To foster a sense of responsibility for the long term care of the environment
  - To become committed towards the care of Earth's Natural resources.
  - To promote the sustainable use of the Earth's resources through personal life style and participation
- in collective environmental decision making.
- To acquire responsible positive attitudes towards the environment.
  - Through explanation, investigation and hands on experiences the children will acquire skills to help care for our environment immediately and have a long-term impact.

### Transdisciplinary Curriculum:

Our Curriculum is aligned not only to the Vision, Mission and Core Values, but is also in keeping with the United Nations Mission to provide leadership and encourage partnership in caring for the environment by inspiring, informing, and enabling nations and peoples to improve their quality of life without compromising that of future generations.

The goal of our curriculum is to inculcate ethics and values in children through Life skills, talks and Transdisciplinary approach to build skills to develop them to be good individuals and useful citizens.

### **Core Values**

Student Centric - Be responsible for one's own actions

Kind and Compassionate - Towards the environment

Innovative - Bring innovative solutions to environmental problems

Life-Long Learning - To be a life-long learner towards sustainability

Leadership - To be a leader and encourage partnership in caring for the environment

Steadfast - In adopting new techniques towards a greener future

### Energy

- The Green Ambassadors are also energy saving Monitors in class ensuring that all appliances are completely switched off when not in use towards an effort to conserve energy.
- Each class also has a student Monitor assigned the task of switching off all lights at break-time and before going home in the evening.

### Water

- The Green Ambassadors are also Monitors in conserving water. Water sprinklers in sinks minimize the consumption of water. Water conservation measures such as installing Thimbles in taps ensures minimizing utilization of water.



- Staff and Pupils are encouraged to use a reusable drinks container daily.

### Paper

- Classrooms and Staff rooms deploy reuse of papers.
- Trash papers are utilized for free colouring activities or art activities.
- Both the sides of papers are used during printing
- Load paper Right
- Colour setting is always Black by default.

### Re-Use:

- Children are encouraged to re-use plastic bottles for their drinks, conserve paper by writing on the back of sheets deemed “waste” etc.
- Recycling Week through the year will be introduced to collect E Wastes such as old phones, used batteries, ink cartridges to be sent to recycling centre.
- Students will collect recyclable items for Art classes.

### E- Circulars and E-Certificates:

- E-Circulars and E-certificates reduces not only paper consumption and printing costs but also provides the added benefit of improving digital efficiency and being more secure than paper certificates, eliminating the risk of misplaced documentation or late delivery.

### Green Council

- The school has set up its first Green School Committee, which is comprises of teachers, Staff, and student Green Ambassadors
- The Form Tutors select the students based on their initiative towards caring for the Environment.
- The student members remain the same for the year to ensure continuity.
- The Green Council members liaise regularly with the school Mentor.

### We Care Logo

- The school shall use the “We care Logo” for all Green related Initiatives.

### Competitions and Events:

- Competitions and Events are celebrated in school with the following objectives
  - ❖ To inspire awareness and appreciation for the Earth's environment.
  - ❖ To understand the significance and use of 5 R's.
  - ❖ To learn to use environment- friendly products.
  - ❖ To accept the responsibility of nurturing the environment

## 24 SkillsFuture Singapore

In December 2009, a new Private Education Act was enacted in Singapore.

The Act, managed by SkillsFuture Singapore, has brought about changes that have impacted private schools in Singapore. GIGIS is registered with the SSG under the Enhanced Registration Framework and has also secured 'Four Years REGISTRATION' from SSG. For more information, please visit the SkillsFuture Singapore (SSG) website at <https://www.skillsfuture.gov.sg/pei>.

# 25 Standard Student Contract (Sample)

Standard PEI-Student Contract Version 4.0

## **PART A – PRIVATE EDUCATION INSTITUTION – STUDENT CONTRACT**

**Regulation 25(5)(b)**

**FORM 12  
PRIVATE EDUCATION ACT  
(No. 21 of 2009)  
PRIVATE EDUCATION REGULATIONS  
ADVISORY NOTE TO STUDENTS**

This note is for a prospective student.

You are strongly encouraged to thoroughly research on the Private Education Institution (PEI) conducting the course before signing up for any course. You should consider, for example, the reputation of the PEI, the teacher-student ratio of its classes, the qualifications of the teaching staff, and the course materials provided by the PEI.

