ST FRANCIS METHODIST SCHOOL (INTERNATIONAL)

ESTD 1960

First Day of School

ST FRANCIS METHODIST SCHOOL (INTERNATIONAL)
ESTD 1960

First Day of School Reporting

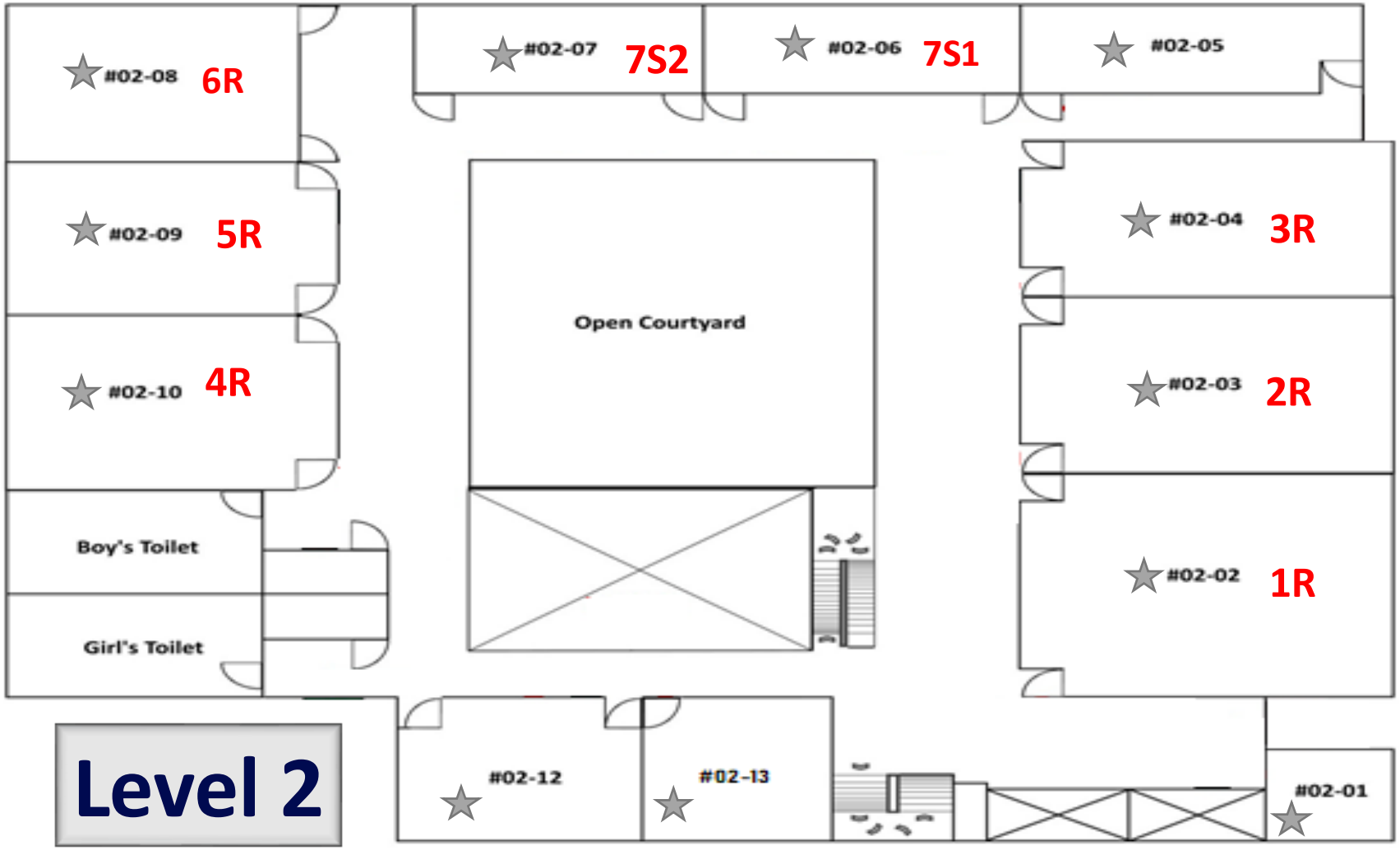
walk through this Level M main door

Climb the stairway to Level 2 Primary School classrooms

Look for your classroom

ST FRANCIS METHODIST SCHOOL (INTERNATIONAL)
ESTD 1960

Primary & High School (Y1 – Y6 & Y7)



ST FRANCIS METHODIST SCHOOL (INTERNATIONAL)

ESTD 1960

First Day of School Reporting

HIGH SCHOOL

walk through this basketball gate

Enter through the main door of the MPH Hall

Look for your class signage and join the assembly

ST FRANCIS METHODIST SCHOOL (INTERNATIONAL)

ESTD 1960

2027 Academic Calendar

ST FRANCIS METHODIST SCHOOL (INTERNATIONAL)

ESTD 1960

2027 Academic Calendar

Semester 1	
Term 1	Mon 04 Jan to Fri 12 Mar 2027
Term 2	Mon 22 Mar to Fri 28 May 2027
Semester 2	
Term 3	Mon 28 Jun to Fri 03 Sep 2027
Term 4	Mon 13 Sep to Fri 19 Nov 2027

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2027 School Holidays

School Holidays	
Term 1	Sat 13 Mar to Sun 21 Mar 2027
Term 2	Sat 29 May to Sun 27 Jun 2027
Term 3	Sat 04 Sep to Sun 12 Sep 2027
Term 4	Sat 20 Nov to Fri 31 Dec 2027

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2027 Scheduled School Holidays

Youth Day	***Sun 4 Jul** *(The following Mon 5 Jul will be a school holiday)*
Day after National Day	**Tue 10 Aug**
Teachers' Day	**Fri 3 Sep**
Children's Day *(for primary school)*	**Fri 8 Oct**

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ST FRANCIS METHODIST SCHOOL (INTERNATIONAL)

Class Timetable

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Co-Curricular Activities (CCA)

- The CCA Programme is to build up student's character, values and leadership skills.
- For Primary Year 1 to Year 6 students, the CCA is part of your class curriculum.
- CCA is compulsory for Y7s -Y9s, Y10A & Y10D1 & Y11 students.
- High School Year 7 to Year 11 students, you are to select **ONE CCA activity**
- CCA are Christian Fellowship, Badminton, Basketball, Band Club, Green Club, Board Games Club, Soccer, Table Tennis & Dance Club

ST FRANCIS METHODIST SCHOOL (INTERNATIONAL)
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Class Break Time

Year 1 to Year 3:

School meals (Bento Box) will be provided

Year 4 to Year 12:

You will buy food and drinks from School canteen

Student to use only Cash payment at canteen

ST FRANCIS METHODIST SCHOOL (INTERNATIONAL)
ESTD 1960

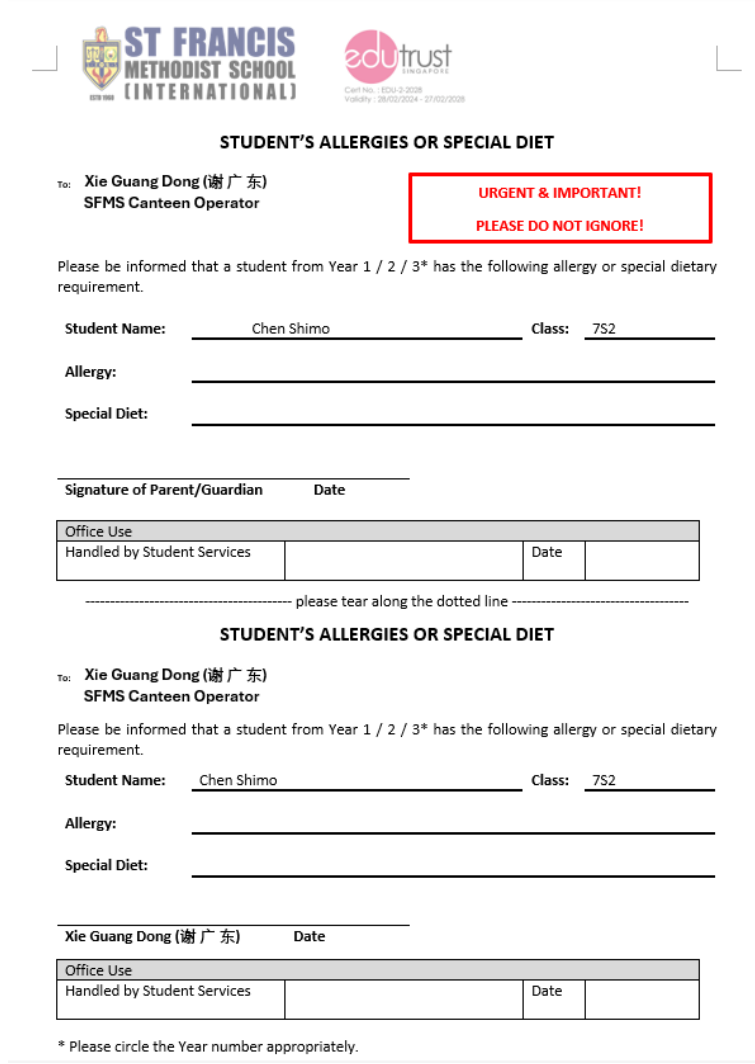
Year 1 to Year 3 Bento Box

Nut or other allergies & special diet

Your child should take her/his own special allergen-free food to school. She/he should know never to swap food with other students.

For Primary 1 to 3 students, where Bento box meals are provided during Recess in the canteen, make sure that your child eats from the specially prepared Bento box if the School meal is preferred.

When buying food from the cafeteria, please let the food server know. They will try their best to help but the possible risks remain.



ST FRANCIS METHODIST SCHOOL (INTERNATIONAL)

STUDENT'S ALLERGIES OR SPECIAL DIET

To: **Xie Guang Dong (谢 广 东)**
SFMS Canteen Operator

URGENT & IMPORTANT!
PLEASE DO NOT IGNORE!

Please be informed that a student from Year 1 / 2 / 3* has the following allergy or special dietary requirement.

Student Name: Chen Shimo **Class:** 7S2

Allergy:

Special Diet:

Signature of Parent/Guardian **Date**

Office Use			
Handled by Student Services		Date	

---------- please tear along the dotted line ----------

STUDENT'S ALLERGIES OR SPECIAL DIET

To: **Xie Guang Dong (谢 广 东)**
SFMS Canteen Operator

Please be informed that a student from Year 1 / 2 / 3* has the following allergy or special dietary requirement.

Student Name: Chen Shimo **Class:** 7S2

Allergy:

Special Diet:

Xie Guang Dong (谢 广 东) **Date**

Office Use			
Handled by Student Services		Date	

* Please circle the Year number appropriately.

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Discipline , Class Attendance & School Uniform

ST FRANCIS METHODIST SCHOOL (INTERNATIONAL)
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NO Handphones

- To ensure a productive learning environment and prevent distractions, students are **not allowed** to use their handphones in the school compounds during school hours .
- Keep your handphone in your locker.

ST FRANCIS METHODIST SCHOOL (INTERNATIONAL)
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Class Attendance

- ICA requires all international students to have a minimum monthly attendance of 90%. If your child's attendance falls below 90%, the school has the responsibility to report this to ICA.
- If your child/ ward is sick, **do not come to school.** You will need to inform the Care Teacher via Dojo App or email. Medical Certificate must be promptly given to Care Teacher on the same day the student returns to school
- SFMS do not have a medical doctor or medical nurse, nor do we administer medication to student.

ESTD 1960
ST FRANCIS METHODIST SCHOOL (INTERNATIONAL)

Class Attendance

- **Absence With Valid Reason**: if with MCs, SFMS will not report these days to ICA. Student is considered 'present'
- **Absence Without Valid Reason**: When it is **not** a SFMS school activity. For example, to attend AEIS exam or leave school early for personal prearranged matters like MOM, Medical or Dental appointments.

No excuses please! All students must follow the class timetable.

ST FRANCIS METHODIST SCHOOL (INTERNATIONAL)
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St Francis Uniform

Prescribed Uniform

Neat & Tidy

Primary School(Y1-Y6)

High School(Y7-Y10)

High School (Y11 &Y12)

ST FRANCIS METHODIST SCHOOL (INTERNATIONAL)

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High School Uniform Purchase (for Y7-Y10 only)

Visit Intrend Uniforms store

1 Kaki Bukit Road 1, #01-31 Enterprise One (inside building), S415934

- Tel: 67410930

Nearest MRT - Ubi Station

Buy online- Visit website

(www.intrenduniforms.com)

- Delivery service provided

Payment Mode

Cash, PayNow, Credit Card or NETS

ST FRANCIS METHODIST SCHOOL (INTERNATIONAL)

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School Communication

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Communication with Care Teacher

- **For Primary School Parents, you will receive an email invite to join ClassDojo**

Available on the App Store

ANDROID APP ON Google play

ST FRANCIS METHODIST SCHOOL (INTERNATIONAL)

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Communication with Care Teacher

ClassDojo

Join our class

Ms. Eugenia
2024 - 5 Respect

Email

Continue

ClassDojo

Request sent!

We'll email you when Ms. Eugenia approves your request to join.

ST FRANCIS METHODIST SCHOOL (INTERNATIONAL)
ESTD 1960

Communication with Care Teacher

- For High School Parents, you could email the Care Teacher and inform CT if your child/ward is sick.

- There is an individual class WhatsApp group chat between CT and HS students, student may notify the CT in this group chat, if you are sick and cannot attend school.

