

T H E  
G R A N G E  
I N S T I T U T I O N

FAMILY  
HANDBOOK

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## INTRODUCTION TO THE GRANGE

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### About The Grange

At The Grange, we believe quality education is the first step to inspiring our future leaders. We do this by providing a dynamic and creative environment, inspiring excellence, and developing respectful, responsible and innovative members of society. We recognize the uniqueness of each individual and seek to bring the best out of him/her. Through teamwork, involvement and participation, The Grange instils a sense of belonging to every student and family within our international community.

### An Amazing Place to Learn

Our campus nestles within a lush 3-acre plot of land along Yio Chu Kang Road which was once verdant farmland. The rich outdoors provides a refreshing learning dimension for students at The Grange, who have opportunities to connect classroom and outdoor learning. The serene environment with its rich eco-diversity also allows our teachers to deliver unique learning experiences to our young students.

### Mission Statement

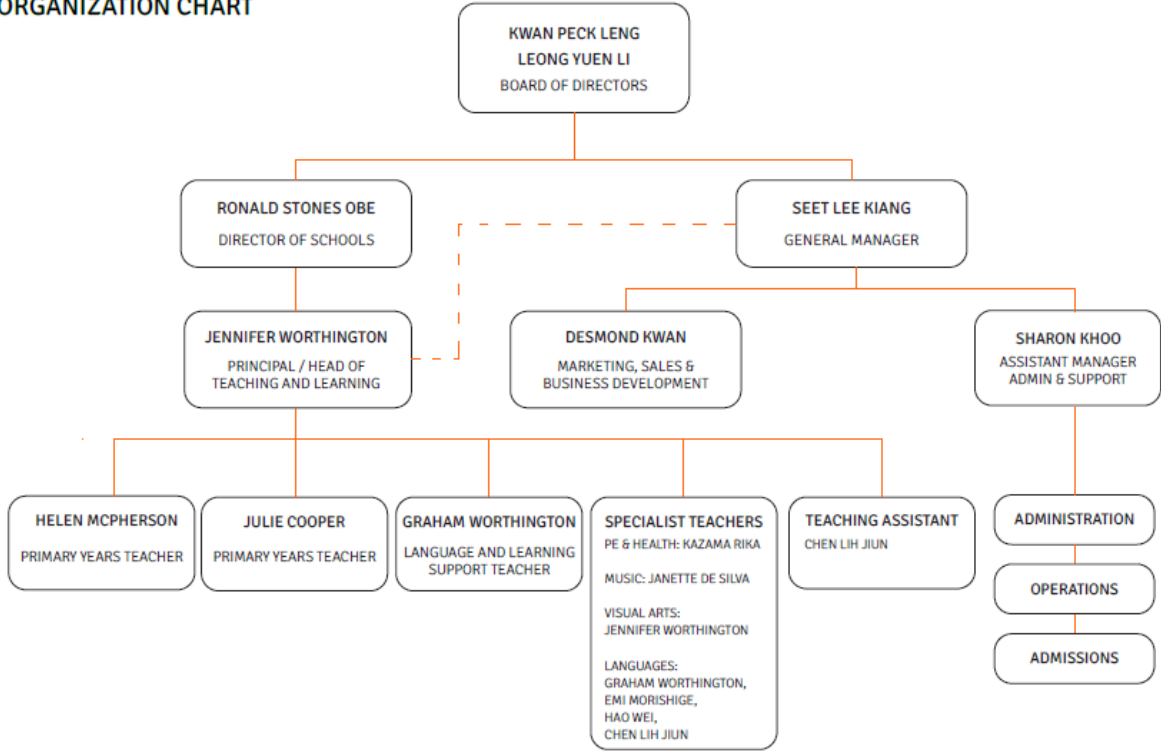
Providing a dynamic and creative environment, inspiring excellence, and developing happy, confident and responsible members of society.

### Values

- Respect - An expression of the due regard for the feelings, wishes, and rights of other people and things.
- Responsibility - The state of having a duty to exercise control reliably and dependably.
- Creativity - The use of imagination or original ideas to create something; inventiveness.

# SCHOOL ORGANISATION

## THE GRANGE INSTITUTION ORGANIZATION CHART



## SCHOOL OPERATIONS

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### Daily Routines

School hours for students Monday - Friday are 10:00 to 16:30.

There is a mid-morning break between 11:30 and 12:00, and a lunch break between 13:45 and 14:45.

### Days of Operation and School Holidays

The Grange school year runs from late January to mid-December each year. As well as closing for public holidays and staff Professional Development days, the school will be closed for mid-term break. Parents will be notified of all closures in advance.

