



The End of Education is Character

Sri Sathya Sai Global School

**"In the light of Truth and the warmth of Love,
every child blossoms into their highest self."**

PARENT-STUDENT HANDBOOK

WELCOME TO SSSGS

2026-2027

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1. Welcome

1.1 Message from the Principal's Desk – Sri Sathya Sai Global School

Dear Parents,

Welcome to Sri Sathya Sai Global School — where learning is rooted in values and guided by purpose. We are committed to nurturing your child's academic growth, character, and confidence in a joyful, inclusive environment.

This handbook has been thoughtfully created to support you as partners in your child's learning journey. It outlines our vision, mission, and values, along with key expectations, routines, and resources that ensure a safe, enriching, and collaborative school experience.

We believe that school life is more than academics — it's about discovering who you are, learning how to collaborate, and preparing to contribute meaningfully to the world.

We look forward to walking this journey together as we shape compassionate, capable, and future-ready learners.

Warm regards,
Mausumi Mukherjee

1.2 Sri Sathya Sai Global School -Vision – Mission – Core Values

Vision

To nurture enlightened global citizens grounded in strong moral character and academic excellence.

Mission

To provide affordable, values-based education that integrates academic rigour with inquiry, innovation, and global best practices — nurturing every child to grow in character, intellect, and compassion.

Core Values

1. Truth (Sathya)

We speak honestly and uphold integrity in thought, word, and action.

2.Right Conduct (Dharma)

We practice responsibility, discipline, respect, and ethical behaviour.

3.Peace (Shanti)

We cultivate calmness, emotional balance, and a harmonious learning environment.

4.Love (Prema)

We demonstrate kindness, empathy, and compassion toward all beings.

5.Non-Violence (Ahimsa)

We choose actions that cause no harm — fostering fairness, tolerance, and care for people and nature.



1.3 Sri Sathya Sai Global School Prayers

Morning Routine Policy

At Sri Sathya Sai Global School, the morning routine forms the foundation of a child's emotional, moral, and academic readiness. Each element—prayer, value-based assembly, meditation, the school pledge, and positive affirmations—serves a distinct purpose in nurturing character, discipline, and inner strength.

At our school, we believe that the end of education is character, and the journey of knowing oneself begins here — every morning, every day, with intention and purpose.

1. School Prayer

Purpose:

- To begin the school day with calmness, gratitude, and clarity of mind.
- To help students develop humility and a sense of connection to universal goodness.

Importance:

- Prayer cultivates inner peace and helps students centre their thoughts before learning.
- It encourages self-discipline, emotional grounding, and respect for shared values.
- It builds a sense of unity, where all students start the day together in harmony.

2. Value-Based Morning Assembly

Purpose:

- To reinforce daily values, life lessons, and character-building principles.
- To create awareness of good habits, emotional well-being, and socially responsible behaviour.

Importance:

- It shapes students' moral reasoning, behaviour, and decision-making.
- It develops confidence as students participate through reading, speaking, or performing.
- It celebrates achievements, strengthening motivation and school identity.
- It sets a positive tone for the entire school day.

3. Meditation

Purpose:

- To teach students to focus, relax, and regulate their mind and emotions.

Importance:

- Meditation improves concentration, memory, and academic readiness.
- It reduces stress, anxiety, and restlessness, making students emotionally balanced.
- It builds lifelong habits of mindfulness, resilience, and self-awareness.



4. School Pledge

Purpose:

- To remind students of the values, responsibilities, and discipline expected at school.
- To reinforce daily commitment toward becoming responsible, compassionate human beings.

Importance:

- Reciting the pledge builds self-accountability and ethical behaviour.
- It strengthens a sense of belonging, unity, and pride in the school community.
- It helps students internalise the qualities of honesty, respect, and service.

Overall Impact on Students

These morning practices collectively:

- Prepare students mentally and emotionally for learning.
- Build strong character, respect, responsibility, and empathy.
- Promote discipline, unity, and a positive school culture.
- Cultivate confidence, focus, and emotional maturity.
- Support academic excellence by creating a balanced and centred mind.

Morning Assembly

- All students must be present for the morning assembly at 7:50 AM.
- Missing assembly without valid reason is considered non-compliance with school discipline.

School Prayer: -

1. God Will Make A Way

God will make a way

Where there seems to be no way

He works in ways we cannot see

He will make a way for me

He will be my guide

Hold me closely to His side

With love and strength for each new day

He will make a way, He will make a way

By a roadway in the wilderness

He'll lead me

Rivers in the desert, will I seek

Heaven and Earth will fade, but the world will still remain

And he will do something new today





God will make a way
Where there seems to be no way
He works in ways we cannot see
He will make a way for me
He will be my guide
Hold me closely to His side
With love and strength for each new day
He will make a way, He will make a way

2.Sathya Sai Prayer will be Followed

Oh Lord, we bow to Thee,
The embodiment of Truth, Goodness, and Beauty.
Grant us purity in thought, word, and deed.
Guide us to love and serve all beings as reflections of Thee."

1.4 Sri Sathya Sai Global School Pledge

I pledge to uphold Truth

by being honest in my work, communicating clearly and maintaining academic integrity.

I pledge to follow Right Conduct

by respecting rules, taking responsibility for my actions and being accountable in all situations.

I pledge to cultivate Peace

by keeping a calm mind, managing my emotions and helping create a harmonious classroom.