By signing and returning the Student Contract (the "Contract"), you agree to the Terms and Conditions which will bind you and the PEI, if you accept the PEI's offer of a place in a course of study offered or provided by the PEI.

You should ask the PEI to allow you to read a copy of the Contract (with all blanks filled in and options selected) in both English and the official language of your home country, if necessary. For your own protection, you should review all the PEI's policies, and check carefully that you agree to all the terms of the Contract, including the details relating to each of the following sections, before signing the Contract:

- a. The duration of the course, including holidays and examination schedules, and contact hours by days and week.
- b. The total fees payable, including course fees and other related costs.
- c. Dates when respective payments are due.
- d. The refund policy in the event of voluntary withdrawal (by you) or enforced dismissal from the course or programme (by PEI).
- e. The Fee Protection Scheme you are subscribed to and its coverage.
- f. The dispute resolution methods available; and
- g. Information about the PEI's policies on academic and disciplinary matters
- h. The degree or diploma or qualification which will be awarded to you upon successful completion of the course.

1 of 18

Version 5 (2025 - 2026) 91

## Standard PEI-Student Contract Version 4.0

If you have any doubt about the contents of the Contract, or if the terms are different from what the agent or the PEI have informed you previously, or advertised, you should always seek advice and/or clarifications before signing the Contract.

This portion below is to be completed by the signatory of the Student Contract, i.e. either the student, or if the student is below the age of 18, his parent or guardian.

I, \_\_\_\_\_  
(Name of Parent/ Guardian)

\_\_\_\_\_  
(NRIC)

\_\_\_\_\_  
(Passport Number)

Have read and understood this advisory note before signing the Student Contract

For myself/ my ward\*\* \_\_\_\_\_  
(Name of Child)

\_\_\_\_\_  
(NRIC)

\_\_\_\_\_  
(Passport Number)

with G I G International School Pte Ltd.  
(Name of PEI)

\_\_\_\_\_  
(Signature of Parent)

\_\_\_\_\_  
(Date)

Signature of Student/ Parent/ Guardian

\*Please delete whichever is inapplicable.

## PRIVATE EDUCATION INSTITUTION-STUDENT CONTRACT

This contract ("Contract") is made BETWEEN:

- (1) Registered Name of Private Education Institution (PEI) : \_\_\_\_\_  
 Registration Number : \_\_\_\_\_  
 (the "PEI")  
 Registered Address : \_\_\_\_\_

**(To be used if the Student is 18 and above years of age).**

- (2) Full Name of Contracting Party  
*(The name has to be as per NRIC for Singapore Citizen (SC) and Permanent Resident (PR) and as in passport for foreigners.)* : \_\_\_\_\_  
 NRIC/FIN/Passport Number  
*(NRIC number is meant to be stated where the Contracting Party is an SC/PR. FIN/Passport Number is meant to be stated where the Contracting Party is not an SC/PR. Please delete as appropriate by striking through.)* : \_\_\_\_\_  
 (the "Contracting Party")

OR

**(To be used if the Student is under 18 years of age).**

- (2) Full Name of Contracting Party (Parent/Legal Guardian)  
*(The name has to be as per NRIC for Singapore Citizen (SC) and Permanent Resident (PR) and as in passport for foreigners.)* : \_\_\_\_\_  
 NRIC/FIN/Passport Number  
*(NRIC number is meant to be stated where the Contracting Party is an SC/PR. FIN/Passport Number is meant to be stated where the Contracting Party is not an SC/PR. Please delete as appropriate by striking through.)* : \_\_\_\_\_  
 (the "Contracting Party") on behalf of  
 Full Name of Student  
*(The name has to be as per NRIC for Singapore Citizen (SC) and Permanent Resident (PR) and as in passport for foreigners.)* : \_\_\_\_\_  
 NRIC/FIN/Passport Number  
*(NRIC number is meant to be stated where the Student is an SC/PR. FIN/Passport Number is meant to be stated where the Student is not an SC/PR. Please delete as appropriate by striking through.)* : \_\_\_\_\_  
 (the "Student")