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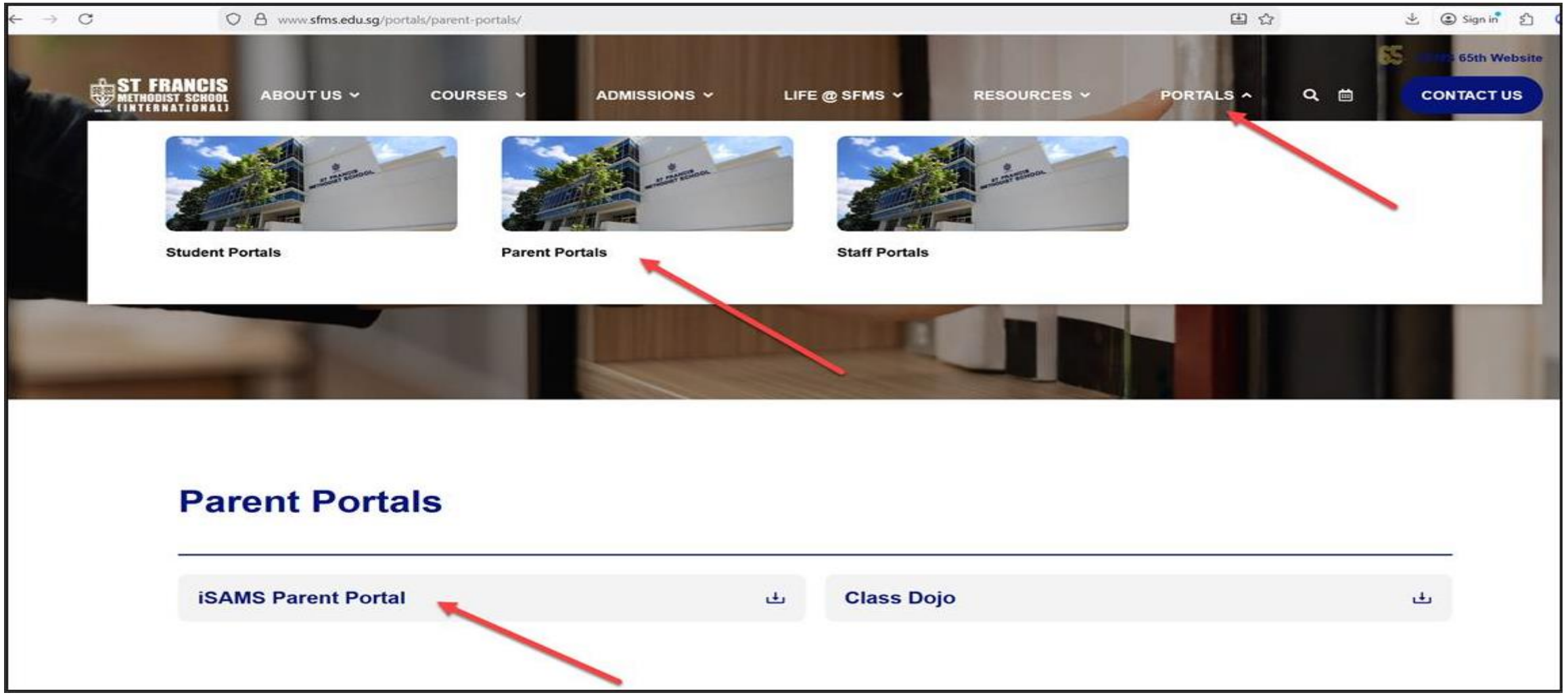
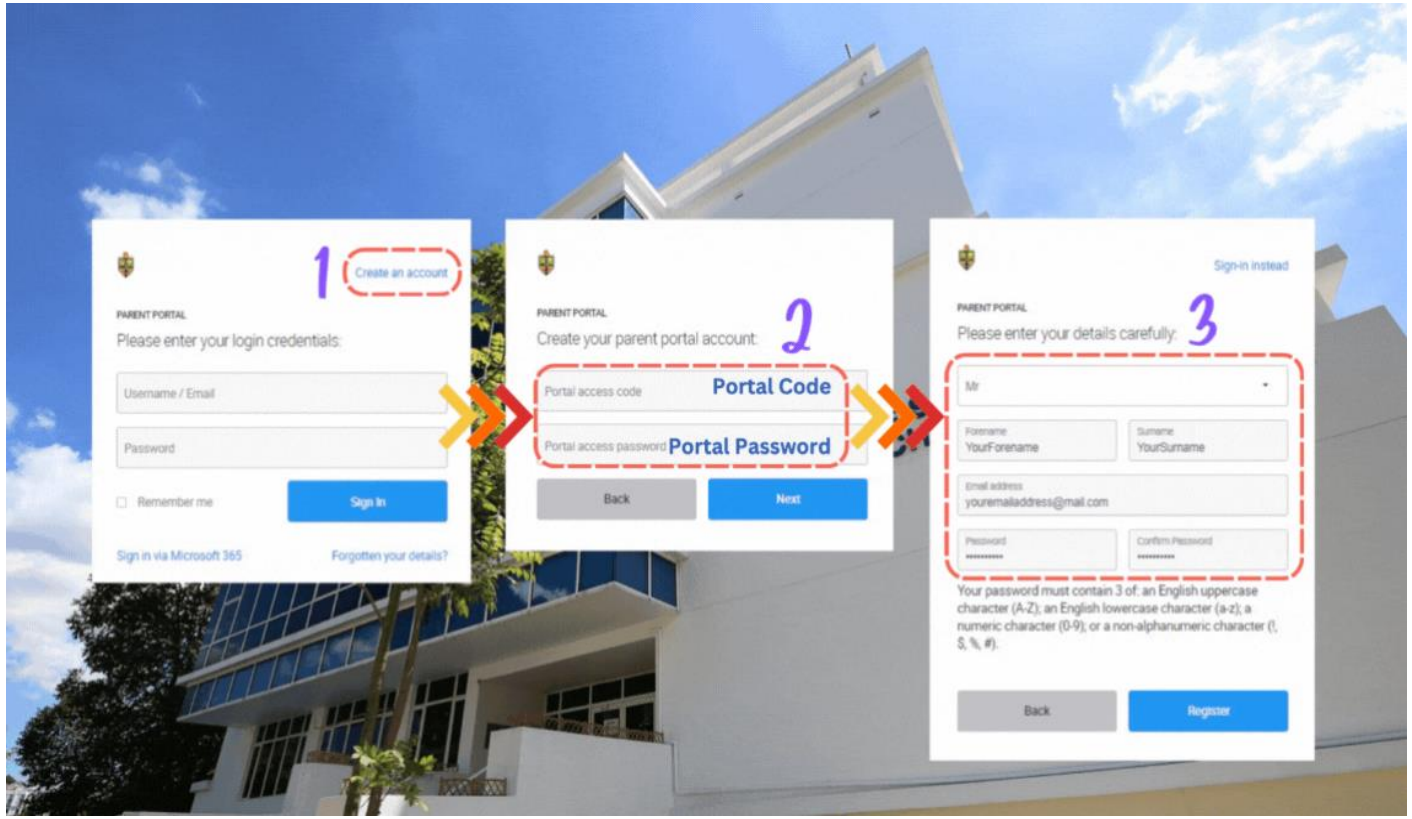
SFMS Parent Portal