I pledge to practice Love

by showing empathy, offering encouragement and helping others grow with confidence.

I pledge to live Non-Violence

by resolving conflicts through dialogue, treating everyone with respect and choosing kindness in my words and actions.

2. School Information

2.1 School Address & Contact Details

- **Address:** 9 Norris Road, Singapore 208252
- **Phone:** +6580968714
- **Email:** info@srisathyasaiglobalschool-sg.com



2.2 School Hours & Timetable

School Hours:

- 7:50 AM– 2:30 PM (Dispersal starts at 2.20 PM)

Recess & Lunch Breaks:

- Recess-8:55AM -9:10AM
- Lunch-11:10AM-11:40AM

Sample Timetable:

Grade - 1															Form Tutor - Ms. ____				Unit- 1	
	CT	1st Period	Recess	2nd Period	3rd period	4th Period	Lunch	5th Period	6th Period	7th Period	8th Period	Reflection time	Dispersal							
Day	7.50-8.15	8.15-8.55	8.55-9.10	9.10-9.50	9.50-10.30	10.30-11.10	11.10-11.40	11.40 -12.20	12.20 - 1.00	1.00-1.35	1.35-2.05	2.05-2.20	2.20-2.30							
Monday	C I R C L E T I M E	Mathematics Form Tutor	S H O R T B R E A K	ICT ICT tr	2nd Language Hindi tr/Tamil tr	2nd Language Hindi tr/Tamil tr	L U N C H	EVS Form Tutor	EVS Form Tutor	English Form Tutor	Remedial class/ Tutorial	R E F L E C T I O N T I M E	D I S P E R S A L							
Tuesday		English Form Tutor		2nd Language Hindi tr/Tamil tr	PE PE Tr	EVS Form Tutor		Mathematics Form Tutor	Art Art teacher	GK Form Tutor	Remedial class/ Tutorial									
Wednesday		ICT ICT tr		English Form Tutor	Mathematics Form Tutor	Mathematics Form Tutor		PE PE Tr	2nd Language Hindi tr/Tamil tr	EVS Form Tutor	EVS Form Tutor									
Thursday		2nd Language Hindi tr/Tamil tr		English Form Tutor	English Form Tutor	Mathematics Form Tutor		EVS Form Tutor	Life skill Form Tutor	Music and Movement Form Tutor	Remedial class/ Tutorial									
Friday		EVS Form Tutor		Library Form Tutor	CCA CCA coach	CCA CCA coach		Mathematics Form Tutor	Mathematics Form Tutor	English Form Tutor	English Form Tutor									

2.3 Academic Calendar 2026-2027

TERM 1	April to September
TERM 2	October to March

KEYS:	
EVS	Environmental Science
CCA	Cocurricular Activity
GK	General Knowledge
PE	Physical Education
ICT	Information and Communication Technology.

School Break

	School Closure	School Opens
School Starting Date		Monday, 06 April 2026
June Break 2026	Tuesday, 02 June 2026 to Tuesday, 30 June 2026	Wednesday, 01 July 2026
Session Term Break September 2026	Thursday, 24 September 2026 to Friday, 02 October 2026	Monday, 05 October 2026
December Break 2026	Monday, 30 November 2026 to Tuesday, 05 January 2027	Wednesday, 06 January 2027
	Thursday, 25 March 2027 to Monday, 05 April 2027	Tuesday, 06 April 2027

School Holidays: Year 2026-2027

Weekday	Date	Type of Leave
Friday	3 Apr 2026	Good Friday
Friday	1 May 2026	Labour Day
Wednesday	27 May 2026	Hari Raya Haji
Monday	01 June 2026 [In lieu of 31 May 2026]	Vesak Day
Monday	10 August 2026 [In lieu of 09 August 2026]	National Day
Saturday	15 Aug 2026	Indian Independence Day
Tuesday	20 October 2026 [Tentative]	Dussehra
Monday & Tuesday	09 & 10 November	Deepavali
Friday	25 Dec 2026	Christmas Day
Friday	1 Jan 2027	New Year's Day
Friday	22nd January [Tentative]	Thaipusam
Monday	08 February 2027 [In lieu of 07 February 2027]	Chinese New Year
Wednesday	10 Mar 2027	Hari Raya Puasa

Note – The specific dates are tentative and subject to change

3. Academic Information

3.1 Curriculum Overview

To map specific, measurable student learning outcomes to each class, subject, and curriculum topic, ensuring alignment with NCERT Learning Outcomes, CBSE Competency-based Education (CBE) framework, NEP 2020 recommendations and International best practices.

Subjects: Mathematics, Science, English, Languages, Social Studies, ICT (Information Technology), PE (Physical Education), Art

3.2 Assessment & Grading Policy

At Sri Sathya Sai Global School, assessments are thoughtfully designed to support learning, monitor progress and celebrate each child's holistic development. We follow a balanced and inclusive approach that integrates both formal and informal methods across the academic year.

This policy applies to all formal assessments — including formative, summative and project-based evaluations — conducted across Grades 1 to 8.

