



WISE OAKS
INTERNATIONAL SCHOOL

STUDENT HANDBOOK







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INTRODUCTION

WELCOME TO WISE OAKS INTERNATIONAL SCHOOL

On behalf of the Wise Oaks family, we would like to extend a warm welcome to our school.

The purpose of this handbook is to provide parents and students with helpful information regarding our school's policies and procedures. These practices support the school's mission ensure that our learning environment is one that is energizing, engaging and encouraging for all.

This document is collective effort of our entire team. Due to nature of being a high-functioning school, changes may take place as procedures once deemed fit may need to be altered. As a result, this document will be updated periodically.

Here's to an exciting and successful collaboration !



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MISSION & VISION

Mission

Our mission is to provide a supportive community where everyone is valued and respected, where all staff members, in partnership with parents are fully committed to the education and empowerment of the students to develop social awareness, civic responsibility, and personal growth to meet current and future chal-

Vision

To model Wise Oaks as the coveted school for learners, educators, and the parent community across the globe in developing responsible and noble change-makers of tomorrow.

Values (CARE²)

Cooperation & Compassion: Sharing and learning together

Achievement & Agility: Persist and try your best

Respect & Restore: Respect each other and our environment

Empathy & Embrace: Treat others with care and compassion



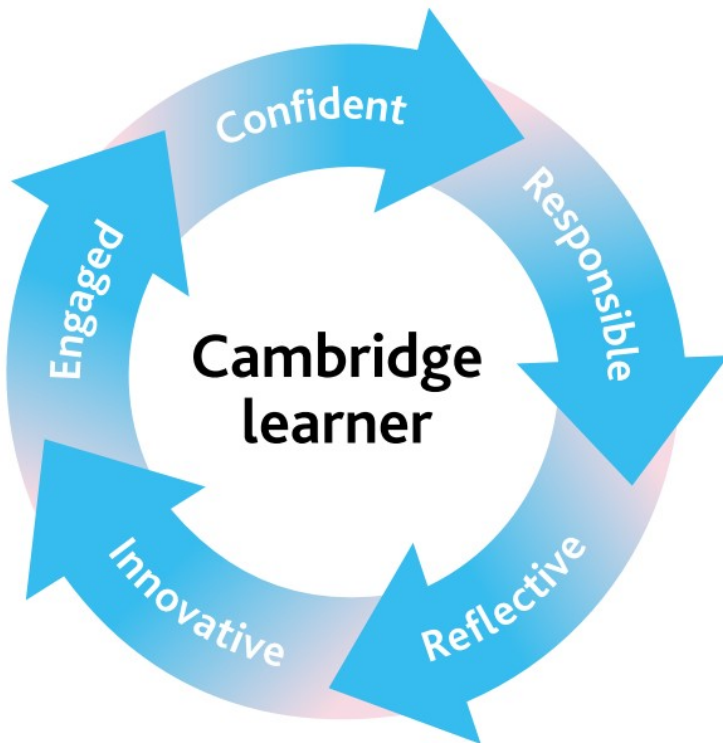
The Cambridge approach of education is based on the 5 key elements to providing a truly international education. These are:

- An international curriculum
- An aligned system of education
- Assessment with Cambridge International
- International recognition and University acceptances around the world
- Global community of learners, teachers and schools.



THE CAMBRIDGE PATHWAY

We believe education works best when curriculum, teaching, learning and assessment are closely aligned. This belief inspires the design of each and every aspect of Cambridge programme.





To maximise learning benefits, sincere and disciplined approach to regular studies, homework submission and time management is expected from all students. Our teachers would be the bridge between your child's quest for knowledge and the prescribed textbooks. With focus on interactive learning, we aim to build rapport between teachers and students and provide an ideal environment for learning.

LEARNING AT WISE OAKS

“INTELLIGENCE PLUS CHARACTER, THAT IS THE TRUE GOAL OF EDUCATION”- MARTIN LUTHER KING

Education at Wise Oaks International School goes beyond enabling students to just successfully attain academic qualifications. We firmly believe that each student has an innate potential to excel.

The rich curriculum at Wise Oaks focuses on imparting academic knowledge and the acquisition of life and leadership skills. Students are immersed in a creative and nurturing environment placing emphasis on excellence, passion and perseverance, optimism and open mindedness, willingness to change, integrity and service. These are the fundamental characteristics that Wise Oaks considers essential in becoming a contributing member of society.





