

THE MARK OF A SAINT

ST ANDREW'S
JUNIOR COLLEGE

STUDENT
HANDBOOK 2024



COLLEGE CREST



The crest is in the shape of a shield and bears the St Andrew's cross in white on a background of navy blue, white and blue being the St Andrew's colours.

The two keys are the keys to a life of worth on earth and eternal life in heaven. The tiger's head symbolizes strength and power, as well as the fact that the school (from which the College originated) was founded in the Straits Settlements.

MISSION

Making Lives and Waking Hearts to serve the coming days Family-Society-Eternity

VISION

Home of Servant Leaders who bring life to the Nations.

MOTTO

Up and On

SCHOOL VALUES

Saints are principled servant-leaders, upholding the WISE and TRUE values that define who we are and how we act when we stand together as a village.

Wonder

A Saint is curious about the world. He wants to learn. A Saint asks questions.

Integrity

A Saint does right wherever he is, whomever he is with and whatever he is doing. He does right even when no one is watching.

Self-discipline

A Saint wants to be known for his self-control. He perseveres because he wants to finish well.

Excellence

A Saint relentlessly strives to exceed personal best, celebrating high endeavour as its own reward.

Thanksgiving

A Saint is not a self-made man. He acknowledges that others constantly give effort and time for his benefit. He uses words and deeds to express gratitude.

Resilience

A Saint does not give up even when life is tough. A Saint does not quit. A Saint overcomes evil with good.

Unity

A Saint respects others especially those whom God has made differently from him. A Saint is humble.

Empathy

A Saint puts himself in the other person's shoes. A Saint speaks up and acts for those who are down.

OUR BELIEFS

No one is here by chance.

Every Saint can be empowered to continually reach for their potential.

Every Saint is called to lead a purpose-driven and other-centered life.

QUALITIES OF A SAINT

Exemplary Character

Holistic Thinker

Skilled Communicator

Community Builders

THE QUALITIES OF A SAINT

Exemplary Character

Servant Leadership differs from most other leadership models by virtue of the fact that it focuses on serving others before all else. Character development is the bedrock upon which all the other qualities are built upon.

In SAJC, character education comprises Social Emotional Learning (self-awareness, self-management, social awareness, relationship management and responsible decision making) and the internalisation of the College values, TRUE (Thanksgiving, Resilience, Unity and Empathy) and WISE (Wonder, Integrity, Self-Discipline and Excellence) in the lives of the Saints. These values are inculcated through SLEAD lessons, Morning Reflections, Chapel, and Co-curricular Activities and Programmes.

However, the most powerful mode of learning for being an exemplary character is through role-modelling and seizing teachable moments in our daily interactions.

Holistic Thinker

“The aim of education should be to teach us rather how to think, than what to think --rather to improve our minds, so as to enable us to think for ourselves, than to load the memory with the thoughts of other men.” – John Dewey

It is widely agreed by educators and philosophers that the paramount purpose of education is to develop thinking individuals with a heart who can make good decisions in their lives and work.

The “Holistic thinker” is defined as one who makes good judgements by considering the big picture, innovates and provides practical solutions, envisions the future and is prepared flexibly for it. The 4 dimensions in Holistic Thinking advocated in SAJC are: Critical Thinking, Creative Thinking, Caring Thinking and Adaptive Thinking.

All lessons and activities in SAJC have clear objectives which include the thinking skills to be taught or reinforced.

Skilled Communicator

“A word fitly spoken is like apples of gold in pictures of silver.” – Proverbs 25:11

Effective and skilful communication is widely regarded as being one of the most important leadership skills and a core ingredient for personal and work success. Knowing the right thing to say and how to say it determines our leadership potential and ability to achieve positive outcomes.

To communicate effectively, we have to learn how to deploy our words, tone of voice, emotions and body language to connect with others. It is also the glue that holds our relationships together. Effective communication includes speaking, writing and listening with genuineness, respect and clarity. It involves the use of different modes of communication such as drama and art, as well as information technology to enhance the quality of communication.

In SAJC, we strongly believe in honing the communication skills of our staff and students in the instructional and co-curricular programmes. More than polishing the communication techniques through speech training and practice, we are mindful that the way we communicate reveals who we are as Saints. We aspire that every member of the St Andrew's community be gracious in speech and seeks to edify one another in the challenges we face and new height we scale together.