## 1. DEFINITIONS

1.1 In the Contract, the following words and expressions shall have the following meanings:

<b>"Cooling-Off Period"</b>	Shall refer to the period of ten (10) calendar days commencing from and including the date of this Contract.
<b>"Course"</b>	Shall refer to the course described in Schedule A.
<b>"Course Fee"</b>	Shall refer to the compulsory fees to be charged by the PEI on account of the Student's undertaking of the Course and as stated in Schedule B.
<b>"Course Commencement Date"</b>	Shall refer to the date of commencement of the Course as scheduled by the PEI and shall be as stated in Item 4 of Schedule A.
<b>"Course Completion Date"</b>	Shall refer to the date of completion of the Course as scheduled by the PEI, and shall be as stated in Item 5 of Schedule A.
<b>"Developer/Proprietor"</b>	Shall refer to the person who developed the Course, or who is the proprietor of the Course, as stated in Item 8 of Schedule A.
<b>"ICA"</b>	Shall have the meaning assigned to it in Clause 3.1(e).
<b>"Miscellaneous Fees"</b>	Shall refer to non-compulsory fees potentially chargeable by the PEI on account of, or arising from, the Student's undertaking of the Course, and as described in Schedule C.
<b>"Permitted Course Duration"</b>	Shall refer to the permitted duration of the Course starting on and from the Course Commencement Date and ending on the Course Completion Date (both dates inclusive).
<b>"Private Education Mediation-Arbitration Scheme"</b>	Shall refer to the dispute resolution scheme under the <i>Private Education (Dispute Resolution Schemes) Regulations 2016</i> .
<b>"Refund Event"</b>	Shall have the meaning assigned to it in Clause 3.1.
<b>"SSG"</b>	Shall refer to the SkillsFuture Singapore Agency established pursuant to Section 3 of the <i>SkillsFuture Singapore Agency Act 2016</i> .
<b>"Student Pass"</b>	Shall be as described on <a href="http://www.ica.gov.sg">www.ica.gov.sg</a> or such other website which operates in lieu thereof.

## 2. COURSE INFORMATION AND FEES

- 2.1** The PEI shall provide the Course as set out in Schedule A to the Student. The PEI shall not make any change to any detail of the Course set out in Schedule A unless it has obtained the prior written consent of the Contracting Party and, where required under the *Private Education Act 2009* or the subsidiary legislation thereunder, the prior written consent of SSG.

For the avoidance of doubt, if it is stated in Schedule A that the Course includes industrial attachment, the PEI shall use reasonable endeavours to ensure that such industrial attachment is provided to the Student.

- 2.2** The PEI represents and warrants that:

- (a) The person stated in Item 8 of Schedule A is the Developer/Proprietor of the Course and that the PEI has obtained all necessary permissions, licenses and approvals for the provision of the Course to the Student.
- (b) It has obtained SSG's permission to conduct the Course and that it has not made any such changes to the Course which would require it to re-apply to SSG for permission to conduct the Course.
- (c) The PEI has verified that the Student meets the Course entry requirements set out in Item 10 of Schedule A.
- (d) The information set out in Items 1 to 5 and 7 to 17 of Schedule A is correct, complete and not inconsistent with the details submitted to the SSG to obtain its permission to provide the Course.

- 2.3** PEI undertakes that the Student will be awarded or conferred the qualification stated in Item 7 of Schedule A by the organisation named in Item 9 of Schedule A upon the Student's successful completion of the Course, and having met all the requirements of the award/qualification.

- 2.4** The parties agree that Schedule B and Schedule C set out all fees payable (potentially or otherwise) by the Contracting Party to the PEI for the Course or arising from the Student's undertaking of the Course.

- 2.5** The Contracting Party shall pay the Course Fees in the amount and by the timelines as stated in the instalment schedule in Schedule B and the Miscellaneous Fees as per the timelines stated in each invoice for the Miscellaneous Fees issued by the PEI to the Contracting Party.

The PEI considers a payment made [ ] days/month after the scheduled due date(s) in Schedule B for the Course Fees and [ ] days/month after the scheduled due date(s) in the invoices for the Miscellaneous Fees as late. The PEI will explain to the Student its policy for the late payment of Course Fees and Miscellaneous Fees, and any impact on the Course/module completion (if applicable).

