



**SIR  
MANASSEH  
MEYER**  
International School



**PARENT INFORMATION HANDBOOK**  
**SECONDARY SCHOOL**  
**2019 - 2020 ACADEMIC YEAR**

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## Parent Information Booklet 2019-20

Dear Parents,

Welcome to the Sir Manasseh Meyer International School (SMMIS) family.

We are delighted you have chosen to send your child to SMMIS.

SMMIS is a school where every child is known, valued and challenged to achieve their best. We look forward to working in partnership with you to ensure this.

Please take time to read through this booklet which has all the information you will need about joining our school. If there is additional information that you require, please look on the school website or contact the school at [frontdesk@smm.edu.sg](mailto:frontdesk@smm.edu.sg).

Please ensure that the Emergency Contact Form and the School Home Agreement have been completed. Please note your child will not be admitted to the school until these forms are complete.

The school Parent Teacher Association (PTA) was set up so that parents and the school can work together to create a partnership that promotes and supports the philosophy, goals and programmes at SMMIS for the benefit of our students and the community.

The PTA consists of one parent of a student of each class who serves as the class parent. PTA meetings are held monthly to plan events, support the school and discuss future plans. If you would like to get involved, please email frontdesk.

If you have joined SMMIS in the middle of the school year, your child will be assigned a buddy to ensure that they are fully taken care of and that they feel at home.

To see a full list of SMMIS policies, please visit our website at [www.smmis.edu.sg](http://www.smmis.edu.sg)

Please refer to the school calendar on our website for a more detailed outline of school events.

You will see the "Home School Agreement" at the end of this document. This has also been sent to you via DocuSign, please ensure you sign it. Students also be asked to sign this agreement at the beginning of the school year.

Wishing you very best wishes,



Ms Robinson

**Principal**

**SMMIS Ethos**

Sir Manasseh Meyer International School (SMMIS) is a Jewish school that offers a rigorous International education, imbued with the vibrancy of Jewish values, tradition and culture. We are a diverse community that welcomes students of all denominations and those of other faiths.

Our educational philosophy is one that teaches resilience, collaboration, independence and perseverance. We ensure that class sizes remain small, to enable each student to flourish and reach their full potential.

Skills acquisition, knowledge and understanding, is at the heart of our teaching, giving the students the best possible opportunities in their middle years education.

At SMMIS we have a strong ethical foundation and engender a commitment to social action; healing the world. Our students are encouraged to see themselves as global citizens, with charity and volunteering a strong aspect of school life.

We are a small school, with a strong internationally trained staff body, who ignite a passion for lifelong learning, creative thinking and inspire a curiosity in the world around us.

SMMIS is a non-for-profit child centred school.

**Behaviour**

We have high expectations of our children's behaviour at all times. Students will be rewarded for good behaviour and there will be consequences for poor behaviour.

**For a full copy of the school behaviour Policy, please visit our website.**

SMMIS 5 Golden Rules

- Do as you are asked by a member of staff, at the first time of asking
- Listen in silence as others speak
- Keep hands and hurtful comments to yourself
- Be respectful of those around you and the world
- Be a mensch

**Communication & the School Newsletter**

You will receive the weekly school newsletter, which will update on you on issues of the week. Pre-school and Primary School Teachers will upload additional resources, homework, and sometimes photos onto a digital platform.

If you need to discuss any issues regarding your child at school, in the first instance, please contact the subject teacher if it is regarding academic progress in a specific area, or their form tutor if it is regarding their general well-being.. They can be contacted either by telephone via the school office or by email. Our email addresses follow a common pattern: [firstname@smm.edu.sg](mailto:firstname@smm.edu.sg).

We use e-mail as the main communication tool to maintain school-home contact as it is the quickest, most expedient way to get information to our families. We therefore encourage that parents regularly check their e-mails.

Please ensure that the school office has an updated email address for you and your family.

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The chart below indicates the best person to contact for a whole range of queries; if you are in any doubt or do not know the correct email address, please address all correspondence to [frontdesk@smm.edu.sg](mailto:frontdesk@smm.edu.sg) and the office will ensure it reaches the correct members of staff.

