



NorthLight School
151 Towner Road, Singapore 327830
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2 January 2020

Dear Parents/Guardians

Happy New Year! As we begin 2020, we would like to extend a warm welcome to all our year 1 and year 2 junior students. We begin the term with some important information for all to note.

In NorthLight, we believe that all students can learn and it is our joint mission to help them grow and discover their talents. Parents play an important role in encouraging and motivating their children to learn. Your support and cooperativeness will greatly help our teachers to connect, understand and work with your child. A good parent-teacher relationship helps students to be positive about attending school. We look forward to working closely with you.

As the year begins, we would like to highlight some important dates and events in Term 1.

DISMISSAL TIME FOR 1ST and 2ND WEEK OF SCHOOL

Our students will be going through the orientation programme from **Thursday, 2 January to Friday, 10 January 2020**. Students are required to be in full school uniform and report to school by 745am. They will be **dismissed at 1230pm during the first two weeks of school**. Timetabled lessons will begin on Monday, 13th of January. The school term and school hours are indicated below.

SCHOOL TERMS AND SCHOOL HOURS FOR 2020

The school terms and hours for 2020 are appended below.

Semester 1	
Term 1	Thursday 2 January to Friday 13 March
Term 2	Monday 23 March to Friday 29 May

Semester 2	
Term 3	Monday 29 June to Friday 4 September
Term 4	Monday 14 September to Friday 20 November

SCHOOL HOURS FOR 2020

Monday	Tuesday	Wednesday	Thursday	Friday
7:45am to 3:00pm	7:45am to 3:00pm	7:45am to 3:30pm	7:45am to 3:30pm	7:45am to 12:30pm *CCA is from 8:00am to 10:00am

A gentle reminder that attendance during term time is important, hence we seek the cooperation of all parents/guardians to refrain from taking your child/ward out of school during term time.

NEW ELECTIVE

This year, NLS is partnering with Kwong Wai Shui Hospital on a pilot elective module on Community care training for selected Year 4 students during curriculum hours. This is an opportunity to expand students' learning in vocational training through their elective module.

ROAD WORKS AT MCNAIR/TOWNER AND RELOCATION OF GATE 1

HDB is currently carrying out road improvement works at Towner and McNair Roads. For those driving into the school, please note that Gate 1 has been relocated close to the former Gate, and there is a new temporary road leading into the school. Please keep a look out for heavy construction vehicles along the road.

MOBILE DEVICES POLICY

The school also educates our students to use their mobile devices wisely so as not to distract them from their learning in school. As such your child/ward is required to switch off their mobile devices during curriculum hours including their recess and lunch periods. They may switch it on only after dismissal from school. For any emergencies, you may call up our General Office. We seek your cooperation in reminding your child/ward to adhere to this rule. The school reserves the right to confiscate your child's/ward's mobile devices if your child/ward refuses to comply. The school reserves the right to access, remove or forward contents of seized mobile devices for the purpose of investigation.

CHINESE NEW YEAR CELEBRATIONS AND SCHOOL HOLIDAY

The school will be celebrating Chinese New Year on **Friday 24 January 2020**. School will begin at 7.45am and students **will be dismissed at 1030am** on that day. **January 25, 26 and 27 will be public holidays. Tuesday 28 January will be a school holiday.** We would like to take this opportunity to wish our Chinese families "Happy Chinese New Year" and everyone a good holiday break.

AWARDS DAY

Only students who are receiving awards and concert participants need to report to school on **Friday 13 March 2020**. Prize winners will be involved in rehearsals on 12 and 13 March from **1.00pm to 5.00pm**. More information will be provided at a date closer to the event.

SCHOOL INSURANCE

Insurance coverage is provided for all enrolled students of NorthLight School. The insurance provider is NTUC Income. Please refer to **Annex A** for details.

SCHOOL ATTENDANCE AND PUNCTUALITY

For students to do well in NorthLight and in the future, there are two important aspects – attendance and punctuality. We will only be able to help students improve their knowledge, skills and values if they attend school. If your child/ward is sick, please ensure that your child/ward gets the required treatment from a doctor as soon as possible. A medical certificate or a parent/guardian's letter is needed to cover the child's absence from school. It is equally important that our students are punctual even though we understand that some may live quite far away from the school. We hope that all students will get this right as early in their lives as possible.

May you and your family have a wonderful 2020 ahead!

Thank you.

Mdm Sung Mee Har
Principal

SCHOOL INSURANCE FOR ALL STUDENTS

Insurance coverage is provided for all enrolled students of NorthLight School. The insurance provider is NTUC Income. Please refer to the attached document for terms and conditions.

With effect from 2018, NTUC Income has allowed parents to submit an online claim through the e-claim portal.

Parents can log on to <https://studentgpaadp.incomegroupins.com.sg/>

Points to note:

1. For **outpatient** including minor/day surgery claims, you are **not** required to submit the original tax invoice(s)/receipts(s). However, you **must keep** the original tax invoice(s)/receipt(s) for at least 6 months from claim submission date and it must be made readily available upon Insurer's request.
2. For **inpatient** claims, you have to submit the original tax invoice(s)/receipt(s) to:
NTUC Income Insurance Co-operative Limited
c/o No. 31 International Business Park
#02-09 Creative Resource
Singapore 609921
3. Please ensure your email address and handphone number in the e-claim portal are correct
4. Please prepare your scanned receipt/report for uploading before proceeding with a new eSubmission.

Scanned files must meet the following criteria:

- *Acceptable file formats are pdf, jpg, jpeg and png
- *Maximum allowable size for each attachment is up to 10MB.

If you require additional information, please contact Miss Noris at 65806495