## 3. TERMINATION AND REFUND POLICY (Please refer to the diagram in Schedule E)

- 3.1** The PEI will notify the Student in writing within three (3) working days after becoming aware of any of the following (each a "Refund Event"):

- (a) It cannot commence the provision of the Course on the Course Commencement Date;
- (b) It cannot complete the provision of the Course by the Course Completion Date;



- (c) The Course will be terminated before the Course Completion Date;
  - (d) The Student does not meet the course entry or matriculation requirements as stated in Schedule A; or
  - (e) The Immigration & Checkpoints Authority of Singapore (the "ICA") rejects the Student's application for the Student Pass.
- 3.2** Where any of the Refund Events in Clause 3.1(a) to (c) above has occurred:
- (a) The PEI shall use reasonable efforts to make alternative study arrangements for the Student and shall propose such alternative study arrangements in writing to the Contracting Party, within ten (10) working days of informing the Contracting Party of the Refund Event.
  - (b) If the Contracting Party accepts such alternative study arrangements, the PEI shall set forth such alternative study arrangements in a written contract and this Contract shall automatically terminate on the date that such new written contract comes into effect.
  - (c) If the PEI does not propose alternative study arrangements to the Contracting Party within the time stipulated in Clause 3.2(a) above, or the Contracting Party does not accept such alternative study arrangements, the Contracting Party may forthwith terminate this Contract by way of a written notice to the PEI.
- 3.3** Where any of the Refund Events in Clauses 3.1(d) to (e) has occurred, the PEI shall forthwith terminate this Contract by way of a written notice to the Contracting Party.
- 3.4** If the Contract is terminated pursuant to Clause 3.2(b) read with Clause 3.1(a), the PEI shall refund all Course Fees and Miscellaneous Fees paid by the Contracting Party within seven (7) working days of the termination.
- 3.5** If the Contract is terminated pursuant to Clause 3.2(b) read with either Clause 3.1(b) or Clause 3.1(c), the PEI shall refund the Course Fees and Miscellaneous Fees in proportion to the uncompleted portion or duration of the Course, whichever is higher, to the Contracting Party within seven (7) working days of the termination.
- 3.6** If the Contract is terminated pursuant to Clause 3.3 or Clause 3.2(c) read with Clause 3.1(a), the PEI shall refund all Course Fees and Miscellaneous Fees paid by the Contracting Party within seven (7) working days of the termination.
- 3.7** If the Contract is terminated pursuant to Clause 3.2(c) read with either Clause 3.1(b) or Clause 3.1(c), the PEI shall refund the Course Fees and Miscellaneous Fees in proportion to the uncompleted portion or duration of the Course, whichever is higher, to the Contracting Party within seven (7) working days of the termination.
- 3.8 Refund for Withdrawal During the Cooling-Off Period:**
- Notwithstanding anything herein contained, the Contracting Party shall be entitled to, without any liability whatsoever to the PEI, forthwith terminate the Contract at any time within the Cooling-Off Period by way of a written notice to the PEI. The PEI shall return all Course Fees and Miscellaneous Fees paid to it within seven (7) working days of the receipt of the written notice.
- 3.9 Refund for Withdrawal Outside the Cooling-Off Period:**
- Without prejudice to Clauses 3.1 to 3.8 above, the Contracting Party may terminate the Contract at any time before the Course Completion Date by providing a written notice to the PEI. Upon receipt of such notice, the PEI shall within seven (7) working days, refund



to the Contracting Party such amount (if any) as determined in accordance with Schedule D.

#### **4. ADDITIONAL INFORMATION**

- 4.1** This Contract shall be interpreted in accordance with the laws of Singapore. Subject to the *Private Education (Dispute Resolution Schemes) Regulations 2016*, the courts of Singapore shall have exclusive jurisdiction to settle any claim, dispute or disagreement arising out of or relating to this Contract.
- 4.2** If any provision of this Contract is adjudged to be illegal, invalid or unenforceable, in whole or in part, such provision or part of it shall, to the extent that it is illegal, invalid or unenforceable, be deemed not to form part of this Contract and shall not affect the validity, legality and enforceability of the remainder of this Contract.
- 4.3** The PEI shall treat all personal information provided by the Student or Contracting Party as strictly confidential and shall not disclose any such personal information to any third-party, unless it has obtained the prior written consent of the Contracting Party or such disclosure is required under the law.
- 4.4** This Contract contains the whole agreement between the parties in respect of its subject matter and supersedes all previous discussions, correspondences and understanding between the parties in respect of such subject matter.
- 4.5** In no event shall any delay, failure or omission on the part of either party in exercising any right, power, privilege, claim or remedy arising under or pursuant to this Contract constitute a waiver of that right, power, privilege, claim or remedy, unless expressly given in writing. No waiver of a breach of this Contract shall be deemed to be a waiver of any other or subsequent breach of this Contract.
- 4.6** If this Contract is also signed in or translated into any language other than English, the English language version shall prevail in the event of any inconsistency.
- 4.7** A person who is not a party to this Contract shall have no right under the *Contracts (Right of Third Parties) Act 2001* to enforce any of its terms.