Nature of query	Whom to contact
Progress or behaviour in an individual subject	Subject Teacher
Progress or behaviour in several subjects	Form Tutor/Head of Secondary School
Student's wellbeing or family circumstances	Form Tutor/Head of Secondary School
Incidents and issues outside lessons	Form Tutor/Head of Secondary School
Payments including School Trip payments	Finance Office
Student absence	Front Desk & Form tutor; Bus Company
SMMIS Buses	HDT
All other enquiries (or where you are unsure)	Front Desk

The ease and immediacy of email can be very useful, but it does have drawbacks. We do ask parents to join us in respecting normal rules of courtesy in emails, and to maintain the professionalism of the contact.

Staff will do their best to respond quickly to any concerns, but you will understand that this may not be the same day. We are happy to arrange meetings in person where necessary, and often more complicated issues are better addressed this way.

In the first instance, please contact the student's subject teacher or form tutor. If the concern needs escalating higher, the class teacher may refer it to the Vice Principal, the Head of Secondary School or other senior staff as required.

Teachers are unable to talk or meet with parents while their class is in session.

Please do not communicate with teaching staff, other parents, students, or administrators in a disrespectful or threatening manner or their personal whatsapp or out of school hours in regard to school matters.

## Academic Information

### Our Learning Philosophy and the IPC/IMYC

Our approach to learning aims to build habits of mind that will enable students to become life long learners. We are a child centred school that follows the learning philosophy of Carol Dweck and Guy Claxton.

Lessons are planned not just to teach content but to develop the emotional, cognitive, social and strategic skills and characteristics that build learning power. We build students resilience, collaborative skills and analytical ability. We value enquiry based learning, and encourage students to question.

You will notice that some of our terminology reflects this. Small differences are part of a big picture which we strongly believe yields the best possible results in the “tests of life”, rather than just preparing students for a “life of tests”.

The International Primary Years Curriculum and the International Middle Years Curriculum (the IPC and the IMYC) are comprehensive, thematic, creative curricula, with a clear process of learning and specific learning goals for every subject. It also develops international mindedness and encourages personal learning. (These are followed in K2-G8).

We follow the Singapore Maths curriculum and the British National curriculum for English.

### iGCSE

We teach the internationally renowned Cambridge iGCSEs as we expand our school into the upper years of secondary education. As educators, we are thrilled to be able to facilitate the next stage of our students’ education within the SMMIS community. We welcome this opportunity for expansion.

Individualised learning is at the heart of the education that we provide at SMMIS. Our commitment to ensuring the holistic development of every student, to guarantee their well-being, creates a secure and healthy environment in which to tackle the academic rigour of the iGCSE exams. Our enthusiastic subject specialists create dynamic learning environments which inspire students’ curiosity about the world, allowing them to flourish academically. The iGCSE pathway will facilitate and enable the next steps of our students’ education, wherever life may lead them.

Cambridge IGCSE is the world’s most popular international qualification for 14 to 16 year olds. It is recognised by leading universities and employers worldwide, and is an international passport to progression and success. Developed over 30 years ago, it is tried, tested and trusted by schools worldwide.

### Jewish Education and World Religions

In Secondary School all students follow a course in Jewish Values; Jewish History; Israel Studies; Holocaust and World Religions. This is conducted in English and is taught three times per week.

**Prayer/Mindfulness at SMMIS**

All students can choose between attending traditional morning prayers, or a mindfulness session before the start of the day.

Parents are asked to choose whether their students participate in a communal Grace After Meals following lunch. Students not participating in the prayer will sit quietly until the prayers are over.

**Special Occasions, Jewish Festivals and Shabbat**

At SMMIS we enjoy celebrating the Jewish festivals as a community. Students will participate in communal Rosh Hashana, Tu B'shevat and Pesach celebrations, as well as activities on Succot, Chanuka and Purim.

Students are encouraged to wear white school polo shirts on Fridays for Shabbat.

We will also celebrate other cultural days and National Holidays relevant to Singapore.