Assessments are planned to:

- Reinforce conceptual understanding and skill development
- Encourage reflection, creativity and inquiry
- Provide timely feedback to students, parents and teachers
- Align with age-appropriate learning outcomes and national curriculum standards

Guiding Principles

- Fairness: Equal opportunity and clarity for all students
- Transparency: Clear communication of rubrics, outcomes and feedback
- Consistency: Alignment with NCERT structure and NEP competency-based principles
- Validity & Reliability: Assessments must accurately reflect learning outcomes
- Confidentiality: Assessment materials and marks are securely managed

Assessment Types

Type	Description	Weightage
Formative Assessment (FA)	Quizzes, class work, oral presentations, peer teaching, short test	30%
Summative Assessment (SA)	Mid- and end-term written tests	60%
Portfolio & Project Work (PROJECT)	Cross-disciplinary, creative and inquiry-led assignments	10%

Formative Assessment Rubrics overview

	Assessment Type	Component	Criteria
1	Weekly Test	Weekly test 1	Performance based
		Weekly test 2	
2	Lab Activity	Lab book Documentation	Clear recording of steps Diagrams & observations Reflection
		Hands-on Lab Activity	Engagement & participation Accuracy of execution Safety & teamwork
3	Continuous Assessment	Quiz / Anecdotal Report	Conceptual understanding Real-time responses Behavioural cues Integration of feedback
4	Notebook Work	Daily Notebook Entries- Classwork and Homework	Regularity, Completeness, Presentation, Neatness



To ensure fairness, consistency and academic integrity, the following policies apply to all assessments conducted at Sri Sathya Sai Global School:

Summative Assessment Policy

- No online test will be conducted for Summative Assessments (SA) unless:
 - A valid medical certificate is submitted, or
 - There is a documented loss or death of an immediate family member.
- No average marks will be awarded for missed summative assessments under any circumstances, unless the leave is formally approved with valid supporting documents.
- Supporting documents must be submitted within 3 working days of the missed assessment.

Academic Appeals

Parents or students may submit a formal appeal regarding:

- Internal assessment results (Formative or Summative)
- Grading discrepancies or calculation errors
- Suspected bias or rubric misapplication

Appeal Guidelines:

- Appeals must be submitted within 5 working days from the release of term results.
- Only written appeals using the official Academic Appeal Form will be considered.
- Forms must be submitted via email or the Student Management System portal.
- The decision of the panel is final and binding.

We appreciate your cooperation in upholding the integrity and transparency of our assessment process.

3.3 Homework & Assignments

At Sri Sathya Sai Global School, homework is designed to reinforce classroom learning, build independent study habits, and encourage responsibility. Each week, students will receive subject-specific worksheets and tasks to complete at home.

Weekly Homework Worksheet Distribution – Grades 1 to 8

Day of Distribution of Worksheet	Subject
Monday	Social Study (Grade 3 to 8)
Tuesday	2nd Language
Wednesday	English
Thursday	Science
Friday	Mathematics

The above schedule is subject to change.



Note to Parents

- Each week, subject-specific worksheets will be sent home as part of regular homework.
- Students are expected to complete the worksheets and submit them on the date specified by the respective subject teacher.
- Mathematics homework will be assigned daily, including practice tasks, problem-solving, or revision work.
- Additional homework tasks across all subjects may be assigned at the teacher's discretion, based on classroom progress and to support continuous monitoring of each student's learning.
- Parents are encouraged to support their child's routine and ensure timely completion and submission.

3.4 Grade level Booklist and Notebook List

Grade	Subject	Books / Titles	Notebook / Details
1	English	1.Oxford - New Pathways - Foundational Stage 1 coursebook 2.Orient Black Swan - Grammar Land 1 3.CEFR Workbook Foundation	A5 - 4 Line – 1, Scrapbook – 1
	Mathematics	Oxford - New Enjoying Mathematics – Foundational Stage – Class 1	A5 – Square Book – 1, Scrapbook – 1
	Science	Oxford - New Science in Everyday Life – Foundational Stage – Class 1	A5 - 4 Line – 1, Scrapbook – 1
	Hindi	1.NCERT - Hindi Sarangi 1 2.Somsudha Vyakaran Parag – 1 3.Arihant Sarangi Hindi Workbook -1	A5 – 5 Line – 1
	Tamil	Saraswati Publication - Class 1 Tamil Book	A5 – 5 Line – 1
	French	New Saraswati House - Apprenons le Frangais – 1	A5 – 5 Line – 1
	Drawing/Art		Drawing/Art Book – 1
	Diary		School Diary – 1
2	English	1.Oxford - New Pathways - Foundational Stage 2 coursebook 2.Orient Black Swan - Grammar Land 2 3.CEFR Workbook Foundation+	A5 - 4 Line – 1, Scrapbook – 1
	Mathematics	Oxford - New Enjoying Mathematics – Foundational Stage – Class 2	A5 – Square Book – 1, Scrapbook – 1
	Science	Oxford - New Science in Everyday Life – Foundational Stage – Class 2	A5 - 4 Line – 1, Scrapbook – 1
	Hindi	1.NCERT - Hindi Sarangi 2 2.Somsudha Vyakaran Parag – 2 3.Arihant Sarangi Hindi Workbook -2	A5 – 5 Line – 1