Community Builder

"Education is a social process. Education is growth. Education is, not a preparation for life; education is life itself." – John Dewey

Community building is defined as an ongoing process where members of a community share skills, talents, knowledge and experiences that strengthen or develop themselves and the community they belong to. A community builder actively takes actions aimed at problem solving and enriching lives, and strengthening relationships in their community.

Nurturing Saints to be community builders empowers them to become responsible adults who will continue to contribute to their communities, workplaces and the nation in the future. They will become Saints who embrace a life-long passion for serving others. As future leaders of the country, Saints must be energised to desire to make effective changes for the better and contribute to the society.

To be an effective community builder, every Saint needs to have a genuine interest and sincere concern for people and acquire a deep understanding of cultural and global literacies in order to reach out and engage both local and international friends.

In SAJC, we believe that 'No one is here by chance.' Everyone therefore has a unique role to play in the College and in touching one another's lives. To create a positive culture and a conducive environment for learning and relationship building, every member of the SAJC community is responsible for creating a caring and nurturing environment for learning and working. In addition, international exchange programmes are also organised for Saints in the academic, sports and aesthetic arenas to develop cultural literacy and for enrichment.

PERSONAL PARTICULARS

Name : _____

Civics Group : _____

Address : _____

Telephone No : _____

Email : _____

Civics Tutor : _____

Civics Tutorial Advisor : _____

IN CASE OF EMERGENCY

Name : _____

Relationship : _____

Address : _____

Telephone No : _____ (H) _____ (O)

_____ (HP)

HISTORY OF COLLEGE

St Andrew's Junior College (SAJC) started as a vision of faith when the Anglican Church in line with national educational developments in the 1970's took up the challenge of building a Junior College. The building project was subsequently joined by the Lutheran and Presbyterian Churches.

Construction began on 6th September 1976 after the Rt. Rev. Chiu Ban It, Bishop of Singapore, gave his blessings and the Foundation Stone was laid by the Tan Sri Runme Shaw on 10th December the same year.

Sited on 6 hectares of land at Malan Road, the original College premises admitted the first batch of six hundred students on 3rd January 1978. It was officially declared open by Tan Sri Runme Shaw on 30th June 1979.

The founding Principal of the College was Rev. John Tan Teng Wai. Under his guidance, the College rapidly established a presence in track and field and some of the fastest school runners in Singapore of the 1980s were from SAJC. During this period the College also became known for the success of its Commerce Faculty.

Mrs Belinda Charles succeeded Rev. Tan on 10th March 1990. Under her leadership the College's facilities were upgraded. The upgrading was completed in 1993 and the dedication of the new facilities by Mr Shaw Vee Meng took place on 18th February 1995.

Plans to relocate the College back to Woodsville began in the late 1990s and the building plans for the College's new premises started in 2000. Mrs Lim Chye Tin, who succeeded Mrs Charles as Principal on 15th December 2001, continued with these plans which saw SAJC move to Potong Pasir to become part of St Andrew's Village on 15th December 2005.

Architecturally, there are more facilities on the new premise at Potong Pasir than at its previous campus. The College, as part of St Andrew's Village, was officially declared open by then Minister for Education, Mr Tharman Shanmugaratnam on 26th August 2006.

During her tenure at St Andrew's Junior College, Mrs Lim initiated the Learning Festivals and Service Learning in keeping with the College mission to empower Saints and nurture them as lifelong learners committed to the community. She furthered the holistic development of Saints with the inauguration of Team SAJC and Saints on Stage acknowledging the contributions and achievements of the students in Sports and Performing Arts co-curricular activities.

Following Mrs Lim's retirement in 2007, Mrs Lee Bee Yann assumed the principalship of the College. Mrs Lee strongly believed in having a first-class teaching force where the staff continually strive to improve their pedagogical practices to enhance student learning. Under her leadership, teachers familiarized themselves with the latest in educational pedagogy and research through overseas exposure and by attending workshops and conducting research in order to be at the forefront of education for the benefit of our students. Mrs Lee also oversaw the construction and opening of St Andrew's Hall and was a prime mover in the creation of the Anglican Character, Thinking and Service (ACTS) Curriculum for the Anglican schools.

The College aims to nurture exemplary character and the talents of Saints so that they can contribute to nation-building and become powerful agents in creating a better future for all.

