



NorthLight School
151 Towner Road, Singapore 327830
Tel: 6929 6290 Fax: 6291 2423

4 January 2021

Dear Parents/Guardians

Happy New Year! As we begin 2021, we would like to extend a warm welcome to all our year 1 students. 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.

IMPORTANT DATES AND EVENTS IN TERM 1

We would like to share the following important dates with you.

Dismissal time for 1st week of school	Our students will be going through the orientation programme from Monday, 4 January to Friday, 8 January 2021 . Students are required to be in full school uniform and report to school by 745am. Dismissal time for the 1 st week of school will be 12:30pm.
Chinese New Year celebrations and school holiday	The school will be celebrating Chinese New Year on Thursday, 11 February 2021 . School will begin at 7.45am and students will be dismissed at 1030am on that day. 12 & 13 February will be public holidays. Monday, 15 February 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, 12 March 2021 . More information will be provided at a date closer to the event.

SCHOOL TERMS FOR 2021

The school terms and hours for 2021 are appended below.

Semester 1	
Term 1	Monday 4 January to Friday 12 March
Term 2	Monday 22 March to Friday 28 May
Semester 2	
Term 3	Monday 28 June to Friday 3 September
Term 4	Monday 13 September to Friday 19 November

SCHOOL HOURS FOR 2021

The school hours for 2021 have been revised as follows:

	Mondays to Wednesdays	Thursdays	Fridays
Start Time	7:45am	7:45am	7:45am
Dismissal Time	2:30pm	4:30pm	12:30pm

Please note that Co-Curricular Activities (CCA) will be conducted every Thursday from 2:30pm. Attendance during CCA is mandatory and students will be dismissed at 4:30pm. You will be duly informed of all the after-curricular enrichment programmes or additional CCA training sessions.

SCHOOL ATTENDANCE AND PUNCTUALITY

A gentle reminder that for students to do well in NorthLight and in the future, there are two important aspects – their attendance and punctuality. We seek the cooperation of all parents/guardians to refrain from taking your child/ward out of school during term time. 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.

OBSERVANCE OF COVID-19 MEASURES

We seek your support to remind your child/ward to observe COVID-19 prevention measures i.e.

- *Wear a face mask at all times*
- *Keep to 8 or less if in a group*
- *Clean & sanitize hands regularly*
- *Take temperature daily (Bring your thermometer to school daily)*
- *Observe social distancing rules*
- *See a doctor if unwell*

MOBILE DEVICES POLICY

The school educates our students to use their mobile devices wisely so as not to distract them from their learning in school. 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 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.

POLICY ON USE OF PHOTOS AND VIDEOS FOR PUBLICITY PURPOSES

Photographs or video images of students or visitors to the school may be taken during school activities and events such as classroom lessons, CCA, school camps, or school concerts. The school may use and publish such photographs or video recordings in school publications, the school’s website, social media channels, or other communication channels.

MORNING SHUTTLE BUSES 2021

Here are the details of the shuttle bus pick-up information. Refer to the QR code for the location maps.

Location	Timing	Pick-Up Location
Admiralty	6:40 am	In front of Admiralty Station near overhead bridge and Bus stop no. B46779
Yishun (Pilot for term 1)	6:40 am	Yishun MRT Exit B – Passenger Pick-up/drop-off point along Yishun Ave 5
Bedok	6:30 am 6:50 am	Opposite Bedok MRT station. Bus stop no: 84031
Redhill	6:50 am	Opposite Redhill MRT station. Bus stop no B10201



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.

May you and your family have a safe and healthy 2021 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)/receipt(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.

5. If you require additional information, please contact Ms Rozita (Student Affairs Unit, NorthLight School) at tel: 6929 6260.