ST FRANCIS METHODIST SCHOOL (INTERNATIONAL)
ESTD 1960

SFMS Parent Portal

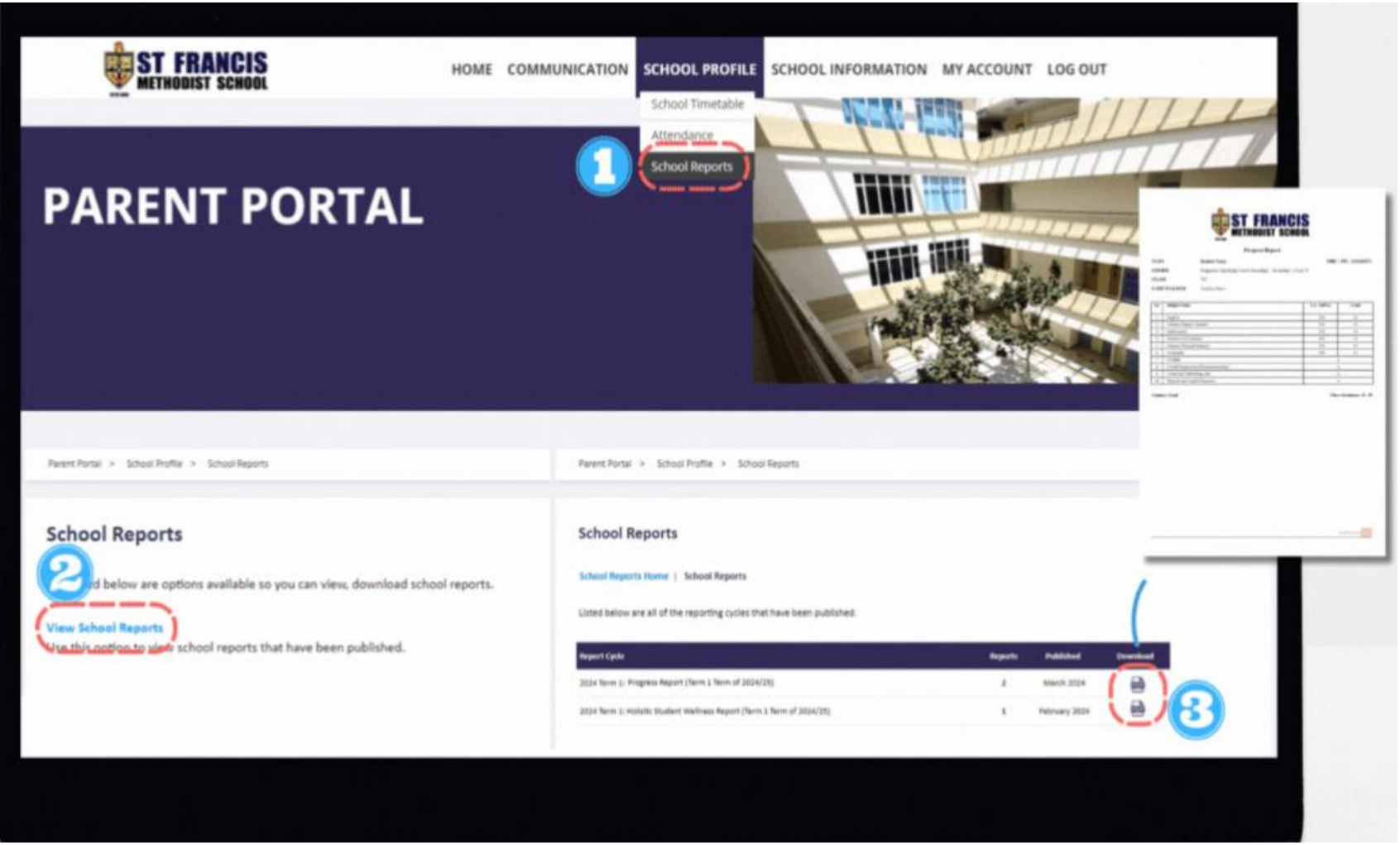


Account Registration

1. Click 'Create an account'
2. Enter the Parent Portal Code and Password
3. Key in your personal details & set a new login password. An activation email will be sent to you.
4. Key in your personal details & set a new login password. An activation email will be sent to you.
5. Your account should now be activated.
6. Login to the Parent Portal using your registered email and new password

ESTD 1960
ST FRANCIS METHODIST SCHOOL (INTERNATIONAL)

SFMS Parent Portal



Accessing School Reports

1. Navigate to School Profile > School Report
2. View Progress Reports
3. Holistic Student Wellness Report
4. Download PDF

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PEI Student Contract

ST FRANCIS METHODIST SCHOOL (INTERNATIONAL)
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Fee Protection Scheme

- The Fee Protection Scheme (FPS) serves to protect students' fees in the event the school is unable to continue operating due to insolvency, and/or regulatory closure.
- FPS also protects students if the school fails to return fees to the students arising from judgement made against it by Singapore State Courts.
- Protected Fees are:

❖ ***Course Fee***

❖ ***Meal Plan***

❖ ***Enrolment Fee***

❖ ***Student Medical Insurance Fee***

❖ ***Student's Pass Processing Fee***

❖ ***Examination/ Moderation Fee***

❖ ***Course Material Fee***

❖ ***Enrichment Programme Fee***

SCHEDULE B
COURSE FEES
CAMBRIDGE PRIMARY (YEAR 1)
06 JANUARY 2023 TO 31 DECEMBER 2023

Fees Breakdown	Total Payable (S$)
Course Fee	15,000.00
Discount (if applicable)	0.00
Meal Plan	1,000.00
Enrolment Fee	400.00
Course Material Fee	330.00
Fee Protection Scheme Insurance Fee (Non-refundable)	150.00
Medical Insurance Fee (Non-refundable)	150.00
Student's Pass Processing Fee (Non-refundable)	300.00
Examination / Moderation Fee	50.00
Enrichment Programme Fee (Non-refundable)	650.00
Total Course Fees Payable (excluding 7% GST)	18,030.00
7% GST	1,262.10
Total Course Fees Payable (including 7% GST)	19,292.10
From 1 Jan 2023, Total Course Fees Payable (including 8% GST)	19,472.40

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ST FRANCIS METHODIST SCHOOL (INTERNATIONAL)

Student Medical Insurance

Liberty Insurance Pte Ltd provides a group medical insurance cover of not less than S$20,000 per student

Coverage

- Necessary and reasonable medical charges incurred because of hospitalization and/or injury
- 24 hours coverage in Singapore and overseas (if student is involved in school-related activities)

SCAN ME

Medical Insurance Product Summary

Refer to Student Handbook page 43 for Information

ST FRANCIS METHODIST SCHOOL (INTERNATIONAL)

Liberty Insurance — Student Medical Insurance

Government Restructured Hospital

1. Alexandra Hospital
2. Changi General Hospital
3. Khoo Teck Puat Hospital
4. KK Women's and Children's Hospital
5. National Heart Center
6. National Cancer Center
7. National Neuroscience Institute of Singapore
8. National Skin Center
9. National University Hospital
10. Ng Teng Fong General Hospital
11. Sengkang General Hospital
12. Singapore General Hospital
13. Singapore National Eye Center
14. Tan Tock Seng Hospital

For hospitalisation in Government/Restructured Hospital to submit the following documents,

- Duly completed and signed claim form
- A copy of student pass
- All original final hospital bills, doctor's/specialist's bills and receipts
- Inpatient Discharge Summary
- Inpatient Admission Report (if available)
- Day Surgery Admission Report (if available)

Private Hospital

1. Concord International Hospital
2. Farrer Park Hospital
3. Gleneagles Hospital
4. Mount Alvernia Hospital
5. Mount Elizabeth Hospital
6. Mount Elizabeth Novena Hospital
7. Parkway East Hospital
8. Raffles Hospital
9. Thomson Medical Centre

For hospitalisation in Private Hospital/Hospital to submit the following documents,

- Duly completed and signed claim form
- A copy of student pass
- All original final hospital bills, doctor's/specialist's bills and receipts
- Medical Report from attending physician/specialist
- Inpatient Admission Report (if available)
- Day Surgery Admission Report (if available)

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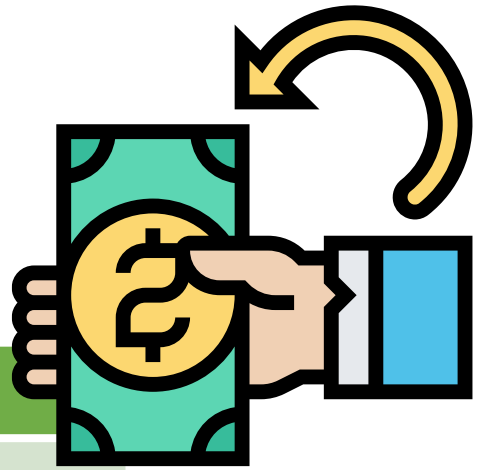
Refund Policy



Refund Percentage	
75%	("Maximum Refund") More than [14] days before the Course Commencement Date
50%	Before, but not more than [14] days before the Course Commencement Date
15%	After, but not more than [7] days after the Course Commencement Date
0%	More than [7] days after the Course Commencement Date

ST FRANCIS METHODIST SCHOOL (INTERNATIONAL)
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Feedback Management

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Dispute Resolution Policy

Please scan the Student Handbook page 51 for Dispute Resolution Policy

- SFMS welcomes suggestion and feedback from parents/guardians and students for the continuous improvement of our school's services and practice.
- All feedback, including complaints, can be directed to the Student Services Office at Level 4. Students can fill in a Feedback Form or Appeal Form (academic), email or make an appointment to see the Care Teacher, Subject Teacher, Course-Coordinator, Division Head, Academic Head, Non-Academic Head Managers or Heads, Vice Principals or Principal.
- All feedback/complaints will be attended to within 7 working days. The school will inform the complainant or person giving the feedback of the action(s) to be taken where feasible and that it is committed to work towards a resolution within 21 working days.
- SFMS Feedback management is conducted via Proactive eliciting (Solicited feedback), Responsive resolving (Unsolicited feedback), as well as escalation via external Dispute resolution processes (including SSG Mediation-Arbitration Scheme). **<https://www.skillsfuture.gov.sg/pei/dispute-resolution>**

ST FRANCIS METHODIST SCHOOL (INTERNATIONAL)
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Immigration Matters

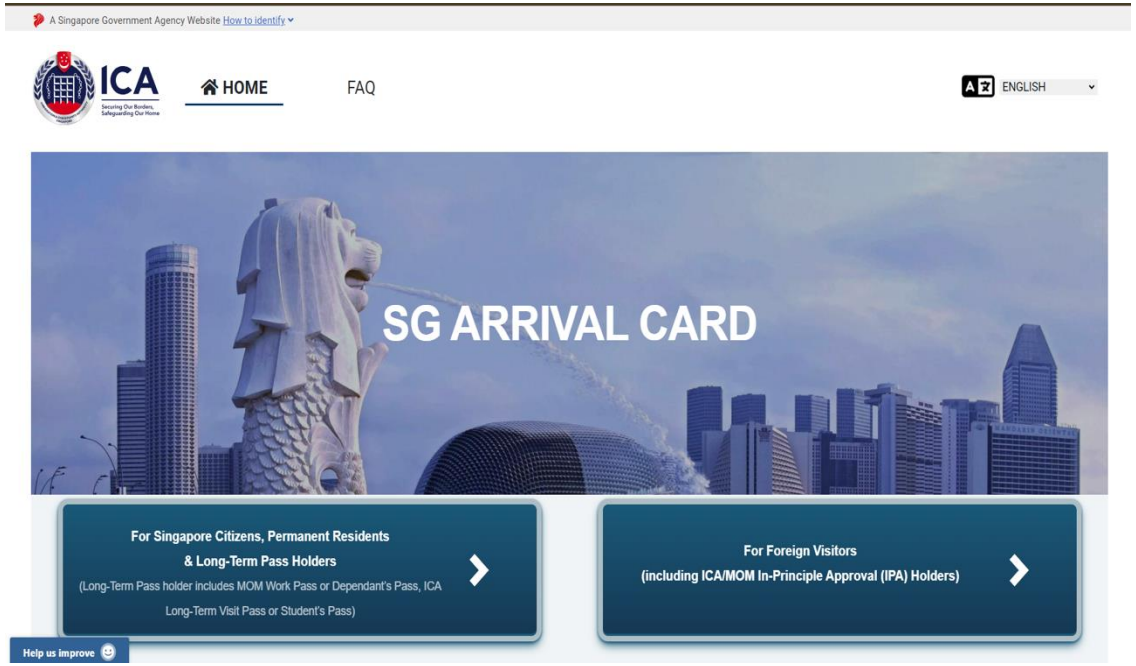
ST FRANCIS METHODIST SCHOOL (INTERNATIONAL)

ESTD 1960

SG Arrival Card

- Please monitor student's **Arrival Card expiry date**.
- Student must not overstay while waiting for STP card.
- Student can submit an Arrival Card e-extension using this QR code, if is nearing the expiry date.

SCAN ME



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Student's Pass (STP)

- International students must have a valid Student's Pass during their course of study in SFMS.
- Having an IPA letter does not constitute the validity to stay in Singapore.
- ICA only issues Digital Student's Pass.
- Student who fail to attend class for **7 days continuously will risk getting their STP cancelled W.E.F on the 8th day.**
- Please you a copy of your STP to Student Services after collection.

email address:
studentservices@sfms.edu.sg

Please indicate your **name** and **class** when you send an email.

ST FRANCIS METHODIST SCHOOL (INTERNATIONAL)
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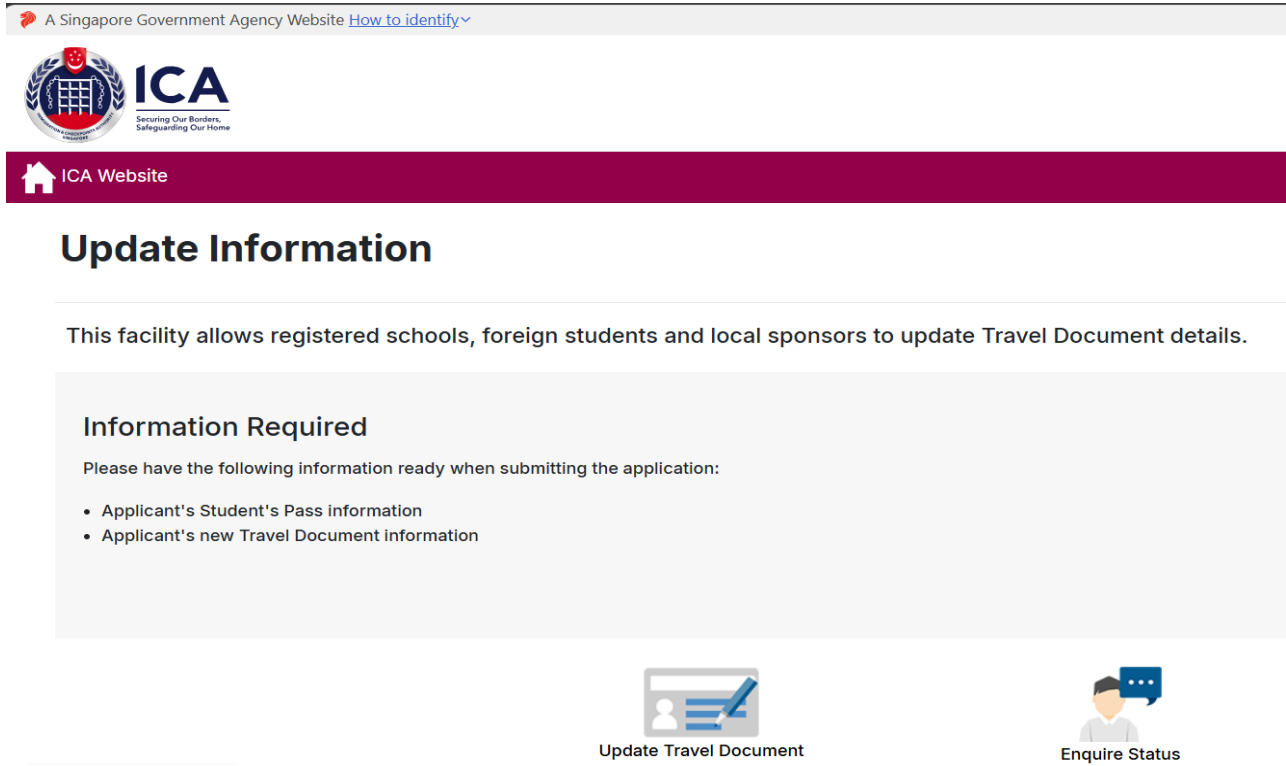
Update New Passport to ICA for Student's Pass Holders

1. To change your passport number as a Student's Pass (STP) holder, log in to <https://eservices.ica.gov.sg/ipsolarplus/web/eupdate>
2. Upload New passport biodata page
3. Upload Old passport biodata page
4. Submit the request online.



Dependant's Pass (DP)/ Long-Term Visit Pass (LTVP)

- With effect from 15/11/2023, DP or LTVP pass holders are **not required** to obtain a Letter of Consent (LOC) to pursue full studies at St Francis Methodist School
- DP or LTVP pass holders **must ensure** the pass is valid during their study period
- It is **NOT** the school's responsibility to ensure the student's DP or LTVP pass validity

email address:
studentservices@sfms.edu.sg

Please indicate your **name** and **class** when you send an email.

ST FRANCIS METHODIST SCHOOL (INTERNATIONAL)
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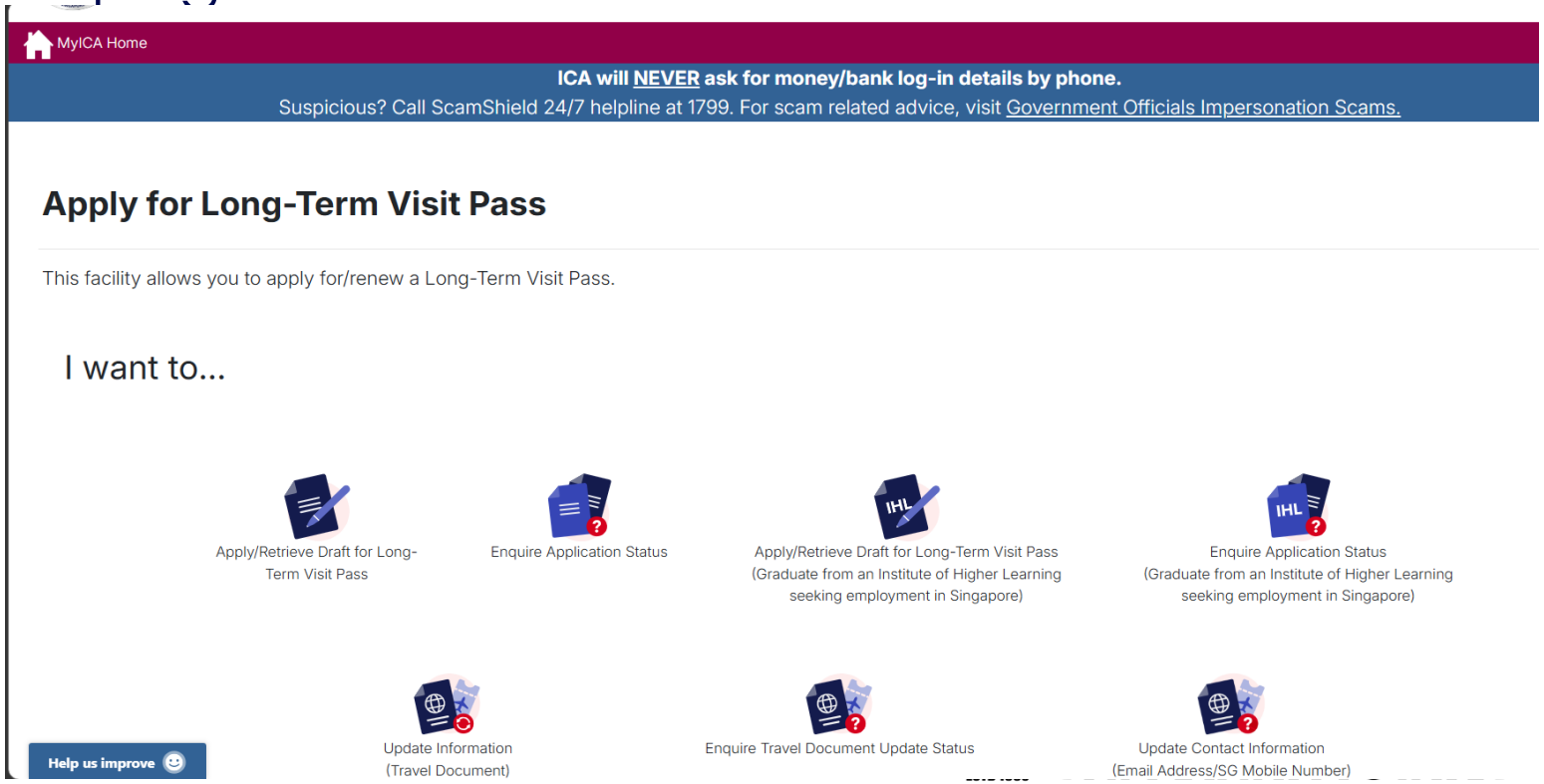
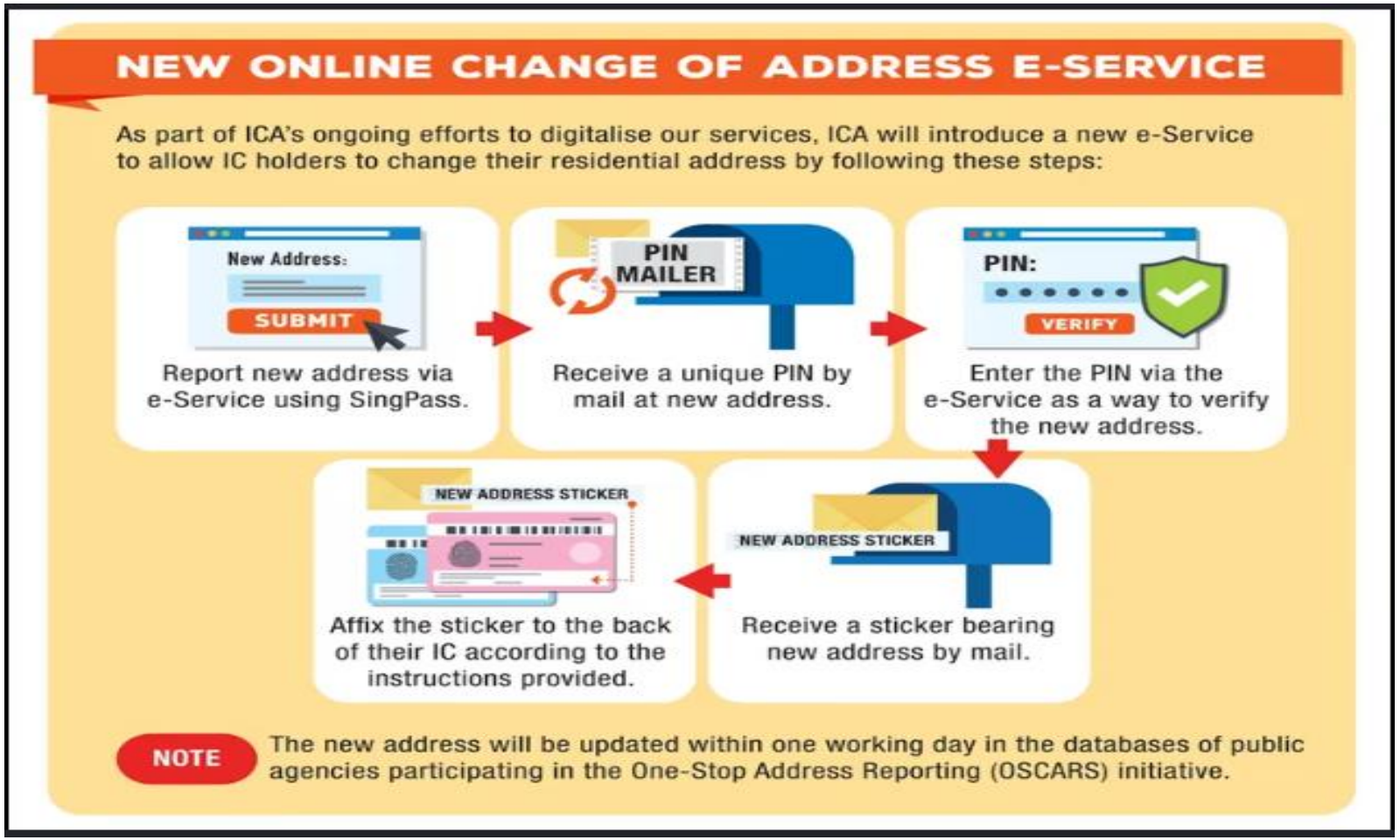
Update New Passport to ICA for Dependant's Pass & LTVP Holders

1. To change your passport number as a Dependant's Pass or LTVP holder, log in to < https://www.ica.gov.sg/reside/LTVP/update-particulars>
2. Upload New passport biodata page
3. Upload Old passport biodata page
4. Submit the request online.



Change of Home Address to ICA



Since Student's Passes are issued digitally, you do not need to update any physical cards; your new address will automatically sync to your Singpass profile

ST FRANCIS METHODIST SCHOOL (INTERNATIONAL)
ESTD 1960

Relevant Singapore Laws

Singapore Law Website
https://www.singaporelawwatch.sg/

1. **Alcohol Abuse** – Any offence committed while being intoxicated (drunk) is punishable under the law. Drunk driving is a serious offence and may include a jail sentence.
2. **Driving** – All drivers must be in possession of a valid Singapore driving license and the vehicle must be insured.
3. **Drugs** – Possession of Controlled Drugs is presumed to be for trafficking, an offence which can carry the death penalty.
4. **Littering** – Littering, spitting and vandalism (with graffiti) in public areas are serious offences.
5. **Chewing Gum** – Import, sale and possession if chewing gum is banned.
6. **Employment** – International students are not allowed to work in Singapore.
7. **Smoking** – Smoking in specific public places and indoor restaurants is prohibited.
8. **Vaping** – Possession, purchase and use of e-cigarettes, e-pipes and e-cigars is illegal in Singapore. Offences are punishable by fines.
9. **Traffic** – Jaywalking is an offence.
10. **Immigration** – All international students studying in Singapore must have a valid passport and a Student Pass from the ICA (Immigration and Checkpoint Authority).
11. **False Identification** – If teenagers in Singapore show false identification to enter discos and clubs limited to those over 18 or 21 years old to purchase alcohol, a court hearing can land them in jail.

ST FRANCIS METHODIST SCHOOL (INTERNATIONAL)
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Student Services

ST FRANCIS METHODIST SCHOOL (INTERNATIONAL)
ESTD 1960

Student Services @ Level 4

At the **Student Services Counter**, students can typically seek assistance with the following services:

- Basic First Aid
- Student's Pass matters inquiry
- General School Information & policies
- Lost & Found
- Requesting for Student Letters
- Medical Insurance Claims
- Academic & Support Services

ST FRANCIS METHODIST SCHOOL (INTERNATIONAL)
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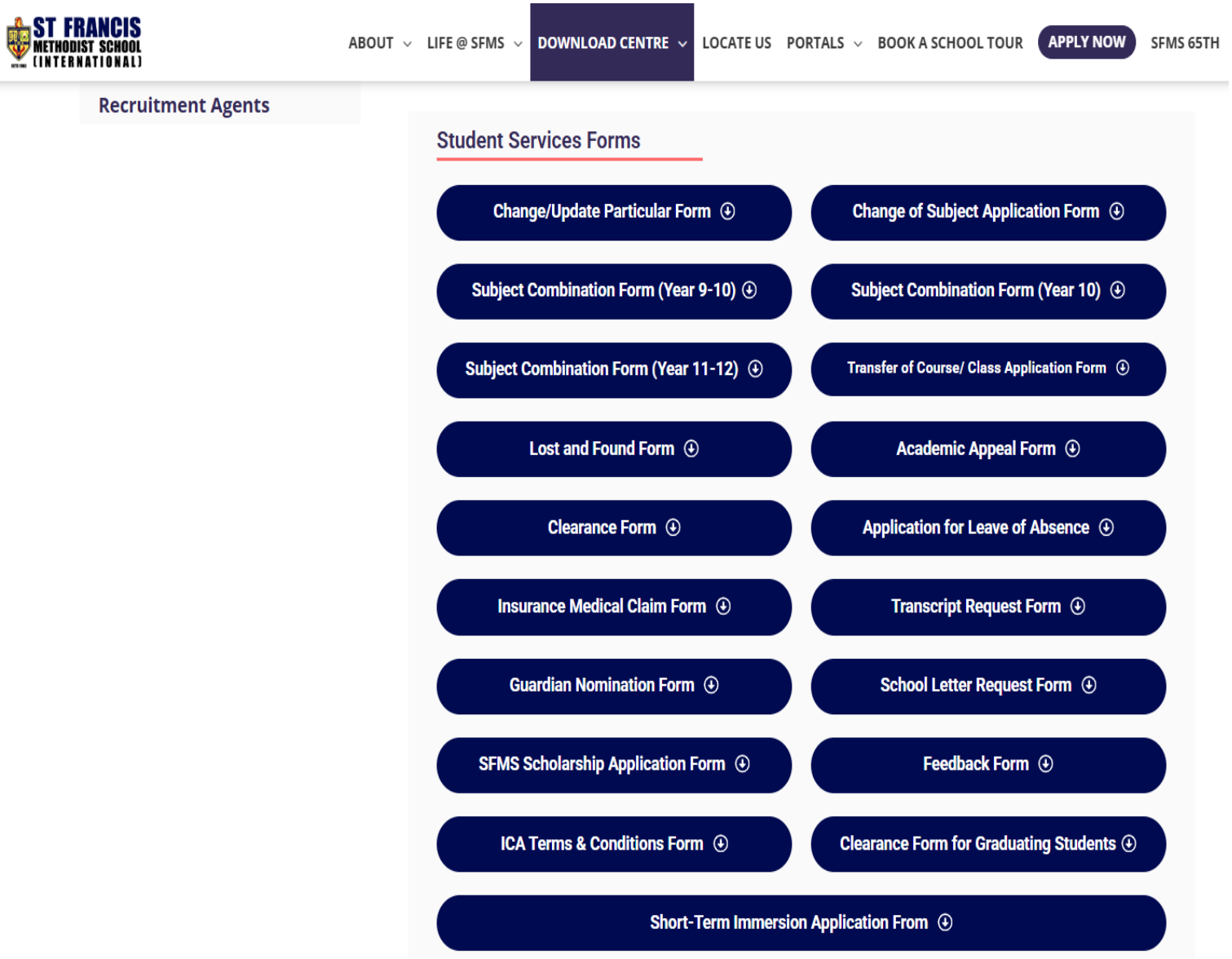
Student Services Forms

