



NorthLight School
151 Towner Road, Singapore 327830
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3 January 2019

Dear Parents/Guardians

Happy New Year!

I am Mdm Sung Mee Har and am delighted and humbled to be appointed by the Ministry of Education as the new Principal of NorthLight School from 15 December 2018. Having served as the principal of Hong Kah Secondary and Woodgrove Secondary previously, I am excited to continue the good work of the previous leadership teams in providing quality education for our students.

In NorthLight, we believe that all students can learn and it is our job to help them grow and discover their talents. Parents play an important role in encouraging and motivating their children to learn. Support and Cooperativeness from parents towards teacher helps a lot to connect, understand and work towards child. A good parent teacher relationship leads child to be positive towards attending school. We look forward to working closely with you.

The school would like to thank the previous principal, Mr Martin Tan for his leadership and contributions over the last 7 years. We wish him well as he takes over the leadership of St Gabriel's Primary School.

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

DISMISSAL TIME FOR 1ST WEEK OF SCHOOL

Our students will be going through the orientation programme from **Wednesday 2 January to Friday 4 January 2019**. Students are required to be in full school uniform and report to school by 745am. They will be **dismissed at 1230pm during the 1st week of school**. Timetabled lessons will begin on Monday 7th of January. The school terms and hours for 2019 are appended below.

SCHOOL TERMS AND SCHOOL HOURS FOR 2019

Semester 1	
Term 1	Wednesday 2 January to Friday 15 March
Term 2	Monday 25 March to Friday 31 May

Semester 2	
Term 3	Monday 1 July to Friday 6 September
Term 4	Monday 16 September to Friday 15 November

SCHOOL HOURS FOR 2019

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.

ROAD SAFETY

The school constantly educates our students to take road safety seriously. While the school will do its part to remind students to observe good road safety habits, we hope parents and guardians will also reinforce the message of road safety. For your child/ward's safety, we would also like to urge all parents who drive to alight and fetch your child/ward at the school's sheltered bus bay in the morning and during school dismissal. This will minimize traffic congestion outside the school gate.

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.

BREAKFAST WITH PRINCIPAL

We would like to invite parents who are keen in meeting and dialoguing with the school leaders to join us for the "Breakfast with Principal" event on **Saturday, 12 January 2019** at 8:30am.

CHINESE NEW YEAR CELEBRATIONS AND SCHOOL HOLIDAY

The school will be celebrating Chinese New Year on **Monday, 4 February 2019**. School will begin at 7.45am and students **will be dismissed at 1030am** on that day. February 5 and 6 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, 15 March 2019**. Prize winners will be involved in rehearsals on 13 and 14 March from **1.00pm to 3.00pm**.

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, we would advise that your child/ward gets the required treatment from a doctor. A medical certificate or a parent/guardian's letter would be needed to cover the child's absence from school. It is equally important that our students are punctual even though we understand some may live quite far away from the school. We hope students will get this right as early in their lives as possible.

May you and your family have a wonderful 2019 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