**Tikkun Olam, Volunteering and School Trips**

Social Action and Informal Jewish Education is at the heart of all that we do. Through festival celebrations, visits to Old Age Homes, toy drives, food collections and other charitable activities, we inculcate the value of giving to others in all our students.

All year groups enjoy at least 2 field trips per academic year.

**Data Tracking and Assessing Student's Learning**

We track students' progress from the beginning of G6 with baseline testing, through to the end of G8, end of year exams. Every 6-8 weeks teachers capture and analyse academic data that shows the progress and attainment of your child. Subject specific interventions are put in place to support learning if students are not making expected progress towards their end of year targets.

**Reports and Parent Teacher Conferences**

Formal reports are sent to parents twice a year: in December and June. Parent Teacher Conferences (PTC's) will be held twice a year: in November and March.

Teachers are available to schedule a conference with parents any time parents feel it is needed. Teachers will call and/or e-mail parents anytime they feel there is a need to discuss an issue. Teachers will return phone calls and e-mails within 48 hours, unless there are mitigating circumstances.

**Standardised Testing in Literacy**

All pupils will take a test of their reading skills and spelling, grammar and punctuation skills which will provide a measure of how they're doing against national averages and provide a clear measure of progress from G6 to G8, from below expected progress through to above expected progress.

**ESL, SEN and Able and Ambitious**

We cater for all our students needs, and achieve the best possible outcomes for all. At SMMIS we have a full time Special Education Needs Coordinator to support students' learning, and an 'English as a Second Language' teacher.

Able and Ambitious students are given accelerated work and additional opportunities to stretch them outside of the classroom environment. We have a full time member of staff responsible for our Gifted and Talented students.

**Counselling**

In line with SMMIS's holistic approach to a child's well-being, all students have access to the school counsellor for emotional support. SMMIS believes in working in partnership with parents, but also recognises the students right to confidentiality, therefore parents may be contacted if the child raises issues that puts themselves or others at risk. Difficulties that a student or parent may approach the counsellor with include but are not limited to: coping with social challenges, family problems, mental health issues and the stresses of transitioning school or country.

**STEM Education and World ORT**

At SMMIS we promote ICT and STEM education. **STEM** is a curriculum based on the idea of educating students in four specific disciplines - Science, Technology, Engineering and Mathematics - in an interdisciplinary and applied approach.

SMMIS is a World ORT school. World ORT is the world's largest Jewish education and vocational training non-governmental organisation. Specialising in technology, their mission is to educate students and train teachers in STEM education, through school twinning and teacher training programmes.

**Seesaw**

Seesaw is a digital portfolio app that gives parents real-time glimpses into their child's school day. Both teachers and students can document, share and reflect on what is being learnt in the classroom. Seesaw helps parents stay in the loop and gives them an opportunity to support their child's learning at home.

**PE and Swimming lessons**

All students have one PE and one swimming lesson each week. On the days they have PE, students should come to school wearing their PE kit.

**After School Activities**

SMMIS offers a variety of After School Activities for students, these include: chess, swimming, soccer, dance and martial arts. HDT (our Bus Company) offers a late bus after the lessons to take students home to a central location.

**ICT in the classroom**

All classrooms are fully equipped with interactive whiteboards. At times students will have opportunities to work on the ipads or computers.

### Homework Guidelines

At SMMIS homework is an integral part of the learning process, as a necessary reinforcement to classroom instruction. We recognise that time is needed for students to pursue social, physical, and recreational activities outside the school, and teachers attempt to strike a developmental, healthy balance of work for their students. It is critical for students and parents to understand the importance of homework in reinforcing skills taught in the classroom and in preparation for further academic study. It is also imperative for students to learn how to organise their time effectively.

The Homework policy below outlines approximate time frames that students are expected to spend on their homework assignments, and details of the kinds of tasks that may be set. The homework timetable is designed to ensure that students’ homework is dispersed evenly through the week. With the exception of Maths where homework will be set daily, students will not be set homework with a next day deadline.