Grade	Subject	Books / Titles	Notebook / Details
	Tamil	Saraswati Publication - Class 2 Tamil Book	A5 – 5 Line – 1
	French	New Saraswati House - Apprenons le Frangais – 1	A5 – 5 Line – 1
	Drawing/Art		Drawing/Art Book – 1
	Diary		School Diary – 1
3	English	1.Oxford - New Pathways - Preparatory Stage 3 coursebook 2.Orient Black Swan - Grammar Land 3 3.CEFR Workbook Module 1	A5 - Single Line – 1, English Scrapbook – 1
	Mathematics	Oxford - New Enjoying Mathematics – Preparatory Stage – Class 3	A5 – Single Line – 1, Soft cover Interleaf Practical notebook – 1
	Science	Oxford - New Science in Everyday Life – Preparatory Stage – Class 3	A5 - Single Line – 1, Soft cover Interleaf Practical notebook – 1
	Social Studies	Oxford - Trek – Primary Social Studies – Class 3	A5 - Single Line – 1
	Hindi	1.NCERT - Veena – Grade 3 2.Somsudha Vyakaran Parag – 3 3.Arihant Veena Hindi Workbook -3	A5 – Single Line – 1
	Tamil	Saraswati Publication - Class 3 Tamil Book	A5 – Single Line – 1
	French	New Saraswati House - Apprenons le Frangais – 2	A5 – Single Line – 1
	Drawing/Art		Drawing/Art Book – 1
	Diary		School Diary – 1
4	English	1.Oxford - New Pathways - Preparatory Stage 4 coursebook 2.Orient Black Swan - Grammar Land 4 3.CEFR Workbook Module 2	A5 - Single Line – 1 English Scrapbook – 1
	Mathematics	Oxford - New Enjoying Mathematics – Preparatory Stage – Class 4	A5 – Single Line – 1, Soft cover Interleaf Practical notebook – 1
	Science	Oxford - New Science in Everyday Life – Preparatory Stage – Class 4	A5 - Single Line – 1, Soft cover Interleaf Practical notebook – 1
	Social Studies	Oxford - Trek – Primary Social Studies – Class 4	A5 - Single Line – 1
	Hindi	1.NCERT - Veena – Grade 4 2.Somsudha Vyakaran Parag – 4 3.Veena Hindi Workbook -Grade 4	A5 – Single Line – 1

Grade	Subject	Books / Titles	Notebook / Details
	Tamil	Saraswati Publication - Class 4 Tamil Book	A5 – Single Line – 1
	French	New Saraswati House - Apprenons le Frangais – 3	A5 – Single Line – 1
	Drawing/Art		Drawing/Art Book – 1
	Diary		School Diary – 1
5	English	1.Oxford - New Pathways - Preparatory Stage 5 coursebook 2.Orient Black Swan - Grammar Land 5 3.CEFR Workbook Module 3	A5 - Single Line – 1 English Scrapbook – 1
	Mathematics	Oxford - New Enjoying Mathematics – Preparatory Stage – Class 5	A5 – Single Line – 1, Soft cover Interleaf Practical notebook – 1
	Science	Oxford - New Science in Everyday Life – Preparatory Stage – Class 5	A5 - Single Line – 1, Soft cover Interleaf Practical notebook – 1
	Social Studies	Oxford - Trek – Primary Social Studies – Class 5	A5 - Single Line – 1
	Hindi	1.NCERT - Veena – Grade 5 2.Somsudha Vyakaran Parag – 5 3.Veena Hindi Workbook -Grade 5	A5 – Single Line – 1
	Tamil	Saraswati Publication - Class 5 Tamil Book	A5 – Single Line – 1
	French	New Saraswati House - Apprenons le Frangais – 4	A5 – Single Line – 1
	Drawing/Art		Drawing/Art Book – 1
	Diary		School Diary – 1
6	English	1.Oxford - New Pathways - Middle Stage – Class 6 Coursebook 2.Orient Black Swan - Grammar Land 6 3.CEFR Workbook Module 4	A4 - Single Line – 1 English Scrapbook – 1
	Mathematics	Oxford - New Enjoying Mathematics Middle Stage – Class 6	A4 – Single Line – 1, Soft cover Interleaf Practical notebook – 1
	Science	Oxford - New Science in Everyday Life – Middle Stage – Class 6	A4 - Single Line – 1, Soft cover Interleaf Practical notebook – 1
	Social Studies	Oxford- Landmark 6	A4 - Single Line – 1
	Hindi	1.NCERT-Malhaar Hindi-6 2.Vyakaran Parag – For Grade 6 3.Saraswati-Hindi Malhar Workbook-6	A4 – Single Line – 1

Grade	Subject	Books / Titles	Notebook / Details
	Tamil	Saraswati Publication - Class 6 Tamil Book	A4 – Single Line – 1
	French	Oxford - Tricolore 2	A4 – Single Line – 1
	Computer Science	Orient Black Swan – Digital Flight 6	A4 - Single Line – 1
	Drawing/Art		Drawing/Art Book – 1
	Diary		School Diary – 1
7	English	1.Oxford - New Pathways - Middle Stage – Class 7 Coursebook 2.Orient Black Swan - Grammar Land 7 3.CEFR Workbook Module 5	A4 - Single Line – 1 English Scrapbook – 1
	Mathematics	Oxford - New Enjoying Mathematics – Middle Stage – Class 7	A4 – Single Line – 1, Soft cover Interleaf Practical notebook – 1
	Science	Oxford - New Science in Everyday Life – Middle Stage – Class 7	A4 - Single Line – 1, Soft cover Interleaf Practical notebook – 1
	Social Studies	Oxford- Landmark 7	A4 - Single Line – 1
	Hindi	1.NCERT-Malhaar Hindi-7 2.Vyakaran Parag – For Grade 7 3.Saraswati-Hindi Malhar Workbook-7	A4 – Single Line – 1
	Tamil	Saraswati Publication - Class 7 Tamil Book	A4 – Single Line – 1
	French	Oxford - Tricolore 3	A4 – Single Line – 1
	Computer Science	Orient Black Swan – Digital Flight 7	A4 - Single Line – 1
	Drawing/Art	Drawing/Art Book – 1	Drawing/Art Book – 1
	Diary		School Diary – 1
8	English	1.Oxford - New Pathways - Middle Stage – Class 8 Coursebook 2.Orient Black Swan - Grammar Land 8 3.CEFR Workbook Module 6	A4 - Single Line – 1 English Scrapbook – 1
	Mathematics	Oxford - New Enjoying Mathematics – Middle Stage – Class 8	A4 – Single Line – 1, Soft cover Interleaf Practical notebook – 1

