

PARENT'S HANDBOOK 2025/2026



+65 6989 3000
www.nlcssingapore.sg

TABLE OF CONTENTS

04	GUIDING STATEMENTS
06	WELCOME TO NLCS (SINGAPORE)
07	STAFF LIST
08	SCHOOL CALENDAR
10	FORMAT OF THE DAY
12	OPERATIONAL SERVICES
14	UNIFORM & DRESS CODE
16	EQUIPMENT
18	HOMEWORK
20	HOUSES
22	ENRICHMENT
24	STUDENT SUPPORT
26	COMMUNICATIONS
28	PARENTAL ENGAGEMENT
30	DAY TO DAY ROUTINES
32	HEALTH & SAFETY
34	SAFEGUARDING

This handbook is designed to be a handy, quicky-reference guide that covers practical issues to help you get used to our systems, procedures and ways of working.

The guide is written for you, our parents, and we would welcome any and all feedback that you can provide, regarding its usefulness, and suggestions for improvement.



Main Reception
+65 6989 3000

Senior School Office
+65 6989 3021
seniorschooloffice@nlcssingapore.sg

Junior School Office
+65 6989 3066
juniorschooloffice@nlcssingapore.sg

North London Collegiate School (Singapore)
130 Depot Road, Singapore 109708

GUIDING STATEMENTS

MISSION

NLCS (Singapore) seeks to provide an exceptional educational experience, based on the traditions, ethos and practices of North London Collegiate School, UK.

VISION

NLCS (Singapore) aims to:

- provide an ambitious academic education to enable every individual student to make the most of their intellect and abilities;
- nurture a team of professional teachers who inspire their students with a love of their subjects and a spirit of scholarship;
- enable all students to recognise excellence and realise that it is attainable;
- ensure that every member of the School feels valued, supported and encouraged;
- foster a community built on positive relationships between staff and students and between students themselves;
- encourage students to embrace new challenges confidently, and respond to setbacks in a resilient and determined manner;
- develop an outward-looking, internationally-minded community that promotes respect and compassion, service to others, and active, positive participation in society and the wider world.



VALUES

A common set of beliefs and values underpin the common and distinctive ethos of all North London Collegiate Schools. In particular, we hold:

- a belief in the potential of young people – that we can foster the drive and determination that will enable them to make a difference to the world;
- a belief that each student is unique, and that it is our responsibility to provide them with “floors, not ceilings” so that we can nurture their individual talents, confidence and self-worth and enable them to “run their own race”;
- a belief that varied perspectives enrich our schools and wider communities, and that we should embrace, encourage, celebrate and learn from difference and diversity;
- a belief that learning is an end in itself and is something to be prized, and that education means much more than following a prescribed examination syllabus;
- a belief in the transformative power of academic engagement, and that a culture of scholarship should extend beyond the classroom and should permeate the wider life of our schools;
- a belief that academic study involves a determination not to take things at face value, and that intellectual curiosity and critical inquiry are central to the success of our students in their time at school and in their future lives;
- a belief in the importance of service to others – of looking outwards, and contributing positively to society and the wider world;
- a belief in the importance of maintaining a caring and warm community, and nurturing a positive spirit of collaboration in all our interactions.

WELCOME

TO NLCS (SINGAPORE)

Dear Parents,

I am delighted to extend a warm greeting to all our families, both new and returning. Here at NLCS (Singapore) we believe in fostering a nurturing and stimulating environment where every child can thrive and reach their full potential.

At our school, we prioritise not only academic excellence but also the holistic development of each student. Our dedicated team of educators is committed to providing an inclusive and supportive atmosphere where every child's unique strengths and interests are celebrated. We value open communication and strong partnerships with our parents, as we believe that collaboration between home and school is key to a successful educational journey.

This handbook is designed to be a handy, quick-reference guide that covers practical issues to help you get used to our systems, procedures and ways of working. The guide is written for you, our parents, and we would welcome any and all feedback that you can provide regarding its usefulness, and suggestions for improvement.

We are excited to embark on this academic year together and look forward to seeing our students grow, learn, and flourish. Thank you for entrusting us with your child's education.

Warm regards,
Paul Friend



Paul Friend
Director



Sarah Richardson
Senior School Principal



Louise McCabe-Arnold
Junior School Principal



Sophie Davies
Vice Principal
(Safeguarding and Inclusion)



Edward Wright
Vice Principal
(Staffing and Enrichment)



Harry O'Hare
Director of Operations and HR

WHOLE SCHOOL
LEADERSHIP

STAFF LIST

We maintain an up-to-date staff list on our [Parent Portal](#).
The following is a list of senior staff:

WHOLE SCHOOL LEADERSHIP

Paul Friend	Director	
Sarah Richardson	Senior School Principal	
Louise McCabe-Arnold	Junior School Principal	
Sophie Davies	Vice Principal	(Safeguarding and Inclusion)
Edward Wright	Vice Principal	(Staffing and Enrichment)

JUNIOR SCHOOL LEADERSHIP TEAM

Louise McCabe-Arnold	Junior School Principal	
Juliet Staples	Assistant Principal	(Head of Lower School)
Hayley Davies	Assistant Principal	(Head of First School)
Louise Wyeth	Interim Assistant Principal	(Lower School Curriculum)
Karly Potter	Assistant Principal	(First School Curriculum)
Amy Long	Assistant Principal	(Junior School)

SENIOR SCHOOL LEADERSHIP TEAM

Sarah Richardson	Senior School Principal	
Laurence Baxter	Vice Principal	(Pastoral)
Matthew Burdett	Vice Principal	(Academic)
Christopher Stump	Assistant Principal	(Head of Sixth Form)
Alexa George	Assistant Principal	(Head of Upper School)
Tanino Abbate	Assistant Principal	(Head of Middle School)
Tyshea Holden	Assistant Principal	(Academic)
Martin Toner	Assistant Principal	(Academic)
Mireia Bickley	Assistant Principal	(Academic)



Main Reception
+65 6989 3000

Senior School Office
+65 6989 3021
senioroffice@nlcssingapore.sg

Junior School Office
+65 6989 3066
junioroffice@nlcssingapore.sg

North London Collegiate School (Singapore) | 130 Depot Road, Singapore. 109708

2025-26

SCHOOL CALENDAR

SCHOOL CALENDAR & TERM DATES

TERM 1

Monday 18th August to Friday 12th December, 2025

TERM 2

Monday 5th January to Friday 27th March, 2026

TERM 3

Monday 13th April to Thursday 25th June, 2026

AUGUST							
M	T	W	T	F	S	S	
				1	2	3	1 - 17 Aug - School Holiday
				4	5	6	4 - 7 Aug - New Staff Induction
4	5	6	7	8	9	10	8 - 9 Aug - National Day and PH in Lieu
11	12	13	14	15	16	17	11 - 15 Aug - Staff Preparation Week
18	19	20	21	22	23	24	15 Aug - (Optional) Student Orientation Day
25	26	27	28	29	30	31	18 Aug - Term begins

OCTOBER							
M	T	W	T	F	S	S	
		1	2	3	4	5	
6	7	8	9	10	11	12	11 - 22 Oct - School Holiday
13	14	15	16	17	18	19	20 Oct - Deepavali (PH)
20	21	22	23	24	25	26	21 - 22 Oct - Staff Training Days
27	28	29	30	31			

DECEMBER							
M	T	W	T	F	S	S	
1	2	3	4	5	6	7	
8	9	10	11	12	13	14	12 Dec - Term ends
15	16	17	18	19	20	21	13 Dec - 4 Jan - School Holiday
22	23	24	25	26	27	28	25 Dec - Christmas Day (PH)
29	30	31					

FEBRUARY							
M	T	W	T	F	S	S	
						1	
2	3	4	5	6	7	8	
9	10	11	12	13	14	15	14 - 22 Feb - School Holiday
16	17	18	19	20	21	22	17 - 18 Feb - Chinese New Year (PH)*
23	24	25	26	27	28		

APRIL							
M	T	W	T	F	S	S	
		1	2	3	4	5	3 Apr - Good Friday (PH)*
6	7	8	9	10	11	12	28 Mar - 12 Apr - School Holiday
13	14	15	16	17	18	19	13 Apr - Term begins
20	21	22	23	24	25	26	
27	28	29	30				

JUNE							
M	T	W	T	F	S	S	
1	2	3	4	5	6	7	1 Jun - Public Holiday in Lieu (PH)*
8	9	10	11	12	13	14	15 - 19 Jun - Arts Festival
15	16	17	18	19	20	21	25 Jun - Term ends
22	23	24	25	26	27	28	26 Jun - Staff only day
29	30						26 Jun - School Holiday begins

SEPTEMBER							
M	T	W	T	F	S	S	
1	2	3	4	5	6	7	
8	9	10	11	12	13	14	
15	16	17	18	19	20	21	
22	23	24	25	26	27	28	
29	30						

NOVEMBER							
M	T	W	T	F	S	S	
					1	2	
3	4	5	6	7	8	9	
10	11	12	13	14	15	16	
17	18	19	20	21	22	23	
24	25	26	27	28	29	30	

JANUARY							
M	T	W	T	F	S	S	
			1	2	3	4	1 Jan - New Year's Day (PH)*
5	6	7	8	9	10	11	13 Dec - 4 Jan - School Holiday
12	13	14	15	16	17	18	5 Jan - Term begins
19	20	21	22	23	24	25	
26	27	28	29	30	31		

MARCH							
M	T	W	T	F	S	S	
						1	
2	3	4	5	6	7	8	
9	10	11	12	13	14	15	
16	17	18	19	20	21	22	20 Mar - Hari Raya Puasa (PH)*
23	24	25	26	27	28	29	27 Mar - Founder's Day & Term Ends
30	31						28 Mar - 12 Apr - School Holiday

MAY							
M	T	W	T	F	S	S	
				1	2	3	1 May - Labour Day (PH)*
4	5	6	7	8	9	10	18 - 22 May - Week Without Walls
11	12	13	14	15	16	17	27 May - Hari Raya Haji (PH)*
18	19	20	21	22	23	24	28 - 30 May - School Holiday
25	26	27	28	29	30	31	31 May - Vesak Day (PH)*

1	School Holiday (school closed)
2	Public Holiday (school closed)
3	Teachers Only (school closed)
4	School Open
5	Term-time Weekend
6	Special event
7	Start or End of Term

*The Ministry of Manpower is yet to confirm Public Holidays for 2026. Once confirmed, the 2025 - 26 School Calendar will be updated.

FORMAT OF THE DAY

JUNIOR SCHOOL

The school day begins at 08:15 for Pre-Kindergarten and Kindergarten 1, and at 07:45 for Kindergarten 2 to Grade 5. Students are expected to arrive at school in time to organise their belongings and prepare themselves for class. Daily enrichment activities are compulsory for Junior School students.



JUNIOR SCHOOL		
Pre-KG and KG1	KG2 and Grade 1	Grade 2 - Grade 5
Pre-school supervision provided for students arriving at 7:45	Arrival (07:45)	Arrival (07:45)
Arrival (08:15)	Morning Tutor Time and Period 0 (07:50 - 08:20)	Morning Tutor Time and Period 0 (07:50 - 08:20)
	P1 (08:20 - 08:55)	P1 (08:20 - 08:55)
	P2 (08:55 - 09:30)	P2 (08:55 - 09:30)
	Playtime (09:30 - 09:50)	Playtime (09:30 - 09:50)
	P3 (09:50 - 10:25)	P3 (09:50 - 10:25)
	P4 (10:25 - 11:00)	P4 (10:25 - 11:00)
	P5 (11:00 - 11:35)	P5 (11:00 - 11:35)
	Playtime (11:35 - 12:25)	Playtime (11:35 - 12:25)
	Afternoon Tutor Time (12:25 - 12:35)	Afternoon Tutor Time (12:25 - 12:35)
	P6 (12:35 - 13:10)	P6 (12:35 - 13:10)
	P7 (13:10 - 13:45)	P7 (13:10 - 13:45)
	P8 (13:45 - 14:20)	P8 (13:45 - 14:20)
Depart (14:20)	Enrichment (14:20 - 15:00)	Enrichment (14:20 - 15:00)
	Depart (15:00)	Depart (15:00)
First Bus Departs (15:00)	First Bus Departs (15:00)	First Bus Departs (15:00)

- We do not allow Junior School students below Grade 4 to leave the site unaccompanied.
- If a Grade 4 or 5 student wishes to leave the site at the end of the school day unaccompanied, parents MUST request permission and the student will be issued with an unaccompanied pass. Please contact the Junior School office if you wish to request this approval.

SENIOR SCHOOL

Arrival (07:30 - 07:45)
Tutor Period/Assembly (07:50 - 08:20)
P1 (08:20 - 08:55)
P2 (08:55 - 09:30)
P3 (09:30 - 10:05)
P4 (10:05 - 10:40)
Break (10:40 - 11:00)
P5 (11:00 - 11:35)
P6 (11:35 - 12:10)
Lunch (12:10 - 13:10)
P7 (13:10-13:45)
P8 (13:45 - 14:20)
P9 (14:20 - 14:55)
P10 (14:55 - 15:30)
School day ends (15:30)
First bus departs (15:40)
Complimentary Shuttle Bus (15:45) - Details
After School 15:45 onwards
CCAs or House Competition (15:45 - 16:45)
Second bus departs (16:55)
Complimentary Shuttle Bus (16:55) - Details

- At the end of the school day, students in Grades 6–10 must leave school by 15:45 unless they are taking part in a CCA or other school activity under the direct supervision of a member of staff.
- Students in Grades 11 and 12 may work independently in the Sixth Form Library, Common Room or quiet study room after school, but must leave the site by 17:00 unless in a school activity under the direct supervision of a member of staff.

SENIOR SCHOOL

The school day begins at 07:50, and students are expected to be on site by 07:45 to ensure they have time to organise their belongings and prepare for class. Students should not arrive earlier than 07:30. CCAs in the Senior School take place after the end of the school day and are optional for all students.