To achieve the vision of SAJC being the 'Home of Servant Leaders who bring life to the Nations', four main domains for leadership development in the Saints have been identified. These domains - **Exemplary Character, Holistic Thinker, Skilled Communicator and Community Builder** - take cognizance of research into 21st century skills, the Ministry of Education's 2015 Curriculum as well as the characteristics of servant leadership necessary for developing Saints who will be a blessing to their community.

In 2012, the College celebrated St Andrew's 150th Anniversary as 'One Family Unbroken'. Through the unwavering support and contributions of faithful men and women, St Andrew's stands today as a distinctive educational institution that offers an exceptional educational experience. The St Andrew's Hall became a new addition to St Andrew's Village in the same year. It offers exciting opportunities for Saints to enjoy authentic residential leadership programmes in a globalised context.

Mr Mark Lo Khoo Tian took over as principal in Dec 2015 and introduced measures to take care of staff emotional and mental well-being. Under his watch, the College also produced value added A-level results. In 2018, he led the College in the 40th Anniversary Celebrations with various milestone events, including a Homecoming event where former staff and students were invited back to reconnect with one another. Previous principals were also invited back, including Bishop John Tan, our first principal, who contributed a Book Prize under his name to affirm two JC2 students.

Saints have distinguished themselves in many aspects of the holistic education that they are encouraged to develop. They have generously made time and effort to help the community. In the academic realm, Saints have clinched an array of prestigious scholarships and obtained places at local and top universities in the world. In co-curricular activities, Saints have brought the College's signature leadership programmes - ChrySAlis, Saints Model United Nations, Anglican Character, Thinking and Service Leadership Programme - beyond the Village to benefit students from other schools in Singapore. More than accolades and achievements, we are proud of the unity of the Saints as one family unbroken. In December 2020, Mr Mark Lo left the College for a new position and is succeeded by Mr Tham Kine Thong, who is an alumnus of St Andrew's Junior and Secondary Schools and St Andrew's Junior College. He continues to build on the strong legacies of the previous principals.

Up and On!

The affiliated schools of the College are:

- | | |
|--|-----------------------------------|
| 1. Anglican High School | 5. St Andrew's Secondary School |
| 2. Christ Church Secondary School | 6. St Hilda's Secondary School |
| 3. Kuo Chuan Presbyterian Secondary School | 7. St Margaret's Secondary School |
| 4. Presbyterian High School | |

COLLEGE SONG



Verse 1

Lives are in the making here,
Hearts are in the waking here,
Mighty undertaking here,
Up and On! Up and On!

We are arming for the fight,
Pressing on with all our might,
Pluming wings for higher flight,
Up and On!

Verse 2

Fair before us lies the way,
Time for work and time for play;
Fill the measure while we may,
Up and On! Up and On!

Life and time will not delay,
Time is running fast away,
Life is now today; today;
Up and On!

Verse 3

Foes in plenty we shall meet,
Hearts courageous scorn defeat;
So we press with eager feet,
Up and On! Up and On!

Ever onward to the fight,
Ever upward to the Light,
Ever true to God and Right,
Up and On!

Chorus

Up Saints! Truest fame
Lies in high endeavour;
Play the game! Keep the flame
Burning brightly ever!

COLLEGE HYMN

Moderato (♩=100)

Our - fath - er by whose ser - vants Our school was built of old
 They - reap not where they la - boured We reap what they hath sown
 Be - fore us and be - side us Still hold - en by thy hand

6

Whose - hand hath crowned thy child - ren With bless - ings man - i fold
 Our har - vest may be gar - nered By age - s yet un known
 A - cloud of un - seen wit - ness Our eld - er com - rades stand

11

For thy un - fail - ing mer - cies Far strewn a - long ou - r way - -
 The days of old hath dowered us With gifts be - yond a - ll praise - -
 One fam - i - ly un - bro - ken We join with one ac - claim - -

16

With all who passed be - fore us We praise thy name to day
 Our Fath - er make us faith - ful To serve the com - ing days
 One heart, one voice up lift - ing To glor - i - fy thy name!