**SCHEDULE A**  
**COURSE DETAILS**

1) Course title	
2) Permitted Course Duration (in months)  <i>Note: This does not include the period of the industrial attachment, if any.</i>	
3) Whether the Course is a full-time or part-time Course	
4) Course Commencement Date (DD/MM/YYYY)	
5) Course Completion Date (DD/MM/YYYY)	
6) Date of Commencement of studies if later than Course Commencement Date  <i>Note: "N.A." if both dates are the same</i>	
7) Qualification (Name of qualification to be conferred on the Student upon the successful completion of the Course)	
8) Developer/Proprietor of the Course	
9) Organisation which awards/ confers the qualification	
10) Course entry requirement(s)	
11) Course schedule (with modules and/or subjects referred to)  <i>Note: Attachment(s) may be included to show the information.</i>	
12) Scheduled holidays (public and school) and/or semester/term breaks relevant to the Course  <i>Note: Attachment(s) may be included to show the information.</i>	
13) Examination and/or other assessment and/or assignment period(s)	

<i>Note: Attachment(s) may be included to show the information.</i>	
14) Expected final examination results release date (DD/MM/YYYY)  <i>Note: The date shall not be more than three (3) months after the completion of the final examination, unless otherwise permitted by SSG.</i>	
15) Expected date of conferment of the qualification (DD/MM/YYYY)	
16) Does the Course include any industrial attachment?	Yes/No (delete as appropriate)
17) Duration of the industrial attachment	

SAMPLE

**SCHEDULE B  
COURSE FEES**

Fees Breakdown	Total Payable (with GST, if any) (S\$)
<i>Note: Show full breakdown of total payable course fees.</i>	
<b>Total Course Fees Payable</b>	

**INSTALMENT SCHEDULE**

Instalment <sup>1</sup> Schedule	Amount (with GST, if any) (S\$)	Date Due <sup>2</sup>
1st instalment		
2nd instalment		
Etc.		
<b>Total Course Fees Payable:</b>		

- Each instalment amount shall not exceed the following:
  - 2 months' worth of Course Fees for non-EduTrust-certified PEIs without IWC\*.
- Each instalment after the first shall be collected within one week before the next payment scheduled.

**SCHEDULE C**  
**MISCELLANEOUS FEES**

Type and Purpose of Fees	Amount (with GST, if any) (S\$)
<i>Examples include late payment fees, replacement of student ID, re-taking examinations</i>	