Our teachers would be the bridge between your child's quest for knowledge and the prescribed textbooks. With focus on interactive learning, we aim to build rapport between teachers and students and provide ideal an environment for learning.

OUR TEACHERS WHO WE ARE

Form Teacher

Form Teachers are responsible for most aspects of learning and general welfare of students. If matters of concern regarding a student arise, the first point of contact for parents with the school is Form Teacher.

Specialist Teacher

A variety of specialist provide students with the support they require in order for students to have a successful learning experience. Students participate in PE, Arts, Music and World Languages.

Along with the core academics of English, Mathematics, Second Language, EVS/Science, we also offer:

WiseTech CodeSpark Program (ICT (Information Technology))

LingoLex Program

Physical Education

Art & Design

Global Perspectives

Co-curricular Activities

Skill Enhancement Program



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THE SCHOOL DAY

The Academic year runs from April to March. An updated calendar of starting days, events and holidays is available on the school

School hours are from : 9:00 am - 3:30 pm (BTC)

9:45am - 3:45 pm (VPC)

9:15am - 3:45 pm (USRC)

The Importance of Punctuality

When students start and finish the school day on time, it creates a safe and optimum learning experience for all of our students. A late arrival or late collection after school often causes unnecessary stress on students and disruption to their day. Moreover, health and safety procedures require the school to have an accurate student list shortly after the start of the school day.

For students who reach school late, parents must sign in at the reception upon arrival. For students who leave school early, their parents must sign out at the reception before leaving school. Students will be allowed to leave early only on approval from the Principal/ teacher.



Excused Absences	Unexcused Absences
<p>Absences are considered excused when they meet any of the following conditions:</p> <ul style="list-style-type: none"> ● Attending school-sponsored activities. ● Illness or injury prevents the student from physically attending school. ● Local health professional orders the isolation of the student. ● Death of an immediate family member. ● Emergency medical, dental or other similar emergency appointment. ● Student is obtaining a visa or fulfilling other Singapore residency requirements. ● A reason not listed above that has been approved 2 days in advance by the Principal. 	<p>Absences are considered unexcused when they fail to meet any of the conditions listed under Excused Absences. Examples of events that would be deemed unexcused are:</p> <ul style="list-style-type: none"> ● Family vacations and visits. ● Healthcare visits that could be arranged outside school hours. ● Assignment completion.

ATTENDANCE EXPECTATIONS

Wise Oaks believes that attendance is a fundamental aspect of learning. The goal of each student should be to attend all school days listed in the school calendar in order to optimize their learning opportunities. Student who regularly miss school may feel:

- Increased stress through having to catch up on missed work.
- That they cannot fulfil commitments to others, which affects their relationships
- They have gaps in their learning, because they have not been part of a developmental learning environment.

Students who are ill should not attend school. Parents are expected to contact the teacher if their child is going to be absent. If your child cannot attend a class (e.g. PE) for health reasons, please notify the form teacher.

In the same case, students should submit their medical certificate as well as fitness certificate to the form teacher, when they start attending school after illness.





Regular Uniform

Students should comply with the school dress code throughout the time that they are on the school campus or school trips unless informed otherwise.

Uniform Items

- White polo shirts in Grades 1—8 with plaid shorts or skirts.
RYP wear PE kit everyday.
- Dri-fit PE Uniform to be worn on all PE/CCA days.

Uniforms will be available in the School.

Shoes

- Students should wear black socks and black shoes on all days.
- Athletic shoes are the preferred footwear. Shoes that do not provide adequate support for play (e.g. flip-flops and open-back sandals are not permitted).
- Shoes should cover the toes and preferably have rubber or soft soles.

School ID/Lanyard

Students are asked to wear their identity card when on campus. If you lose the card please notify the school office with your full name for a replacement card.

OUR UNIFORMS



Non-Uniform Expectations

On occasion, Wise Oaks has non-uniform or themed days. We ask students to respect this by wearing appropriate clothing. Some guidelines are:

- Slogans or Logos on clothing must be appropriate.
- School shoes & socks to be worn at all times.

Hair

- Boys must have their hair trimmed such that it does not touch the collar, the level of the haircut must be close to the mark of the end of their earlobes.
- Girls must tie up long hair in a ponytail or braid long hair. Girls' fringes



OUR UNIFORMS continued...