CALENDAR 2024

JANUARY S M T W T F 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	FEBRUARY S M T W T F 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	March S M T W T F S 31 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	APRIL S M T W T F 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
MAY S M T W T F 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	JUNE S M T W T F S 30 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	July S M T W T F 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	AUGUST S M T W T F 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
SEPTEMBER S M T W T F 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 S M T W T F 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	NOVEMBER S M T W T F 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	DECEMBER S M T W T F 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
<div><div></div>Public Holidays</div> <div><div></div>School Holidays</div> <div><div></div>Scheduled School Holidays</div>			

SCHOOL TERMS AND HOLIDAYS 2024

Semester I (JC1)

Term I Fri 2 Feb to Fri 8 Mar
Term II Mon 18 Mar to Fri 24 May

Semester II

Term III Mon 24 Jun to Fri 30 Aug
Term IV Mon 9 Sep to Fri 22 Nov

School Holidays (Semester I)

Between Terms I & II: Sat 9 Mar to Sun 17 Mar
Between Semesters I & II: Sat 25 May to Sun 23 Jun

School Holidays (Semester II)

Between Terms III & IV: Sat 31 Aug to Sun 8 Sep
At End of School Year: Sat 23 Nov to Tue 31 Dec

Scheduled Public Holidays 2024

New Year's Day	Mon 1 Jan
Chinese New Year	Sat 10 Feb Sun 11 Feb*
Good Friday	Fri 29 Mar
Hari Raya Puasa	Wed 10 Apr
Labour Day	Wed 1 May
Vesak Day	Wed 22 May
Hari Raya Haji	Mon 17 Jun
National Day	Fri 9 Aug
Deepavali	Thu 31 Oct
Christmas Day	Wed 25 Dec

* Mon, 12 Feb will be a public holiday and Tue, 13 Feb will be a school holiday and a designated day off-in-lieu (DOIL).

Semester I (JC2)

Term I Mon 8 Jan to Fri 8 Mar
Term II Mon 18 Mar to Fri 24 May

Semester II

Term III Mon 24 Jun to Fri 30 Aug
Term IV Mon 9 Sep to end of A-Level exams

School Holidays (Semester I)

Between Terms I & II: Sat 9 Mar to Sun 17 Mar
Between Semesters I & II: Sat 25 May to Sun 23 Jun

School Holidays (Semester II)

Between Terms III & IV: Sat 31 Aug to Sun 8 Sep
At End of School Year: End of A-Level exams to 31 Dec

Scheduled School Holidays 2024

Youth Day	Sun 30 Jun**
Teachers' Day	Fri 30 Aug

** Mon, 1 Jul will be a school holiday.

COMMUNITY & EMERGENCY HELPLINES

Non-Emergency Ambulance	1777
Fire/Emergency Ambulance	995
Police (Emergencies)	999
Police Hotline <i>(for crime-related information)</i>	1800-255 0000
Civil Defence (SCDF-HQ)	1800-286 5555
Samaritans of Singapore (SOS) <i>(suicide-related issues)</i>	1-767(1-SOS) (24 hours) Email: pat@sos.org.sg Whatsapp : 9151 1767 (24 Hours)
Mental Health Helpline <i>(mental health issues)</i>	6389 2222 (24 hours)
Community Health Assessment Team (CHAT) <i>(Mental Health Check)</i>	6493 6500 (Tue-Sat) Website: www.chat.mentalhealth.sg
Good News Community Services (GNCS)	8143 8161 / 6289 7611 COR Lounge Email: gncsonlinecounselling@good-news.org.sg
TOUCHLINE <i>(Youth-related issues, including cyber wellness)</i>	1800-377 2252 (Mon-Fri) Email: cyberwellness@touch.org.sg
Help123 <i>(Cyber Wellness Community Support)</i>	1800-612 3123 (Mon-Fri) Email: hello@help123.sg
SAF Counselling Hotline (SAF Counselling Centre) (For SAF personnel and families and those anxious about National Service)	1800-278 0022 (24 hours)

COUNSELLING SUPPORT

St Andrew's Junior College believes in the holistic development of our students. Besides education, we are also concerned about development in other aspects of their lives. Counselling is one of the services we provide for our students to enhance their social, emotional and behavioural competencies to promote their learning in school through one-to-one or small group sessions.

Counselling is a collaborative process between the counsellor and the student, to facilitate the expansion of the student's view of life, enrich his/her repertoire of coping skills and enable him/her to make responsible decisions for himself/herself. The goal of counselling is to help students manage problems effectively so as to support their total development.