Subject	Task Outline	Time Spent
<b>Maths</b>	Students will be expected to complete a set of questions every weekday (5 times per week).	30 mins
<b>English</b>	Reading: there is an expectation that students will read for pleasure every day.  Extended task: a writing task, research task or reading of in-class material with questions/summary activities.	30 mins  40 mins
<b>Jewish Education</b>	Written task: review of learning and answering questions.	40 mins
<b>IMYC</b>	Research Task (twice a week): students will be required to undertake investigative research tasks at home that will complement the learning taking place in class.  Presentation: every Friday, one student will be required to present an area of interest to the class – informed by one of the IMYC Personal Dispositions.	G6 30 mins G7/8 35 mins  G6 30 mins G7/8 45 mins
<b>Mandarin</b>	Students will be expected to complete a written homework task once a week.	30 mins
<b>Ivrit</b>	Students will be expected to complete a reading task to gain fluency once a week.	30 mins

**Homework Timetable**

<b>Subject</b>	<b>Task Outline</b>	<b>Time Spent</b>
<b>Art</b>	Students will be set homework fortnightly. Tasks will range from planning for design work to completing research on the current IMYC learning concept.	30 mins
<b>P.E.</b>	Students will be set homework fortnightly to complete worksheets on the current IMYC learning concept .	30 mins
<b>Science</b>	Weekly extended task from a range of activities: studying key terminology, completing worksheet tasks, research tasks.	30 mins

**Grade 6 Homework Timetable**

<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
Science Art (fortnightly*) Maths	IMYC Jewish Ed Maths	English Maths	IMYC PE (fortnightly*) Maths	Jewish Ed Mandarin/Ivrit Maths

**Grade 7/8 Homework Timetable**

<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
Jewish Ed Maths	IMYC Mandarin/Ivrit Maths	English Science Maths	IMYC PE (fortnightly*) Maths	Jewish Ed Maths Art (fortnightly*)

\*Art and PE to be set on alternate weeks

## Practical Information

### Transport Drop Off & Pick Up

#### HDT Bus Transportation

There is a bus service both in the morning and afternoon. This service is provided by an independent bus company, HDT Singapore Holdings Pte Ltd. If you require this service, please contact Miss Suketha directly at [smm.transport@hdt.com.sg](mailto:smm.transport@hdt.com.sg) or telephone 9618-1234.

If your child is using the bus service, it is the parent/guardian's responsibility to inform the bus company of any changes in pick up or drop off. The Bus Company will invoice parents directly.

There is also shuttle bus service to and from SMMIS at 8am (pick up at Yishun MRT station, Exit B) and 3:50pm from SMMIS (drop off at Yishun MRT Station).

#### Drop off **8:00am to 8:20am**

Students arriving by school bus will be dropped at the entrance of the school, where they will be welcomed by their teachers.

Parents who are dropping off their students should park in the basement car parks (B1 & B2), and bring their students to the class (K1) or to the playground for all other classes.

Only parent cars will be allowed inside the school, taxis should drop off at the main gate in front of the school building.

#### Pick Up

K1 – Grade 8: pick students up from the lift lobby on L1.

Please note that parents may not be in the school building during school hours, unless they have a scheduled appointment or are working on a planned activity.

#### Late Arrival

We set a high value on regular and punctual attendance. Absence and lateness affect not only an individual's learning and progress, but that of the whole group. Excellent attendance, like learning and behaviour, is given credit through our rewards system.

Morning registration will be at 8.20 am. Students are welcome to come upstairs to the secondary school area from 8am to use the library for quiet study or reading. All students should be in their form room on time. Students entering school after 8:20am are considered late and must sign into school at Reception.

Excessive lateness will necessitate a meeting with parents to formulate a strategy for improvement.

Parents are requested to register the arrival of their students at Reception if they arrive after 8.45am.

**Attendance and Absence**

If your child is ill, it is very important that you contact the school on the morning of each day of the absence. A telephone call is the most convenient way of doing this – the school number is 6331 4633. Please ensure that absences are reported by 8.45am.

When your child returns to school, please send a brief note with the dates of the absence and what caused it.

Our concern is your child's safety. If a student is absent, a parent /guardian must call or email the front office. We will call home if we have not been informed of a child's absence on the first day of absence.

Unexpected Absences: personal illness, illness in the family, death of a relative;  
anticipated/planned absence: professional appointments

We encourage parents to schedule medical, dental, legal, and other necessary appointments outside school hours whenever possible. No student will be dismissed from campus before the end of the school day unless a parent, guardian, or authorised adult, signs the student out at Reception.

Students should return to school and sign in at the office after their appointment if the school day is not over.

**Changes in Pick Up**

Parents, or other designated adults who wish to sign out any student leaving early should notify the front desk, student's teacher and the Bus company. Those picking up their students early are required to report to the front desk and the student will be called down to the office by a member of staff. Any adult picking up a student other than the student's parent must have authorisation from the custodial parent, either by phone or by email/writing.

**Parental Absence from Singapore**

If parents are out of the country at the same time and guardianship of students is temporarily assigned to others, the school front desk and the student's teacher should be informed of the name and contact details of the guardian. This is to ensure that we are able to contact the appropriate guardian in case of emergency. It is strongly recommended that in such cases, a letter of guardianship be given to the temporary guardian.

**Family Vacations During Term Time**

We recognise that sometimes families must take vacation time during the school year. Whenever a proposed absence-for-vacation is requested, parents should discuss it with the Principal. Students must catch up on any work missed.

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### **School Lunches and our Kashrut Policy**

Students may bring a healthy, kosher morning snack to eat at morning break, 10:40am.

Please ensure that pupils have a water bottle to drink from whilst at school.

A hot, kosher lunch is provided at SMMIS. Nutritious and varied home cooked meals are prepared fresh in the building each morning. In addition, we provide a salad bar for our students to encourage healthy eating. It is important that your child has a full breakfast prior to his/her arrival at school. A copy of the menu will be e-mailed to you each week with the school Newsletter.

As a community school serving the entire Singapore Jewish Community, we are sensitive to the needs of all our families. Therefore, it is a strict school policy that no food is to be brought into school from home (for meals, snacks, birthdays etc).

We have a number of students at SMMIS who have life threatening allergies to nuts and all nut products, even coming into physical contact with any of these products. These students can go into anaphylactic shock that can result in death. Therefore, no nut products, including peanut butter, will be allowed on campus.

### **Birthdays**

Since birthdays are a happy time, we would like to make your child feel special on that day. For a minimal charge, the school will provide a kosher birthday cake, please ensure you give the kitchen a minimum of 5 days notice. Please order your cake at [frontdesk@smm.edu.sg](mailto:frontdesk@smm.edu.sg).

Due to our kashrut requirements, no other sweets or snacks from outside should be brought in to the school. We encourage parents and siblings to celebrate their child's birthday with us at the classroom party.

### **Party Invitations**

If you wish to distribute your child's birthday party invitations at school, please ensure that all students are included. If more than half of the girls or half of the boys are invited to a party, all the girls or all the boys should be invited to the party.

Out of respect for those students who are Shomrei Shabbat, (Sabbath observant), parties should not be scheduled on Friday evenings, Saturday or Jewish festivals. Please ensure that food served at the parties is kosher.

### **School Uniform**

As of next year we expect all students to wear the new school uniform at all times. This includes daily uniform and sports kit. As part of the uniform please note that all students from K1 and up will be expected to wear black closed shoes or trainers each day. Students in the pre-school must wear closed shoes.

On Friday, for Kabbalat Shabbat, students of K1 & K2 are invited to dress in smart clothes in respect of welcoming the Shabbat. Denim jeans, shabby shoes and t-shirts of any kind are not permitted.

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Boys are required to wear kippot during all Hebrew and Judaic classes, lunch, tefillah, and all school assemblies of a Hebrew or Judaic nature.