### Punctuality

Students must register daily with their class teachers to mark their attendance at The Grange. Students are expected to be punctual for registration. Students arriving late should register with the School Office which will record the late arrival. Frequent lateness will be noted and recorded with a follow up conversation with the parents.

### Haze Action

Parents should ensure that the school is made aware of any respiratory conditions affecting their children.

In Singapore the prevailing winds may blow smoke from regional fires towards Singapore and this can impact on the health of both the children and staff of our school. Singapore uses an integrated air quality reporting index, known as the Pollutant Standards Index (PSI) to monitor air quality.

The School monitors the PSI grading and any advice given by the National Environment Agency ([www.nea.gov.sg](http://www.nea.gov.sg)). If the reading exceeds the NEA 'Good' range, outdoor activity will be restricted and indoor alternatives will be provided.

The Grange will consider school closure upon receiving advice from the Ministry of Education and/or the relevant authorities. If closure is deemed necessary, The Grange

will make every effort to announce the closure of school at around 18:00 on the previous day and will contact parents via email.

### Students' Absence

As we want our students to maximise their potential, we expect them to attend school every day unless they are unwell.

To ensure the safety and well-being of our students, it is important that parents inform the school if their child is absent.

### Absence due to Illness

Parents should e-mail the child's class teacher before 09:45 and explain the reason for the absence. Timing is important as registers are taken before 10:00. This will ensure we know all students who set off for school have arrived safely.

If parents do not inform the school by 09:45 the register will show an unauthorised absence until an explanation from the parents is received.

If a child is absent for more than 3 days due to illness, a follow up email should be sent to the child's class teacher and a medical note provided.

### Planned Absence

Parents should inform their child's class teacher in advance if they know that their child will be absent for a legitimate reason, e.g. a medical or dental procedure.

Advance notice of any appointments that will take place during school time should be given. Whenever possible, appointments should be made for out of school hours.

### Requests to Take Child Out of School

In certain circumstances, individual requests to take a student out of school for an extended period may be granted. Such requests will be considered on a case-by-case basis. These requests should be submitted in advance to the Principal so that due consideration can be given.

### Parents' Absence from Singapore

When both parents are going to be out of the country at the same time, and guardianship of children is to be temporarily assigned to others, the School Office should be informed of the name and contact details of the guardian. This is to ensure we are able to contact the appropriate guardian in case of emergency. It is strongly recommended in such cases that a letter of guardianship be given to the temporary guardian.

## COMMUNICATION BETWEEN HOME AND SCHOOL

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We believe in keeping channels of communication open between home and school. There are a number of occasions throughout the school year when parents have the opportunity to meet with teachers to discuss an individual student's development and share information regarding curriculum and learning at The Grange. These times will be clearly communicated to parents.

Parents who have concerns about progress, attitudes, work, behaviour, or any other issue are urged to make an appointment via the School Office with the student's class teacher at the earliest opportunity.

### Emails

In our move to reduce the use of paper, we aim to use email as our main communication tool; we therefore encourage parents to regularly check their email for messages from the school.

Teachers aim to respond to emails within 24 hours, or as quickly as is realistic. Teachers will not respond to emails during lesson times. In cases where information needs to be relayed to students before the end of the school day because it impacts on their daily routine, parents must contact the School Office. The information will then be given to the class teacher.

There may be occasions when communication of a confidential matter that parents expect the school to take due diligence over, will need to be sent to the Principal as a signed hard copy.

### Reporting to Parents

At The Grange we believe an effective reporting system is both necessary and desirable to ensure the highest quality feedback is made to parents.

Reporting will be through scheduled Parent-Teacher Conferences and in periodic written progress reports.



## MEDICAL MATTERS

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### Medical Insurance

The Grange has in place a group accident insurance scheme for all students.

### Immunisation Requirements

Singapore law requires that all students be vaccinated against the diseases set out in the Fourth Schedule of the Infectious Diseases Act (which currently includes diphtheria and measles).

In addition, The Grange also strongly recommends students be immunised in accordance with the [Singapore National Childhood Immunisation Schedule](#).

### Health and Medication

For the health and well-being of all students and staff at The Grange, parents are encouraged to keep unwell students at home. We do not have a school nurse on site. If a child attends school and is clearly not well enough to participate or is at risk of spreading infection, parents will be contacted immediately to collect their child from school.

Whenever possible, medication should be given at home rather than during school hours. If a child requires medication at school the medication must be handed in to the front office on arrival. The medication should be in its original packaging clearly labelled with the child's name and dosage, stored in a clear plastic bag. A Medication Authorisation Form must be submitted to the School Office with the medication.

