

Astor
International School
Parent and Student
Handbook



Astor International School Pte. Ltd.
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Our Story

We believe that children are innately creative, unique and enthusiastically curious. In response to this, we have created an international school that is affordable and develops lifelong learners who are able to grow in their confidence, creativity and individual voice.

Education works best when it realises that all the students have specific strengths, passions and learning styles. At Astor International School, we have developed a culture, programme and school environment that embraces this understanding.



We are aware that many students are experts in creative arts and sports programmes and are involved in training and coaching that impact the hours that they can attend school. We are very proud of the fact that our point of difference from other schools is a 4-hour academic day. It allows us to deliver a focused curriculum that is both academically rigorous and embraces creativity. We believe that best practice is found in a holistic approach to learning, outworked through a student-led enquiry-based programme.

Many of our students utilise our unique 4-hour day to complete their own external coaching/training in the arts or specialised sports programmes. Others stay on-site for paid Extra-Curricular Activities (ECAs), for example, sports, foreign languages, visual arts, photography, coding, music, dance and drama classes. These are all provided by our staff or carefully selected external providers that embrace Astor values and learning culture.

As an international school we welcome students from all nationalities and backgrounds. We provide an education that embraces diversity and fosters students to be creative, confident and collaborative as they develop in a focused and student-centred learning environment.

Our Founder

Astor International School was founded by a mother of two kids, Ms. Elena Berezhnaya, who is passionate about learning and education. She is an entrepreneur with over 10 years of experience in business and 15 in finance. Elena has a Master's degree in Finance, a Bachelor's degree in Economics, and a Bachelor of Arts in International Business.

“As parents, we all want to nurture and empower our children, and to grow them to be life-long learners. We want to cultivate a sense of community in our children, with a healthy environment for learning.

A shorter school day enables children to explore thinking and learning through intentional programmes. Flexibility and affordability are important to us.

Keeping our school small, we are open to listening to every parent and meeting every child's needs in terms of learning as well as scheduling.

We are immensely proud of our teachers, our students, programmes and the driving philosophy behind Astor.”

Elena Holloway

Founder



Message from our Principal

Dear Astor Family,

Welcome to Astor International School. Thank you for entrusting your child's education and care to us. I believe working in education is a privilege and I feel fortunate to have it both as a career and a part of my everyday life. I was lucky enough to have many amazing teachers when I was at school and, as a result of seeing them teach and watching their creativity and enthusiasm, I knew from a very young age this was a challenge that I, too, wanted to undertake. Now being a part of a school's leadership, I have the opportunity to impact not only my class but all students and support teachers in their educational journey as well.



I have a strong desire to develop student potential through hands-on, enquiry-based teaching and learning strategies. I am striving to create a school culture where children feel safe to share their ideas, that supports risk-taking and encourages children to have a go.

At Astor my role is to bring Elena's vision and mission to life. I have implemented policies and procedures that support good teaching practices, that encourage enquiry-based learning and, most importantly, put the learning and development needs of the children at the centre of all decisions.

I feel privileged to be the Principal of Astor International School and look forward to meeting you soon.

Please, feel free to contact me at shannon@astor.edu.sg

Sincerely,

Shannon de Winnaar

Vision and Mission

Vision

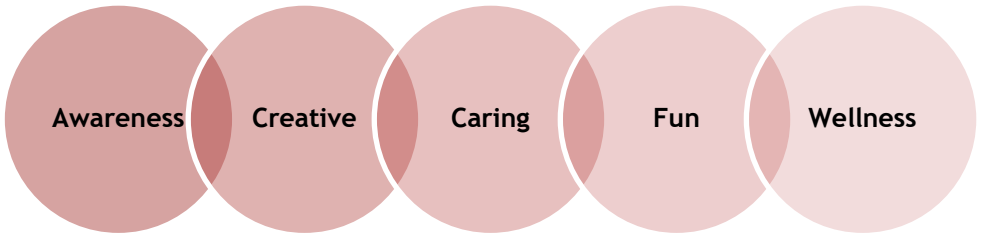
- To change the face of international schools in Singapore
- To allow children to be children
- To provide learning that is enjoyable, creative, student centred and affordable
- To cultivate critical thinkers and independent global citizens through intercultural understanding and respect of our world

Mission

- We provide quality, affordable education to international students.
- We identify that every student is an individual, and can be provided with an environment that will grow them to be life-long learners.
- We view education as a powerful tool to engage the strengths and personalities of every student to collaborate and construct learning in a nurturing and empowering curriculum and community culture.



Core Values



Awareness

We provide a learning environment that embraces the individuality of every student and fosters respect for those around us. This is embedded within The International Primary Curriculum (IPC) Personal Goals and allows us to develop a school culture that nurtures students who are truly internationally minded.

Creative

All people are born creative. It is our job to nurture that creativity so that it grows and engages in every facet of a child's life, imagination, learning and thinking. This means that we need to know each child well and give them opportunities to learn the way that they personally learn best.

Caring

We step into this learning environment, intentionally valuing the people and world around us. We aim to nurture our students to positively impact the world we live in, with meaningful and sustainable action.

Fun

Our students love learning. The environment is warm and embracing and the curriculum is dynamic and engaging. Our classrooms reflect the passions and personalities of their students and teachers and the outdoor spaces foster a love for play, adventure, and exploration.

Wellness

In our school, students are given the opportunity to hear and be heard. We promote well-being and see it as equally vital as the physical agility and academic advancement of students.

Personal Goals



Be Internationally Minded

Knowing who I am, knowing where I fit in the world and respecting all.

Be Responsible

I think about my choices, make good decisions and do the right thing.

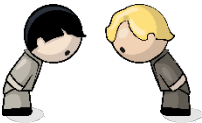


Be Collaborative

I try to help others and work as a team.

Be Adaptable

I change my behaviour and ideas to suit different situations.



Be Respectful

I treat people and things the way I want to be treated.

Be Reflective

I reflect on what I have learnt and what I would like to change.



Be Curious

I ask why things are as they are and collect evidence to support my ideas.

Be Resilient

I keep trying even when things are difficult.



School Information

Astor is a boutique international primary school, offering classes for children 5 to 12 years old (Years 1-7). We are a small, community-based school.

Our school day runs from 8:45 am to 1:00 pm.

Students have the option to either leave at 1:00 pm or stay for lunch and extracurricular activities (ECAs) until 3:00 pm. We provide a variety of ECAs to choose from. ECAs can be scheduled for certain days or every day.

We are committed to providing quality and affordable ECAs. Please refer to the '[School Fees](#)' page on our website to check the cost and payment plans for ECAs.

Daily Schedule

| | |
|---------------|-----------------------------|
| 8:30 - 8:45 | Drop Off Time |
| 8:30 - 9:00 | Morning Fitness |
| 9:00 - 10:10 | Classroom time |
| 10:10 - 10:45 | Snack Time and Outside Play |
| 10:45 - 11:30 | Classroom time |
| 11:45 - 1:00 | Classroom time |
| 1:00 - 1:30 | Lunch |
| 1:30 | Pick up time |
| 1:30 - 2:00 | Outside Play |
| 2:00 - 3:00 | ECA |
| 3:00 | Pick up time |

Every day students will study English, Math and International Primary Curriculum (IPC).

English - focus is on phonics, reading, writing, grammar and punctuation.

Math - our math lessons are personalised for learners and include individual, group and peer learning engagements.

International Primary Curriculum (IPC) - students will become historians, geographers, artists, musicians while learning through the IPC theme. Learning comes alive with this enquiry-based curriculum. The IPC themes are carefully planned and taught in a way that always ties in our personal goals.



Admission Policy

Students that enter a grade level are assigned to a grade based on the age they turn within the academic year.

The academic year will be based on **August 1st - July 31st** of the following year.

Year 1 - Pre-primary / Primary - 5 turning 6

Year 2 - Primary 1 - 6 turning 7

Year 3 - Primary 2 - 7 turning 8

Year 4 - Primary 3 - 8 turning 9

Year 5 - Primary 4 - 9 turning 10

Year 6 - Primary 5 - 10 turning 11

Year 7 - Primary 6 - 11 turning 12

We do offer some flexibility for students whose birthdays fall from July to October. In some cases, parents may wish to apply for a lower or higher grade.

In these cases, the factors that determine a child's placement will depend on:

- Social and emotional maturity,
- The ability of the student to access the curriculum content,
- The ability to infer meaning and reflect at the required curriculum level,
- Previously completed level of education.

For students that begin the school year in January but have already completed the assigned grade level in another system or school, the placement of grades will be determined by a range of factors.

These factors will include:

- The month in which they turned the applicable age,
- The social and emotional maturity,
- The ability of the student to access the curriculum content,
- The ability to infer meaning and reflect at the required curriculum level.

In cases where a student may have to repeat a grade level for 6 months, the school may give them a period of up to 6 weeks in their assigned grade to allow them time to settle. If within the 6-week period in that grade it is determined that another grade level is more suitable, Astor reserves the right to move them to the appropriate grade level. This process will be done with full communication, documentation, and assessment data.

In all decisions, we consider the holistic needs of our students. Including their social and emotional well-being, their engagement in the curriculum and their personal learning needs. It is our goal to have all students in their optimal learning environment, and we do so with the full partnership of home and school.

Enrolment Process

- Book a tour and visit Astor International School
- Fill in the Admission form and pay the Admission fee
- Interview with a child and assessment
- Get a place offer at Astor International School
- Sign the contract
- Pay tuition fee
- Start schooling

Application Process

During registration, a copy of the following documents should be submitted:

- Completed Google admission form
- Parent and child's passport copy
- Child's Dependent Pass
- Parent's Work Permit/Employment Pass/Dependent Pass
- Health Booklet (vaccination report and any specific health reports)
- Prior school's report card (if applicable)

You may be required to provide other relevant documents if deemed necessary.

Withdrawal Policy

The parent must give the School a written notice of withdrawal no less than 3 months before the date of withdrawal by submitting the withdrawal form.

Curriculum

The philosophy of teaching and learning at Astor is based on the **pedagogy of enquiry and the philosophy found in International Primary Curriculum Academic Programmes**. Through enquiry-based teaching methods and approaches, students at Astor will have the opportunity to develop their skills and knowledge while becoming lifelong learners with open-mindedness towards the perspectives of others. We want our students to be internationally-minded citizens who leave us with the knowledge, skills and attitudes that enable them to participate actively in an exciting global society and be ready for the rigors of higher learning and training.

Our curriculum is designed to be focused and enquiry based. We include Singapore Math and English curriculum as well as the International Primary Curriculum (IPC). We have made authentic links between the 2 curricula to provide the best learning experience for your child.

Homework Policy

Homework goes home on a Monday and is returned on a Friday. Each term, homework starts on the second week and finishes on the second last week. Homework has 2 parts:

- Reading
- Homework Grid

Part 1: Reading

At Astor we want to build a love for reading. We encourage students to surround themselves with reading opportunities. Each child has access to Reading A to Z at home which allows them to read books at their level and answer comprehension questions. For children to progress in their reading it is not just about fluency it is about understanding what they are reading.

Parents, you too can encourage your child to love reading by:

- ✓ reading books with your child
- ✓ listening to your child read
- ✓ reading to your child
- ✓ asking your child to read outside of the home (e.g. menu, signs, shopping lists, etc.)

To help with the reading we send home Magic Word cards. Magic Words is a programme set up to teach children the top 300 sight words. Once children have learnt all 300 words, they do not take these cards home.

Part 2: Homework Grid

Every 2 weeks a homework grid will be sent home. The grid includes activities on:

- ✓ phonics
- ✓ writing
- ✓ math
- ✓ IPC and
- ✓ Personal Goal

These activities are encouraged but not compulsory, they can be completed over a 2-week period. They are hands-on enquiry-based activities to continue the learning they are doing at school.

Reporting and Assessing

Astor is practicing formative assessment. We do not have standardized tests for our students. Teachers are continuously assessing students throughout the school year. Two reports will be sent home throughout the school year: at the end of Term 2 and 4.

Parent-teacher meetings are at the end of Term 1 and a student-led learning journey is at the end of Term 3.



Teachers will communicate with parents on projects, assessments, in-class tasks and activities to ensure that you are aware of your child's academic progress and expectations throughout the year.

Uniform

Children are required to wear their school uniform, including on the field trips.

School Uniform:

- Astor white polo shirt
- Comfortable shorts, skirt, leggings, trousers, etc
- Shoes comfortable for running (no flip flops and shoes that child can put on by themselves)
- We encourage students of Pre-Primary, Primary 1 and Primary 2 to have a spare set of clothes in their bags.



Outdoor Play

All students are required to wear a sun hat when playing outside. We advise the hats remain in school from Monday to Friday. Hats will be sent home on Fridays to be washed, please ensure your child brings them back on Monday.

Birthdays

Birthdays can be celebrated in class. Please contact the classroom teacher. We do ask that no personalised party bags or gifts be given out. The celebration must be brief, and any food brought should have individual portions. The classroom teacher has the final say on how this is managed.

Field Trips

Field trips are an extension of the classroom curriculum and are intended to enhance student learning. Each grade level has designated field trips which are mandatory for all classes. Details regarding the individual trips will be shared through grade-level newsletters.

The number of field trips varies per grade level as field trips are directly aligned with the curriculum.

General Field Trip Guidelines

Permission slips are sent home to all students designated to attend the field trip and parents are required to fill out the requested information.

Students are to wear their regular school uniform for safety reasons. Parents may be requested to chaperone a field trip.

Recommended Teacher to Student Ratio

1:12 or less for non-active excursions, i.e., concerts, drama productions.

1:6 or less for active excursions, i.e., zoo, bird park.

Students are expected to travel with their class to and from all field trips; parental pick up and/or drop off is highly discouraged.



Volunteer Opportunities

We will have many activities planned throughout our school year: field trips, celebrations, United Nations Day, reading in the classroom, parent expertise for student enquiry, etc. Parents will be invited to participate in these.

Communication

Parent Communication

At Astor we aim to be transparent and have parents actively involved in their child's education. We have selected ClassDojo for communication with our parents. ClassDojo is a very user-friendly app that can be easily installed on any Smartphone, your child's teacher will give you a login code to access your child's digital portfolio, have access to classroom news and shared photos and videos of activities in the classroom.

We do have scheduled parent-teacher meetings and a student-led learning journey throughout our school year. If you would like to meet your child's teacher outside of these times, we welcome you to make an appointment with the teacher.

Social

Astor is a community-based school. We would like all our parents to be involved in their child's education. We share the contact details of parents with all children registered in the same class. If you do not wish for your contact details to be shared, please advise us immediately.

Attendance

If a student is going to be absent, parents or caregivers should inform the school before 8:30 am via email. Please email the classroom teacher and cc hello@astor.edu.sg. We require documentation for any absences longer than 3 consecutive days.

Child Drop off

As we are located in a multi-storey building, we require that parents or caregivers bring students up to level 5, where our school is located. Our team will be waiting to welcome students to school.

If students are being dropped off late, please call the Parent Communication Officer ahead of time when possible.

Children Pick-up Process

For those students being picked up by a parent or caregiver at 1 pm or 3 pm, please wait for your child in the school hallway, outside of the glass doors. Your child/children will be sent out from their classrooms to you.

For those students using the school bus service, a staff member will take the children down to the pickup area.

For early dismissal, please give your child's teacher prior notice when possible.

Please note, we require a photo ID and the full name of any adult authorised to pick a child up. Children will only be released to an authorised person on file.

If your child is Year 4 and above or 9 years old and above and you as a parent would like to allow your child alight the bus or leave school on their own without an adult being present, the Independent Drop Off Google form must be filled in.

Health Policies

At all times at school, it is our endeavour to keep students healthy and engaged. Below we outline our policies for student health, when students should be kept at home and how we respond to injuries or sickness.

Students should be in good health when attending school.

We recommend keeping students home, or sending them home if:

- Their temperature exceeds 37.5 degrees
- They have a cough, cold or flu-like symptoms
- They complain of pain or discomfort that interferes with their ability to engage in learning
- They show the symptoms of other sicknesses, disease or infections condition

Food and Nutrition

We encourage parents to pack a healthy snack for their child and a refillable water bottle daily. Please remember, for the safety of all students, we are a **nut-free school**.

No Nuts

For the protection of students, Astor is a nut-free campus.

Students are not allowed to bring nuts in their snacks or have Nutella or other nut-based spreads in their snacks.

Giving of medicines (written permission)

All medicines are kept in the front office. EPI-Pens are to be kept in classrooms.

Students that require medicine need to have current prescriptions, detailed instructions, and medicines registered with the parent communication officer.

Display of Symptoms of Sickness in the School

If a student shows symptoms of sickness during the day Students who complain of sickness during the day will be given the chance to rest. If their condition is accompanied by any fever, physical injury, discomfort or cold/flu-like symptoms, then parents will be contacted, and appropriate recommendations made.

Injury During the Day

Students who are hurt or injured during the day will be assessed by the teaching staff or administration. In cases where the injury is surfaced and immediately treatable, parents will be contacted, and the child is given the appropriate rest and treatment.

For minor scratches, bruises or grazes, the area will be cleaned with the appropriate disinfectant and dressed.

In the event that there is a head injury, bump or open wound, parents will be contacted, first aid applied, and the situation will be monitored appropriately.

Administration of First Aid

First aid procedures will be followed according to Singapore First Aid Training Centre, appropriate manuals and Singapore guidelines.

First Aid on Field Trips

First aid procedures will be followed according to Singapore First Aid Training Centre, and appropriate manuals and Singapore guidelines.

A teacher or support staff will be responsible for the 'trip first aid' bag that will contain the necessary supplies.

Head lice

In case of head lice, students will not be required to stay home, but parents will be contacted, with the expectation that appropriate medical remedies are applied. The student will be checked daily until there is no sign of eggs or head lice. An advisory will be sent to all parents in a class if head lice are discovered and all students will be checked by administrative staff.

Allergies and individual action plans

Any students with allergies need to have an individual action plan.

The Action plan needs to be in a visible place in the staff room and the student's classroom.

Medication, Epi-Pens need to be kept in an accessible place with instructions. Parents must assist teachers in the training of and awareness of any allergy action plan.

For students that have food allergies or specific dietary needs, a supply of food alternatives should be kept in the classroom. (For example; bags of treats that can be given as a substitute for cupcakes or treats on birthdays)

Hospitalisation

If hospital treatment is required, staff will immediately contact the parents and make arrangements for transfer to a hospital with parental permission. If parents cannot be contacted by phone and the judgment of the staff member determines hospital medical treatment is required, a taxi or an ambulance will be called depending on the severity of the case. Gleneagles is the closest hospital to Astor. Some students may have a preferred hospital listed because of insurance. This needs to be decided depending on the severity of the case.

Taxi or Ambulance

In many cases in Singapore, an ambulance is the slower way to go. Taxis are faster, cheaper, and more available.

A Taxi will be used if:

- The patient can be moved and can sit upright.
- Specialty equipment is not needed for the quick transfer of the student.
- Speed is preferred over care (in case of an allergic reaction after an Epi-Pen is administered, many parents will prefer a speedy relocation to the health provider. This will also be outlined in an Individual Action Plan.
- Blood and bodily fluids/vomit are contained. A taxi cannot be used in cases where public transport may be soiled.

Emergency Policy and Procedures

Evacuation routes are displayed in every classroom. Fire drills are conducted twice a year (August and January) to ensure that students are aware of the procedure in the unlikely event of a fire or any other emergency requiring evacuation. Each teacher has a 'fire-pack'. This pack includes a green and red sign. The green sign indicates that all students have safely evacuated the building. If the teacher holds a red sign, that means that a child is not there and will be looked for immediately.

Student Safety

Discipline

Our success in helping our students act and perform at their very best is an important element in making primary school a great place to learn and grow. We strive to maintain a safe, positive, consistent environment that fosters student learning and responsible behaviour.

Disciplinary action will be taken and dealt with on a case-by-case basis. We will inform parents immediately if your child has been having any problems at school and we will work together to rectify his/her behaviour.

Bullying

Bullying will not be tolerated at Astor.

Bullying is defined as any ongoing written or verbal expression, physical act or gesture, or a pattern thereof, that is intended to cause distress upon one or more persons in the school environment. Direct bullying can be physical in nature such as hitting, kicking, pushing or choking. It can also be verbal such as name-calling, threatening, or teasing. Indirect bullying is subtle and may be difficult to detect; this may include: social isolation, intentional exclusion, making faces, staring, obscene gestures, manipulating friendships, or cyberbullying.

This applies to behaviour on or off school property that is detrimental to the health, safety, or welfare of students or staff at school.

A student who engages in any act of bullying is subject to appropriate disciplinary action, including suspension, expulsion, and/or referral to law enforcement authorities. The severity and pattern, if any, of the bullying behaviour will be taken into consideration when disciplinary decisions are made.

Safeguarding and Child Protection

Astor recognises its role in providing protection for children whose health and welfare are significantly affected or threatened by the conduct of those responsible for their care and protection. This may include parents, relatives, guardians, or other adults in the child's immediate environment. Therefore, if school personnel become aware of a possible abuse/neglect situation, it will be investigated fully, and a response plan will be implemented.

Mobile Phones and Smart Watches

We understand the importance of being able to keep in contact with your children before and after school. However, during school hours students should not be receiving messages or calls from their parents. If you need to make contact with your child during school hours, please contact the school on 9047 1066.

The following rules must be adhered to:

- Mobile phones and Smartwatches must stay in students' bags and only used at 1 pm or 3 pm depending on the students' pickup time.
- Mobile phones are not to be taken on field trips.
- Smartwatches can be used on field trips however if they are being used inappropriately, the student will be required to take it off and put in the bag.

Behaviour Procedures

We regard each behaviour and discipline situation to be an opportunity for learning. This may happen through a conversation or alternatively, the child may be asked to complete a reflection sheet or both. By treating children with respect and allowing them the opportunity to think through the situation students learn how to change their behaviour. Repeated situations may result in time out, a missed recess, a call home, and/or a parent conference. Removal is a consequence of severe (physical force or harm to another child or adult) or chronic situations that may jeopardize the safety or learning of others.

If there is a situation where a child leaves level 5 or the playground without permission, then the school will put that child on suspension and the parents will have the option of withdrawing the child or the school will expel the child.

Whole-School Approach to Behaviour

Each Astor staff member shares responsibility for every child's safety and well-being and every child is expected to respect the adults on campus. We expect appropriate behaviour at all times building-wide: before, during and after school, in the classrooms and walkways, on the playground, and during specialist times.



With this in mind, the entire staff helps to reinforce appropriate behaviour. Every child and his/her dignity are respected in this school. In turn, all students are expected to respect the authority of each adult in the school, (teacher, principal, administrator, assistant, etc.) at all times. Every student has a right to reasonable treatment and has an obligation to honour any reasonable request of the school staff.

Lost and Found

Lost and Found items are kept at the reception area of Astor. Students and parents should check for their lost items frequently. Unclaimed items are donated to charity during the winter break and again at the end of the school year. Please label all of your child's clothing and school materials with their name.

English as a Second Language (ESL) Support

Year 1 to Year 7 (Pre-Primary to Primary 6) students have access to ESL Support Services. During the admission process, parents must indicate their Student's English proficiency in speaking, reading and writing. If the Parent is not a native English speaker, we reserve the right to make this assessment before or after the admission process.

As with all Student Support initiatives, Astor will continually monitor and assess the Student during their time at the School. If pursuant to such an assessment (and in our sole discretion), the School determines that the Student requires ESL Support services, the parents will be notified. This learning support will be mandatory and a condition of continued admission.

Once placed on a tier, assessment on speaking, listening, reading, phonics and writing will be done to determine the progress of the student. ESL Support services provided by the School attract an additional fee, which is invoiced with other school fees and subject to the same payment terms as school fees. The School will give the Parent three months' notice (if and) when it has decided to either move the Student down a tier or off the support. The new fee structure will apply with the effect from the end of that three-month period.

| ESL Support Fees | | | |
|------------------|--------------|------------------------------|-----------------|
| Tier | Support Type | Hours per day | Cost |
| ESL Tier 3 | Pull Out | Full Dependent | \$950 per month |
| ESL Tier 2 | Pull Out | Partially Dependent | \$550 per month |
| ESL Tier 1 | Push-In | Working towards independence | \$250 per month |
| Off Support | No Support | Independent | N/A |

¹ "Pull out Tier 2" means the Student is 'pulled out' during daily English lessons to work in a small group on specific English skills according to their level.

² "Pull out Tier 3" includes Tier 2 and 'pull out' during IPC lessons to experience IPC in a more targeted way.

³ "Push-in" means the Student is in class during English lessons listening to classroom teacher instruction and has a support teacher for activities

⁴ "Independent" means the Student can now access English instruction in class.

Student Support Policy

Astor International School has developed a Student Support System to ensure that we can provide the time, support and resources needed to create a positive and effective learning environment for each student. The Student Support System is developed by the Principal in conjunction with the school founder, classroom teachers, support staff and outside specialists.

Information and Disclosure Requirements

Parents must disclose all relevant information during the admission process in respect of their child (“Student”). In addition to this general requirement, parents must disclose information about:

- **Individual learning needs:** Parents must state on the admission form and/or in the admission process if they are aware of or suspect that the Student has any kind of individual learning need (including English language issues, speech, concentration, behavioural, etc). They must also provide the School with copies of all written reports and other relevant documentation.
- **Medical conditions:** Any kind of current or historical health problem or allergy (including past diagnoses) relating to the Student must be disclosed. In addition, any medical issue within the Student’s immediate family that may be relevant to the Student’s schooling must be disclosed.
- **Other relevant circumstances:** Any family circumstances which may affect the Student’s welfare, safety or security and/or any precautionary measures required must be disclosed. This includes, for example, court orders, issues of familial stability, behavioural problems at home, school adjustment issues and the like. Family members may be excluded for this reason from School premises if the Principal considers such exclusion to be in the best interests of the Student or of the School.

The School reserves the right to contact the Student’s previous school, learning centre, therapists, outside support services and other entities who may have relevant information if it considers this necessary.

If it subsequently becomes apparent after admission that any information considered reasonable for consideration for entry to the School has been withheld, or falsified, during the admission process, it will lead to the immediate removal of the Student from the School without refund of any fees.

All information provided shall be classified confidential and managed within the school's Personal Data Protection Policy in compliance with the Singapore Personal Data Protection Act (PDPA) 2012.

Before Enrolment

The School's admission fee includes a \$500 "Assessment Fee" for the Student. If, in assessing the Student during the admission process, the School determines that the Student has a specific needs which either the school cannot accommodate, or which requires support, it will be discussed with the parents.

- If the School considers itself unable to accommodate the Student because of these specific needs; or
- If the School determines that the Student needs support but the parents are unwilling to pay the additional fees for this,

the School will discontinue the admission process for the Student and will refund the admission fee to the parents less the \$500 Assessment Fee.

After Enrolment

Astor will continue to monitor and assess the Student during their time at the School. If, pursuant to such an assessment (and in our sole discretion), the School determines that the Student requires special support, the parents will be notified. Funding of this support by the parents will become mandatory and a condition of continued schooling. These fees will be invoiced in advance as part of the normal School fee invoicing cycle and will be subject to the same cancellation/termination fees as the school fees.

If, after consultation with the parent and (if applicable) the Student, the School decides that it can no longer accommodate the Student or if the parents refuse to pay the additional fees, the parents will be asked to withdraw the Student. This is defined as "Removal", which means that the Student is required to leave the School permanently.

In addition, the School reserves the right to request specialist assessment to determine the individual learning needs of the Student. These external assessments (speech assessment, paediatrician, therapists, etc.) will be at parents' expense. If parents refuse to undertake and/or pay for such assessment, the School reserves the right to ask the parents to Remove the Student.

If in such circumstances the Student is removed, there will be no refund of the fees for the current School term or past School year. All arrears of Fees and any other sum due to the School will be immediately payable. No records,

recommendations or reports will be released until all financial obligations to the School have been met.

Social, Emotional, Academic or Behavioural Support

If a Student is placed on Student Support, Astor will:

- Complete a social/emotional/academic or behavioural Individual Education Plan (“IEP”) for the Student identifying three or four short term goals to work on over the term.
- Re-evaluate the IEP every term.
- Provide the tiered level of support set out in the table below when required.
- Liaise with outside support services when required.
- Implement outside support service strategies in school when required.
- Communicate with all parties (parents and outside support services) when required.

The School will give the parent three months’ notice (if and) when it has decided to either move the Student down a tier or off the student support. The new fee structure will apply with effect from the end of that three-month period.

The School reserves the rights to increase a child's support tier or reintroduce the Student Support if the child has been taken off support previously.

Student support provided by the School attracts an additional fee, which is invoiced with the school fees and subject to the same payment terms as the school fees, including 3-month notice period for withdrawal from the School and/or the Student Support. The additional fees are as follows:

| Student Support Fees | | | |
|-----------------------------|---------------------|------------------------------|---------------------------|
| Tier | Support Type | Support Level | Cost |
| Tier 4 | 1:1 | Full Time Support | \$3000 - \$4500 per month |
| Tier 3 | 1:1 | Part Time Support | \$1500 - \$3000 per month |
| Tier 2 | 1:1 or small group | Part Time Support | \$1000 per month |
| Tier 1 | Small group | Part Time Support | \$500 per month |
| Off Support | - | 3 months of independent work | - |

¹ Tier 4 'Full Time Support' refers to the student requiring 1 to 1 support for the entirety of their day (to 1pm or 3pm).

² Tier 3 'Part Time Support' refers to the student requiring 1 to 1 support for part of the day.

³ Tier 2 'Part Time Support' refers to the student requiring 1 to 1 or small group support for part of the day.

⁴ Tier 1 'Part Time Support' refers to the student requiring small group support for part of the day.

⁵ Off Support refers to the student not requiring support for a minimum of 3 months.

Personal Data Protection Policy

Astor International School - (“Astor” or “the School”) - is committed to complying with the Singapore Personal Data Protection Act (PDPA) 2012 in protecting students’ and parents’ personal information that has been processed by the School. This document informs you of the School policy and practices on data privacy matters before you provide your personal data to the School. The word “You” or any derivation thereof, as used herein, refers to the owner of the personal data, which includes both the student and the parent/legal guardian of the child.

Disclosure of Your Personal Data

The School will keep your personal data confidential unless you have given the written consent to such disclosure or it is within the ambit of permitted disclosures under prevailing laws/guidelines. The School may disclose your information to the categories of third parties as listed below (not restricted to):

- The Ministry of Education, other relevant government departments/agencies, statutory authorities and industry regulators;
- The Immigration and Checkpoints Authority (ICA) and its appointed agencies;
- Foreign embassies and their appointed agencies;
- The student’s sponsors including his/her parents/guardians;
- Professional or accreditation bodies;
- Examination and Academic boards;
- Third parties appointed by the School to provide services to the School such as auditors, lawyers, contractors, printing companies, travel agencies, training organiser and insurance companies.

Photo Policy

We ask that parents do not post images of other students on their private social media accounts when at school or school-sponsored events. Upon filling in the admission form parents agree to the school using student work, photographs of students and other materials for purposes such as publicising the school and its student accomplishments. Publications may include but are not limited to social media posts, Singapore magazines articles, our school website and school manuals, etc. Privacy of the students will be protected by not writing students' names next to their photos without parental consent.

Notes



Astor
International School