Pre-School TT-N	Primary and Secondary School K1-G9
<p><b>Please note all uniform items worn must have the new school logo.</b></p> <p><b>All Students</b> Closed shoes, no sandals, no shoes with lights Friday Shabbat clothes (white) if girls are wearing leggings they must be navy blue or black</p> <p><b>Tiny Tots</b> Uniform is optional if uniform is worn, students must wear the following items:</p> <p><b>Girls:</b> Blue School dress <b>Boys:</b> Blue school polo shirt and khaki school shorts</p> <p><b>Pre Nursery and Nursery</b> <b>Girls:</b> Blue school dress <b>Boys:</b> Blue school polo shirt and khaki school shorts</p>	<p><b>Please note all uniform items worn must have new the school logo.</b></p> <p><b>Compulsory</b> Blue school polo shirt Black, grey or white socks Black closed shoes or black trainers (e.g. Asics, Bata); no converse, vans or trainers with lights Hats for outdoor play Girls: Khaki school skort (no shorter than 2 inches above the knee) Boys: Khaki school shorts</p> <p><b>PE Kit</b> School PE shorts and school t-shirt, white socks, sports trainers</p> <p><b>Optional</b> New school zip up hoodie (Navy blue hoodies or cardigans without logos or slogans may be used until the new hoodies are delivered) School kippah</p> <p><b>Other</b> Make-up, nail varnish, gel or acrylics and piercings are not permitted except one pair of plain small studs worn in the earlobe. Rings, bracelets and necklaces should not be worn except a discreet religious symbol on a necklace worn under the shirt. Hair should be of a natural colour, no coloured extensions and no designs/ words shaved into the hair. Long hair must be tied back using a hair tie of discreet design and colour No Henna (except at festival time)</p>

### Fire Drill, Evacuation and Invacuation

Fire drills, evacuation and invacuation drills are conducted for everyone's protection. During these drills it is imperative that students remain silent, follow instructions given by the teacher, and carry out all directions in an orderly fashion. Parents visiting the school during a fire drill are expected to participate and evacuate the building by following instructions.

## **Policies and Procedures**

### **Settling in Procedures**

For many students starting a new school is a daunting experience. At SMMIS we make this process as easy as possible. All parents and students are invited to school the day before the new Academic year begins, to meet their teachers, see their classrooms, and buy new school uniform.

### **Mid -Year Starters**

All mid-year starters will be assigned a buddy from their class on their first day. This buddy will show the new starter around the school and ensure they have company at break times and lunchtimes.

The Buddy will also contact the new student in advance of their starting at SMMIS. They will write them a letter, have a Skype call or meet with them during the new students' half day orientation.

### **Illness, Injury and Medication**

The School Nurse will take care of your child's emergency medical needs as well as being the central point for storing medicines. Medicine must be in its original box, clearly labelled and in date. Parents must inform the School Nurse, in writing, if there is any change in dosage or frequency, or if the medicine is stopped.

Parents are responsible for replacing out-of-date medication; the school will not send out a reminder. If your child carries their inhaler or EpiPen with them, we also require a spare one to be held by the School Nurse. Please note: we are only able to administer prescribed medication.

If a child becomes ill or is injured during the school day, they will be seen by the school nurse.

Students can receive Paracetamol, Tylenol, Ibuprofen and cough drops from the school nurse if the appropriate permission form has been signed by parents/guardians.

Medication should not be brought to school unless it is essential to the health of the student. If a student must take medication at school, the following procedures must be followed:

1. The medication is to be administered by the school nurse or the designated school personnel in the school office.
2. The medication must be brought to the school office by the student's parent or guardian or sent directly from the pharmacy or doctor's office.

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The school must receive a Medication Administration Form signed by the student's doctor or parent/guardian. On the medication container must be clearly printed the following information:

- Student's Name
- Name of the medication
- Dosage
- Time the medication must be taken.
- In the case of prolonged need, send in the amount for a clearly specified period such as one week or one month. Parents must pick up extra medication; extra medication will not be sent home with a student.
- All medication will be kept in a secure location in the office.
- Students are not allowed to carry any medication with them to school without prior consent.

Students may carry and administer their medication if these two conditions are met:

1. It is warranted by a potentially life-threatening condition and advised by their Doctor
2. Medication Self-Administration consent is on file in the office signed by the student's parent, doctor, and an administrator.