Dress Code: Accessories and Expectations

At Wise Oaks, presentation is important. While we acknowledge that we must consider the cultural diversity of our families, we balance this perspective with the health and safety needs of our student body. Students at Wise Oaks are permitted to wear following:

- Earrings (Simple studs)
- Watch
- Medic alert bracelets or pendants
- Hair covering for religious purpose

All jewellery worn should not be of significant or monetary value. School shall not be held responsible for any loss/damage of any expensive jewellery worn by students despite being advised against the same.

NUTRITION

At Wise Oaks, we firmly believe that food and the act of eating are essential parts of the school day. We understand that good nutrition and a balanced diet affect motivation and concentration level.

Responsibilities

Parents	<p>Provide a healthy snack</p> <p>Provide a healthy lunch either by sending it with student in the morning or arrange it to be delivered to the school before lunch time.</p> <p>Avoid fast food.</p>
Teachers	<p>Ensure that the food is eaten in a respectful manner.</p> <p>Model lunch behaviours by occasionally eating lunch with or near students.</p> <p>Put healthy food and eating habits on classroom agendas throughout the school year.</p> <p>Have high expectations for students and student etiquette when eating.</p> <p>Supervise lunch based on school expectations.</p>
Students	<p>Eat their lunch in respectful manner, sitting with classmates in designated areas.</p> <p>Avoid wasting food.</p> <p>Place all rubbish in the appropriate rubbish or recycling bin.</p>



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COMMUNICATIONS

Wise Oaks to the Home

Wise Oaks uses a variety of ways to communicate with you:

Wise Oaks student portal—This online platform is open to students, parents and teachers. You will receive a username and password from school. Here you will find school resources, event information, photos and blogs. Here you can access the school calendar.

School Website—www.wiseoaks.sg

Social Media—The Wise Oaks Facebook page provides photos and stories of daily life at Wise Oaks as well as upcoming events.

Parent Teacher Student Meeting (PTSM)—Parent Teacher Student Meetings are regularly arranged by school to communicate progress of the child. Parents can also initiate a meeting with any teacher by appointment through the school diary.

Milo Mornings/Tea Talks—These info sessions are hosted at the school at the beginning of the academic year.

Feedback and Suggestions

- Wise Oaks recognises that there may be conditions in the school campus that are in need of improvement. Feedback can be given online through mails, telephone calls and meetings.
- The escalation level for any parent regarding feedback or area for improvement is the level coordinator and then the principal.



Procedure

The first and most important point of contact with respect to your child is the classroom teacher. It is extremely important that this relationship has the opportunity to develop and thrive. The following diagrams will help to direct your queries:

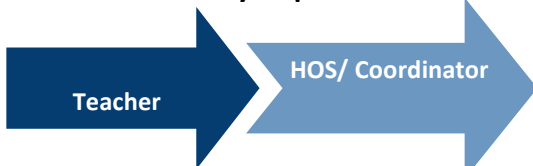
Academic Inquiries



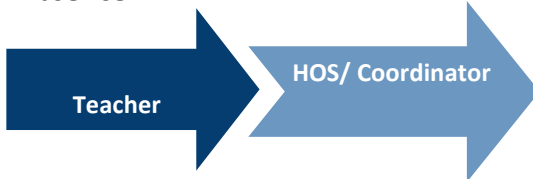
Non-Academic Inquiries



Health and Safety Inquiries



Absence



COMMUNICATIONS





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SCHOOL PARENT GUIDELINES

School Policy on External School Competitions and Events

School strongly encourages students to participate in all age/skill appropriate competitions. Communication regarding these competitions shall be made through email or announcements via Student management system/Learning Management system. School shall provide all assistance regarding the same. However, participation fees, cost of costumes, etc. if any shall be borne by the parents

Birthdays and Celebrations

We want to work with parents to ensure that we celebrate birthdays in a manner in line with school discipline. Please note the following:

- Celebrations in class are to be minimal in nature and should focus on the child.
- No fancy gifts or goody bags to be distributed in class.
- Birthday felicitation can be done with just chocolates/candies if so desired.
- We strongly encourage donation of books/plants for our library/school.

This is done to promote and cultivate good habits in children – We have two hands. One to help ourselves, the second to help others.