Grade	Subject	Books / Titles	Notebook / Details
	Science	Oxford - New Science in Everyday Life – Middle Stage – Class 8	A4 - Single Line – 1, Soft cover Interleaf Practical notebook – 1
	Social Studies	Oxford- Landmark 8	A4 - Single Line – 1
	Hindi	1.NCERT-Malhaar Hindi-8 2.Vyakaran Parag – For Grade 8 3.Saraswati-Hindi Malhar Workbook-8	A4 – Single Line – 1
	Tamil	Saraswati Publication - Class 8 Tamil Book	A4 – Single Line – 1
	French	Oxford - Tricolore 4	A4 – Single Line – 1
	Computer Science	Orient Black Swan – Digital Flight 8	A4 - Single Line – 1
	Drawing/Art		Drawing/Art Book – 1
	Diary		School Diary – 1

4. Student Code of Conduct

4.1 Behavioural Expectations

Students:

- 1.Show respect to teachers, staff, peers, and school property.
- 2.Follow classroom rules and instructions promptly and politely.
- 3.Demonstrate honesty and integrity in academic work and school activities.
- 4.Maintain self-discipline during school hours, assemblies, and extracurricular activities.
- 5.Cooperate with peers and contribute positively to a safe and inclusive school environment.

Parents:

- 1.Communicate respectfully with teachers, staff, and other parents.
- 2.Support school policies, rules, and decisions in front of their children.
- 3.Encourage children to maintain good behaviour, attendance, and punctuality.
- 4.Avoid discussing grievances publicly or on social media; follow proper channels for concerns.
- 5.Participate positively in school events, meetings, and activities, modeling constructive behaviour for children.



4.2 Uniform guidelines

1. Daily Attire: Students must wear the official school T-shirt with black bottoms every school day. For Grade 3 and above, full black bottoms are mandatory.
2. Footwear & Socks: Black shoes and black socks must be worn. Each student should have two pairs of shoes for indoors and outdoors. One pair of shoes must be kept in school. Both the pairs should be labelled.
3. Hair & Grooming: Students should maintain a clean haircut. Hair accessories must be plain and black; brightly coloured or decorative accessories are not permitted. Hair colour/hair highlights is not allowed.
4. Jewellery: Minimal jewellery is allowed. Girls should avoid wearing necklaces, bracelets, rings, or earrings that are not part of the school uniform guidelines.
5. Overall Appearance: Uniforms must be neat, clean, and well-fitted at all times. Torn, faded or unkempt clothing is not acceptable

4.3 Attendance & Punctuality, Leave policy

Daily Marking

Task	Details
Attendance Marking	By 9:00 AM via Student Management System
Categories	P – Present, ML – Medical Leave, AL – Approved Leave, UA – Unexplained Absence

Evidence required

Absence Type	Required Evidence
Medical Leave (ML)	Doctor's note
Approved Leave (AL)	Pre-approved email or signed form
Unexplained Absence (UA)	Must be investigated within 24 hours

Leave application procedures

1. Any absence must be informed by email.
2. For short leave (less than 3 days), parents should send a leave request by email to the class teacher. The class teacher will approve short leave.
3. For long leave (more than 3 days), parents must submit a leave application to the Coordinator or Head of School (HOS). Supporting documents or evidence should be attached if required. Long leave must be approved by the Principal.





5. School Policies

5.1 Use of IT Devices

1. Responsible Use: Students must use school-provided or personal IT devices responsibly for educational purposes only, avoiding access to inappropriate content or non-academic activities during school hours.
2. Care and Security: Students are expected to handle devices with care, keep them secure, and report any damage or technical issues immediately to school staff.
3. Digital Etiquette: Students should follow proper online behavior, including respectful communication, protecting personal information, and adhering to the school's digital safety guidelines.

5.2 Data Privacy

1. Do not share personal information (such as passwords, home address, or phone numbers) with anyone online.
2. Respect the privacy of others; do not access or share another student's work or data without permission.
3. Use school devices and online platforms only for authorized educational activities.

5.3 Anti-Bullying Policy

1. Treat everyone with respect; no teasing, name-calling, or harmful behavior is allowed.
2. Report any bullying or harassment immediately to a teacher or school staff.
3. Support peers and promote a safe, inclusive environment for all students.

5.4 Disciplinary rules

1. Follow school rules and listen to teachers and staff at all times.
2. Maintain proper behaviour in classrooms, corridors, and during all school activities.
3. Take responsibility for your actions and show respect for school property and others.