Our counselling team comprises a School Counsellor and a few Teacher Counsellors. They are trained with counselling skills to help our students professionally. Some of the issues handled by our counsellors are academic stress, relationship issues and personal concerns/challenges. Students can make appointments with the School Counsellor via phone messages or they can look for any Teacher Counsellor for guidance.

Senior School Counsellor

Ms Lam Yoke Fong

98228909 / 62855600 ext 226

lam_yoke_fong@moe.edu.sg

Office Hours: 8.30am – 5pm

Office: H203

Teacher Counsellors

Ms Teo Shue Mei Michelle

62855600 Ext 303

teo_shue_mei_michelle@moe.edu.sg

Ms Melissa Lim Singh

62855600 Ext 242

melissa_lim_singh@moe.edu.sg

Ms Noelle Soh

62855600 Ext 243

soh_cai_wen_noelle@moe.edu.sg

Education & Career Guidance Counsellor

Ms Kathena Lim

62855600 Ext 278

Kathena_lim@schools.gov.sg

Booking link: <https://go.gov.sg/meet-ecgc>

Good News Community Services 81438161 / 62897611

gncsonlinecounselling@goodnews.org.sg

Office: COR Lounge

WHO'S WHO

Principal
Deputy Principal 1 (Academic)
Deputy Principal 2 (Academic)
Deputy Principal (Admin)
Administration Manager 1
Administration Manager 2
Operations Manager 1
Operations Manager 2
School Staff Developer

Economics Department

Head of Dept/Economics
Level Head/Economics

Humanities Department

Head of Dept/Humanities (Covering)

Character & Citizenship Education Department

Head of Dept/Character & Citizenship Education
Subject Head/Character Education
Subject Head/Citizenship Education
Subject Head/Student Leadership 1
Subject Head/Student Leadership 2
Subject Head/Service Learning

Education Technology Department

Head of Dept/Education Technology &
Media Resource Library
Subject Head/Knowledge Management

English Department

Head of Dept/English
Level Head/General Paper 1
Level Head/General Paper 2

Languages Department

Head of Dept/Languages

Mathematics Department

Head of Dept/Mathematics
Level Head/Mathematics 1
Level Head/Mathematics 2

Mr Tham Kine Thong
Mr Ang Kheng San Cecil
Mrs Whang Ai Lee
Mr Bernard Chan
Mdm Wu Miao Kee
Mdm Seow Lay Hoon
Mr Joseph Pereira
Mr Sinni Suppiah
Ms Lynette Poh

Ms Sng Yin Hui Joan
Mr Melvin Lim

Ms Ng Geok Peng

Mr Sashikumar Jaichandra
Mr Jae Chia
Mr Keith Lee Kum Chuen
Mr David Chong
Mr Mohammed Azlan
Mr Ma Huaqi

Mr Isaac Ng Wee Lip

Mr Beesoony Uttam Kumar

Ms Wong Sui Lee
Ms Caroline Sin
Ms Lim Hsiao Yien

Ms Ng May Fun

Ms Chan Wai Yee
Mr Pio Pereira
Mr Er Heow Hui

WHO'S WHO

Guidance & Partnerships Engagement

Head of Dept/Guidance &
Partnerships Engagement
Subject Head/Education & Career Guidance
Subject Head/Talent Development
Senior School Counsellor

Ms Sathya Bama
Ms Michelle Teo
Mr Teng Guan Foo
Ms Lam Yoke Fong

Physical Education Department

Head of Dept/Physical Education &
Co-Curricular Activities
Level Head/Physical Education &
Co-Curricular Activities

Mr Chay Wai Sum
Mr Bryan Kieu

Project Work Department

Head of Dept/Project Work

Mr Ching Swee Hoe

Science Department

Head of Dept/Science 1
Head of Dept/Science 2
Subject Head/Biology
Level Head/Chemistry
Level Head/Physics

Mdm Sunarfa Binte Supaah
Mr Ang Thiam Wei
Ms Yvonne Tng Yee Min
Ms Soh Xiao Fen
Ms Joy Tan

Student Development Department

Year Head
Assistant Year Head 1
Assistant Year Head 2
Discipline Master

Mr Roland Lee
Mr Peh Bock Kiat
Ms Lim Hui Ching
Mr Chia Chin Han

Publicity, Communications & Outreach

Subject Head/Publicity, Communications &
Outreach (Covering)