- The following online forms can be downloaded from School website

SCAN ME

<https://www.sfms.edu.sg/student-services/>



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Student's Locker

1. Locker Assignment

- Each student will be assigned one locker by the school.
- Lockers are non-transferable and may not be exchanged or shared with other students.
- Students must use only the locker assigned to them.

2. Locks and Keys

- Students must use a Combination Lock or a Key Lock to secure their locker.
- Students are responsible for keeping their locker always locked.

3. Care and Maintenance

- Students are expected to keep their lockers clean, tidy, and in good condition.
- No writing, stickers, or decorations are allowed on the locker surface unless approved by the school.

4. End of Use

- Lockers must be emptied at the end of the school year or when a student withdraws from the school.
- Any items left behind after the deadline will be disposed of by the school.

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ST FRANCIS METHODIST SCHOOL (INTERNATIONAL)

St Francian Student Card

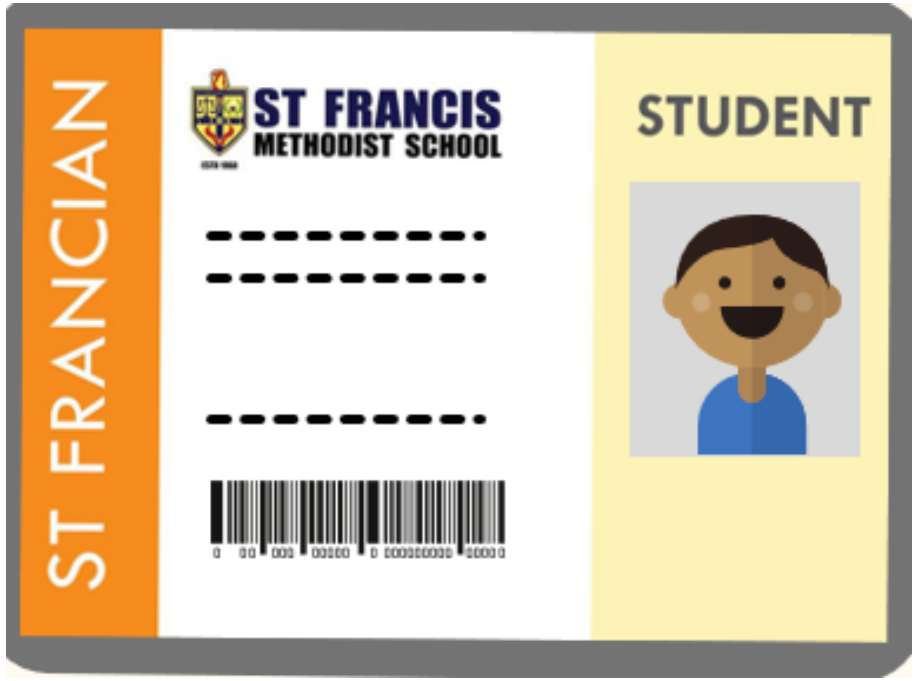
- ✓1) You will have your photo taken on the orientation day. It will take 3 working days to process your card.
- ✓2) When it is ready, the card will be passed to your Care Teacher.

<u>You will need it for,</u>

- ✓1) Borrowing books from LRC
- ✓2) Identification during School Examinations
- ✓3) Identification when visiting Student Admissions or Student Services Office

<u>What to do when you lost your student card,</u>

- ✓1) Pay replacement fee $21.80 at level 4 Cashier office
- ✓2) Submit receipt to Student Services office
- ✓3) Replacement card will be issued after 3 working days.



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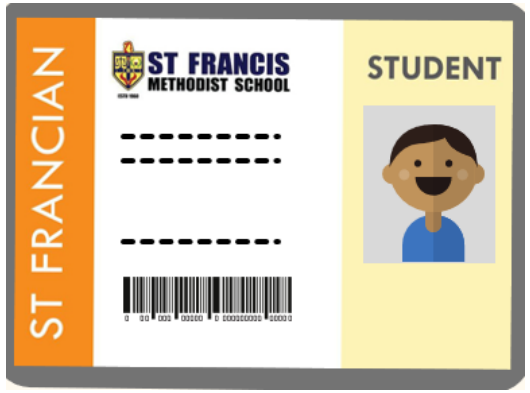
Learning Resource Centre

Your SFMS Student Card is your library card for you,

✓1) To borrow up to 4 books

✓2) The loan period is 14 days

✓3) To return your books, you can drop them into the Book Drop Box



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ESTD 1960

Printing Services @ LRC

- ✓1) We provide printing service at LRC for students who may require to print their personal documents
- ✓2) Student could purchase S$2 or S$5 (excluding GST) printing voucher at level 4 cashier office
- ✓3) Next proceed to level 6 LRC, using the available computers for printing.

A4 (black & white) for 1 side printing	10 cents
A4 (color) for 1 side printing	30 cents
A3 (black & white) for 1 side printing	20 cents
A3 (color) for 1 side printing	50 cents

ST FRANCIS METHODIST SCHOOL (INTERNATIONAL)
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CASCO PUBLICATIONS PTE LTD

Bookstore

Payment Mode

Operating Hours

Monday - Friday: 9 am to 3 pm
Closed on Weekends, School Holidays and Public Holidays

ST FRANCIS METHODIST SCHOOL (INTERNATIONAL)
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Estimated Cost of Living

- Accommodation S$14,400 per year
- Transport S$1,800 per year
- Food S$5,000 per year

Actual expenses vary with each student, according to lifestyle and individual preferences

ST FRANCIS METHODIST SCHOOL (INTERNATIONAL)
ESTD 1960

How to contact us

Monday - Friday: 8 AM to 5PM

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