5.5 School Property & Liability

1. Students are expected to take care of school property. Any damage caused to school property by a student will need to be compensated by the respective parent or guardian.
2. The school shall not be held liable for any accidental injury or loss of property.
3. The school is not responsible for students' personal belongings on the school campus, during travel to and from school, or during any school-sponsored activity outside the school premises.
4. The school is not the agent of the parents for any purpose related to insurance.



5.6 Health and Medical Guidelines

1. Parents are requested not to send their child to school if the student shows symptoms of any infectious or contagious disease.
2. If a student has any allergy or medical condition, parents must inform the school in advance and provide the necessary details to the class teacher or school office.
3. The school should be informed about any special medical needs or precautions related to the child's health.
4. Teachers and school staff will not administer any medication to students during school hours unless there is written consent from the parent.
5. In case of illness or emergency, parents will be contacted immediately and requested to make the necessary arrangements.

5.7 Food Policy

- Only vegetarian food is allowed on the school campus.
- Non-vegetarian food items are strictly not permitted to be brought or consumed within the school premises.
- Parents are requested to ensure that students bring only vegetarian food in their lunch boxes and snacks.

5.8 Legal & School Compliance

- Our school strictly abides by all laws of Singapore and we appreciate the continued support of our parents and students in following all school regulations and national guidelines to maintain a safe campus for everyone.

6. Laboratory Rules and Guidelines

At Sri Sathya Sai School, laboratory learning is an integral part of our five-layered curriculum. The Labs are designed to provide experiential, inquiry-based learning across subjects. All students are expected to maintain discipline, responsibility and diligence while working in the Labs.

1. General Laboratory Rules

1. Students must enter the laboratory only under the supervision of a teacher.
2. Every student must maintain neatness, discipline and silence inside the lab.
3. Lab notebooks, scrapbooks or lab activity sheets must be completed on time and maintained neatly.
4. All lab-based activities and written work will be graded as part of continuous assessment.
5. Students must handle all apparatus and materials carefully and responsibly.
6. Eating, drinking or engaging in unrelated activities is strictly prohibited inside the lab.
7. Students must report any breakage, spill or accident immediately to the teacher.
8. All instructions from the teacher must be followed precisely during experiments or demonstrations.

9. After each activity, students must return all materials to their proper place and keep their workspace clean.
10. Respect for lab materials and shared resources is expected at all times.

2. English Lab

1. The English Lab focuses on enhancing listening, speaking, reading and writing skills through interactive and digital tools.
2. Home assignments will be given regularly, which may include listening tasks, speaking recordings, reading comprehension or written reflections.
3. These assignments are compulsory, graded and contribute to the overall language assessment.
4. Students are expected to complete their English Lab work or digital record with care and submit it on time.
5. On occasion, the teacher may request students to bring simple materials from home for a specific activity. Such requirements will be intimated in advance.
6. Parents are requested to ensure their child completes home assignments sincerely, as they form an essential component of language proficiency development.

3. 2nd Language Lab

1. The 2nd Language Lab aims to strengthen students' listening, speaking, reading, and writing skills in their chosen language through interactive and activity-based learning.
2. Students must bring their notebook, pencil case and any assigned materials for the lab session.
3. Home assignments related to listening, reading or vocabulary-building may be given periodically and must be completed on time. These assignments will be graded and included in the student's language assessment.
4. Students must follow the teacher's instructions carefully while using audio tools, digital resources or worksheets provided during the session.
5. All lab activities—such as reading aloud, pronunciation drills, group conversations, or comprehension tasks—must be completed attentively and respectfully.
6. Use of lab resources (books, audio devices, flashcards, task sheets, etc.) must be done carefully; all materials must be returned to their designated place at the end of the session.
7. Students must maintain silence and discipline in the lab, speaking only when required for the activity.
8. Students should listen attentively to audio clips or recordings and avoid unnecessary conversations or distractions.
9. Lab activity sheets must be maintained neatly, with proper recording of vocabulary lists, practice sentences, and assigned tasks.
10. Students are expected to participate actively in role-plays, dialogues, recitations, listening tasks, and group work, as these are essential for building proficiency.

11. Respect for peers is essential. Students must not laugh at others' pronunciation or mistakes and must encourage a supportive learning environment.

4. Math Lab

1. The Math Lab encourages conceptual understanding through hands-on exploration.
2. The school will provide experimental kits, tools and learning aids for conducting mathematical activities.
3. On occasion, the teacher may request students to bring simple materials from home for a specific activity. Such requirements will be intimated in advance.
4. Students must record all activities neatly in their Math Lab notebook/ scrapbook, including observations, results and reflections.
5. All Math Lab work will be evaluated and graded as part of term assessment.

5. Science Lab

1. The Science Lab provides opportunities for hands-on experimentation and discovery learning.
2. Students will be provided with the required kits, tools and apparatus for conducting experiments and investigations.
3. Occasionally, students may be asked to bring simple items from home for activities. These will be communicated in advance.
4. Every student must record the aim, procedure, observations and conclusions neatly in their Science Lab notebook/scrapbook.
5. Science Lab work is graded and punctual submission is mandatory.

6. ICT (Computer) Lab

1. The ICT Lab is an important component of 21st-century learning, focusing on digital literacy, safe online behavior and creative use of technology.
2. Students must use the computer only for educational purposes as directed by the teacher.
3. Students must not alter system settings or install/uninstall software.
4. Personal USB drives, CDs or external devices are not permitted unless approved by the teacher.
5. Internet access must be used only for school-approved websites and learning platforms.
6. Social media usage (including WhatsApp, Instagram, YouTube, etc.) is strictly prohibited during school hours or in any lab session.
7. Students must not attempt to bypass internet filters, access restricted websites, or share any form of inappropriate digital content. Any violation of these rules will be considered a serious breach of school discipline and the management will take appropriate action as per school policy.
8. Any form of cyberbullying, digital misconduct or misuse of technology will be treated as a serious disciplinary offence.