### Allergies

It is important to inform the school if your child has allergies. Parents are to provide the school with written instructions identifying symptoms and the Action Plan in responding to an occurrence as recommended by the child's physician. Such information must be updated annually, or when necessary depending on changes to the child's condition.

## Contagious Diseases

If the child has a contagious disease, such as but not limited to Measles, Mumps, Chicken Pox, HFMD, Conjunctivitis, Head Lice, etc., he/she must stay at home. Parents of any child that develops a communicable disease must notify the school within 24 hours. This will assist the school to monitor and alert other parents to observe their children for symptoms. The school shall report any outbreak to the Ministry of Health immediately. A certificate of clearance from the doctor is required before the child is allowed to return to school. A child who is suffering from fever or diarrhoea must stay at home for at least 24 hours after symptoms have cleared. This is for the benefit of the unwell child as well as the school community.

## Emergencies

Accidents do occur. In any emergency the injured student will be the primary consideration. Every effort will be made to contact and inform parents. If a parent cannot be contacted, the school acts in *loco parentis*. To avoid delay in contacting parents it is essential that the school be notified of any changes of contact details or telephone numbers. Please also inform your child's teacher. It is of critical importance that we have reliable up-to-date information.

All medical fees, transport and any other costs incurred shall be borne by the parents or authorised guardians. Any medical treatment provided by The Grange, at its expense, shall be discretionary and on compassionate basis only, and shall NOT be taken as an admission of liability of any injuries sustained.

## SCHOOL GUIDELINES

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### Assemblies

Assemblies at The Grange are a time for:

- reinforcement of group behaviour and dynamics;
- celebration;
- performances;
- teaching of the Personal, Social and Health Education aspect of the curriculum.

Class assemblies will be featured from time to time.

### Behaviour

At The Grange we believe that every individual within our school community is important and should be treated with respect, kindness and fairness. Each individual has the right to a safe, nurturing and positive learning environment where he/she is provided with the best opportunities to flourish.

Our Behaviour Policy outlines the guidelines and expectations for rewarding student behaviour and describes the formal processes to be followed for students who have made poor behavioural decisions.

Our school community expectations for “The Grange Way” are:

- Be Respectful
- Be Responsible
- Be Safe

The Grange will strive to permanently entrench these desirable ‘expectations’ across the whole school community.

We believe that bullying of any kind is totally unacceptable and will not be tolerated in our school. We take all incidents of bullying seriously. Everybody has the right to be treated with respect and we acknowledge that bullying can happen from time to

time. Incidents will be dealt with promptly and effectively in accordance with our school's Anti-Bullying Policy.

### Birthday Parties

Children love to celebrate their birthdays with their peers at school. However, these celebrations should not interfere with teaching time in class. Teachers will advise of a suitable time so that food can be shared during a break period.

Food choices (allergies/sensitivities/religion) need to be respected. Students who would like to celebrate their birthday at school may bring cupcakes (not a whole cake) or another similar individual serve item that they may share with classmates during a break period. If your child has a food allergy which prevents him/her from taking part in birthday treat sharing, you will need to contact your child's class teacher to discuss alternative arrangements. Loot/goodie bags for birthday celebrations may not be brought to school.

Families are allowed to issue personal invitations for parties outside of school to students in class when such invitations include every child. Otherwise invitations must be delivered outside of school.

### Complaints and Feedback

The Grange gathers and addresses all feedback and/or complaints received for continuous improvement.

Your child's class teacher is the first person to approach for an informal discussion should you have any concerns. Appointments may be made directly via email or through our School Office personnel. If your concern is about a staff member, you should contact the Principal. Complaints regarding school operations should be directed to our School Office in the first instance.

Parents are always welcome to share their feedback with us here at The Grange.

## Image and Audio Devices

Students may only use the video and audio recording functions of portable devices (iPods, iPads, phones, laptops etc.) under the direction of a teacher and may not publish any school generated audio or video without permission.

Any breach of these rules will result in sanctions, and access to technology may be restricted or withdrawn.

## Library

Students will have regular opportunities to borrow books from The Grange library, and they will be encouraged to borrow from a wide variety of topics. Students must return their current book and have their library bag in order to borrow new title.

## Lost and Found

All items coming to school should be named, including hats and shoes. When an article of significant value is found it should be handed to the School Office. The school cannot be held liable for any loss that students may sustain.

## Lunches and Snacks

At The Grange we encourage healthy eating. Students are required to bring a healthy morning snack, a balanced packed lunch and a full water bottle from home. Packed lunches will be eaten in the classroom. Please see our Healthy Eating Policy for ideas and recommendations.

The Grange is a '*nut aware*' school, which means we aim to increase our community awareness in order to minimise the risk of students with documented allergies to nut products. We encourage parents, children and staff to be cognizant this matter.

Students will not be permitted to share their food with other students. This is to avoid allergic reactions to products such as eggs, milk and shellfish, and to be sensitive and respectful to food restrictions and customs for religious / cultural reasons.

## No Smoking Zone

The Singaporean Government has ruled that all school campuses in the country are 'No Smoking' zones.

## Pest Control

The Grange takes a responsible attitude to the protection and health of our community and engages the services of a pest control contractor and in so doing complies with the Ministry of Environment requirements.

This control includes preventative indoor treatment for ants, rodents and cockroaches, and preventative outdoor treatment for mosquitoes and termites. Mosquito breeding control treatment is carried out by misting the premises at least fortnightly. All regular pest control servicing normally takes place out of school hours, usually on weekends.

## Pets

After due consideration of safety, health, hygiene and cultural sensitivity, school policy does not allow dogs to be brought onto school grounds. Before pets other than dogs can be brought into school, written authorisation must be obtained from the Principal.

## Phones

Students are prohibited from using hand phones during school hours. Any phones brought to school should be handed in to the class teacher at the start of the school day for safe keeping. Failure to observe this rule will result in confiscation.

## Uniforms

Students are expected to wear the specified school uniform and regulation shoes, and to take pride in their appearance.

Uniforms are available to be purchased through the School Office at The Grange during school hours.

Regulation shoes: white lace-up or velcro closing runners suitable for daily wear. Please avoid brightly coloured logos, cartoons or colourful designs on students shoes.

The school bag should be a plain, black backpack of a size that your child is able to carry by themselves as The Grange encourages independence.

Reading book/library book bag may be purchased from the school office.

Sports uniforms may be worn for the entire day on PE days.

### Valuables

Students should not bring items of value to school. The Grange is not responsible for students' personal property on campus, on the way to or from The Grange, or on any school-organised activity.

## CURRICULUM: COURSES, MODULES AND STRUCTURE OF TEACHING AND LEARNING

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Innovation and creativity underpin the nature in which learning happens at The Grange.

The Grange nurtures the development of students who are confident, happy and creative. Through our comprehensive curriculum, students are equipped with 21<sup>st</sup> century skills and knowledge. These become tools for engaging curiosity and enabling students to respond creatively as they transfer their learning to new educational experiences and real-life situations.

The Grange Curriculum comprises three frames of learning: Proficiency Frame, Thematic Frame, and Creative Frame. The transdisciplinary nature of the learning ensures creativity will flourish. Learning is focused on a conceptual understanding of the themes through an inquiry approach.

Through the Proficiency Frame students explore and master the skills and knowledge as presented in the Cambridge Primary Curriculum for the areas of mathematics, English and science. These are explored through a combination of explicit teaching in classrooms and learning experiences in places such as the creative studio and library. Our unique Creators in Residence program encompasses the visual arts, performing and literary arts. The Community Garden provides another avenue for creativity and learning in the Proficiency Frame through the Garden to Table program which includes innovative community projects and culinary creativity.

Curiosity and questioning underpin the learning in the Units of Inquiry within the Thematic Frame. An important element in the Thematic Frame is the development of a conceptual understanding of the main concept and related concepts in the 'big ideas' underpinning each unit. This is a key factor enabling students to transfer their knowledge and skills to new learning across cultures, time and situations.

The Proficiency and Thematic Frames provide the skills and knowledge which become the tools for students to transfer their learning forward.



The Creative Frame provides students with the unique learning environment. They work alongside Creators in Residence and the specialist teachers who take responsibility for inspiring students, and teaching specific skills and knowledge. These are used in the execution of the students' ideas as they develop original works. The Creatives Expression project is the culmination of student learning and wonder resulting from their participation in the Units of inquiry and The Arts at The Grange. It represents a showcase of creativity of The Grange students' response to their transdisciplinary learning as they bring into play their prior knowledge and learning. This allows them to make sense of and communicate their new learning using The Arts as a key vehicle of expression in conjunction with their literacy and numeracy skills.

Philosophy and wellbeing are interwoven throughout the three frames of learning at The Grange.

Student progress is closely monitored using both ongoing (formative) assessment and end of Unit (summative) assessment practices. Assessment is integral to the teaching and learning at The Grange as it provides feedback for students, parents and teachers about the learning process. Both students and teachers are actively engaged in the assessment process. At The Grange assessment focuses on both the process and the product of learning. Assessment will include a range of the following strategies and tools: observations, self-assessments, peer assessments, open-ended tasks, performance tasks, process focused tasks, selected response, rubrics, checklists, exemplars of student works, anecdotal records and continuums of understanding. Students are encouraged to reflect on their learning as a means of taking their learning forward. There is a reflection period integrated into the timetable daily.