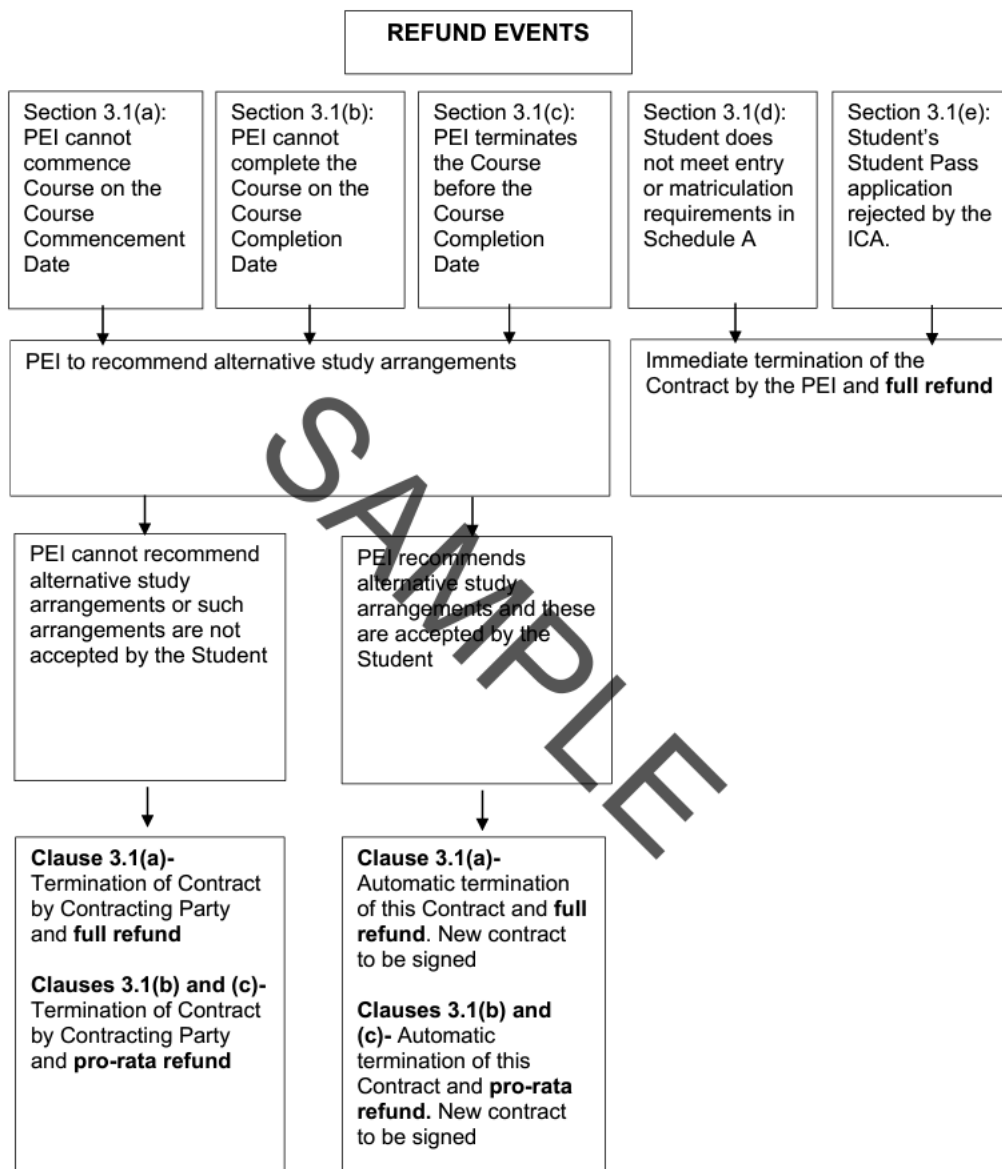
SAMPLE

**SCHEDULE D**  
**REFUND POLICY**

% of [the amount of Course Fees and Miscellaneous Fees paid under Schedules B and C]	If the Contracting Party's written notice of withdrawal is received:
[•]	more than [•] working days before the Course Commencement Date
[•]	on or before, but not more than [•] working days before the Course Commencement Date
[•]	after, but not more than [•] working days after the Course Commencement Date
[•]	more than [•] working days after the Course Commencement Date

SAMPLE

**SCHEDULE E**  
**SECTION 3**



Standard PEI-Student Contract Version 4.0

The parties hereby acknowledge and agree to the terms stated in this Contract.

SIGNED by the PEI

\_\_\_\_\_  
Authorised Signatory of the PEI

Name:

Date:

\_\_\_\_\_  
Seal of PEI

SIGNED by the STUDENT

SIGNED by the student's parent/legal guardian  
[if the student is under eighteen (18) years of age]

\_\_\_\_\_  
Name of Child:  
Immigration Type:  
Date:

\_\_\_\_\_  
Name of Parent/Legal Guardian:  
Date:

SAMPLE



**PART B – Declaration for Re-enrolment, Citizenship and Immigration**

I / We \_\_\_\_\_  
(Name of Parent / Guardian)

\_\_\_\_\_  
(Name of Child)

enrolled in G I G International School Pte Ltd hereby state that:

1. I / We have read and understood the guidelines for Singapore Citizens issued by the Ministry of Education (the "MOE") which are as follows:

Admission of Singapore Citizen or Foreign Students and Singapore Permanent Residents who attain Singapore Citizenship

Singapore Citizens are exempted from seeking MOE's approval to study at the foreign system school's Kindergarten / Pre-School.

Singapore Citizens who are enrolled in Kindergarten / Pre-School are not guaranteed continue admission to Grade / Standard / Class 1 and are required to seek prior MOE approval for continuing education in GIGIS.

**Singapore Citizens below 6 years:**

All Singapore Citizens who will be age appropriate for the MOE School Primary 1 registration exercise should participate in the P1 registration process. This is to ensure that these children continue their education in the national schools, if their application to study at GIGIS is not approved by MOE.

