



3 January 2023

Dear Parents/Guardians

Happy New Year! As we begin 2023, 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 2023

Semester 1	
Term 1	Tuesday 3 Jan* to Friday 10 March <i>*Year 1 students will start school on Tuesday, 3 January 2023. Year 2 to Year 4 students will start school on Wednesday, 4 January 2023.</i>
Term 2	Monday 20 March to Friday 26 May
Semester 2	
Term 3	Monday 26 June to Friday 1 September
Term 4	Monday 11 September to Friday 10 November

SCHOOL HOURS FOR 2023

	Mondays Wednesdays	Thursdays	Fridays	Remarks
Start Time	8:00am	8:00am	8:00am	<i>All students will be <u>dismissed at 12:15pm</u> during orientation period from <u>3 January to 6 January</u>.</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 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.				

KEY EVENTS IN TERM 1

Day / Date	Event	Remarks
Thursday 12 January	Meet-The-Parents for Year 4 Students The school will be organising a Meet-the-Parents session for all Year 4 students from 5:30pm to 7:30pm. Parents / Guardians will be given a progress update of their child/ward and will be informed of the Industry Experiential Programme requirements.	Only for Year 4 Students <i>Booking schedule will be given to students at a later date.</i>
Friday 20 January	Chinese New Year School Celebrations The school will be celebrating Chinese New Year on Friday 20 January. Students will be dismissed at 12:30pm. 23 and 24 January are public holidays. We would like to take this opportunity to wish the Chinese families "Happy Chinese New Year" and everyone else a good holiday break.	

Day / Date	Event	Remarks
Monday 13 to Thursday 16 February	Pre-Boarding for Industry Experiential Programme (IEP) and Learning Journey for Year 4 students 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.	<u>Early Dismissal – Y4 Only</u> All Year 4 students will be dismissed at <u>12:15pm.</u>
Monday 13 to Friday 17 February	MOE-OBS Challenge Programme for Year 3 Students All Year 3 students are expected to attend the 5 day-4-night residential camp. There will be a school-based non-residential camp for students with medical conditions.	<i>More details will be given to students at a later date.</i>
Tuesday 14 to Thursday 16 February	NLS GRIT Camp for Year 1 and 2 Students All Year 1 and Year 2 students are expected to attend the 3-day 2-night residential camp.	<i>More details will be given to students at a later date.</i>
Friday 17 February	Home-based Learning Day (HBL) for Year 1, 2 and 4 students All Year 1, 2 and 4 students need not report to school. The HBL schedule will be given to students at a later date.	<i>*Y3 students will be on MOE-OBS programme</i>
Tuesday 7 to Thursday 9 March	Milestone Assessment for Year 4 Students All Year 4 students will be sitting for the English and Mathematics milestone assessment from 7 to 9 March.	<u>Early Dismissal – Y4 Only</u> Year 4 students will be dismissed after the last paper for the day. The assessment schedule will be provided at a later date. <i>Normal Lessons for Year 1 to 3 students.</i>
Friday 10 March	Awards Day 2023 We will be celebrating the progress, holistic development and achievements of our students at our 17 th Awards Day on Friday 10 March. Only students who are receiving awards and concert participants need to report to school on Friday 10 March . More information will be provided at a date closer to the event.	All students, except those receiving awards and participating in the concert, need not report to 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. Disciplinary action may be taken against students 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.

SCHOOL UNIFORM

The school has made modifications to the school uniform design to improve the look and feel for students in 2022. All students are encouraged to wear the new school uniform from 2023 onwards.

MORNING SHUTTLE BUSES 2023

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	7:10 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



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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 2023 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.