OPERATIONAL SERVICES

BUSES AND TRANSPORTATION

Our school transportation service is provided by Tong Tar Transport Service Pte Ltd. Parents wishing to utilise the school’s bus service should make a direct enquiry through NLCS@tongtar.com

Tong Tar operate bus routes that cover most of Singapore. The precise drop-off and pick-up points vary and are determined by demand. Our commitment is to make the morning service and the 15:00 and 15:45 departure services as close to a “door-to-door” service as we can practically allow. The second bus service that departs at 16:55 will be an adjusted service with pre-determined drop off points. All bus services have a Bus Monitor in addition to the Bus Driver.

We would like our parents to reinforce the school bus rules with their children, specifically:

- Students should follow the instructions of the bus monitor at all times. They are there to ensure that our safety standards are met.
- Students should always wear a seat belt whilst on a school bus.
- Students should always meet the school’s expectations of behaviour whilst on the school bus, especially regarding treating other students and adults with respect.

COMPLIMENTARY

Shuttle Buses

The Shuttle Bus Service is available for Senior School students only and will depart promptly from school at 15:45 and 16:55 each day. This service is not supervised by a member of staff.

Each service will drop students off at the following four central locations:



Bus A

- Tiong Bahru Plaza/Tiong Bahru MRT
- Great World City Promenade
- Royal Plaza on Scotts
- Newton MRT

Bus B

- Queenstown MRT
- Sommerville Park Bus Stop
- Napier Station Exit 1
- Crescent Girls School Bus Stop

Bus C

- Outram MRT
- Raffles Place MRT

Further details of each drop-off point and timings can be found on the [Parent Portal](#).

If you have any questions or queries, please email operations@nlcssingapore.sg

SCHOOL IDENTITY CARD

All staff, parents, Sixth Form students and visitors are required to wear ID cards at all times that they are on campus. Different roles within the school are shown by the colour of the lanyard.

BLUE	School Staff	ORANGE	Associate Staff and coaches
BROWN	Students of the senior school	WHITE	Parents/Guardians (must be accompanied by a member of staff when not in public areas)
YELLOW	Visitors (must remain in the ‘public zones’ of the school or be accompanied by a member of staff at all times)		

All Senior School students should have their ID cards with them at all times, and they can choose to wear them or keep them in their bags. Sixth Form students must wear their lanyard at all times. The ID cards are incredibly important for Senior School students as they serve a number of purposes. Student ID cards will enable students to use the library services, and to access the school’s printing system. In the Junior School, ID cards are not required but can be requested if wanted. Parents can also apply for an ID card for their domestic helpers who may regularly pick up or drop off students at school. This can be done through the [Parent Portal](#). Anyone arriving at school without their ID card will be required to register, show photo identification and obtain a temporary ID card from our security team, before being allowed access to the school.

FOOD SERVICES

Our food service provider is [Victus Catering](#) who provide school meals from our canteen. Here you will find information including a menu, payment system and how to pre-order lunches for your child(ren).

JUNIOR SCHOOL	Junior School students will only receive school meals if parents register their details with Victus, using the above link, and pre-order their child’s meals.	SENIOR SCHOOL	Senior School students will be able to visit the canteen and can only make payment for school meals using an EZ-Link card that is registered to the Victus system. Students have to physically bring the EZ-link card that is registered to our payment system to make payment. We use the physical EZ-link card but not the wallet that is used for the metro system.
----------------------	---	----------------------	--

All foods served have allergy details indicated and you should ensure that your children are aware of any dietary restrictions they need to follow.

Break-time Snacks

Junior School: Snacks are provided to our students in First School, free of charge, at the beginning of playtime. Lower School students can pre-order snacks through Victus, using the above link. Junior School children should not bring **sweets/candy/lollies** into school.

Senior School: Senior School students will be able to purchase break-time snacks prepared by our caterers. All students are able to bring in appropriate snacks (nothing that requires refrigeration or that contains nuts) from home.

Nut-Free School

Although we recognise that this cannot be guaranteed, NLCS (Singapore) aims to be a nut-free school. We request that students do not bring nuts, or products that contain nuts, into school in any form, either in a packed lunch or brought into the school as a snack. We thank you in advance for recognising the importance of supporting this. Please bear in mind that some products may contain nuts that are not obvious at first glance - such as Nutella, some types of chocolate, and cereal/fruit bars.

Budge Square Coffee Shop

Budge Square (named after a famous area of the NLCS (UK) gardens) is a coffee shop serving snacks and drinks to staff, parents, Sixth Form students and visitors. All other students should only use Budge Square if they are accompanied by a parent or guardian, or if a special pass has been awarded.

Water

We encourage our students to drink water regularly, and water fountains are located around the campus. Students are required to bring a clearly labelled water bottle to school each day (for Junior School students this can be left in their classrooms).

Birthday Cupcakes

To ensure the safety and wellbeing of all students—particularly those with allergies, we ask that any birthday cakes or cupcakes brought into school be ordered exclusively through our school catering partner, Victus. This policy allows us to maintain strict control over ingredients and preparation standards, ensuring a safe and inclusive environment for all children.

To place an order, please email: nlcs@victuscatering.asia. Orders must be made **at least 7 days in advance**.

UNIFORM

DRESS CODE

Students must wear their school uniform, and meet the requirements of the student dress code, at all times when they are in school, whilst they are travelling to/from school on school buses, and whilst they are on school visits/trips, unless special permission has been granted.

The following are our school guidelines:

- A watch and discreet ear piercings may be worn.
- A simple chain necklace or a religious symbol under the uniform may be worn.
- If used, make-up should be natural and minimal (including nail varnish).
- Hair for all students should be neat, tidy, presentable and appropriate for a school community. For practical lessons, long hair should be tied back.
- Shoes should be black leather and not a hybrid/trainer style.
- For PE lessons, trainers of any colour can be worn.

School uniform items are sold and distributed solely by Lim Meng Keng Departmental Store, located at Holland Village Shopping Centre. Price lists and school uniform information can be found on their Website.

Address

Lim Meng Keng Departmental Store
#02-18 Holland Road Shopping Centre (above Cold Storage),
211 Holland Avenue Singapore 278967

Contact : +65 6468 3655

Transportation :

Bus: 7, 61, 75, 77, 106, 165, 970
MRT : Holland Village Station, Exit C

PRE-KINDERGARTEN TO GRADE 1 SCHOOL UNIFORM	
GIRLS	BOYS
Summer Dress or Short Sleeve Polo Shirt & Pull Up Shorts	Short Sleeve Polo Shirt Pull Up Shorts
Wide Brim Hat	Wide Brim Hat
Medium Backpack	Medium Backpack
Jumper (Optional)	Jumper (Optional)
White Ankle Socks*	Black Ankle Socks*
Black Leather Shoes*	Black Leather Shoes*

GRADE 2 TO GRADE 5 SCHOOL UNIFORM	
GIRLS	BOYS
Short Sleeve Blouse	Short Sleeve Shirt
Culottes	Shorts
Sports Cap or Wide Brim Hat	Sports Cap or Wide Brim Hat
Medium Backpack	Medium Backpack
Jumper (Optional)	Jumper (Optional)
White Ankle Socks*	Black Ankle Socks*
Black Leather Shoes*	Black Leather Shoes*

GRADE 6 TO GRADE 10 SCHOOL UNIFORM	
GIRLS	BOYS
Short Sleeve Blouse	Short Sleeve Shirt
Culottes or Senior Trousers (Unisex)	Shorts or Senior Trousers (Unisex)
Sports Cap or Wide Brim Hat	Sports Cap or Wide Brim Hat
Large Backpack	Large Backpack
Jumper (Optional)	Jumper (Optional)
White Ankle Socks*	White Ankle Socks*
Black Leather Shoes*	Black Leather Shoes*
An NLCS (Singapore) protective lab coat for practical science and Design & Engineering.	An NLCS (Singapore) protective lab coat for practical science and Design & Engineering.

GRADE 11 & 12 SCHOOL UNIFORM	
GIRLS	BOYS
The Sixth Form uniform reflects ‘smart business wear’	
Business-style dress	A dress shirt, tucked in, with full-length smart trousers (no denim or chinos)
Trousers or a skirt of a length appropriate for professional business dress (lower-thigh), with a blouse or other smart top (no low-cut, see-through, vest tops or t-shirts)	Jackets and ties may be worn but are not compulsory. We would expect ties and jackets to be worn at designated school events
Smart Shoes Heels should be of appropriate height (stiletto or platform styles are not permitted for health and safety reasons) Sandals or flip flops must not be worn for health and safety reasons, though peep-toe shoes that are otherwise businesslike in style are permitted	Smart Shoes (not hybrid / trainer style)
No casual wear (such as hoodies)	No casual wear (such as hoodies)
An NLCS (Singapore) protective lab coat for practical science and Design & Engineering	An NLCS (Singapore) protective lab coat for practical science and Design & Engineering
ID cards should be worn around the neck on a school-issued lanyard whenever on school campus	ID cards should be worn around the neck on a school-issued lanyard whenever on school campus
No visible tattoos	No visible tattoos

SWIMMING KIT (FOR ALL STUDENTS)	
GIRLS	BOYS
Swimming Costume and Rashguard OR Rashguard and Jammers *Rashguards are compulsory in the Junior School	Rashguard and Jammers *Rashguards are compulsory in the Junior School
Silicone Swim Cap	Silicone Swim Cap

SPORTS KITS (FOR BOYS AND GIRLS)	
Physical Education & Health T-Shirt	
Physical Education & Health Shorts	
Drawstring Gym Bag	
House T-Shirt	
Large Kit Bag (Optional)	
Sports Shoes*	



*These items can be purchased from any supplier

EQUIPMENT



STATIONERY

Stationery is provided for all Junior School students. As children get older, they may become excited at the thought of bringing their own pencil case and stationery set to school, and this should be discussed with the class teacher.

All Senior School students are provided with exercise books, writing paper and folders that are needed for their studies, but they are required to bring their own stationery set to school. Pencil cases should be clearly labelled. Required stationery includes writing equipment, a ruler, a geometry set and a scientific calculator:

- for Grade 6 to 10, we recommend the Casio FX85 GT
- for Grade 11 & 12, we recommend Texas Instruments TI-84 Plus CE or Texas Instruments TI-84 Plus CE -T

If you plan to purchase a different model of calculator, please speak with your child's Mathematics teacher, as scientific calculators are subject to the external regulations of the International Baccalaureate if they are used in examinations.

SCHOOL BAGS

All students below Grade 11 are required to use the school backpack and drawstring gym bag. The school's large kit bag is optional for Senior School students only. All bags should be clearly labelled.

MOBILE PHONES and Electronic Devices

Junior School students are not allowed to bring a mobile phone to school, with the exception of those Grade 4 and 5 students who have permission to leave the site unaccompanied. Phones must be kept in their school bag and should not be used during school hours, unless with the express permission of a member of staff. Junior School students should not wear smart watches (or equivalent) to school.

Senior School students may bring mobile phones to school with their parents' permission, but they must remain in silent mode, in their student locker, and should not be used during school hours, unless with the express permission of a member of staff. Improper use of mobile phones in school may result in the item being confiscated.

Sixth Form students may bring a mobile phone into school but they should only be used inside the Sixth Form Common Room. Phones should not be visible in corridors or classrooms.

Wearable technology, such as smart watches, must be in airplane mode when in school and should not be used for communication purposes.

No other electronic devices are allowed in school, without appropriate formal approval, other than for Sixth Form students who may bring a laptop or tablet to school. However, this is not compulsory and teachers will never require a device to be used in lessons. Access to personal laptops/devices will be limited throughout the day.

Any device (e.g. laptop, mobile phone, wearable technology) brought into school is done so at the owner's risk. The school holds no responsibility for loss or damage to any student personal device.



INSURANCE

The school insurance policy does NOT cover accidental damage to a child's personal possessions so any items brought into school are done so at the parent's own risk; the school takes no responsibility for them.

LOCKERS

Senior School students are issued with a locker, for which they need to provide their own padlock.

LOST PROPERTY

Parents should ensure that all of their child's equipment is **clearly labelled**, to facilitate a smooth return if it is lost. All students must take responsibility for their own belongings. Any item that is found should be passed on to the staff at our school reception. Lost property may be retrieved before the start of the school day, during break-times or at the end of the school day from reception.



HOMEWORK

JUNIOR SCHOOL

We believe that homework plays a vital role in supporting student learning and helping students develop as autonomous and responsible learners. As such, homework is a mandatory part of the academic programme at NLCS (Singapore).

Students will have different amounts of homework, depending upon their age.

GRADE	HOMEWORK GUIDELINES
Pre - KG	Suggested practical ideas linked to our learning, with examples of vocabulary used, are shared through Seesaw so parents know how they can support further at home.
KG 1	Suggested practical ideas linked to our learning, with examples of vocabulary used, are shared through Seesaw so parents know how they can support further at home. Reading books are sent home once a week and provide daily reading opportunities for our students. The books are linked directly to their phonics learning in school and are part of our Literacy programme, Read Write Inc.
KG 2	20-minute homework assignments are given twice a week linked to the children's current learning. Reading books are sent home once a week and provide daily reading opportunities for our students. The books are linked directly to their phonics learning in school and are part of our Literacy programme, Read Write Inc.
G 1	20–30-minute homework assignments are given out twice a week in addition to weekly spellings, times tables and daily reading opportunities. Reading books are linked directly to phonics learning in school and are part of our Literacy programme, Read Write Inc. Students have a dedicated planner for homework and spellings information each week.
G 2	20–30 minutes per weekday night. Tasks are set on a weekly basis and may include reading, reading comprehension, spellings, unit-related activity and mental mathematics.
G 3	20–30 minutes per weekday night, plus an additional 40–60 minutes to be done over the weekend. Tasks may include reading, reading comprehension, spellings, unit-related activity, and mental mathematics.
G 4	35–40 minutes per weekday night, plus an additional 70–80 minutes to be done over the weekend. Tasks are set on a weekly basis and may include reading, reading comprehension, spellings, unit-related activity, and mental mathematics.
G 5	Approximately 45 minutes per weekday night, plus an additional 60–90 minutes to be done over the weekend. To enable a smooth transition to the Senior School, Grade 5 homework will be set in a similar style to the Senior School.

SENIOR SCHOOL

GRADE	HOMEWORK GUIDELINES
G 6	Two subjects per evening, 45 minutes per subject.
G7 and G8	Two subjects per evening, 60 minutes per subject.
G9 and G10	Two subjects per evening, 60 minutes per subject. In addition, students are expected to spend an average of 2 hours per week on extracurricular academic research, independent study and Personal Project work.
Sixth Form	There is no homework timetable for Sixth Form students. However, they are expected to complete a total of 15-18 hours' work outside of the classroom per week, including both prep time and study periods during the school day. Though the exact balance will vary depending on the time of year as pressures relating to deadlines and university applications change, a typical week's work will be comprised of: • Up to two and a half hours per HL subject • Up to one and a half hours per SL subject • One hour on the Extended Essay • One hour of TOK • One hour on university application preparation • Three hours of CAS activities



HOUSES

All students, from Pre-Kindergarten to Grade 12, are members of one of the four houses, all of which are named after endangered trees from our region:



All students are required to purchase a house T-shirt that should be worn at all house events and competitions.

The Junior School and Senior School both run House Competitions throughout the academic year, covering a diverse range of activities. In the Junior School, days on which students are required to wear house shirts will be communicated in advance through the Buss Brief and Seesaw. An overview of Junior School House Competitions across the academic year will be shared at the beginning of Term 1.

Siblings are always placed in the same house.



ENRICHMENT

Our enrichment programme is a vitally important part of our provision and we expect our students to take full advantage of the opportunities presented. We offer activities to students from KG2 to Grade 12, with the range of opportunities becoming more varied as students get older. Some activities carry an additional charge that is not included in our school fees, and this will be clearly communicated to parents well in advance.

ACADEMIC ENRICHMENT

Our “floors but no ceilings” approach means that we encourage students to continue to follow their academic interests and passions outside of the classroom. This is where we often see students moving well above and beyond the curriculum.

ACADEMIC CLUBS AND SOCIETIES

All Senior School students will be encouraged to join academic clubs that reflect their emerging interests. As students develop greater specialism and expertise in a discipline they will join an Academic Society. These societies are an embodiment of the academic culture of scholarship that we nurture in our students and they will meet regularly to discuss areas of interest and to plan activities.

MCCABE LECTURES (SENIOR SCHOOL)

Named after the late Bernice McCabe OBE, former Headmistress of NLCS (UK), the McCabe Lectures are highly academic and delivered by experts in their field throughout the year. We encourage our Senior School students to attend as many McCabe Lectures as they can, and some are made available for parents to attend.

CLANCHY LECTURES (JUNIOR SCHOOL)

Named after Joan Clanchy, former Headmistress of NLCS (UK) who oversaw the development of the Junior School, the Clanchy lectures are run by teachers throughout the academic year and are often linked to our curriculum enrichment weeks.

JUNIOR SCHOOL ENRICHMENT

Students in KG2 to Grade 5 have compulsory Enrichment activities each day included in the school timetable. These will take place from 14:20 to 15:00 Monday to Friday. Activities will cover a range of areas including sport, creativity and service.

CO-CURRICULAR ACTIVITIES (CCAS)

Co-curricular activities take place both in school and off site after the timetabled school day has finished. The length of these activities depends on the age of the student with the earliest Junior School CCAs finishing at 15.30, and the latest Senior School CCAs finishing at 17.30. Most Senior School CCAs run from 15.45 to 16.45. These activities run on a seasonal basis to match the [ACSIS](#) sports leagues. Season 1 runs from late August to November. Season 2 runs from November to February and Season 3 runs from February to May. The reason these seasons do not align with NLCS terms is because ACSIS caters for both schools that are running a northern hemisphere timetable with the long holiday in July and those running a southern hemisphere timetable with the long holiday in January.

JUNIOR SCHOOL

Some specific Junior School Enrichment activities, within Sport and Performing Arts, have the opportunity for students to attend extended sessions that will continue into CCA time until 15:30. There are also some optional activities available for students from Pre-KG to G5 within Sports.

SENIOR SCHOOL

CCAs are optional for all Senior School students, but we expect to see everyone taking full advantage of the opportunities presented. Senior School CCAs take place after school on five afternoons per week, from 15:45 to 16:45. House Competition takes place during this time on every second Wednesday, and we encourage all students to attend (if not taking part, then supporting their housemates). A comprehensive guide to CCAs available to all students will be available in the CCA Brochure.

MUSIC & DRAMA

Music and Drama offer a wide range of individual, ensemble, band, choir, performance, production and orchestral options. These opportunities will be offered at a range of times, including, but not limited to, before school hours, during lunch breaks or during CCA timeslots.

We offer an Instrumental Music Programme (IMP) for students wishing to receive private music lessons. These lessons take place during regular school hours and incur an additional fee (individual private music lessons are not covered by the school tuition fees). To find out more and express your interest, please visit our [Parent Portal](#).

All students may access our London Academy of Music and Dramatic Art (LAMDA) programme as individuals or by joining a small group in order to work towards LAMDA qualifications. LAMDA lessons take place during regular school hours and during CCA timeslots and incur an additional fee (individual private LAMDA lessons are not covered by the school tuition fees). To find out more and express your interest, please contact the Drama department.

SPORTS ACTIVITIES

Our sports provision is offered through 3 different formats:

- Sport Co-Curricular Activities (CCAs)**
Recreational and Development sports opportunities are offered through the formal CCA programme. The CCA programme is run over 3 seasons per academic year and details of the CCAs available to students will be communicated at the start of each season.
- Representative Sports Teams**
Depending on the sport and the age group, training for school representative teams may take place before school hours, during or after the formal CCA programme. Trials for each season take place during curriculum time in the junior school. Students get options for competitive sports and choose what trial they wish to attend. In the senior school trials take place at lunchtime in the last week of the season before. Following the trials parents and students are notified if successful. Competitive sport in junior and senior school mostly take place between 3.45 and 4.45 with fixtures continuing until 5.30 both home and away.
- Elite Sports Coaching**
The school is able to facilitate individual or small group elite coaching for our students in specific sports. These sessions incur additional fees and take place outside regular school hours (unless an exception has been approved).

Swimming Programme

Our NLCS (Singapore) swimming programme offers students a wide range of experiences based on their swimming experience and goals, from learn-to-swim to performance squads and competitive level swimmers. These opportunities will be offered at a range of times outside of the school curriculum and all aspects are overseen by our Aquatics Coordinator. Some of these lessons incur an additional fee (not covered by the school tuition fees). To find out more and express your interest, please visit our [Parent Portal](#).

FOBISIA

We are a member of the Federation of British International Schools in Asia (FOBISIA); the premier Federation supporting and promoting high-quality British education in Asia. With more than 30 years of shared history, the FOBISIA family is a diverse and inclusive community of Member Schools spanning 19 countries across Asia. FOBISIA promotes excellence in British-international education and provides student enrichment opportunities for a diverse range of Member Schools. This membership allows NLCS (Singapore) to compete in a wide range of sports with other international schools across Asia.

ACSIS

We are a full member of the Athletic Conference of Singapore International Schools (ACSIS). This membership allows NLCS (Singapore) to compete in a wide range of sports with 34 other international schools across Singapore.

TRIPS & VISITS

We offer a range of trips and visits to enrich and enhance our students’ experience. They may take the form of day trips that are designed to support a particular curriculum area, or a residential trip with a wider purpose. There will be opportunities for students to represent our school at events, conferences and competitions, both locally and internationally. The costs of compulsory curriculum-based day trips are covered by the school, but other trips carry an additional charge not included in school fees. We have a detailed trips and visits policy that is designed to always ensure the safety of our students, and to ensure that communication and information provided to parents is accurate, informative and timely. A comprehensive guide to the trips available will be available in the Trips Brochure.

STUDENT SUPPORT

At NLCS (Singapore) we are committed to providing the highest standards of pastoral care and support to ensure the wellbeing and success of all our students. Such an approach can only be successful when working with an understanding that each individual is operating within their own, constantly changing context. As such, our student support services focus not only on the reactive nature of individual needs, but also with an emphasis on looking over the horizon to see what guidance, nurturing and education we can provide to aspirationally remove all potential barriers to happiness and unhindered learning.

All of our teachers have shared responsibility for ensuring the welfare of our students, but we have some additional services in the school for those moments where some specialist support is required.

ENGLISH

AS AN ADDITIONAL LANGUAGE (EAL) SUPPORT

Due to the international nature of Singapore, for a large proportion of our students English may not be their first language. These students are referred to as having English as an Additional Language (EAL).

Many students at NLCS (Singapore) are fluent in English, often as bilingual or multilingual speakers, and require no additional support. However, if a student's ability to understand or use English develops more slowly than expected, they will receive support from our specialist EAL teachers.

For some students, a greater level of support is required. These students may be enrolled in our Extended EAL Programme, which involves in-class support from an EAL Tutor who then also leads after-school sessions lasting one hour per day. Enrolment in this Programme is usually agreed prior to the student joining the school.



INDIVIDUAL NEEDS

LEARNING SUPPORT

NLCS (Singapore) is committed to ensuring that students are given appropriate support to enable them to flourish academically.

Learning Support is at its most effective when it is part of a student's classroom experience. Teachers gain insight into individual students which is shared within the pastoral structure so that appropriate strategies can be developed and implemented. This supports students in experiencing learning at its best, allowing them to fully engage and achieve their full potential.

If professional expertise from an educational psychologist, psychiatrist, occupational therapist, speech and language therapist or other professionals are deemed appropriate to assess and/or meet the needs of the student, the Individual Needs department will help communicate with suitable professionals working in partnership with parents. North London Collegiate School (Singapore) is not affiliated with any specific specialist agency and any services sought externally are paid for directly to the service by parents.

For students joining us at the start of Grade 11, it is especially important that any additional support that may be required is raised as soon as possible with the Individual Needs department, as the granting of some access arrangements (such as extra time, or the use of a word processor) in examinations is dependent upon the agreement of the International Baccalaureate who will require advanced notice and documentary evidence.

EMOTIONAL GUIDANCE

Counselling

Emotional Guidance Counselling can provide a student with the opportunity to talk in private about any concerns or worries. There are many reasons a student may seek Emotional Guidance Counselling support, which includes, but is not limited to: friendship or family issues, exam anxiety, low mood, indecision, bullying, anger or stress, insomnia, time-management, some troubling past experience, grief and loss or any number of life changes and coping with transition.

Emotional Guidance Counselling sessions take place during the school day, including lunchtimes and after school. Senior School students are able to self-refer to the School Emotional Guidance Counsellor, all other referrals must come through the school pastoral framework.



COMMUNICATIONS

NLCS (Singapore) operates an “open door” policy and we welcome parents into the school. You can make an appointment to see any member of staff through the Junior or Senior School Offices. We want you to address any concerns that you have promptly, to prevent small problems from escalating.

Regular opportunities are built into the school calendar to discuss student’s progress throughout the school year.

MONTH	PARENT ENGAGEMENT	PROGRESS CARDS/REPORTS
August	JS Meet the Teacher SS Meet the Tutor	
September	Curriculum Information Events JS 1:1 parent-teacher meetings SS 1:1 parent-tutor meetings	
October	Junior School Settling in meeting	Settling-In Report G6-11 Progress Card for G12
November	Parent Consultations*	
December	Parent Consultations*	Term 1 Progress Card
January	Parent Consultations* JS 1:1 new parent-teacher meetings SS 1:1 new parent-tutor meetings	
February	Options Events (G8/G10) Parent Consultations*	
March	Parent Consultations*	Term 2 Progress Card
April	JS 1:1 new parent-teacher meetings SS 1:1 new parent-tutor meetings	
May		
June		Full Report

* All Grades receive one parent-teacher consultation event. These are held between November and March depending on where the most pertinent time for that Grade is.



The following channels are in place to ensure that timely and effective information is shared with our parent community:

- **Parent Portal:** All parents will have access to the School’s [Parent Portal](#), which is where you can access all of the information you need.
- **NLCS (Singapore) Newsletter:** Our Newsletter is distributed weekly via email with information and updates that are of interest to the NLCS community.
- **Letters/Emails:** We try to facilitate most of our communication through the Parent Portal and Newsletter. Emails and letters are sent on an “as needed” basis and are reserved for ad-hoc or personal communication.
- Your first point of contact should normally be your **Class Teacher (Junior School)** or your **Tutor(s) (Senior School)**. At times it may also be appropriate to contact one of your child’s subject teachers directly.
- The school operates various social media feeds that you are encouraged to follow;

-  @North London Collegiate School - Singapore
-  @NLCS_Singapore
-  @nlcs.sing
-  @North London Collegiate School (Singapore)

- Students in Kindergarten 1 to Grade 1 have a “Reading Record”, in Grade 1 they also have a ‘Homelink Book’, and students in Grades 2 to 12 have a ‘Student Weekly Diary and Planner’. These books help students to stay organised at school, but they also help to keep teachers/tutors and parents connected.

PARENTAL ABSENCE FROM SINGAPORE

When both parents are out of the country at the same time, full rights of guardianship for your children should be temporarily assigned to others through a **Temporary Guardianship Form**.

The School Office should be informed of the name and contact details of the guardian, their relationship to family, dates of your absence, and your overseas contact details. This is to ensure that we are able to contact the appropriate guardian in case of an emergency.

PARENTAL ENGAGEMENT

Active parental involvement is integral to fostering a supportive and inclusive school community. Here are various ways to participate and contribute to our vibrant school community, along with information on the volunteer engagement process.

CLASS REPRESENTATIVES

Class Representatives play a vital role in fostering effective communication among parents and between parents and the school community. They volunteer to represent a specific class in the Junior School or tutor group in the Senior School, typically with one representative per group.

In addition to nurturing a sense of class unity and upholding communication channels, Class Representatives actively engage in welcoming new families to the school. Their role involves:

- Attending Class Rep meetings, actively participating by sharing ideas and suggestions and communicating the information they receive from the school to their respective classes.
- Proactively reaching out to families and encouraging attendance at Welcome Breakfasts, House Breakfasts and other community events.
- Keeping abreast of the school events calendar and promoting participation.
- With support from the School Events Team, taking a leading role in organising events that naturally involve parent participation. These events include Teacher's Day (August 30th), Children's Day (October 4th), the Grade 5 Transition Event, and a termly social event (disco, movie night, barbeque, games).
- Volunteering for the organising committees of cultural and community events, collaborating closely with the School Events Team.

