



**NorthLight School** (Co. Regn.: 200615271H)  
151 Towner Road, Singapore 327830  
Tel: 6929 6290 Fax: 6291 2423 Email: nls@moe.edu.sg

3 January 2024

Dear Parents/Guardians

Happy New Year! As we begin 2024, 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 understand, connect 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 key information provided below.

### SCHOOL TERMS FOR 2024

Semester 1	
<b>Term 1</b>	Tuesday 2 Jan* to Friday 8 March <i>* Year 1 students will start school on Tuesday, 2 January 2024. Year 2 to Year 4 students will start school on Wednesday, 3 January 2024.</i>
<b>Term 2</b>	Monday 18 March to Friday 24 May
Semester 2	
<b>Term 3</b>	Monday 24 June to Friday 30 August
<b>Term 4</b>	Monday 9 September to Friday 15 November

### SCHOOL HOURS FOR 2024

	Mon-Wed	Thu	Fri	Remarks
<b>Start Time</b>	8:00am	8:00am	8:00am	<i>All students will be dismissed at 12:15pm during orientation period from 3 January to 5 January.</i>  Please note that Co-Curricular Activities (CCA) will be conducted every Thursday from 2:45pm. Attendance for 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.
<b>Dismissal Time</b>	2:45pm	5:00pm*	12:30pm	

### KEY EVENTS IN TERM 1

Day / Date	Event	Remarks
<b>30 Jan (Tue) to 1 Feb (Thu)</b>	<b>Experience ITE Programme (EIP) for Year 3 Students</b> EIP allows students to experience ITE's <i>Hands-On, Minds-On, Hearts-On</i> education and be immersed in their authentic learning environments which help instil interest in skills education.	
<b>9 Feb (Fri)</b>	<b>Chinese New Year School Celebrations</b> The school will be celebrating Chinese New Year and all students will be dismissed at <b>10.30 am</b> . We would like to take this opportunity to wish the Chinese families "Happy Chinese New Year" and everyone else a good holiday break.	Monday, 12 February will be a public holiday and Tuesday, 13 February will be a school holiday and a designated day off-in-lieu.

Day / Date	Event	Remarks
19 Feb (Mon)	<b>Orange Blessings Community Programme for Year 1 Students</b> As part of the orientation programme to familiarise our Year 1 students with the community, they will be accompanied by their Form Teachers to extend Chinese New Year greetings to the residents in the neighborhood during school hours.	
19 Feb (Mon) to 20 Feb (Tue)	<b>Pre-Boarding for Industry Experiential Programme (IEP) and Learning Journey for Year 4 Students</b> All Year 4 students will be going through the IEP in Term 2. As part of their preparation, all Year 4 students will go through the pre-boarding programme and an external learning journey.	All Year 4 students will be dismissed at <u>12.15pm</u>
19 Feb (Mon) to 22 Feb (Thu)	<b>Workplace Literacy and Numeracy (WPLN) Assessments for Year 3 Students</b> All Year 3 students will be sitting for their WPLN assessment during this week.	More details will be given to students at a later date.
19 Feb (Mon) to 22 Feb (Thu)	<b>Growing Resilience in Teenagers (GRIT) Week</b> All Year 1 and Year 2 students will be attending the residential 3-day 2-night GRIT Camp from 20 Feb (Tue) to 22 Feb (Thu).	More details will be given to students at a later date.
23 Feb (Fri)	<b>Home-based Learning Day (HBL)</b> All Year 1 to Year 4 students <u>do not need</u> to report to school.	HBL schedule will be given to students at a later date.
29 Feb (Thu)	<b>Meet-The-Parents (MTP) &amp; IEP Briefing for Year 4 Students</b> The school will be organising a Meet-the-Parents session for all Year 4 students from 5:00pm to 7:30pm. Parents / Guardians will be briefed on the Industry Experiential Programme requirements and given a progress update of their child/ward.	More details about the booking schedule will be provided at a later date. MTP
4 Mar (Mon) to 5 Mar (Tue)	<b>Milestone Assessment for Year 4 Students</b> All Year 4 students will be sitting for the English and Mathematics milestone assessment from 4 to 5 March.	Year 4 students will be dismissed after the last paper for the day. The assessment schedule will be provided at a later date.
8 Mar (Fri)	<b>Awards Day 2024</b> We will be celebrating the progress, holistic development and achievements of our students at our 18 <sup>th</sup> Awards Day. Only students who are receiving awards and concert participants need to report to school that day.	More information will be provided closer to the event.

### 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. Disciplinary action may be taken for wilful absenteeism and truancy.

### COMMUNICATION PLATFORMS

Parents/Guardians will receive more updates on school programmes and activities in the letter to parents every term via **Parents Gateway**. The Parents Gateway (PG) Mobile App is an initiative by MOE to enable parents to interact with schools more conveniently on administrative and financial matters. Parents will also be able to use this app to stay updated on school's programmes and submit online consent forms for their child's activities. **SingPass Registration and 2FA Setup is required for PG access**. All parents are **strongly encouraged** to download and use the PG App as it will bring significant benefits for parents, teachers and the school. A step-by-step guide is provided in this link: <https://www.nls.edu.sg/partnerships/parents-gateway>.

In addition, as part of our school’s continuing efforts to stay connected and strengthen school-family relationships, Form-Teachers will make home visits to engage parents / guardians in discussions on how to better support your child/ward. You may contact our teachers via their emails which is available here: <https://www.nls.edu.sg/school/school-organisation/form-teachers> or contact the school at 69296290.

**We recognise the importance of teacher well-being and urge you to minimise non-critical communication after 6pm on school days as well as on weekends and public holidays.**

**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. Students are required to handover their mobile device(s) to the Form-Teachers during school hours. The mobile device(s) will be kept in the class locker and will be returned to the students upon school dismissal. 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 2024**

Please take note of the schedule for morning shuttle buses. 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	7:00 am	In front of Admiralty Station near the overhead bridge. Bus stop no: 46779
Yishun	7:00 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



**SCHOOL INSURANCE**

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

May you and your family have a safe and healthy 2024 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 Income Insurance Limited.

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

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

### Points to note:

1. For both **inpatient and 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. If you have utilised your Medisave/MediShield/Private Shield plan to pay for your child's surgical and hospitalization fees, please kindly request for a **Letter of Settlement** from your insurer for submission together with the original tax invoice(s)/receipts(s).
3. Please ensure your email address, handphone number and bank account details in the e-claim portal are correct.
4. Please prepare your scanned receipts/reports 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.