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9. Students must log out after every session and should not share their passwords or personal credentials with anyone.
 10. Respect for digital property is essential — students must not delete, copy, or modify another student's files.
 11. Students are expected to uphold cyber ethics, including honesty, integrity and respect in all digital communications.
 12. Teachers will conduct regular cyber wellness and digital citizenship sessions to guide students in responsible online behavior.

Safety and Precautions

1. Students must handle all laboratory materials, glassware and equipment carefully.
2. No chemical or apparatus should be touched or operated without the teacher's permission.
3. Avoid direct contact with chemicals, hot equipment or open flames.
4. Never taste or inhale any chemical substance.
5. Keep the workspace clean and avoid cluttering on lab tables.
6. Wash hands thoroughly after completing experiments.
7. Follow all safety signs, warnings and teacher instructions at all times.

Note for Parents

- Parents are encouraged to support safe and responsible learning by monitoring the use of digital devices at home.
- Timely completion of lab assignments and notebooks across subjects is essential for holistic development.
- Any loss or damage to school-provided lab materials due to negligence may require replacement by parents, as per school policy.
- The school's lab programme aims to build not just knowledge, but also discipline, precision, teamwork and respect for learning environments.

7. Arrival & Dispersal Guidelines

Punctuality and discipline are core values of Sri Sathya Sai Global School. The following rules ensure the smooth, safe and orderly functioning of the school day.

Reporting Time

- Students must report to school between 7:40 a.m. and 7:45 a.m.
- The school gate will close sharply at 7:55 a.m.
- All students must be inside the campus by 7:45a.m.

Morning Assembly & Start of Classes

- Morning assembly begins at 7:50 a.m., followed immediately by classes.
 - Missing the assembly is considered non-compliance with school discipline.
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Late Arrival

- Students arriving after 7:55 a.m. will be marked Late.
- Parents must inform the class teacher through Student Management System and the school diary regarding the reason for late arrival, which will be accepted only in cases of emergency or valid reasons.
- Repeated or chronic late coming will require a written explanation and may lead to counselling or a meeting with school authorities.

Departure Time

- Departure starts at 2.20 p.m. School ends at 2:30 p.m.
- Parents/guardians must ensure timely pickup at 2.20 p.m.
- Students using school transport must follow the designated drop-off schedule.

Early Departure

- Early pickup is permitted only for medical or genuine emergencies.
- A written request must be sent via email/ Student Management System to the class teacher or office.
- Students will not be released early for personal or non-urgent reasons.

Attendance & Punctuality

- Students must maintain regular attendance and strictly adhere to school timings.
- Poor attendance may affect academic performance, evaluations and conduct records.
- Repeated late arrivals or early departures will be monitored closely.

Responsibilities of Parents

- Ensure the child sleeps early and wakes up on time.
- Ensure timely breakfast and readiness before school.
- Ensure prompt pickup at 2:20 p.m.
- Carry and show the Student Pick-Up Card while picking up the child.

Transport Guidelines

- Students using school transport must be ready at their pre-assigned pickup point on time.
- Buses will not wait beyond the scheduled time.
- Students must wear their colour-coded bus number band provided by the school for easy and safe dispersal.

Gate Safety Protocol

- No child will be allowed to leave the school after 7:50 a.m. and before 2:20 p.m. without proper authorization.
- Visitors and parents are not allowed inside the school during arrival or dispersal unless permitted.



Arrival Rules

1. The school gate will close at 7:55 a.m.
2. The front gate will be used for school bus entry.
3. The back gate will be used for parent drop-off.
4. Parents must ensure their child safely enters the school campus before leaving.
5. Students must arrive in proper school uniform, carrying all necessary materials for the day.
6. Late arrival must be informed through Student Management System and school diary.
7. Frequent late arrivals will reflect in the student's conduct record.
8. Vehicles entering the campus must move at walking speed and follow staff instructions.
9. Parents should avoid conversations with staff during arrival time to prevent delays.

Dispersal Rules

1. The front gate is exclusively for bus dispersal.
2. The back gate is designated for parent pick-up.
3. Parents must carry and present the Student Pick-Up Card to the staff on duty.
4. No child will be handed over without the authorized pick-up card.
5. Parents must wait in the designated area and avoid crowding near gates.
6. Students must board only their designated bus, under teacher supervision.
7. Any change in transport arrangement (bus to parent pick-up or vice versa / change of bus number) must be informed in writing by the parent.
8. Parents must avoid lengthy discussions with teachers or staff during dispersal.
9. In case of rain or unforeseen situations, parents must cooperate with staff to ensure safe and smooth dispersal.

Note for Parents

- The school seeks parents' full cooperation in maintaining punctuality and safety.
- Adherence to school timings and dispersal procedures ensures smooth functioning of the school day.
- The safety of every child is our shared responsibility.