All Singapore Citizen children, who are age appropriate for MOE School Primary 1 and have not obtained MOE approval to continue their study in GIGIS will be required to study in the MOE schools no later than the start of the respective MOE Primary Year 1 academic year.

**Singapore Citizens above 6 years:**

Parents of GIGIS students who become Singapore Citizen after they have achieved 6 years age, are exempted from MOE approval for continuing their education in GIGIS. However, parents of such students are required to comply with the requirements specified in Point 4 below and seek a written approval from the GIGIS Admissions Department confirming the promotion / readmission in the next grade.

2. I / We understand that, G I G International School Pte Ltd has granted admission to Class subject to the following Terms and Conditions.

- i. That my child holds a non-Singapore Citizenship OR is a Singapore Citizen authorised by the Ministry of Education as per clause "1" above, to study at GIGIS and
- ii. That my child is eligible for a promotion to next grade and / or satisfies the re-enrolment criteria as established by the school, and
- iii. That I / We have read the School Terms and Conditions, School Policies and the Student Handbook and that I / We agree to comply, and shall ensure that my / our child also complies with the afore-mentioned terms, and
- iv. That my child has not violated laws of any country or is facing any trial in any court or is convicted of any offence(s).

3. As on the date of signing this document, I/ We declare that

\_\_\_\_\_  
(Name of Parent / Guardian)

\_\_\_\_\_  
(Name of Child)

has following nationality and immigration details:

Nationality: \_\_\_\_\_

Passport Number: \_\_\_\_\_

Issue Date: \_\_\_\_\_

Immigration Status: \_\_\_\_\_

NRIC / FIN Number: \_\_\_\_\_

4. I / We agree that at any time our child is granted and accepts a Singapore Citizenship, then within 7 (seven) working days from date of such acceptance, I / We agree to do the following:

- i. Apply for MOE approval through the GIGIS Admissions Department, applicability to be determined as per Clause 1, where applicable,
- ii. Update the student particulars in profile and submit the new passport and immigration documents / Ministry letters if any to school office, and seek acknowledgment of changed profile by the class teacher,

iii. Get a written confirmation from the GIGIS Admissions Department (admissions@gigis.edu.sg) that the child is exempted from MOE approval and the child can continue his/her education at GIGIS,

iv. Generate a new student e-contract with revised nationality and immigration status and inform the class teacher by written email if the student contract could not be generated / completed for any reason(s). ;

5. I / We agree and fully understand that in the event we fail to perform and comply with steps mentioned in Clause "4" above, then it would be deemed as a breach of School's Terms and Conditions.

6. I / We represent that all the information and details mentioned in the student profile of my / our child is correct and valid as on the date of signing of this Declaration, I / We agree and undertake that I / We shall ensure that the student profile of my / our child is updated with latest, correct and valid particulars at all times during the time my / our child is enrolled with GIGIS. In case any of the particulars of the student profile of my child are changed, including but not limited to change in the immigration status of my child from Dependent Pass Holder to Permanent Resident, I shall update the latest details on the student profile within seven (7) days of such change becoming effective

7. I / We agree that the school may be asked to share student particulars with the Ministry of Education or any other relevant authority in case of an enquiry or as a matter of routine administrative procedure in accordance with the applicable laws

8. I / We understand that suppression of facts or furnishing misleading / false information or failure to provide updated information as required under this Declaration may result in cancellation / termination of admission from the School and the School may exercise other rights and seek remedies as may be available under law at my / our cost and liability.

9.  
I/We \_\_\_\_\_  
(Name of Parent / Guardian)

certify that the information provided in this declaration is true and complete.

Signed by (Parent/ Guardian) \_\_\_\_\_ on \_\_\_\_\_  
(date)

Parent Name : \_\_\_\_\_

IC No. : \_\_\_\_\_

Passport No. : \_\_\_\_\_

**LATE COURSE COMMENCEMENT**

I have been informed by the Admissions Team and I am aware that the course I am enrolling for in G I G International School has Commencement prior to my becoming a student in the school.

I acknowledge and agree to be enrolled for the course that has already commenced on the Course Commencement Date mentioned in the student contract.

---

SIGNED by the Student

---

Signed by the Student's Parent Legal  
Guardian (if student is under  
eighteen(18) years of age)

---

Name of Student:

---

Name of Parent/Legal Guardian:

Date:

Passport/ NRIC No.: