North London Collegiate School
| Singapore |

# PARENT HANDBOOK
# 2026/2027




+65 6989 3000
www.nlcssingapore.sg

# TABLE OF CONTENTS


04 GUIDING STATEMENTS

06 WELCOME TO NLCS (SINGAPORE)

07 STAFF LIST

08 SCHOOL CALENDAR & TERM DATES

10 FORMAT OF THE DAY

12 OPERATIONAL SERVICES

14 UNIFORM & DRESS CODE

16 EQUIPMENT

18 CURRICULUM & ASSESSMENT

20 HOMEWORK

22 HOUSES

23 ENRICHMENT

26 STUDENT SUPPORT

28 COMMUNICATIONS

30 PARENT ENGAGEMENT

32 DAY TO DAY ROUTINES

34 HEALTH & SAFETY

36 SAFEGUARDING








This handbook is designed to be a handy, quick-reference guide that covers practical issues to help you get used to our systems, procedures and ways of working.

The guide is written for you, our parents, and we would welcome any and all feedback that you can provide, regarding its usefulness, and suggestions for improvement.

CONNECT WITH US


Main Reception
**+65 6989 3000**

Senior School Office
**+65 6989 3021**
seniorschooloffice@nlcssingapore.sg

Junior School Office
**+65 6989 3066**
juniorschooloffice@nlcssingapore.sg

North London Collegiate School (Singapore)
130 Depot Road, Singapore 109708




# GUIDING STATEMENTS

## MISSION

NLCS (Singapore) seeks to provide an exceptional educational experience, based on the traditions, ethos and practices of North London Collegiate School, UK.






## VISION

NLCS (Singapore) aims to:

- provide an ambitious academic education to enable every individual student to make the most of their intellect and abilities;
- nurture a team of professional teachers who inspire their students with a love of their subjects and a spirit of scholarship;
- enable all students to recognise excellence and realise that it is attainable;
- ensure that every member of the School feels valued, supported and encouraged;
- foster a community built on positive relationships between staff and students and between students themselves;
- encourage students to embrace new challenges confidently, and respond to setbacks in a resilient and determined manner;
- develop an outward-looking, internationally-minded community that promotes respect and compassion, service to others, and active, positive participation in society and the wider world.

## VALUES

A common set of beliefs and values underpin the common and distinctive ethos of all North London Collegiate Schools. In particular, we hold:

- a belief in the potential of young people – that we can foster the drive and determination that will enable them to make a difference to the world;
- a belief that each student is unique, and that it is our responsibility to provide them with “floors, not ceilings” so that we can nurture their individual talents, confidence and self-worth and enable them to “run their own race”;
- a belief that varied perspectives enrich our schools and wider communities, and that we should embrace, encourage, celebrate and learn from difference and diversity;
- a belief that learning is an end in itself and is something to be prized, and that education means much more than following a prescribed examination syllabus;
- a belief in the transformative power of academic engagement, and that a culture of scholarship should extend beyond the classroom and should permeate the wider life of our schools;
- a belief that academic study involves a determination not to take things at face value, and that intellectual curiosity and critical inquiry are central to the success of our students in their time at school and in their future lives;
- a belief in the importance of service to others – of looking outwards, and contributing positively to society and the wider world;
- a belief in the importance of maintaining a caring and warm community, and nurturing a positive spirit of collaboration in all our interactions.

# WELCOME

## TO NLCS (SINGAPORE)

Welcome to the new academic year at North London Collegiate School (Singapore). Whether you are joining us for the first time or returning to our community, we are delighted to have you with us. As a school, we are defined by our heritage of academic ambition and our commitment to ensuring that every student is deeply known, challenged, and supported.

At NLCS, we prioritise a culture of joyful scholarship - where academic excellence is a byproduct of intellectual curiosity and "academic bravery" rather than undue pressure. Our dedicated teachers work to create an environment where the curriculum is inspiring at the same time as challenging, and where your child's unique strengths are celebrated within our tight-knit community. We believe that the strongest educational journeys are built on a foundation of open communication and a principled partnership between home and school.

This handbook is designed as a practical, quick-reference guide to help you navigate our systems and procedures. It is written specifically for you, and we welcome any feedback or suggestions you may have to ensure it remains a useful resource. We are excited to embark on this year together and look forward to seeing our students grow, lead, and flourish. Thank you for entrusting us with your child's education.

WHOLE SCHOOL

## LEADERSHIP



Anthony Coles
Director



Sarah Richardson
Senior School Principal



Louise McCabe-Arnold
Junior School Principal



Sophie Davies
Vice Principal
(Safeguarding and Inclusion)





# STAFF LIST

We maintain an up-to-date staff list on our Parent Portal.

The following is a list of senior staff:

## WHOLE SCHOOL LEADERSHIP

| | | |
|---|---|---|
| **Anthony Coles** | Director | |
| **Sarah Richardson** | Senior School Principal | |
| **Louise McCabe-Arnold** | Junior School Principal | |
| **Sophie Davies** | Vice Principal | (Safeguarding and Inclusion) |

## JUNIOR SCHOOL LEADERSHIP TEAM

| | | |
|---|---|---|
| **Louise McCabe-Arnold** | Junior School Principal | |
| **Louise Wyeth** | Vice Principal | |
| **Amy Long** | Assistant Principal | (Enrichment and Operations) |
| **Karly Potter** | Assistant Principal | (First School) |
| **Hayley Davies** | Assistant Principal | (Grade 2 and Grade 3) |
| **Scott Burgess** | Assistant Principal | (Grade 4 and Grade 5) |

## SENIOR SCHOOL LEADERSHIP TEAM

| | | |
|---|---|---|
| **Sarah Richardson** | Senior School Principal | |
| **Laurence Baxter** | Vice Principal | (Pastoral) |
| **Matthew Burdett** | Vice Principal | (Academic) |
| **Christopher Stump** | Assistant Principal | (Head of Sixth Form) |
| **Alexa George** | Assistant Principal | (Head of Upper School) |
| **Tanino Abbate** | Assistant Principal | (Head of Middle School) |
| **Tyshea Holden** | Assistant Principal | (Academic) |
| **Martin Toner** | Assistant Principal | (Director of Studies) |
| **Mireia Bickley** | Assistant Principal | (Academic) |

CONNECT WITH US

Main Reception
+65 6989 3000

Senior School Office
+65 6989 3021
senioroffice@nlcssingapore.sg

Junior School Office
+65 6989 3066
juniooffice@nlcssingapore.sg

North London Collegiate School (Singapore) | 130 Depot Road, Singapore. 109708

# 2026-27
## SCHOOL CALENDAR



## SCHOOL CALENDAR & TERM DATES

**TERM 1** ▸ Monday 17th August to Friday 11th December*, 2026
**TERM 2** ▸ Monday 4th January to Thursday 25th March, 2027
**TERM 3** ▸ Monday 12th April to Thursday 24th June*, 2027
*Term will end at 11:45 am (Junior School) and 12:00 pm (Senior School)

**AUGUST**

| M | T | W | T | F | S | S |
|---|---|---|---|---|---|---|
| | | | | | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| 31 | | | | | | |

1 - 16 Aug - School Holiday
5 - 6 Aug - (Optional) New Staff HR & IT
7 Aug - New Staff - London training recap
9 - 10 Aug - National Day and PH in Lieu
11 - 12 Aug - New Staff Induction
13 - 14 Aug - Staff Preparation Days
17 Aug - Term begins & Student Orientation

**SEPTEMBER**

| M | T | W | T | F | S | S |
|---|---|---|---|---|---|---|
| | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | | | | |

**OCTOBER**

| M | T | W | T | F | S | S |
|---|---|---|---|---|---|---|
| | | | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | 31 | |

10 - 20 Oct - School Holiday

**NOVEMBER**

| M | T | W | T | F | S | S |
|---|---|---|---|---|---|---|
| | | | | | | 1 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | | | | | | |

8 - 9 Nov - Deepavali & PH in lieu
10 Nov - Staff Training Day

**DECEMBER**

| M | T | W | T | F | S | S |
|---|---|---|---|---|---|---|
| | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | 31 | | | |

11 Dec - Term ends (half day)
12 Dec - 3 Jan - School Holiday
25 Dec - Christmas Day (PH)

**JANUARY**

| M | T | W | T | F | S | S |
|---|---|---|---|---|---|---|
| | | | | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 |

1 Jan - New Year's Day (PH)
2 - 3 Jan - New Staff Induction
12 Dec - 3 Jan - School Holiday
4 Jan - Term begins

**FEBRUARY**

| M | T | W | T | F | S | S |
|---|---|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |

6 - 14 Feb - School Holiday
6 - 8 Feb - Chinese New Year (PH)*

**MARCH**

| M | T | W | T | F | S | S |
|---|---|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | 31 | | | | |

10 Mar - Hari Raya Puasa (PH)*
25 Mar - Founder's Day & Term Ends
26 Mar - Good Friday (PH)*
27 Mar - 11 Apr - School Holiday

**APRIL**

| M | T | W | T | F | S | S |
|---|---|---|---|---|---|---|
| | | | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | | |

27 Mar - 11 Apr - School Holiday
12 Apr - Term begins
29 Apr - Staff only day
30 Apr - Labour Day PH in lieu*

**MAY**

| M | T | W | T | F | S | S |
|---|---|---|---|---|---|---|
| | | | | | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| 31 | | | | | | |

1 May - Labour Day*
17 May - Hari Raya Haji (PH)*
20 May - Vesak Day (PH)*
31 May - 4 Jun Week Without Walls

**JUNE**

| M | T | W | T | F | S | S |
|---|---|---|---|---|---|---|
| | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | | | | |

31 May - 4 Jun - Week Without Walls
18 - 23 Jun - Arts Festival
24 Jun - Term ends (half day)
25 Jun - Staff only day
25 Jun - School Holiday begins

| | |
|---|---|
| 1 | School Holiday (school closed) |
| 2 | Public Holiday (school closed) |
| 3 | Teachers Only (school closed) |
| 4 | School Open |
| 5 | Weekend |
| 6 | Special event |
| 7 | Start or End of Term |

*The Ministry of Manpower is yet to confirm the public holidays for 2027. Once confirmed, the 2026-27 School Calendar will be updated.

# FORMAT OF THE DAY

## JUNIOR SCHOOL

The school day begins at 07:45 and students are expected to arrive at school in time to organise their belongings and prepare themselves for class.





| JUNIOR SCHOOL | |
|---|---|
| **Pre-KG and KG1** | **KG2 to Grade 5** |
| Arrival (07:30) | Arrival (07:30) |
| Morning Tutor Time (07:45 - 08:05) | Morning Tutor Time (07:45 - 08:05) |
| P1 (08:05 - 08:40) | P1 (08:05 - 08:40) |
| P2 (08:40 - 09:15) | P2 (08:40 - 09:15) |
| Playtime/Snack (09:15 - 09:45) | Playtime/Snack (09:15 - 09:45) |
| P3 (09:45 - 10:20) | P3 (09:45 - 10:20) |
| P4 (10:20 - 10:55) | P4 (10:20 - 10:55) |
| P5 (10:55 - 11:30) | P5 (10:55 - 11:30) |
| Lunch (11:30 - 12:20) | Lunch (11:30 - 12:20) |
| P6 (12:20 - 12:55) | P6 (12:20 - 12:55) |
| P7 (12:55 - 13:30) | P7 (12:55 - 13:30) |
| P8 (13:30 - 14:05) | P8 (13:30 - 14:05) |
| Depart (14:05) | P9 (14:05 - 14:45) |
| | Afternoon Tutor Time (14:45 - 15:00) |
| | Depart (15:00) |

We do not allow Junior School students below Grade 4 to leave the site unaccompanied.
If a Grade 4 or 5 student wishes to leave the site at the end of the school day unaccompanied, parents MUST request permission and the student will be issued with an Independent Leaver's Pass. Please contact the Junior School Office if you wish to request this approval.

| SENIOR SCHOOL |
|---|
| Arrival (07:30 - 07:45) |
| Final arrival: locker use before tutor time (07:45) |
| Tutor Time (07:50) |
| P1 (08:15 - 9:20) |
| P2 (09:25 - 10:30) |
| Break (10:30 - 10:55) |
| P3 (10:55 - 12:00) |
| Lunch (12:00 - 13:00) |
| P4 (13:00 - 14:05) |
| P5 (14:10 - 15:15) |
| End of the day (15:15) |
| 15:30 - 16:30 (CCAs) |
| Complimentary Shuttle Bus (15:45) |

At the end of the school day, students in Grades 6–10 must leave school by 15:30 unless they are taking part in a CCA or other school activity under the direct supervision of a member of staff.

Students in Grades 11 and 12 may work independently in the Sixth Form Library, Common Room or quiet study room after school until 17:00, and may remain onsite at the Library on Level 2 until 18:00.

## SENIOR SCHOOL

The school day begins at 07:50, and students are expected to be on site by 07:45 to ensure they have time to organise their belongings and prepare for class. Students should not arrive earlier than 07:30. CCAs in the Senior School take place after the end of the school day and are optional for all students, but participation is strongly encouraged.



# OPERATIONAL
## SERVICES

## BUSES AND TRANSPORATION

Our school transport service is provided by Tong Tar Transport Service Pte Ltd. Tong Tar operates home-to-school bus routes across most areas of Singapore, subject to demand, route feasibility and seat availability. Pick-up and drop-off locations are determined by Tong Tar and may be adjusted throughout the year to ensure safe and efficient operations.
Parents wishing to utilise the school bus service should register directly with Tong Tar via their online registration system at www.tongtar.com. Applications are subject to route availability and processing times.
Tong Tar provides a dedicated Parent App, which offers transport information, service updates and communications relating to your child's bus service. All buses are staffed by both a trained driver and a bus attendant who supervise students and support their safety throughout the journey.

**Transport Contacts**
For transport-related enquiries, please contact Tong Tar directly:
**Tong Tar Transport Service Pte Ltd**
- Email: NLCS@tongtar.com
- Telephone: 6261 5537
- Emergency / Same-Day Morning Bus Cancellations (WhatsApp): 9825 6186
- Website: www.tongtar.com

Parents should notify Tong Tar directly regarding absences, changes to transport arrangements or any transport-related enquiries.

**Student Expectations**
We would like parents to reinforce the following expectations with their children:
- Follow the instructions of the driver and bus attendant at all times. They are responsible for ensuring the safety and wellbeing of all students travelling on the bus.
- Wear seat belts correctly throughout the journey.
- Remain seated while the bus is moving.
- Treat fellow students, bus staff and members of the public with respect at all times.
- Refrain from eating or drinking on the bus (except water).
- Help keep the bus clean and free from litter.
- Observe all school behaviour expectations while travelling to and from school.

For safety reasons, students may only travel on their assigned bus and board or alight at their designated stop.
For students up to Grade 4, a registered guardian should be present at the designated drop-off point unless alternative arrangements have been formally agreed.

## COMPLIMENTARY SHUTTLE BUSES

The complimentary shuttle bus service is available for Senior School students only and departs promptly from school at 15:35 and 16:45. This service is not supervised by a member of staff.

Please note that shuttle bus service, routes, timings and stops are being reviewed and will be amended after Christmas if uptake is low.

### Bus A
- Tiong Bahru MRT
- Great World City
- Royal Plaza on Scotts
- Newton MRT

### Bus B
- Queenstown MRT
- Sommerville Park Bus Stop
- Napier MRT Exit 1
- Crescent Girls' School

### Bus C
- Outram MRT
- Raffles Place MRT

Further details of each drop-off point and timings can be found on the Parent Portal.

If you have any questions or queries, please email facops@nlcssingapore.sg



# SCHOOL
## IDENTITY CARD

All staff, parents, Sixth Form students and visitors are required to wear ID cards at all times that they are on campus. Different roles within the school are shown by the colour of the lanyard.

**Blue** - School staff | **Orange** - Associate staff and coaches | **Brown** - Students of the Senior School
**White** - Parents/Guardians (must be accompanied by a member of staff when not in public areas)
**Yellow** - Visitors (must remain in the 'public zones' of the school or be accompanied by a member of staff at all times)

All Senior School students should have their ID cards with them at all times, and they can choose to wear them or keep them in their bags. Sixth Form students must wear their lanyard at all times. The ID cards are incredibly important for Senior School students as they serve a number of purposes. Student ID cards will enable students to use the library services, and to access the school's printing system.
In the Junior School, ID cards are not required but can be requested if wanted. Parents can also apply for an ID card for their domestic helpers who may regularly pick up or drop off students at school. This can be done through the Parent Portal.
Anyone arriving at school without their ID card will be required to register, show photo identification and obtain a temporary ID card from our security team, before being allowed access to the school.

## FOOD SERVICES

Our food service partner is Victus Catering, which provides snacks and freshly prepared hot meals from our on-site kitchen each school day. Victus also operates Budge Square Café, which is open to parents and guardians during the school day.
Parents can access menus, pre-order meals and manage payments through the NLCS TeraBite Portal.

**JUNIOR SCHOOL**
Junior School students will receive school meals only if parents have registered with Victus and pre-ordered meals through the TeraBite Portal.
Meals, snacks and drinks can be ordered as required, with orders accepted until 11:59pm on the night before delivery. There is no requirement to commit to regular meal orders.

**SENIOR SCHOOL**
Senior School students may purchase meals, snacks and drinks directly from the canteen, which offers a range of freshly prepared international dishes and grab-and-go options.
Students pay using the Victus E-wallet, which is created when parents register for the TeraBite Portal. Funds can be added to the E-wallet through the TeraBite system and may be shared across siblings within the same family account.
Before their first day at school, students should obtain a standard EZ-Link or NETS FlashPay card and link it to their Victus account. At the canteen, the card is used to identify the student and authorise payment, with purchases deducted from the Victus E-wallet balance rather than the card itself.

All foods served have allergy details indicated and you should ensure that your children are aware of any dietary restrictions they need to follow.

### Break-time Snacks
**Junior School**: Snacks are provided to our students in First School, free of charge, at the beginning of play-time. Lower School students can pre-order snacks through Victus, using the above link. Junior School children should not bring sweets/candy/lollies into school.
**Senior School**: Senior School students will be able to purchase break-time snacks prepared by our caterers using their EZ Link card. All students are able to bring in appropriate snacks (nothing that requires refrigeration or that contains nuts) from home.

### Nut Aware School
Although we recognise that a completely allergen-free environment cannot be guaranteed, NLCS (Singapore) aims to be a **Nut Aware school.**
We kindly request that students do not bring nuts, or products containing nuts, into school in any form- whether in packed lunches or as daily snacks. Thank you in advance for partnering with us to keep our community safe.
Please double-check labels, as nuts can often be hidden in common snacks, such as:
- Spreads (e.g., Nutella, peanut butter)
- Chocolates and confectionery (e.g., Ferrero Rocher)
- Cereal, granola, and fruit bars
- Certain baked goods and pastries

### Budge Square Coffee Shop
Budge Square (named after a famous area of the NLCS (UK) gardens) is a coffee shop serving snacks and drinks to staff, parents, Sixth Form students and visitors. All other students should only use Budge Square if they are accompanied by a parent or guardian, or if a special pass has been awarded.

### Water
We encourage our students to drink water regularly, and water fountains are available throughout the campus for easy refilling of water bottles. Students are required to bring a clearly named water bottle to school each day (for Junior School students this can be left in their classrooms).

### Birthday Cupcakes
To ensure the safety and wellbeing of all students – particularly those with allergies – we ask that any fresh bakery cakes or cupcakes brought into school be ordered exclusively through our catering partner, Victus.
**How to Order:**
- Contact: Email nlcs@victuscatering.asia
- Notice Period: Orders must be placed at least 7 days in advance.

If you prefer to bring in items from elsewhere, they must be pre-packed and include a clear English ingredient list that confirms no nuts are an ingredient. This policy allows us to ensure a safe and inclusive environment for everyone.

# UNIFORM

## DRESS CODE

Students must wear their school uniform, and meet the requirements of the student dress code, at all times when they are in school, whilst they are travelling to/from school on school buses, and whilst they are on school visits/trips, unless special permission has been granted.

The following are our school guidelines:

| JUNIOR SCHOOL | SENIOR SCHOOL |
|---|---|
| • A watch and small stud ear piercings may be worn.<br>• Smart watches are not permitted.<br>• Discreet necklace worn for religious purposes is permitted.<br>• Hair for all students should be neat, tidy, presentable and appropriate for a school community. Long hair should be tied back at all times.<br>• Shoes should be black leather and not a hybrid/trainer style.<br>• For PE lessons, trainers of any colour can be worn.<br>• Make-up and nail varnish are not permitted. | • A watch and small stud ear piercings may be worn.<br>• Smart watches are not permitted.<br>• A simple chain necklace or a religious symbol under the uniform may be worn.<br>• Hair for all students should be neat, tidy, presentable and appropriate for a school community. For practical lessons, long hair should be tied back.<br>• Shoes should be black leather and not a hybrid/trainer style.<br>• For PE lessons, trainers of any colour can be worn.<br>• If used, make-up should be natural and minimal (including nail varnish). |

School uniform items are sold and distributed solely by Lim Meng Keng Departmental Store, located at Holland Village Shopping Centre. Price lists and school uniform information can be found on their Website.

| PRE-KINDERGARTEN TO GRADE 1 SCHOOL UNIFORM |
|---|
| **UNIFORM** |
| Summer Dress or Short Sleeve Polo Shirt & Pull Up Shorts |
| Wide Brim Hat |
| Medium Backpack |
| Jumper (Optional) |
| Girls White Ankle Socks* Boys Black Ankle Socks* |
| Black Leather Shoes* |

| GRADE 2 TO GRADE 5 SCHOOL UNIFORM |
|---|
| **UNIFORM** |
| Short Sleeve Blouse or Shirt |
| Culottes or Shorts |
| Sports Cap or Wide Brim Hat |
| Medium Backpack |
| Jumper (Optional) |
| Girls White Ankle Socks* Boys Black Ankle Socks* |
| Black Leather Shoes* |

*These items can be purchased from any supplier

**Address :** Lim Meng Keng Departmental Store #02-18 Holland Road Shopping Centre (above Cold Storage), 211 Holland Avenue Singapore 278967

**Contact :** +65 6468 3655

**Transportation :**
Bus: 7, 61, 75, 77, 106, 165, 970
MRT : Holland Village Station, Exit C

| GRADE 6 TO GRADE 10 SCHOOL UNIFORM | |
|---|---|
| **GIRLS** | **BOYS** |
| Short Sleeve Blouse | Short Sleeve Shirt |
| Culottes or Senior Trousers (Unisex) | Shorts or Senior Trousers (Unisex) |
| Sports Cap or Wide Brim Hat | |
| Large Backpack | |
| Jumper (Optional) | |
| White Ankle Socks* | Black Ankle Socks* |
| Black Leather Shoes* (not hybrid / trainer style) | |
| An NLCS (Singapore) protective lab coat for practical science and Design & Engineering. | |
| On days when House competitions are scheduled, all students should wear their PE kit and House top. | |

| GRADE 11 & 12 SCHOOL UNIFORM | |
|---|---|
| **GIRLS** | **BOYS** |
| The Sixth Form uniform reflects 'smart business wear' | |
| Business-style dress | A dress shirt, tucked in, with full-length smart trousers (no denim) |
| Trousers or a skirt of a length appropriate for professional business dress (lower-thigh), with a blouse or other smart top (no low-cut, see-through, vest tops or t-shirts) | Jackets and ties may be worn but are not compulsory. We would expect ties and jackets to be worn at designated school events |
| Smart Shoes<br>Heels should be of appropriate height (stiletto or platform styles are not permitted for health and safety reasons)<br>Sandals or flip flops must not be worn for health and safety reasons, though peep-toe shoes that are otherwise businesslike in style are permitted | Smart shoes (not hybrid/trainer style) |
| No casual wear (such as hoodies) | |
| An NLCS (Singapore) protective lab coat for Biology, Chemistry and Design & Engineering | |
| ID cards should be worn around the neck on a school-issued lanyard whenever on school campus | |
| No visible tattoos | |
| On days when House competitions are scheduled, all students should wear their PE kit and House top | |

| SWIMMING KIT (FOR ALL STUDENTS) | |
|---|---|
| **GIRLS** | **BOYS** |
| Swimming Costume and Rashguard OR Rashguard and Jammers<br>*Rashguards are compulsory in the Junior School | Rashguard and Jammers<br>*Rashguards are compulsory in the Junior School |
| Silicone Swim Cap | |

| SPORTS KIT (FOR ALL STUDENTS) |
|---|
| Physical Education & Health T-Shirt |
| Physical Education & Health Shorts |
| Drawstring Gym Bag |
| House T-Shirt |
| Large Kit Bag (Optional) |
| Sports Shoes* |



# EQUIPMENT



## STATIONERY

Stationery is provided for all Junior School students. As children get older, they may become excited at the thought of bringing their own pencil case and stationery set to school, and this should be discussed with the class teacher.

All Senior School students are provided with exercise books, writing paper and folders that are needed for their studies, but they are required to bring their own stationery set to school. Pencil cases should be clearly labelled. Required stationery includes writing equipment, a ruler, a geometry set and a scientific calculator:

- for Grade 6 to 10, we recommend the Casio FX85 GT
- for Grade 11 & 12, the preferred model is Texas Instruments “TI-84 Plus CE” or Texas Instruments TI-84 Plus CE -T

If you plan to purchase a different model of calculator, please speak with your child’s Mathematics teacher, as scientific calculators are subject to the external regulations of the International Baccalaureate if they are used in examinations. Teachers are able to train students on the use of the above models only.

## SCHOOL BAGS

All students below Grade 11 are required to use the school backpack and drawstring gym bag. The school’s large kit bag is optional. All bags should be clearly labelled.



## MOBILE PHONES AND ELECTRONIC DEVICES

Junior School students are not allowed to bring a mobile phone to school, with the exception of those Grade 4 and 5 students who have permission to leave the site unaccompanied. Phones must be kept in their school bag and should not be used during school hours, unless with the express permission of a member of staff. Wearable technology, such as smart watches, are not allowed.

Senior School students may bring mobile phones to school with their parents’ permission, but they must remain in silent mode, in their student locker, and should not be used during school hours, unless with the express permission of a member of staff. Improper use of mobile phones in school may result in the item being confiscated. Students should put their phones away as soon as they enter the building. They are allowed to use their phones on Level 2 at the end of the school day.

Sixth Form students may bring a mobile phone into school but they should only be used inside the Sixth Form Common Room. Phones should not be visible in corridors or classrooms.

Wearable technology, such as smart watches, are not allowed for any students.

No other electronic devices are allowed in school, without appropriate formal approval, other than for Sixth Form students who may bring a laptop or tablet to school. However, this is not compulsory and teachers will never require a device to be used in lessons. Access to personal laptops/devices will be limited throughout the day.

Any device (e.g. laptop, mobile phone) brought into school is done so at the owner’s risk. The school holds no responsibility for loss or damage to any student personal device.



## INSURANCE

The school insurance policy does NOT cover accidental damage to a child's personal possessions so any items brought into school are done so at the parent’s own risk; the school takes no responsibility for them.

## LOCKERS

Senior School students are issued with a locker, for which they need to provide their own padlock.

## LOST PROPERTY

Parents should ensure that all of their child’s equipment is **clearly labelled**, to facilitate a smooth return if it is lost. All students must take responsibility for their own belongings. Any item that is found should be passed on to the staff at our school reception. Lost property may be retrieved before the start of the school day, during break-times or at the end of the school day from reception.



# CURRICULUM AND ASSESSMENT

The NLCS (Singapore) curriculum draws on the strong academic traditions of NLCS (UK), sharing a focus on academic rigour and scholarship while being carefully adapted for a truly international cohort. Our aim is to prepare students who aspire to attend elite universities worldwide by treating each student as an individual and encouraging them to run their own race.

## JUNIOR SCHOOL

Core subject content follows closely to the British curriculum for knowledge and skills, while learning experiences are enriched and localised so pupils can connect learning to their lives. In Mathematics we use Singapore Maths approaches alongside the British curriculum to ensure strong conceptual understanding, fluency and problem-solving. Across all subjects teachers plan for stretch and challenge, with differentiated tasks and extension opportunities so every child can progress from their own starting point. We also employ specialist teachers for many subjects, including Science, Computer Science, Dance and Drama, to provide expert teaching and broader learning opportunities.

Assessment at NLCS (Singapore) is continuous, purposeful and used to support learning. We use a blend of formative and summative assessment methods:

- Continuous formative assessment: daily classroom checks, observations, questioning, feedback, and in-lesson adjustments to teaching to support students' next steps.
- End-of-unit and term assessments: short tests, projects and practical tasks that review curriculum coverage and skill development.
- Formal summative assessments: scheduled assessments at key points in the year to measure attainment and progress against NLCS (Singapore) expectations.
- Baseline and end-of-year measures: school-wide checks at the start and end of the academic year to track progress over time and inform longer-term planning.

Assessment information is used to inform planning and differentiation, identify children who need targeted support or extension, set individual learning goals, and report progress to parents.

We believe clear, constructive assessment combined with a rigorous, relevant curriculum enables every pupil to develop strong subject knowledge, critical thinking, and the confidence to achieve their full potential.

## SENIOR SCHOOL

The Senior School uses the International Baccalaureate Middle Years Programme and Diploma Programme frameworks. As with the Junior School, across all subjects teachers plan for stretch and challenge, with differentiated tasks and extension opportunities so every child can progress from their own starting point. All subjects in the Senior School are taught by subject specialists.

In line with the Junior School, assessment at NLCS (Singapore) is continuous, purposeful and used to support learning. We use a blend of formative and summative assessment methods:

- Continuous formative assessment: daily classroom checks, observations, questioning, feedback, and in-lesson adjustments to teaching to support pupils' next steps.
- End-of-unit assessments: short tests, projects and practical tasks that review curriculum coverage and skill development.
- Annual examinations: Internal examinations are taken annually*. These are not 'end of year' exams but rather an opportunity for students to practice working in an exam setting. They usually take place in April for Grades 6 to 11. Grade 12 take mock exams in January.

*The subjects that are examined develop throughout the Senior School.

- Grade 6: Science, English, Mathematics, Languages
- Grades 7: As above, plus Geography and History
- Grade 8: As above plus Physical Education and Health
- Grades 9-12: All academic subjects





# HOMEWORK

## JUNIOR SCHOOL

We believe that home learning plays a vital role in supporting student learning and helping students develop as autonomous and responsible learners. As such, home learning is a mandatory part of the academic programme at NLCS (Singapore).

Students will have different amounts of homework, depending upon their age.

| GRADE | HOME LEARNING GUIDELINES |
|---|---|
| Pre-KG | Suggested practical ideas linked to our learning, with examples of vocabulary used, are shared through Seesaw so parents know how they can support further at home. |
| KG1 | Suggested practical ideas linked to our learning, with examples of vocabulary used, are shared through Seesaw so parents know how they can support further at home. Reading books are sent home once a week and provide daily reading opportunities for our students. The books are linked directly to their phonics learning in school and are part of our Literacy programme, Read Write Inc. |
| KG2 | Home learning is given once a week linked closely to the children's current learning in school. Homework will be shared on Seesaw and should also be submitted via Seesaw unless otherwise stated. Children may complete and share their homework in a variety of ways, including through a photo, voice recording, or video. Reading books are sent home once a week and provide daily reading opportunities for our students. The books are linked directly to their phonics learning in school and are part of our Literacy programme, Read Write Inc. |
| G1 | Home learning is given out once a week linked to their Maths or Science learning. The homework is shared and should be submitted in their homework book. Weekly English homework consists of spellings and reading books are sent home once a week and provide daily reading opportunities for our students. The books are linked directly to their phonics learning in school and are part of our Literacy programme, Read Write Inc. |
| Grade 2-5 | The time allocation increases as the children move through the Lower School. Home Learning is set according to your child's age and stage of development. Tasks are set on a weekly basis and may include reading, reading comprehension, spellings, topic and mathematics related activities. |

## SENIOR SCHOOL

| GRADE | HOMEWORK GUIDELINES |
|---|---|
| G6 | Two subjects per evening, 30 minutes per subject. |
| G7 and G8 | Two subjects per evening, 45 minutes per subject. |
| G9 and G10 | Two subjects per evening, 60 minutes per subject. In addition, students are expected to spend an average of 2 hours per week on extracurricular academic research, independent study and Personal Project work. |
| Sixth Form | There is no homework timetable for Sixth Form students. However, they are expected to complete a total of 15-18 hours' work outside of the classroom per week, including both prep time and study periods during the school day. Though the exact balance will vary depending on the time of year as pressures relating to deadlines and university applications change, a typical week's work will be comprised of:<br>• Up to two and a half hours per HL subject<br>• Up to one and a half hours per SL subject<br>• One hour on the Extended Essay<br>• One hour of TOK<br>• One hour on university application preparation<br>• Three hours of CAS activities |



# HOUSES

All students, from Pre-Kindergarten to Grade 12, are members of one of the four houses, all of which are named after endangered trees from our region:

All students are required to purchase a house T-shirt that should be worn at all house events and competitions.

The Junior School and Senior School both run House Competitions throughout the academic year, covering a diverse range of activities. In the Junior School, days on which students are required to wear house shirts will be communicated in advance through the Buss Brief and Seesaw. An overview of Junior School House Competitions across the academic year will be shared at the beginning of Term 1.

Senior School students are required to wear their House shirt and PE kit on days when House events are scheduled. These dates will be communicated in advance.

Siblings are always placed in the same house.









# ENRICHMENT

A comprehensive guide to Enrichment can be found in the Enrichment Handbook on Firefly. A brief summary of key points can be found below. Our enrichment programme is a vitally important part of our provision and we expect our students to take full advantage of the opportunities presented. We offer activities to students from Pre-KG to Grade 12, with the range of opportunities becoming more varied as students get older. In Pre-KG and KG1, enrichment activities are embedded into the classroom provision. Some activities carry an additional charge that is not included in our school fees, and this will be clearly communicated to parents well in advance.

## ACADEMIC ENRICHMENT

Our academically ambitious approach means that we encourage students to continue to follow their academic interests and passions outside of the classroom. This is where we often see students moving well above and beyond the curriculum.

### ACADEMIC CLUBS AND SOCIETIES

All Senior School students will be encouraged to join academic clubs that reflect their emerging interests. As students develop greater specialism and expertise in a discipline they will join an Academic Society. These societies are an embodiment of the academic culture of scholarship that we nurture in our students and they will meet regularly to discuss areas of interest and to plan activities. In Junior School (Grades 3–5) students are encouraged to lead lunchtime Academic Societies. Past examples include Politics, Architecture, Transport Engineering and Debating.

### MCCABE LECTURES (SENIOR SCHOOL)

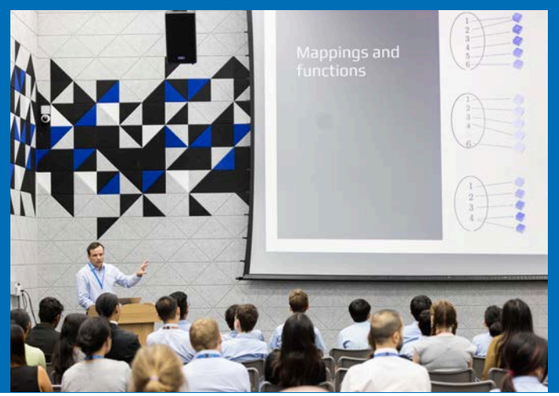
Named after the late Bernice McCabe OBE, former Headmistress of NLCS (UK), the McCabe Lectures are highly academic and delivered by experts in their field throughout the year. We encourage our Senior School students to attend as many McCabe Lectures as they can, and some are made available for parents to attend.

### CLANCHY LECTURES (JUNIOR SCHOOL)

Named after Joan Clanchy, former Headmistress of NLCS (UK) who oversaw the development of the Junior School, the Clanchy lectures are run by teachers throughout the academic year and are often linked to our curriculum enrichment weeks.

### BRYANT LECTURES (STUDENT LED)

Named after Sophie Bryant, a pioneering mathematician and former Headmistress of NLCS (UK). Sophie Bryant championed critical thinking and intellectual exploration, values that continue to shape our community today. The Bryant Student Lectures, established by our Academic Ambassador, are founded on the belief that some ideas deserve time, structure, and the courage to be explored in depth.






## JUNIOR SCHOOL ENRICHMENT

Students in KG2 to Grade 5 have compulsory Enrichment activities included in the school timetable. These will generally take place from 14:05 to 14:45 (*finish at 15:05). Activities will cover a range of areas including sport, creativity and service. A small number of Junior School Enrichment activities finish at 15:30. These are typically for Sport and Music where time to change and prepare is required in addition to the activity itself.

## CO-CURRICULAR ACTIVITIES (CCAs)

Co-curricular activities take place both in school and off-site after the timetabled school day has finished. Typically, these run from 15:30 to 16:30 however a small number finish after this time. These are typically for Drama ahead of a major production. These activities run on a seasonal basis to match the ACSIS sports leagues. Season 1 runs from late August to November. Season 2 runs from November to February and Season 3 runs from February to May. The reason these seasons do not align with NLCS terms is because ACSIS caters for both schools that are running a northern hemisphere timetable with the long holiday in July and those running a southern hemisphere timetable with the long holiday in January.

### JUNIOR SCHOOL

Some specific Junior School Enrichment activities, within Sport and Performing Arts, have the opportunity for students to attend extended sessions that will continue into afternoon Tutor Period or CCA time until 15:05 or 15:30. There are also some optional activities available for students from Pre-KG to G5 within Sports.

### SENIOR SCHOOL

CCAs are optional for all Senior School students, but we expect to see everyone taking full advantage of the opportunities presented. Senior School CCAs take place after school on five afternoons per week, from 15:30 to 16:30.

## MUSIC & DRAMA

Music and Drama offer a wide range of individual, ensemble, band, choir, performance, production and orchestral options. These opportunities will be offered at a range of times, including, but not limited to, before school hours, during lunch breaks or during CCA timeslots. We offer an Instrumental Music Programme (IMP) for students wishing to receive private music lessons. These lessons take place during regular school hours and incur an additional fee (individual private music lessons are not covered by the school tuition fees). To find out more and express your interest, please visit our Parent Portal.

All students may access our London Academy of Music and Dramatic Art (LAMDA) programme as individuals or by joining a small group in order to work towards LAMDA qualifications. LAMDA lessons take place during regular school hours and during CCA timeslots and incur an additional fee (individual private LAMDA lessons are not covered by the school tuition fees). To find out more and express your interest, please visit our Parent Portal.









## SPORTS ACTIVITIES

Our sports provision is offered through 3 different formats:

1. **Sport Co-Curricular Activities (CCAs)**

Recreational and Development sports opportunities are offered through the formal CCA programme. The CCA programme is run over 3 seasons per academic year and details of the CCAs available to students will be communicated at the start of each season.

2. **Representative Sports Teams**

Depending on the sport and the age group, training for school representative teams may take place before school hours, during or after the formal CCA programme. Trials for each season take place during curriculum time in the Junior School. Students get options for competitive sports and choose what trial they wish to attend. In the Senior School, trials take place at lunchtime in the last week of the season before. Following the trials, parents and students are notified if successful. Competitive sport in Junior and Senior School mostly take place between 15:30 and 16:30 with fixtures continuing until 17:30 both home and away.

3. **Elite Sports Coaching**

The school is able to facilitate individual or small group elite coaching for our students in specific sports. These sessions incur additional fees and take place outside regular school hours (unless an exception has been approved).

### SWIMMING PROGRAMME

Our NLCS (Singapore) swimming programme offers students a wide range of experiences based on their swimming experience and goals, from learn to swim to performance squads and competitive level swimmers. These opportunities will be offered at a range of times outside of the school curriculum and all aspects are overseen by our Aquatics Coordinator. Some of these lessons incur an additional fee (not covered by the school tuition fees). To find out more and express your interest, please visit our Parent Portal.

### FOBISIA

We are a member of the Federation of British International Schools in Asia (FOBISIA); the premier Federation supporting and promoting high-quality British education in Asia. With more than 30 years of shared history, the FOBISIA family is a diverse and inclusive community of Member Schools spanning 19 countries across Asia. FOBISIA promotes excellence in British-international education and provides student enrichment opportunities for a diverse range of Member Schools. This membership allows NLCS (Singapore) to compete in a wide range of sports with other international schools across Asia.

### ACSIS

We are a full member of the Athletic Conference of Singapore International Schools (ACSIS). This membership allows NLCS (Singapore) to compete in a wide range of sports with 34 other international schools across Singapore.









## TRIPS & VISITS

We offer a range of trips and visits to enrich and enhance our students' experience. They may take the form of day trips that are designed to support a particular curriculum area, or a residential trip with a wider purpose. There will be opportunities for students to represent our school at events, conferences and competitions, both locally and internationally. The costs of compulsory curriculum-based day trips are covered by the school, but other trips carry an additional charge not included in school fees. We have a detailed trips and visits policy that is designed to always ensure the safety of our students, and to ensure that communication and information provided to parents is accurate, informative and timely. A comprehensive guide to the trips available can be found in the Trips Brochure.

# STUDENT SUPPORT

At NLCS (Singapore) we are committed to providing the highest standards of pastoral care and support to ensure the wellbeing and success of all our students. Such an approach can only be successful when working with an understanding that each individual is operating within their own, constantly changing context. As such, our student support services focus not only on the reactive nature of individual needs, but also with an emphasis on looking over the horizon to see what guidance, nurturing and education we can provide to aspirationally remove all potential barriers to happiness and unhindered learning.

All of our teachers have shared responsibility for ensuring the welfare of our students, but we have some additional services in the school for those moments where some specialist support is required.

## ENGLISH ACQUISITION

Research shows that being multilingual is a genuine academic superpower. The constant mental workout of switching between languages actually rewires the brain, sharpening focus and making these students better at complex problem-solving. This linguistic dexterity gives students a level of cognitive flexibility that helps them see the world from multiple angles—a skill that is essential for high-level scholarship. Beyond the mechanics of grammar, the sheer grit it takes to master a new curriculum in a second language builds a formidable kind of academic resilience. At NLCS (Singapore), we don't just see this as language learning; we see it as the development of a disciplined, sophisticated mind ready for the world's most elite universities. Due to the international nature of Singapore, for a large proportion of our students English may not be their first language. These students are referred to as having English as an Additional Language (EAL).

Many students at NLCS (Singapore) are fluent in English, often as bilingual or multilingual speakers, and require no additional support. However, if a student's ability to understand or use English develops more slowly than expected, they will receive support from our specialist EAL teachers.

For some students, a greater level of support is required. Students in Grades 3, 4 and 5 may be enrolled in our Extended EAL Programme, which involves in-class support from an EAL Tutor who then also leads after-school sessions lasting one hour per day. Enrolment in this Programme is usually agreed prior to the student joining the school.

In the Senior School, some students in Grades 6, 7 and 8 join our Foundation Programme. This is replacing our Senior School Extended EAL programme and is for students who are new to the English academic environment and require a dedicated, separate "foundation" to access the curriculum. They will join English first language speakers for some parts of the curriculum, with intensive subject-specific lessons led by academic language specialists in other areas.




## INDIVIDUAL NEEDS

### LEARNING SUPPORT

NLCS (Singapore) is committed to ensuring that students are given appropriate support to enable them to flourish academically.

Learning Support is at its most effective when it is part of a student's classroom experience. Teachers gain insight into individual students which is shared within the pastoral structure so that appropriate strategies can be developed and implemented. This supports students in experiencing learning at its best, allowing them to fully engage and achieve their full potential.

If professional expertise from an educational psychologist, psychiatrist, occupational therapist, speech and language therapist or other professionals are deemed appropriate to assess and/or meet the needs of the student, the Individual Needs department will help communicate with suitable professionals working in partnership with parents. North London Collegiate School (Singapore) is not affiliated with any specific specialist agency and any services sought externally are paid for directly to the service by parents.

For students joining us at the start of Grade 11, it is especially important that any additional support that may be required is raised as soon as possible with the Individual Needs department, as the granting of some access arrangements (such as extra time, or the use of a word processor) in examinations is dependent upon the agreement of the International Baccalaureate who will require advanced notice and documentary evidence.

### EMOTIONAL GUIDANCE COUNSELLING

Our Emotional Guidance Counselling service provides students with a safe, private opportunity to talk through any concerns or worries. Sessions can take place during the school day, including lunchtimes and after school. There are many reasons a student may access counselling, including (but not limited to):

- Friendship or family issues
- Exam anxiety, stress, or time-management challenges
- Low mood, anger, or insomnia
- Bullying or difficulties navigating life changes and transitions
- Grief, loss, or troubling past experiences

Senior School students are able to self-refer to the School Emotional Guidance Counsellor. All other student referrals must come through the school's established pastoral framework. If you would like to discuss emotional guidance counselling for your child, please reach out directly to their Junior School class teacher or Senior School tutor.



# COMMUNICATIONS

NLCS (Singapore) operates an “open door” policy and we welcome parents into the school. You can make an appointment to see any member of staff through the Junior or Senior School Offices. We want you to address any concerns that you have promptly, to prevent small problems from escalating. In the Senior School, your child’s form tutor is your first port of call.

Regular opportunities are built into the school calendar to discuss student’s progress throughout the school year.

| MONTH | PARENT ENGAGEMENT | PROGRESS CARDS/REPORTS |
|---|---|---|
| August | Junior School Meet the Teacher<br>Senior School Settling in Meetings | |
| September | Curriculum Information Events<br>Junior School 1:1 parent-teacher settling in meetings<br>Senior School Settling in Meetings | |
| October | Grade 6 Parent-Teacher Consultations<br>Grade 11 Parent-Teacher Consultations | Progress Card for Grade 12 |
| November | Grade 9 Parent-Teacher Consultations<br>Grade 7 Parent-Teacher Consultations | Senior School Progress Card 1 |
| December | | Junior School Term 1 Progress Report |
| January | Junior School 1:1 new parent-teacher settling in meetings<br>Grade 10 Parent-Teacher Consultations<br>Grade 12 Parent-Teacher Consultations | |
| February | Options Events (Grade 8/Grade 10)<br>Grade 8 Parent-Teacher Consultations<br>Junior School 1:1 parent-teacher consultations | |
| March | Parent Consultations* | Senior School Progress Card 2 |
| April | Junior School 1:1 new parent-teacher settling in meetings<br>Senior Schooll 1:1 new parent-tutor meetings | |
| May | Junior School 1:1 parent-teacher consultations<br>Grade 11 Parent-Teacher Consultations | |
| June | | Junior School Full Report<br>Senior School Full Report |

*In Senior School, all Grades receive one parent-teacher consultation event that are published in the school calendar.





The following channels are in place to ensure that timely and effective information is shared with our parent community:

- **Parent Portal:** All parents will have access to the School’s Parent Portal, which is where you can access all of the information you need.
- **NLCS (Singapore) Newsletter:** The Buss Brief is our weekly term-time newsletter, delivered by email and featuring news, announcements, and updates for the NLCS community.
- **WhatsApp Communities:** The school is introducing WhatsApp Communities in August 2026 to facilitate class- and grade-level communication among parents. These communities also serve as a channel for sharing reminders, event information and community updates. Parents may receive notifications regarding school events, parent engagement opportunities and other community activities through these groups. Parents are expected to use these forums respectfully and in accordance with the school's community guidelines.
- **Letters/Emails:** We try to facilitate most of our communication through the Parent Portal and Newsletter. Emails and letters are sent on an “as needed” basis and are reserved for ad-hoc or personal communication.
- Your first point of contact should normally be your Class Teacher (Junior School) or your Tutor(s) (Senior School). At times it may also be appropriate to contact one of your child’s subject teachers directly.
- The school operates various social media feeds that you are encouraged to follow;
  - @North London Collegiate School - Singapore
  - @NLCS_Singapore
  - @nlcs.sing
  - @North London Collegiate School (Singapore)
- Students in Kindergarten 1 to Grade 1 have a “Reading Record”, in Grade 1 they also have a ‘Homelink Book’, and students in Grades 2 to 12 have a ‘Student Weekly Diary and Planner’. These books help students to stay organised at school, but they also help to keep teachers/tutors and parents connected.

## TEMPORARY PARENTAL ABSENCE FROM SINGAPORE

In the event that both parents must leave Singapore simultaneously, full parental duties must be temporarily delegated to an appointed guardian who will act in loco parentis (in the place of a parent) for the entirety of the parents' absence. This delegation ensures the temporary guardian has authority to make all necessary decisions, including urgent medical and welfare choices, in any emergency. Parents are required to execute and submit a Temporary Guardianship Form to the School Office well in advance of their departure. The School Office must be provided with comprehensive details, including:

- The guardian’s full name, relationship to the family, and 24/7 contact information.
- The exact dates of the parents' absence.
- The parents' overseas contact details.

Failure to provide this documentation compromised the school’s ability to act effectively in an emergency. The school reserves the right to contact the designated in loco parentis guardian as the primary point of responsibility for all welfare and emergency matters during the specified period.

## GUARDIANSHIPS

Junior School students are **strictly prohibited from being under permanent guardianship arrangements**; they must reside permanently and continuously with at least one parent.

Senior School students whose parents do not reside in Singapore **are permitted to live under guardianship arrangements, subject to strict compliance**. Senior School students in this category must officially have an appointed guardian in accordance with the school’s **Guardianship Policy**. The student is required to reside permanently with this appointed individual.

The officially appointed guardian must act in **full in loco parentis** for the child at all times. This means they bear complete, day-to-day responsibility for the student’s welfare, academic progress, and behavior, and hold full legal authority to act and make critical decisions on behalf of the parents in all medical and welfare emergencies.

# PARENTAL
## ENGAGEMENT

At NLCS (Singapore), we believe that strong partnerships between home and school are fundamental to creating a thriving, inclusive and connected community. The Parents' Guild provides opportunities for parents to contribute their time, expertise and enthusiasm in ways that support both the school and one another.
The Parents' Guild serves as the umbrella organisation for parent engagement and works closely with school leadership to strengthen community connections, support school initiatives and represent parent perspectives. The Guild comprises three key areas of involvement:

## PARENT AMBASSADORS & COMMUNITY ENGAGEMENT

Parent Ambassadors play an important role in building connections within the NLCS community and fostering a welcoming environment for all families. Working closely with the school's Events and Community Team, Parent Ambassadors help organise and support community events, welcome new families and encourage participation across the school.

Opportunities for involvement may include:

- Supporting major school festivals and community celebrations
- Welcoming and connecting new families
- Facilitating parent social groups and interest-based activities
- Supporting NLCSConnect events, talks, workshops and clubs
- Assisting with major school events and community initiatives

Parent Ambassadors meet regularly with the school and are supported through the Parents' Guild structure to ensure they have the resources and guidance needed to contribute effectively.

## PARENTS AS PARTNERS

The Parents as Partners Programme enables parents to contribute their professional expertise, experiences and networks to enhance student learning and development.

Parents may become involved through:

- Speaking at careers, higher education and industry-focused events
- Delivering enrichment talks, workshops and masterclasses
- Supporting internship, mentoring and job-shadowing opportunities
- Participating in advisory groups that support university and careers education
- Joining the Marketing Advisory Group to provide expertise, insights and support for school communications and community engagement initiatives
- Supporting educational programmes and literacy initiatives, such as serving as a Mystery Reader, reading with students, or assisting with other learning enrichment activities
- Contributing specialist knowledge and professional expertise to school projects and initiatives

Parents interested in participating are invited to register their interest with the relevant member of staff, and opportunities will be matched according to expertise and programme needs.





## CLASS REPRESENTATIVES

Class Representatives serve as an important link between parents and the school, helping to strengthen communication, build community and represent parent perspectives.
Representatives are appointed annually and typically serve a specific class in the Junior School or tutor group in the Senior School.

Their responsibilities include:

- Promoting positive communication within their parent group
- Welcoming new families and helping them connect with the school community
- Encouraging participation in school events and activities
- Gathering parent feedback, questions and suggestions for consideration by school leadership
- Representing parent perspectives through meetings with school staff and the Parents' Guild

Class Representatives are not responsible for addressing individual student matters, which should continue to be directed through the appropriate pastoral or academic channels.
Class Representatives meet regularly with school leaders and Parents' Guild representatives to share feedback, discuss community matters and strengthen collaboration between parents and the school.




## BECOMING INVOLVED

At the beginning of each academic year, parents will be invited to express interest in volunteering within one or more areas of the Parents' Guild. Appointments and participation opportunities will be coordinated by the school to ensure broad representation across the community.
All volunteers are expected to uphold the school's values, maintain confidentiality where appropriate and work collaboratively with staff and fellow parents to support the best interests of the school community.

DAY TO DAY
# ROUTINES

## DROP-OFF AND PICK-UP ARRANGEMENTS

### ARRIVING BY CAR

Parents will not be able to park on the school campus at any time. Parking is available at the public car parks opposite the school at Depot Heights Shopping Center and HDB Block 112c.
Parents may drive onto campus to drop off their child(ren) at the First School Entrance in the morning only. Gates open at 07:30 and will be closed at 08.30. Parents that arrive after 08.30 will have to park at the public car parks and send their child(ren) through the main gate. All drivers should remain in their vehicles at all times.

### PICKING-UP BY CAR

Junior School Students can be picked up by car. We require your cooperation to adhere to these safety guidelines listed below for everyone's safety and smooth traffic on campus.

1. Cars cannot enter the school campus between 15:15 and 15:50 each day - this is because this is a busy time for the departure of Senior School buses
2. Cars must not park and wait directly outside campus to enter the compound as this is against LTA regulations (parallel continuous yellow lines—no parking on the side of the road at any time, except for immediate pick-up and drop-off). Cars will only be allowed entry from 14:10 pm onwards. Please keep to the left side of the road upon turning into the school premises to avoid obstructing the school buses entering the bus bay to pick up students.
3. No parking on campus. Pick-Up and Go only.
4. Strictly no overtaking on campus while waiting in line.
5. All drivers are to remain in their vehicles at all times. We will bring your child to your car.
6. Vehicles must be pre-registered and carry a decal issued by the School. This can be applied for through the Parent Portal. Only those with the School decal clearly visible in the windscreen will be allowed onto the site; Grabs and Taxis will not be permitted to enter campus at dismissal time.
7. If you have decided not to drive in on the day, please inform the School Office at least 1 hour before dismissal to ensure that we take your child to the correct pick-up point.
8. For early pickups, please park your car in the public car parks before picking up your child(ren). For emergencies or special circumstances, please contact the Junior School office for approval to drive in to pick up your child(ren).

If you have questions or need further information, please do not hesitate to email or call 6989 3000.

### ON FOOT

Students who walk to school arrive through the main pedestrian entrance on Depot Road. Our security and safety team will ensure safe crossing of the school's vehicle entrance during the start and end of school day. Please adhere to the instructions given by the security officers on duty for your own safety. For students using their own mobility devices, please dismount before crossing the roads.

### AFTERNOON DISMISSAL

Please arrive promptly just before the designated pick up time to collect your child. Vacate the school campus as swiftly as possible after collection. The dismissal times for students not traveling on the bus or involved in after-school CCAs are listed in the table below.

| GRADE | PICK-UP TIME | PICK-UP LOCATION |
|---|---|---|
| PreKG and KG1 | 2:05 pm | External doors to their classrooms |
| KG2 to Grade 1 | 3:00 pm | Internal door to classroom for classes on Level 2 |
| Grade 2 - Grade 5 | 3:00 pm | Main Foyer/Amphitheatre<br>*Grade 4 and 5 students can apply for permission to leave the site unaccompanied |
| Grade 6 - Grade 12 | 3:15 pm | Senior School students exit the school independently |

### MORNING DROP OFF

Students who walk to school are allowed to enter campus at 7:30. If they arrive before this time, they must wait in the main lobby until 7:30. Parents with children from Pre-KG to KG1 may accompany their child to their classroom in the morning. Parents of older children can drop off their child in the main lobby. A member of our academic team will be there to receive them.

### BUS TRANSPORT

Families that want to make use of the school bus service should contact Tong Tar Transport directly at nlcs@tongtar.com or by phone at 9825 6186.

### EARLY DISMISSAL PROCEDURE

If your child needs to leave school early for personal reasons, please email the relevant school office in advance (Junior Office for Junior School, Senior Office for Senior School).

- Senior School students must collect a dismissal slip from the Senior Office.
- First School students' parents will receive a dismissal slip from the Junior Office.
- Lower School students' parents must collect the early dismissal slip from the Main Reception.

Please note that this slip must be presented at the security gate for any student leaving the premises before the end of the school day.

## WHAT SHOULD I DO IF....?

| | |
|---|---|
| My child is unable to come to school | Email attendance@nlcssingapore.sg before 07:30 |
| I need to change my child's going home arrangements | Email the homeroom teacher/tutor the relevant school office and attendance@nlcssingapore.sg before 13.00 pm. If after this time, call the relevant school office to inform them<br>• **Senior School:** SeniorOffice@nlcssingapore.sg \| +65 6989 3021<br>• **Junior School:** JuniorOffice@nlcssingapore.sg \| +65 6989 3066 |
| My child won't take the bus home today or arrangements need to be changed | Please call the Tong Tar hotline on 9825 6186. If your child will not be using the afternoon bus or there are any temporary changes for the following days, please email attendance@nlcssingapore.sg by 13:00. |
| I want to request a leave of absence for my child (future planned absence) | Email attendance@nlcssingapore.sg |
| My child needs to go to an appointment | Email attendance@nlcssingapore.sg |
| My child is late to school | Junior School students should go to the main Reception where they will arrange for the student to be collected. Senior School students should report to the Senior School office on Level 5. |
| My address, phone number or email changes | Update your details on the homepage of the Parent Portal. |
| My child is upset or worried about something | Speak to your class teacher (Junior School) or tutor (Senior School). |
| I lose my school identity card | Contact the appropriate school office and they will help you liaise with the ICT staff. |
| I would like to provide feedback to the school | Feel free to contact whoever you feel is the most appropriate person. We always welcome feedback. |
| My child has lost some of their property? | Speak to the Reception team. Lost property is stored centrally with them. Please be aware that periodically, lost property is donated to local charities. If property is labelled/named, it will be returned to the student. |
| I would like to apply for documentation to support a travel VISA? | Contact the admissions department on admissions@nlcssingapore.sg who will be happy to help. |

# HEALTH
# AND SAFETY

We are committed to ensuring the health and safety of all students, staff and visitors to the School.

## ACCESS TO THE CAMPUS

Access to the school site is controlled by our security team positioned at the school gate.

Parents should always wear their ID cards when visiting school. If you forget yours you will be required to register and obtain a temporary ID card from our security team, before being allowed access to the school.

Visitors must have an approved appointment, and must obtain a visitor's ID card before being allowed access to the site. Anyone seen on campus without a valid ID card will always be challenged.

## MEDICAL RESOURCES & PROCEDURES

### HEALTH CENTRE

The school Health Centre is situated on the second floor of the main building. It is staffed by fully qualified, registered nurses. Nursing cover is provided during the school day from 07:30am and during formal school events.

Health Centre Contact Details:

- Telephone number: +65 6989 3099
- Email: healthcentre@nlcssingapore.sg

### FIRST AID

In addition to the school nurses at the Health Centre, the school has staff who are trained in first aid. We have appropriate numbers of first aid kits positioned in strategic locations around the campus and on school trips.

### MEDICAL INFORMATION

At the time of enrollment, you are asked to complete the Student Medical Information form for your child. We will ask that the Medical Information form is updated on a yearly basis.

It is the parents responsibility to inform the school Health Centre of any changes to their child's health status. It is very important that this information is kept up to date and is accurate in case there is an accident, illness or medical emergency.

If your child is returning to school using a mobility aid (e.g. crutches or a wheelchair), please ensure the school is given 24 hours to risk assess their transition routes and classroom spaces. Alongside this assessment we will produce a Personal Emergency Evacuation Plan (PEEP) for their safe exit in the event of an evacuation.

### MEDICATION ADMINISTRATION

Students are not allowed to carry their own medication or administer their own medication unless it has been pre-agreed between the parent/guardian, school leadership and a school nurse.

If your child requires prescription medication during the school day, you should complete a Permission to give Prescription Medication form. On completion of this form, a school nurse will contact you for confirmation and to arrange the hand over of medication. Only medication that has a prescription label clearly showing the student's name, dosage and expiry date can be administered to the student by a school nurse. It is the responsibility of the parent/guardian to supply the school Health Centre with the required medication and ensure that it is replaced before the expiry date.





## INFECTION CONTROL AND PREVENTION

The medical centre will alert parents if there is an infectious outbreak in classes, grades, or the school, as appropriate. If students are returning to school before the mentioned exclusion period, a fitness to return to school letter from a doctor will be required.
Our guidelines are:

| CONDITION | GUIDELINES |
|---|---|
| Fever in excess of 37.8 | Students can return to school when they are fever-free for 48 hours without the use of medication. |
| Flu-like symptoms | Students can return to school when they are symptom-free for 48 hours without the use of medication. |
| Covid-19 | Students can return to school when they are symptom-free for 48 hours without the use of medication. |
| Streptococcal throat infection | Students can return to school when they are symptom-free for 48 hours without the use of medication. |
| Conjunctivitis | Students can return to school 48 hours after the commencement of antibiotic treatment (if bacterial) or when they are symptom-free. |
| Vomiting and/or Diarrhoea | Students can return to school 48 hours after the last episode of vomiting/diarrhoea (symptom-free), without the use of medication. |
| Chicken Pox | Students can return to school when they are fever-free and the rash has dried up. A fitness to return to school letter from a doctor is required. |
| Hand, Foot and Mouth Disease (HFMD) | Students can return to school once blisters have dried up and they are symptom-free. A fitness to return to school letter from a doctor is required. |
| Impetigo | Students can return to school 48 hours after the commencement of antibiotic treatment. Sores must be kept covered appropriately. |
| Measles | Students can return after blisters have dried up and they are symptom-free. A fitness to return to school letter from a doctor is required. |
| Head Lice | Treatment has started |

## VACCINATIONS

Vaccinations for Measles and Diphtheria are mandatory by law in Singapore under the Infectious Diseases Act.
It is the responsibility of parents to ensure that their child is fully up to date for all immunisations, including travel vaccinations for school trips.

# SAFEGUARDING



Our main priority is always to keep our children safe and our community has a shared responsibility to ‘act’ whenever we see a child at risk of harm.

If parents have any safeguarding concerns they should report them immediately to our Designated Safeguarding Lead:

- Mrs Sophie Davies by email: sdavies@nlcssingapore.sg
- or via calling the School Reception: 6989 3000.

As parents you can further help protect our students by following these guidelines:

1. **Keeping Our School Safe & Secure**

*We work hard to make sure our campus is a safe, welcoming environment for everyone.*

- **Showing Your ID**: Do always wear your white lanyard and Parent ID card while on school grounds. Please sign in with a visitor’s pass.
- **Exploring the Campus**: Do Not enter classrooms or non-public areas of the school without a staff member to escort you.
- **Campus Security**: Do keep in mind that our school grounds are monitored by CCTV at all times to keep everyone safe.

2. **Looking After Our Students**

*Protecting the privacy, well-being, and comfort of all our children is our top priority.*

- **Using the Facilities**: Do Not use the student restrooms or changing rooms. Please use the designated adult facilities instead.
- **Respecting Personal Space**: Do Not be alone with a student, touch a student and respect their personal space.
- **Photos & Videos**: Do Not take photos or videos of other students (capturing memories of your own child is absolutely fine).
- **Staying Connected**: Do Not exchange personal details or contact information with any student.
- **Mindful Interactions**: Do be mindful of how we chat and interact with students (both on and off campus).

3. **Connecting & Partnering With Us**

*We value open communication and want to make sure your voice is heard.*

- **Meeting with Staff**: Do book an appointment in advance if you need to speak with a staff member. This ensures we can give you our full, undivided attention.
- **Sharing Concerns**: Do let us know right away if you notice anything concerning, no matter how small it might seem. We are always here to help!

## FEEDBACK

We value your feedback. Whether it’s a suggestion, concern, or compliment, please share it with us at feedback@nlcssingapore.sg.




## Stay in Touch

@nlcssg

@nlcs.sing

@North London Collegiate School (Singapore)

North London Collegiate School | Singapore |

**+65 6989 3000**
www.nlcssingapore.sg

PEi Registration Number: 201621489R | Period of Registration:25 July 2023 to 24 July 2027