The coordination of Class Representatives is managed by the school, with oversight from the Vice Principal (Pastoral) in the Senior School and the Vice Principal (Head of Junior School) in the Junior School. It is important to note that the systems in each school may vary to accommodate the different ages and needs of students and their parents or guardians.

All Class Representatives will be invited to meet as a group at least once per term. These meetings provide an opportunity to discuss any broader issues that have arisen, but they should not deter the regular communications that are expected to be ongoing with the Class Teachers/Tutors.

CRITERIA AND PROCESS

- Each academic year commences with an invitation to all parents to complete a form expressing their interest in serving as a class representative. If more than one parent volunteers for a class, the academic team will reach out to those parents to discuss.
- Additionally, the school may proactively contact parents to assess interest or identify prospective candidates.
- Class Representatives are responsible for crafting proposals for the social events they lead and organise, with the assistance and support of the School Events Team.

NLCSCONNECT AND COMMUNITY AMBASSADORS

NLCSCConnect, our community event series, is designed to bring together individuals with similar interests for networking opportunities, personal growth, and the cultivation of friendships rooted in a common passion.

Throughout the year, NLCSCConnect presents a diverse array of offerings, including insightful talks by experts, interactive workshops and the opportunity to be part of an NLCSCConnect Club, all aimed at fostering meaningful connections and skill development. It serves as a platform to forge new friendships, broaden horizons, and enrich your journey through parenthood.

North London Collegiate School (Singapore) actively supports parents who wish to contribute towards NLCSCConnect activities, be it by forming a club, delivering a talk, or facilitating a workshop. As part of this initiative, parents who volunteer to contribute in these ways will automatically become members of our Community Ambassador Programme.

The Community Ambassador Programme is integrated with the Events & Community Planning Team, offering frequent support, access to resources, and regular termly meetings. This integration ensures that parent volunteers are equipped with the necessary tools and guidance to effectively contribute to the school's community events and activities.

By being part of the Community Ambassador Programme, parent volunteers will have the opportunity to collaborate closely with the Events & Community Planning Team, thereby enhancing their impact and fostering a stronger sense of community within North London Collegiate School (Singapore).

Additionally, Community Ambassadors play a key role in welcoming new families to the school and involving them in NLCSCConnect and community events.

PARENTS AS PARTNERS

The Parents As Partners Programme allows parents to contribute to wider student development. Parents actively engage and provide valuable insights to enrich the educational experience of our students in the following ways:

Talk to our students at the annual career event

- Talk to our students at the annual career event
- Deliver talks as part of our enrichment programme
- Offer support for internship/job shadowing opportunities

CRITERIA AND PROCESS

- Parents who are keen to contribute to the Parents As Partners Programme are invited to express their interest through this [form](#) or by contacting **Ms Himani Swami, Head of University & Careers Guidance (UCG)**, at hswami@nlcssingapore.sg
- The selection may involve considering the parents' expertise and experiences in alignment with the programme's objectives.

DAY TO DAY ROUTINES

DROP-OFF AND PICK-UP ARRANGEMENTS

Arriving by Car

Parents will not be able to park on the school campus at any time. Parking is available at the public car parks opposite the school at Depot Heights Shopping Center and HDB Block 112c.

Parents may drive onto campus to drop off their child(ren) at the First School Entrance in the morning only. Gates open at 07:30 and will be closed at 08.30. Parents that arrive after 08.30 will have to park at the public car parks and send their child(ren) through the main gate. All drivers should remain in their vehicles at all times.

Picking-Up by Car

Junior School Students can be picked up by car. We require your cooperation to adhere to these safety guidelines listed below for everyone’s safety and smooth traffic on campus.

- 1. Cars must not park and wait directly outside campus to enter the compound as this is against LTA regulations (parallel continuous yellow lines—no parking on the side of the road at any time, except for immediate pick-up and drop-off). Cars will only be allowed entry from 2:10 pm onwards. Please keep to the left side of the road upon turning into the school premises to avoid obstructing the school buses entering the bus bay to pick up students.
- 2. No parking on campus. Pick-Up and Go only.
- 3. Strictly no overtaking on campus while waiting in line.
- 4. All drivers are to remain in their vehicles at all times. We will bring your child to your car.
- 5. Vehicles must be pre-registered and carry a decal issued by the School. This can be applied for through the Parent Portal. Only those with the School decal clearly visible in the windscreen will be allowed onto the site; Grabs and Taxis will not be permitted to enter campus at dismissal time.
- 6. If you have decided not to drive in on the day, please inform the School Office at least 1 hour before dismissal to ensure that we take your child to the correct pick-up point.
- 7. For early pickups, please park your car in the public car parks before picking up your child(ren). For emergencies or special circumstances, please contact the Junior School office for approval to drive in to pick up your child(ren).

If you have questions or need further information, please do not hesitate to email or call **6989 3000**.

On Foot

Students who walk to school arrive through the main pedestrian entrance on Depot Road. Our security and safety team will ensure safe crossing of the school's vehicle entrance during the start and end of school day. Please adhere to the instructions given by the security officers on duty for your own safety. For students using their own mobility devices, please dismount before crossing the roads.

Morning Drop Off

Students who walk to school are allowed to enter campus at 7:30. If they arrive before this time, they must wait in the main lobby until 7:30. Parents with children from Pre-KG to KG1 may accompany their child to their classroom in the morning. Parents of older children can drop off their child in the main lobby. A member of our academic team will be there to receive them

Bus Transport

Families that want to make use of the school bus service should contact Tong Tar Transport directly at nlcs@tongtar.com or by phone at 8129 0638.

Afternoon Dismissal

Please arrive promptly just before the designated pick up time to collect your child. Vacate the school campus as swiftly as possible after collection. The dismissal times for students not traveling on the bus or involved in after-school CCAs are listed in the table on the right side.

Grade	Pick-Up Time	Pick-Up Location
Pre-KG and KG1	2:20 PM	External doors to their classrooms
KG2 to Grade 1	3:00 PM	External door to classroom for classes on Level 1
		Internal door to classroom for classes on Level 2
Grade 2 - Grade 5	3:00 PM	Main Foyer/Amphitheatre *Grade 4 and 5 students can apply for permission to leave the site unaccompanied
Grade 6 - Grade 12	3:30 PM	Senior School students exit the school independently

We can provide wraparound care for younger siblings to wait for their older siblings. Please contact your child’s homeroom teacher if this is something you would like to request.

Early Dismissal Procedure

If your child needs to leave school early for personal reasons, please email the relevant school office in advance (Junior Office for Junior School, Senior Office for Senior School).

- Senior School students must collect a dismissal slip from the Senior Office.
- First School students’ parents will receive a dismissal slip from the Junior Office.
- Lower School students’ parents must collect the early dismissal slip from the Main Reception.

Please note that this slip must be presented at the security gate for any student leaving the premises before the end of the school day.

WHAT SHOULD I DO IF....?