A **disciplinary** policy is a set of guidelines and procedures **that** Wise Oaks International school **implement** to regulate student behavior, maintain order, ensure a safe and conducive learning environment for students and staff. This policy **defines** expectations for student **behavior**, **determines** consequences for violating rules or regulations, and **establishes** procedures for disciplinary **matters**.

At Wise Oaks, we aim to develop a community where all members take responsibility for their actions. We firmly believe in working with students to be reflective and develop strategies that allow better choices in the future. The School has a general procedure for supporting students with behaviour expectations that varies depending on the age of the student.



SCHOOL DISCIPLINE GUIDELINES

Bullying

At Wise Oaks, we recognize that bullying, whether it is physical, cyber or emotional, can have a significant impact on student safety, learning and the school climate. Therefore bullying is one of the offences for which suspension or expulsion will be considered as a consequences.

Definition of Bullying

Bullying is not a term that should be used lightly. Bullying means aggressive and repeated behaviour by a student. It is targeted towards one or two people and is done over a period of time. The behaviour is intended to:

- Cause harm, fear or distress to another individual, which may include physical, psychological, social or academic harm, can also include damage to the individuals reputation or to their property.
- Create a negative environment at Wise Oaks for another individual that may or may not include the use of technology.

Bullying: Being protective

Relationships and positive interactions between students are covered in a variety of ways at school. Mini-lessons are often arranged with the help of form teacher.

Reporting bullying incidents to staff and Consequences

In cases of bullying, the vice-principal and principal, will be informed immediately. Parents will be informed and asked to come in for a meeting to discuss the problem. Students who are bullied, who bully others, or who witness bullying will meet to discuss possible solutions and plan for positive action. Necessary support is provided to promote positive peer dynamics.

Behaviour of Students (off-campus)

Off-campus behaviour is fundamentally the responsibility of the individual student and parents. Students must continually be aware, however, that they are always the representatives of Wise Oaks in the larger community and should conduct themselves in such a manner. Behaviour that impairs the harmony or efficacy of the school community may be dealt with by the school administration.



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SCHOOL DISCIPLINE GUIDELINES

Vandalism Policy

Defining Vandalism

Any act involving wilful, deliberate, or malicious damage, destruction and demolition in any manner to any property associated with the school, which includes tangible, intangible, intellectual property and any property of students, teachers, staff members and anybody concerned with the school is termed as vandalism. Specific examples include glass breakage, any kind of destruction to the school buildings and grounds, destruction to property like chairs and desks, garbage bins, electrical and electronic equipment, plants, windows, etc. It also involves graffiti on walls, chairs and/or tables, windows etc. Vandalism is strictly against the school rules and regulations and the applicable Government laws.

Responsibility of the student

Students shall always, refrain from indulging in destruction of personal, school, and other people's property. Any act of vandalism observed and/or noticed by a student must be immediately reported to school authorities.

Responsibility of the management

The teacher will educate students about taking care of own and school property. The teacher will assign responsibilities to students to care of the property and build a reward system to strengthen positive behaviour. The teacher will conduct a full investigation in case of any damage, loss, and act of vandalism.

When a student is found guilty of committing vandalism, corrective action will be taken against the student.



Disciplinary actions will be taken against students who commit offences. Parents will be informed of their child's misbehaviour in class/ school and, if need be, will be invited to school to meet with the child's teacher for further conferencing. Some of the offences include:

A. Minor Offences

- Repeated late coming for school/school activities.
- Improper school attire, e.g., ankle socks, no tie, etc.
- Inappropriate general appearance, e.g., long hair or outlandish hairstyles for male students, untied long hair for female students, long fringe for female students, nail polish, long nails, henna.
- Not bringing books to school, failing to do or submit work on time.
- Disruptive behavior during the lesson.
- Littering
- Wearing jewelry, e.g., chains, bracelets.
- Possession of items that cause nuisance, annoyance, or distraction to other students or teachers.

SCHOOL DISCIPLINE GUIDELINES

B. Major Offences

- Repeated minor offense.
- Truancy/ skipping classes.
- Possession of weapons or weapon-like items.
- Rudeness, disrespect/ defiance to peers or staff
- Use of vulgarity or abusive language (verbal or written)
- Cheating in tests or examinations
- Forgery, alteration of marks on test papers or report cards
- Assault and/or threatening others with bodily harm
- Bullying, gangsterism, fighting, theft, extorting money from others, instigating fights or disturbances.
- Vandalism, damaging school property
- Use or possession of cigarettes, lighters, matches, and other prohibited materials.
- Sexual misconduct
- Smoking, vaping, or substance abuse

Arson, gambling, abuse of technology

Serious offences of cyber nature

Any acts that affect the school's climate and image



If a student wish to seek redress in any matter pertaining to discipline, he may approach his/ her form tutor. A report will be submitted to the principal who makes the final decision.

Negative behaviour requires appropriate school response to give clear signal to students that the school does not tolerate ill-discipline and expects good, positive behaviour from all.

School corrective action is carried out according to the nature of the offence. A more serious offence warrants a more



SCHOOL CORRECTIVE ACTION

—DISCIPLINE

Dealing with minor offense requires the cooperation of different levels of authority in the school. Teachers and coordinators intervene quickly in minor violations and provide guidance and support to students. The principal oversees the implementation of disciplinary measures and ensures consistency and fairness of responses. The school principal provides guidance and support to maintain a positive learning environment. Management supports the implementation of the disciplinary policy and provides resources as needed. Students are encouraged to reflect on their behaviour and make improvements, which promotes a culture of responsibility and respect within the school community.

In addressing major offenses, different levels of authority collaborate to ensure a fair and effective disciplinary process. Teachers and coordinators oversee immediate interventions while the principal conducts thorough investigations and determines appropriate consequences. The principal/ Head of School provides support and guidance throughout the process, ensuring consistency in disciplinary actions. Management supports the implementation of disciplinary policies and allocates necessary resources.



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SCHOOL CORRECTIVE ACTION

— DISCIPLINE

Some possible disciplinary actions may include:

Loss of privileges: Students may lose certain privileges such as participation in extracurricular activities.

Apologies and restitution: Students may be required to apologize to affected parties and make restitution for any damages caused.

Confiscation of prohibited items: Items that violate school policies are confiscated, and students may face consequences as deemed appropriate.

Ban from learning fly: If safety is compromised, students may be prohibited from participating in educational trips.

Time-out during recesses: Students may be assigned a time-out period during recesses to reflect on their behaviour.



Promotion Policy

All students are automatically promoted to the next class at the end of the academic session. If a teacher is of the opinion that the student is not ready for the next class, in such case, the teacher in consultation with the parents and Principal can retain the student in the same class.

For Grades 1-5

- As a policy, we do not retain students in the same class at the end of an academic year. However, if a student is found struggling with the curriculum and consistently does not show any improvement at all, the principal in consultation with the teacher and the parent can retain the student in the same class. This change will be initiated only upon receiving a formal written request from the parent for the same.

For Grades 6-8

As far as overall assessment of a student for the purpose of promotion to next class is concerned, the following points will be adhered to:

- For Grades 6-8, promotion is granted based on the performance of the pupil during the entire session. Each student is required to get a qualifying grade D or above in all the subjects in the Scholastic Area.
- 85% attendance is imperative

GENERAL PARENT INFORMATION

Withdrawal Policy

Wise Oaks has a fair and reasonable withdrawal policy in place. Written notice of an intention to withdraw a student from the school is required at least 2 full months prior to the last day of the students attendance.

On receipt of such a written intimation to the admission department, a “Notice of Withdrawal Form” will be sent by email to the parent to complete and submit to the school.

- Parents will be expected to settle all outstanding dues on fees or other school expenses. E.g. Lost of damaged materials prior to the departure of the student. School records will only be released after all financial obligations have been met.
- Refunds, when entitled to, will be done within seven (7) working days of Wise Oaks receiving the Student’s written notice.





Refund Policy

The refund policy and procedures are clearly communicated to Students via various channels:

Website / Student Contract / Student Handbook

The various conditions under which either Wise Oaks or the Student may choose to terminate the course agreement are stated clearly in the Student Contract. The payment liabilities and/or any refund entitlements under each of these conditions are also stated in the Student Contract.

All refund requests are to be verified and confirmed by the Principal prior to further processing.

Refunds, when entitled to, will be done within seven (7) working days of Wise Oaks receiving the Student's/parent's written notice.

