



NorthLight School (Co. Regn.: 200615271H)
151 Towner Road, Singapore 327830
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4 January 2022

Dear Parents/Guardians

Happy New Year! As we begin 2022, 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 cooperation 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. Please take note of the following key information provided below.

SCHOOL TERMS FOR 2022

The school terms and hours for 2022 are appended below.

Semester 1	
Term 1	Tuesday 4 January to Friday 11 March
Term 2	Monday 21 March to Friday 27 May
Semester 2	
Term 3	Monday 27 June to Friday 2 September
Term 4	Monday 12 Sep to Friday 18 November

SCHOOL HOURS FOR 2022

The school hours for 2022 have been revised as follows:

	Mondays to Wednesdays	Thursdays	Fridays	Remarks
Start Time	8:00am	8:00am	8:00am	<i>All Year 1 students will be dismissed from 12:30pm onwards during orientation period from 4 January to 7 January. Dismissal time from 10 January to 14 January will be 12:45pm. Normal lessons will commence from 17 January onwards for Year 1. All Year 2 to Year 4 students will be dismissed from 12:35pm onwards during orientation week from 4 January to 7 January. Normal lessons will commence from 10 January onwards for Year 2-4.</i>
Dismissal Time	2:45pm	5:00pm	12:30pm	

Please note that Co-Curricular Activities (CCA) will be conducted every Thursday from 2:45pm. Attendance during CCA is mandatory and students will be dismissed at 5:00pm. You will be duly informed of all the after-curricular enrichment programmes or additional CCA training sessions.

KEY EVENTS IN TERM 1

Chinese New Year Celebrations	The school will be celebrating Chinese New Year on Monday, 31 January . School will begin at 8:00am and students will be dismissed at 10:30am on that day. 1 & 2 February will be public holidays . 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, 4 March . More information will be provided at a date closer to the event.

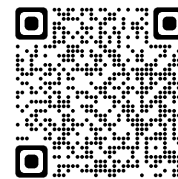
NEW SCHOOL UNIFORM

The school has made modifications to the school uniform design to improve the look and feel for students. The modified school uniform will be worn by all Year 1 students starting 2022. Our Year 2 to Year 4 students can continue to wear their current uniforms till the end of 2022. All students are strongly encouraged to wear the new school uniform from 2023 onwards.

MORNING SHUTTLE BUSES 2022 – CHANGE IN TIMING

As a result of the change in school start time this year, please take note of the change in timing for morning shuttle buses. Seats on the 40-pax buses are available on a first-come-first-served basis, and students advised to come 5-10 minutes before the pick-up time. Refer to the QR code for the location maps.

Location	Timing	Pick-Up Location
Admiralty	7:10 am	In front of Admiralty Station near the overhead bridge. Bus stop no: 46779
Yishun	7:10 am	Yishun MRT Exit B – Passenger Pick-up/drop-off point along Yishun Ave 5
Bedok	7:00 am & 7:15 am	In front of Bedok Mall. Bus stop no: 84031
Redhill	7:10 am	Opposite Redhill MRT station. Bus stop no: 10201



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.

COMMUNICATION PLATFORMS

Parents/guardian will receive more updates on school programmes and activities in the letter to parents every term and via Parents Gateway. In addition, as part of our school's continuing efforts to stay connected and strengthen school-family relationships, Form Teachers may make home visits to engage parents/guardians in a discussion on how to better support your child/ward. You may contact our teachers via their emails or school contact number which is available here: <https://www.nls.edu.sg/school/school-organisation/form-teachers>. We recognise the importance of teacher well-being and urge you to minimise non-critical communication outside office hours.

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 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

Please note that 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.

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*
- *Clean & sanitise hands regularly*
- *Observe social distancing rules*
- *Bring along Trace Together Token*
- *Keep to 5 or less if in a group*
- *Take temperature daily (Bring your thermometer to school daily)*
- *See a doctor if unwell*

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 2022 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.

5. If you require additional information, please contact Ms Christine Quan (Student Affairs Unit, NorthLight School) at tel: 6929 6260 or email: quan_ming_wai@moe.edu.sg