Mr Felix Lee Wen Feng

Lead Teachers

English Literature
General Paper
Learning Needs (Educational Support)
Malay Language

Ms Khoo Lilin
Mrs Julia Wee
Mrs Sharon Loi
Dr Mohd Pitchay Gani

Senior Teachers

Biology
Character & Citizenship
Chemistry
Chinese Language
Geography

Mr Suresh s/o Nadarajan
Mr Jason Ong
Ms Leong Jia Hui Grace
Mr Kam Yong Chuan
Mr Christopher Tay

COLLEGE LAYOUT

Public Transport

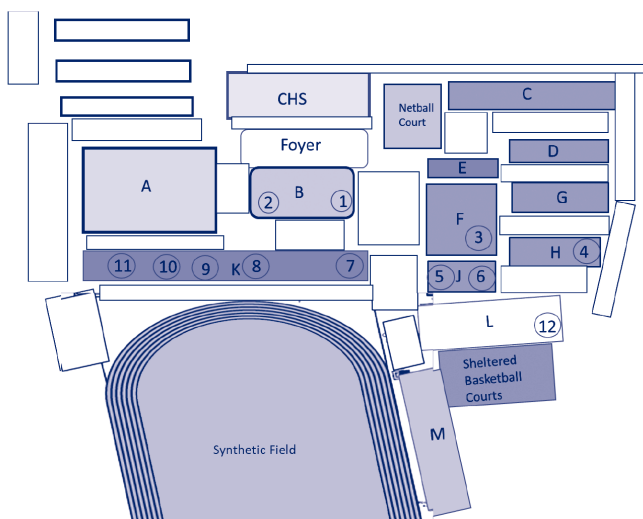
The nearest MRT station is Potong Pasir (NEL)

Bus services from bus stops:

SAJC main gate (Potong Pasir Ave 1): 142

Ascension Kindergarten (PIE): 8, 26, 31, 90, 142, 151, 154, 857, 966, 985

Potong Pasir MRT (Upp Serangoon Rd): 13, 107, 107M, 133, 142, 147, 853



College Blocks

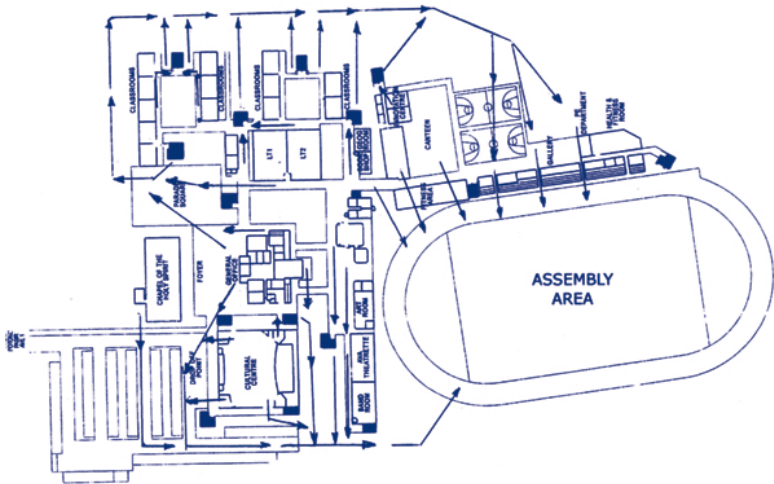
- A - Cultural Centre
- B - General Office
- C,D,G & H - Classrooms
- E - Toilets
- F - Lecture Theatres
- J - Bookshop, Geog Room, Computer Labs
- K - Student Lounge, Good News Café, Music Room, Art Room, AVA Room, Band Room, Staff Room, Science Labs
- L - Canteen, Reading Room, Library, Tennis Courts (Level 4) Roof Top
- M - PE Office, Sports Gallery, Gym