## **COURSE AND MODULES**

**Courses**

- Primary Curriculum Year 1
- Primary Curriculum Year 2
- Primary Curriculum Year 3
- Primary Curriculum Year 4
- Primary Curriculum Year 5
- Primary Curriculum Year 6

**Modules**

- English
- Mathematics
- Science
- Thematic Units of Inquiry

**Specialist Modules**

- Languages
- Visual Arts
- Music
- Health & Physical Education

## Home Learning

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Home Learning provides opportunities for students to become more independent and disciplined in their learning habits. Experiences are designed to consolidate and support what is being taught at school. Home Learning creates a vital link between home and school by keeping parents informed of the learning being undertaken at school. This can then be reinforced at home.

All students at The Grange are expected to participate in daily reading as part of their Home Learning. Other tasks may include fun learning activities involving real life scenarios such as cooking, shopping, researching, writing, observing, creative endeavours and presentations.

Parents are asked to support student's Home Learning by:

- providing a suitable place in which students can focus on their learning;
- valuing Home Learning by ensuring time is available for students to complete tasks in a stress-free, relaxed environment;
- encouraging students on their progress, and willingness to take action as a result of their learning.
- being aware of Home Learning tasks, and their due dates;
- signing in the Home Reader Book and having a conversation with students about what they have read. Class-based activities will not normally be given to a student during school holidays or to cover any period of leave from school, unless the absence is prolonged and unavoidable.

## CAMPUS FACILITIES

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### Standard Classroom Sizes

Year 1	capacity: 24 students	64.75sqm
Year 1	capacity: 24 students	64.72sqm
Year 2	capacity: 24 students	64.55sqm
Year 3	capacity: 24 students	82.33sqm
Year 4	capacity: 24 students	58.89sqm
Year 5	capacity: 24 students	59.14sqm
Year 6	capacity: 24 students	63.54sqm

### Specialist Classroom Sizes

Library	capacity: 24 students	60.12sqm
Creative Studio 1	capacity: 24 students	58.89sqm
Creative Studio 2	capacity: 24 students	59.14sqm
Learning & Language Support	capacity: 12 students	41.29sqm
Multi-Purpose Room	capacity: 70 people	177.09sqm

### Facilities in Classrooms and Specialist Areas

All classrooms on The Grange campus are air-conditioned to achieve optimum comfort for all learners. There is Wi-Fi connectivity in all teaching and learning areas.

### Common Areas

Designated areas are provided for students' recreation and rest.

## REFUND POLICY

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1. There are three aspects to the school fees schedule:

a) Application Fee

b) Enrolment Fee

c) Course fee as per our school fees information

2. There is no refund for the Application & Enrolment fee.

3. Refund for Withdrawal Due to Non-Delivery of Course:

The PEI will notify the Student within three (3) working days upon knowledge of any of the following:

- (i) It does not commence the Course on the Course Commencement Date;
- (ii) It terminates the Course before the Course Commencement Date;
- (iii) It does not complete the Course by the Course Completion Date;
- (iv) It terminates the Course before the Course Completion Date;
- (v) It has not ensured that the Student meets the course entry or matriculation requirement as set by the organisation within any stipulated timeline set by CPE.

The Student should be informed in writing of alternative study arrangements (if any), and also be entitled to a refund of the entire Course Fees and Miscellaneous Fees already paid should the Student decide to withdraw, within seven (7) working days of the above notice.

4. Refund for Withdrawal Due to Other Reasons:

If the Student withdraws from the Course for any reason other than those stated in item no. 3, the PEI will, within seven (7) working days of receiving the Student's written notice of withdrawal, refund to the Student an amount based on the refund table below.

5. Refund During Cooling-Off Period:

The PEI will provide the Student with a cooling-off period of seven (7) working days after the date that the Contract has been signed by both parties.

The Student will be refunded the highest percentage stated in refund table of the fees already paid if the Student submits a written notice of withdrawal to the PEI within the cooling-off period, regardless of whether the Student has started the course or not.

Please refer to the table below for the refund of our course fee.

**REFUND TABLE**

% of [the amount of fees paid under Schedules B and C]	If Student's written notice of withdrawal is received:
[100%]	more than [29] days before the Course Commencement Date
[0%]	before, but not more than [29] days before the Course Commencement Date
[0%]	after, but not more than [1] days after the Course Commencement Date
[0%]	more than [1] days after the Course Commencement Date