8. Parent Engagement

8.1 Communication Guidelines

To ensure smooth, timely and professional communication between the school and parents, the following platforms will be used:

1. Student Management System (Primary Platform)

- Attendance updates
- Homework & classwork
- Timetables & announcements



- Day-to-day notes from teachers
- Circulars and notices
- School Calendar
- Exam schedules & report cards
- Fee reminders
- Leave applications and information regarding absences

PARENTS MUST CHECK THE PLATFORM DAILY.

2. School Diary (Secondary Platform)

Purpose:

- Homework or activity reminders
- Short messages to parents
- Parent notes to teachers
- Reflection Journal

Rules:

- The diary must be checked and signed when communicated by the parent.
- Parents may write short messages for the teacher inside the diary for urgent and immediate response.
- Diary communication is reviewed daily by the teacher.
- The diary must be brought to school daily.

3. Email via Student Management System (Official & Formal Communication)

Purpose:

- Important documents
- Meeting requests
- Queries that require detailed responses
- Academic or administrative communication
- Sharing medical/other certificates
- Parent-teacher communication
- Leave applications and information regarding absences

Email Response Time:

- Within 1–2 working days

8.2 Parent-Teacher Meetings (PTMs)

Purpose:

- Detailed discussion about child's progress
- Behavioural, academic, and attendance review
- Curriculum updates

Rules:

- There will be 4 PTMs in an academic year.

- PTMs will be scheduled in advance through the Student Management System.
- Parents must attend the PTMs.
- No walk-in meetings are allowed.
- Parents must book an appointment via email to meet a teacher in case of any urgent matter.

8.3 School Reception (For Urgent Matters Only)

Contact: Phone number provided by school

Purpose:

- Sudden illness
- Emergency pickup

8.4 Communication Rules for Parents

- Use Student Management System for homework, attendance, circulars and leave requests.
- Use email for queries, feedback or formal matters.
- Use the School Diary for daily short messages.
- Personal numbers of teachers will not be shared.
- Respect school working hours: 7:50 AM – 4:00 PM.
- Allow teachers 24–48 hours to respond to non-urgent queries.
- Avoid communication during teaching hours unless it is an emergency.
- Contact reception for emergency as the teachers are not allowed to use their phones during school hours.

9. Co-Curricular Activity (CCA) Guidelines

1. The school offers a range of Co-Curricular Activities (CCA). All options will not be available in every academic term.
2. A CCA will be activated only if a minimum of six students are enrolled in that activity for the year.
3. At the beginning of each academic session, parents will receive a CCA Enrolment Form listing the options available for that year.
4. Parents must indicate their ward's preference by selecting Choice 1, Choice 2 and Choice 3 in the Enrolment Form.
5. The final allocation of CCA will be done by the school based on:
 - number of student enrolments,
 - availability of facilitators, and
 - feasibility of running the CCA for the academic year.
6. Once a student is allotted a CCA, he/she is required to continue in that activity for the entire academic year. Mid-year changes will not be allowed.
7. A change of CCA will be permitted only in the case of a medical requirement and only upon submission of a valid medical certificate.
8. CCA is a graded activity and forms an important part of the child's holistic development and annual assessment.

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9. Students are expected to attend their chosen CCA sessions regularly, punctually and with full participation.
 10. Materials or equipment required for the selected CCA (e.g., art supplies, musical instruments, sports gear, etc.) must be purchased or arranged by the parents, based on the teacher's instructions.
 11. Students are encouraged to show initiative, creativity, teamwork, discipline and service-mindedness during all CCA sessions, in alignment with the values of Sri Sathya Sai School.

10. Transfer, Withdrawal and Deferment policies

10.1 Transfer Policy

Eligibility:

- Students may request a transfer to another grade level or course within the same academic year.
- Transfers must be supported by a recommendation from the Academic Board or a parent request with valid academic reason.

Process:

1. Parent submits the Transfer Application Form.
2. The Academic Board reviews the student's suitability.
3. The Principal approves the transfer (if required).
4. A new PEI-Student Contract is issued if course duration or fees change.
5. Student records are updated and archived.

Key Points for Parents:

- Transfers are allowed only within Sri Sathya Sai Global School, Singapore.
- Fees may be prorated if the course duration changes.

10.2 Withdrawal Policy

Valid Reasons for Withdrawal:

- Family relocation
- Change in curriculum preference
- Health or mental wellness concerns
- Transfer to another school

Process:

1. Parent submits the Withdrawal Notification Form to the admission department with the reason and last date of attendance at least two months in advance.
 2. The Head of School acknowledges the request within 2 working days.
 3. A meeting with the Principal is held (optional for Grades 1–4; mandatory for Grades 5–8).
 4. Exit interview is conducted and the Transfer Certificate (TC) is issued.
 5. Final term report and any applicable refund are processed.
 6. The PEI-Student Contract is formally terminated and records are archived.
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Key Points for Parents:

- Refunds follow the school's Refund Policy and Refund Table (as mentioned in student contract).
- Refunds are processed within 7–14 working days.

10.3 Deferment Policy

Eligibility:

- Students must have completed at least one term.
- Supporting documents (medical certificate or family affidavit) must be provided.

Process:

1. Parent submits the Deferment Request Form with evidence.
2. The Head of School reviews the request and seeks Principal approval.
3. A confirmed return date and catch-up plan are shared with the parent.
4. The student's Student Management System account is paused; the contract remains active.

Key Points for Parents:

- Deferment is allowed for a maximum of 3 months.
- Extensions require approval from the Academic Board.
- Fees are held in credit for up to 3 months; no refund is provided unless the deferment leads to withdrawal.



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