### Illness

If your child is sick, please keep him/her at home. It is unfair to the child, staff and other students if a sick child is brought in to the school.

Students with the following illnesses should not attend school:

- Rash or eye inflammation – until the condition is diagnosed by a doctor.
- Fever – child to be kept at home until the temperature is normal for 24 hours and all symptoms have disappeared.
- Cold – students with runny noses (particularly green mucus) or with a bad cough should stay at home to protect classmates and teachers from exposure to infection - although please note that clear mucus can be contagious as well. If you feel that a clear runny nose is due to allergies, please bring in a doctor's note to attest to this.
- Gastric pains – any child that has diarrhea, nausea or who has vomited during the night should be kept at home for observation.

When a student is not attending school, parents are asked to:

- Inform the bus company in a timely manner if the child will not be taking the bus that day.
- Inform the school Front Office that the child is unable to come to school.
- Keep the child at home until well enough to return to school.

If a student becomes unwell at school or hurts him/herself, the School Nurse will contact the parents if it is felt that the student should be taken home.

The school has the right to refuse admittance of a student if the Principal believes that such entry may cause further infection to others.

### Infectious or Contagious Diseases

The isolation periods for students suffering from such illnesses are given below and should be followed in all cases:

Illness	Incubation Period	Isolation of Student
Chickenpox	14-21 days	Until all scabs are dry
Fifth Disease (slapped cheek)	4-21 days	Not infectious after appearance of rash
German Measles	14-21 days	4 days from the appearance of rash
Hand, Foot & Mouth Disease	4-6 days	Until all sores have healed
Measles	10-14 days	4 days from the appearance of rash
Mumps	14-21 days	Several days after appearance of swelling

### Other childhood conditions

Illness	Isolation of Student
Conjunctivitis	Exclusion from school until eyes are back to normal
Head Lice	Exclusion from school until treatment has started
Impetigo	Exclusion from school until treatment has started
Verucca	Sores must be covered before participation in any aquatic activity

### Haze Action Plan

Singapore is subject to haze during the dry seasons in Sumatra and Borneo when the prevailing winds spread the smoke from ongoing forest fires across the region. SMMIS staff and families are advised to check on the PSI (Pollutants Standard Index) reading on <http://app.nea.gov.sg/psi/>.

If the reading is at 300, school will not open that day. The buses will also check the reading and will not dispatch buses for pick up if the reading is 300 or above.

When school is in session, the Principal and Administrators will access the PSI reading issued by the Ministry of Environment on a regular basis. The parents will be notified of any pertinent changes/updates/news.

PSI Reading	Air Quality	Action to be Taken
less than 50	Good	Operation will be as normal
50 -99	Moderate	Students with respiratory disorders or haze related symptoms (skin or eye irritations, sneezing, coughing) will be excused from outdoor activities and will remain indoors.
100 – 99	Unhealthy	Playground time will take place indoors in the gym.
200 – 299	Very unhealthy	All outdoor activities will be suspended. Indoor activities will not include physical exertion.
300 or above	Hazardous	If the first reading of the day is in this range, school will not open that day. Communication will be sent home to all parents and an announcement will be put on the school website.

## Parent Information Booklet 2019-20

### **Visitors to the School**

For the safety of our students, all visitors must sign in at the Main Gate and wear a visitor's badge before entering the campus during class hours.

Please do not walk onto campus because you think everyone knows you – not everyone does, especially the students, and they are looking for a visitor badge on anyone they do not know.

The only student visitors allowed are those considering possible enrollment.

### **Electronic Devices**

Student use or possession of electronic devices such as smart phones, laptops, electronic games, or other similar devices are not permitted at school, during regular school hours, regardless of their intended use. They will be confiscated and returned only to a parent/guardian.

Cell phones must be turned off throughout the school day and remain in the students' school bags, or handed in at Reception.

We strongly discourage students from bringing iPads to school for use on the school bus. SMMIS is not responsible for loss or damage of student's personal property.