Parent's Responsibilities

- Check the mails regularly for general information as well as specific information regarding their child, acknowledge and act on the same.
- Check the school diary of the child daily.
- Acknowledge comments and suggestions made by the teacher and maintain communication regarding issues till they are satisfactorily solved.
- Discuss any issues of concern with prior appointment with the concerned teacher.
- Submit in advance a written request for absence of leave for their wards. The leave note must state reasons for absence.

GENERAL PARENT INFORMATION

Electronic / Hand phone Policy

The school does not allow students to carry or use hand phones or any digital devices within the school premises without prior permission. In case, if a parent needs to communicate with his/her ward during school hours, they can call the school office.

In case a student needs to bring a hand phone to school due to a family crisis or some other urgent situation and does not have written approval, he/she may submit the phone to the form teacher in the morning and collect it after school. This will be permitted on a case-by-case basis. The school will not be

Lost and Found

Parents are asked to make sure that all possessions brought to school are marked with the student's name. Great care should be taken with possessions and respect shown to items belonging others.

The School operates a Lost and Found deposit. Items of personal property that are lost and consequently recovered can be collected from there.

Money at School

Due to absence of lockers and secure places to store money in the school, students are strongly discouraged from bringing money into the school.

Safety and Security

All the entrances and corridors are equipped with security cameras. To further ensure that the school maintains a secure learning environment, we operate a closed campus protocol from 9:00 am—3:30 pm (BTC) & 9:45 am—3:45 pm (VPC). Students should be off campus by 3:40 pm (BTC) / 3:55 pm (VPC) unless they in an after school supervised activity. After the completion of the activity; parents are expected to fetch the child immediately.



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LEARNING OUTSIDE THE CLASSROOM

Wise Oaks firmly believes that social and academic learning opportunities available outside the classroom should be encouraged by all. Events like field trips, excursions, volunteer activities, external school competitions help to develop confidence, independence and Cambridge learner traits among out students.

Excursion / Field Trips

Excursions are integral part of Wise Oaks curriculum program. Excursions provide a key source of learning experience for students and an important stimulus to place learning into a real-life context. We believe that children learn best when they are engaged in their own learning and when their learning is closely linked to personal experience. Our excursions provide opportunities for students to better appreciate and understand their local environment by providing important real-life experiences to either stimulate a students interest in a new unit of study, or provide an opportunity for the student to gain greater insights into a concept or an idea already under investigation. Parents will be provided with the details of all excursions in advance of the excursion occurring and will be asked for their informed consent for their child to attend.



If any child becomes unwell or injured while at school, the school staff will provide care and First Aid to the student. In case of emergency, parents will be called to pick up the student, or in Severe cases an ambulance will be called and the student will be escorted to nearest medical facility.

If the student has a fever (temperature above 37.5C), or any of the medical issues listed below, the parents will be called to pick up the student from school. Student must be collected in a reasonable time frame. Primary students will not be allowed to return home unaccompanied.

The following medical problems are indications for sending a student home:

- Fever above 37.5 C
- Persistent nausea , vomiting , and diarrhoea
- Communicable/Infectious diseases
- Head Lice

Students are often enthusiastic about coming to school regardless of their physical condition. We rely on your good judgment to keep your child at home when it is appropriate. It is a requirement of the school that a student must not be sent to school if they are unwell.

Our entire staff has a duty of care for the health and safety of all students in the school. We monitor the incidence of illness and maintain infection control in school setting. Every opportunity to promote correct hand washing, handling of bodily fluids, and environmental measures is taken to reduce disease transmission while at school.

STUDENT HEALTH

Please inform the school if your child is unwell with a communicable/ infectious disease by phone or email. This is important to protect the other members of our community.





Medication at School

Students are not permitted to self-administer medication while at school. If medication(s) needs to be administered while at school, a parent can visit the school with prior appointment to administer the medicine.

Students with severe allergy/anaphylaxis requiring a Epi-Pen may keep emergency medication with their form teacher, with Principals approval.

Immunizations

It is requirement of the school that immunizations records are provided at the time of admission. If your child has any vaccination updates these must also be provided to the school. Many communicable diseases my be prevented by immunizations.

Policy

The Infectious Diseases Act of Singapore requires every child in Singapore to be vaccinated against Diphtheria, Measles and Covid-19.

STUDENT HEALTH





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