My child is unable to come to school	Email attendance@nlcssingapore.sg before 07:30
I need to change my child’s going home arrangmenets	Email the homeroom teacher/tutor the relevant school office and attendance@nlcssingapore.sg before 13.00 pm. If after this time, call the relevant school office to inform them Senior School: SeniorOffice@nlcssingapore.sg , +65 6989 3021 Junior School: JuniorOffice@nlcssingapore.sg , +65 6989 3066
My child won’t take the bus home today or arrangements need to be changed	Please call the Tong Tar hotline on 8129 0638. If your child will not be using the afternoon bus or there are any temporary changes for the following days, please email attendance@nlcssingapore.sg by 13:00.
I want to request a leave of absence for my child (future planned absence)	Email attendance@nlcssingapore.sg
My child needs to go to an appointment	Email attendance@nlcssingapore.sg
My child is late to school	Junior School students should go to the main Reception where they will arrange for the student to be collected. Senior School students should report to the Senior School office on Level 5.
My address, phone number or email changes	Update your details on the homepage of the Parent Portal.
My child is upset or worried about something	Speak to your class teacher (Junior School) or tutor (Senior School).
I lost my school identity card	Contact the appropriate school office and they will help you liaise with the staff.
I would like to provide feedback to the school	Feel free to contact whoever you feel is the most appropriate person. We always welcome feedback.
My child has lost some of their property?	Speak to the Reception team. Lost property is stored centrally with them. Please be aware that periodically, lost property is donated to local charities. If property is labelled/named, it will be returned to the student.
I would like to apply for documentation to support a travel VISA?	Contact the admissions department on admissions@nlcssingapore.sg who will be happy to help.
I need to update my child’s personal information including address, passport and/or residency visa	Contact the admissions department on admissions@nlcssingapore.sg who will be happy to help.

HEALTH AND SAFETY

We are committed to ensuring the health and safety of all students, staff and visitors to the School.

ACCESS TO THE CAMPUS

Access to the school site is controlled by our security team positioned at the school gate.

Parents should always wear their ID cards when visiting school. If you forget yours you will be required to register and obtain a temporary ID card from our security team, before being allowed access to the school.

Visitors must have an approved appointment, and must obtain a visitor’s ID card before being allowed access to the site. Anyone seen on campus without a valid ID card will always be challenged.

MEDICAL RESOURCES & PROCEDURES

Health Centre

The school Health Centre is situated on the second floor of the main building. It is staffed by fully qualified, registered nurses. Nursing cover is provided during the school day from 07:30 and during formal school events.

Health Centre Contact Details:
Telephone number: +65 6989 3099
Email: healthcentre@nlcssingapore.sg

First Aid

In addition to the school nurses at the Health Centre, the school has staff who are trained in first aid. We have appropriate numbers of first aid kits positioned in strategic locations around the campus.

Medical Information

At the time of enrollment, you are asked to complete the [Student Medical Information](#) form for your child. We will ask that the Medical Information form is updated on a yearly basis.

It is the parents responsibility to inform the school Health Centre of any changes to their child’s health status. It is very important that this information is kept up to date and is accurate in case there is an accident, illness or medical emergency.

If your child is returning to school using a mobility aid (e.g. crutches or a wheelchair), please ensure the school is given 24 hours to risk assess their transition routes and classroom spaces. Alongside this assessment we will produce a Personal Emergency Evacuation Plan (PEEP) for their safe exit in the event of an evacuation.

Medication Administration

Students are not allowed to carry their own medication or administer their own medication unless it has been pre-arranged between the parent/guardian and a school nurse.

If your child requires prescription medication during the school day, you should complete a [Permission to give Prescription Medication](#) form. On completion of this form, a school nurse will contact you for confirmation and to arrange the hand over of medication. Only medication that has a prescription label clearly showing the student’s name, dosage and expiry date can be administered to the student by a school nurse. It is the responsibility of the parent/guardian to supply the school Health Centre with the required medication and ensure that it is replaced before the expiry date.

Infection Control and Prevention

The medical centre will alert parents if there is an infectious outbreak in classes, grades, or the school, as appropriate.

If students are returning to school before the mentioned exclusion period, a fitness to return to school letter from a doctor will be required.

Our guidelines are:

CONDITION	GUIDELINES
Fever in excess of 37.8	Students can return to school when they are fever-free for 48 hours without the use of medication.
Flu-like symptoms	Students can return to school when they are symptom-free for 48 hours without the use of medication.
Covid-19	Students can return to school when they are symptom-free for 48 hours without the use of medication.
Streptococcal throat infection	Students can return to school when they are symptom-free for 48 hours without the use of medication.
Conjunctivitis	Students can return to school 48 hours after the commencement of antibiotic treatment (if bacterial) or when they are symptom-free.
Vomiting and/or Diarrhoea	Students can return to school 48 hours after the last episode of vomiting/diarrhoea (symptom-free), without the use of medication.
Chicken Pox	Students can return to school when they are fever-free and the rash has dried up. A fitness to return to school letter from a doctor is required.
Hand, Foot and Mouth Disease (HFMD)	Students can return to school once blisters have dried up and they are symptom-free. A fitness to return to school letter from a doctor is required.
Impetigo	Students can return to school 48 hours after the commencement of antibiotic treatment. Sores must be kept covered appropriately.
Measles	Students can return after blisters have dried up and they are symptom-free. A fitness to return to school letter from a doctor is required.
Head Lice	Treatment has started

VACCINATIONS

Vaccinations for Measles and Diphtheria are mandatory by law in Singapore under the Infectious Diseases Act.

It is the responsibility of parents to ensure that their child is fully up to date for all immunisations, including travel vaccinations for school trips.

SAFEGUARDING



Our main priority is always to keep our children safe and our community has a shared responsibility to ‘act’ whenever we see a child at risk of harm. If parents have any safeguarding concerns they should report them immediately to one of our Designated Safeguarding Lead:

- Mrs Sophie Davies by email: sdavies@nlcssingapore.sg
- or via calling the School Reception: 6989 3000.

As parents you can further help protect our students by following these guidelines:



- Do always wear your white lanyard and Parent ID card when on the school site (or please sign in with ID for a visitor’s pass if you do not have your parent pass).
- Do be aware that your physical actions or verbal interactions with students, on or off site, may be misconstrued by students and taken as inappropriate or offensive, even if this was not your intention.
- Do be aware our school is monitored by CCTV at all times.
- Do arrange an appointment with appropriate staff members to ensure we can give you the time needed to communicate with our team.
- Do report any concerns you have, no matter how small.



- Do not enter the ‘non-public’ or classroom spaces of the school without a staff escort.
- Do not use student toilets or changing rooms. Please only use facilities that are designated for adults.
- Do not be alone with a student, touch a student or invade their personal space.
- Do not exchange personal details with a student.
- Do not take photos of or record students (except for your own child).

FEEDBACK

We value your feedback. Whether it’s a suggestion, concern, or compliment, please share it with us at feedback@nlcssingapore.sg.



Get in Touch

 @nlcssg

 @nlcs.sing

 @NLCS _ Singapore

North London
Collegiate School
| Singapore |

+65 6989 3000
www.nlcssingapore.sg