Kindles may be brought to school for students to read from on the understanding that students are not permitted to access the internet on them.



**SIR  
MANASSEH  
MEYER**  
International School

SMMIS Home-School Agreement for \_\_\_\_\_ (student's name)

The values of SMMIS, shine through all that we do. We promote excellence in all of our students: teachers, students and parents work in partnership so that every child can realise their unique potential. Students will leave SMMIS as responsible and communally active young adults, numerate and literate, with a love of learning and proud of their identity as International and Jewish citizens. Our curriculum and Jewish Education programme, inside the classroom and beyond, encourages all students to make informed choices about their lives.

	<b>As a Student, I will</b>	<b>As a Parent, I/we will</b>	<b>As a School, we will</b>
<b>Ethos</b>	Be kind and speak politely to everyone in school. Respect other students and all school staff. Respect and care for the School and the local community. Respect the Jewish beliefs and practices of the whole SMMIS community. Follow all requests at the first time of asking. Keep hands and hurtful comments to myself. Respect the rights and property of others. Respect the school's kashrut policy. Accept responsibility for the things that I do.	Support and celebrate the school's ethos and respect the Jewish beliefs and practices of others. Support the school's Behaviour Policy and avoid criticising the school in front of students. Encourage a positive attitude towards my child's education and our school. If I have any concerns I will come and discuss them with you. Support the school's kashrut policy.	Ensure that the Jewish beliefs and practices of the community are taught in an inclusive and respectful way. Provide a safe and positive learning environment. Set clear expectations for behaviour, punctuality and attendance. Teach your child to develop a positive attitude to those around them regardless of gender, race, culture, belief, values, age and need.
<b>Learning</b>	Be actively involved in all aspects of school life. Try my best in all that I do.	Attend meetings, events and parents' evenings where relevant. Help my child to learn.	Provide an outstanding, inclusive, broad and balanced education. Ensure that our learning environment is stimulating and challenging. Celebrate your child's academic and personal achievements.
<b>Beyond the Classroom</b>	Respect and represent the school with pride, decency and integrity at all times, including on the journey to and from school. Take care of the building, equipment and resources.	Encourage my child to be a thoughtful, moral and proud member of the SMMIS and wider community.	Provide a range of activities which enrich and develop learning beyond the classroom. Provide guidance to students. Care for your child's safety and well being by observation and listening.
<b>Homework and equipment</b>	Be responsible for my school and homework. Work hard and be organised in completing home learning to meet deadlines reliably. Wear the correct uniform and have the correct kit and equipment.	Support students with their homework. Ensure that my child's homework is completed on time. Ensure that my child has the correct uniform and kit/equipment.	Set and mark homework regularly and effectively ensuring that it is differentiated and achievable. Ensure the learning environment is equipped and resourced. Clear information will be provided to enable you to assist your child.
<b>Attendance and Punctuality</b>	Be punctual to school and to lessons. Attend school to the best of my ability.	Ensure that my child attends school punctually and regularly. Inform the school of any absences and request 'known absences' in advance.	Inform parents of any unexplained absences and provide attendance figures on request and in reports.

**Parent Information Booklet 2019-20**

<b>Communication</b>	<p>Speak to my teacher or another member of staff if I have a difficulty.          Ask for help if I need it.          Tell a member of staff if I am worried or unhappy.          Ensure that all communications are taken home.</p>	<p>Inform the school via their teacher about all relevant matters of concern at the earliest opportunity.          Read all communication sent by the school and respond promptly where relevant.          Communicate with school staff in a respectful and courteous manner.</p>	<p>Ensure that parents and carers receive regular reports on student progress via formal reports, letters, newsletters, ICT, meetings.          Provide clear information and encouragement to students regarding progress and attainment through written reports, shared targets and coaching and other opportunities.          We will celebrate your child's success and explain how we can support them in their areas for development.          Respond to parental concerns promptly and effectively.</p>
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Signed:

\_\_\_\_\_

**(Student)**

\_\_\_\_\_

**(Parent)**

  
 \_\_\_\_\_  
**Elaine Robinson**  
**(Principal)**