Special Rooms

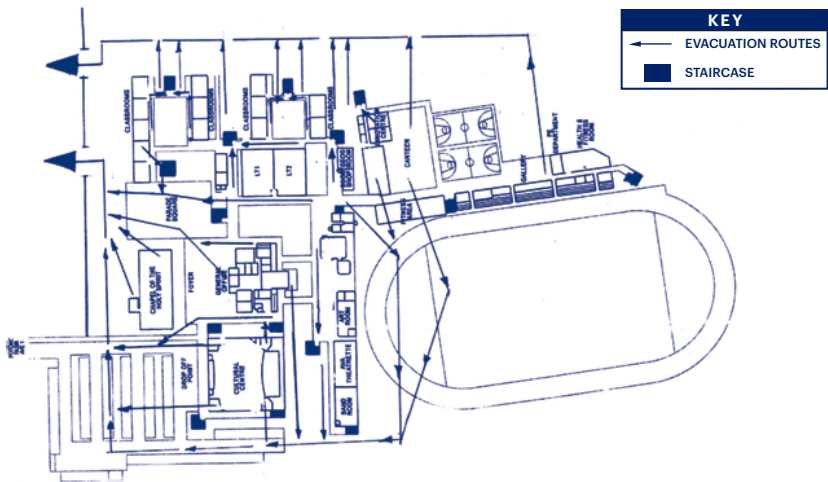
- 1 - Art Gallery (Basement)
- 2 - Dance Studio (Basement)
- 3 - Lecture Theatres 1 – 4
- 4 - Counselling Room
- 5 - Bookstore
- 6 - Computer Labs 1–5
- 7 - Student Lounge
- 8 - Music Room
- 9 - Art Room
- 10 - AVA Room
- 11 - Band Room
- 12 - Reading Room & Extension

EMERGENCY ROUTE

SAJC LAYOUT OF EMERGENCY EVACUATION PLAN (ASSEMBLY AREA)



SAJC LAYOUT OF EMERGENCY EVACUATION PLAN (ALTERNATIVE ASSEMBLY AREA)



COLLEGE RULES AND CODE OF CONDUCT

The National Anthem and Pledge

Rationale: To foster and demonstrate a sense of pride and loyalty to Singapore

- 1 Students who are Singaporean citizens must sing the National Anthem and take the Pledge. They will take the Pledge with the right fist placed over the heart.** The daily Flag-raising Ceremony in the morning is to be taken seriously by the school community in order that students will learn to give the due respect to the Nation's Flag and Anthem.

Attendance & Punctuality

Rationale: To cultivate personal responsibility and accountability

1 Attendance is compulsory at

- The daily Flag-raising Ceremony
- Lectures, tutorials, Physical Education (PE) lessons, and field/laboratory work
- College functions e.g. Sports Day, Cross Country, College Day

2 Absences

- A Medical Certificate (MC) must be produced to cover a student's absence from college due to illness. An MC/Doctor's memo must also be produced if a student is unable to wear normal footwear due to injury of the foot or for any other medical reasons.
- A letter from the parents must be forwarded to the Civics Tutor (CT) to cover the period of absence due to other valid reasons. The number of letters and electronic MC **should not cover more than 2 days per term.**
- Only the Subject Tutor concerned can approve the absence from lectures and tutorials.
- Attendance at an in-house suspension session is compulsory for students with disciplinary issues. In-house suspension takes precedence over all other activities unless special permission has been sought from the Discipline Master. Absence from an in-house suspension may lead to suspension from College.
- Students with attendance of less than 80% in a term may be barred from school internal examinations for that term.

3 Participation in Co-curricular Activities

- Participation in Co-curricular Activities (CCA) is strongly encouraged.
- Students are not allowed to represent or compete for an external organization or team without seeking prior permission from the principal.
- A student who is absent from College in the morning is not allowed to participate in CCA later in the day unless prior approval has been given by the College.

4 Punctuality

- All students must arrive by 8.10am at the venue of the Flag-raising Ceremony for attendance-taking on Mondays, Tuesdays, Wednesdays and Fridays. On Thursdays, students must arrive at the Flag-raising Ceremony venue by 8.40am. Students arriving after 8.10am and 8.40am respectively will be considered late.
- Students who are late must approach the Discipline Committee teachers or security guards to get their attendance marked.

5 Leaving College Premises

- A student may leave the College premises **only after 12.30pm** provided **there are no more lessons** for him/her for the day.
- A student seeking permission to leave the College before 12.30pm is required to fill in the Student Leave Form obtainable from the General Office.

Wearing of the College Uniform

Rationale: To uphold a sense of pride for the College and forge a sense of belonging to the College community

- 1 Students are to wear the prescribed SAJC uniform and modifications to the uniform are not allowed. The SAJC uniform is to be worn with pride at all times in College as well as outside of College. The College uniform consists of:
 - White blouse/shirt that must be tucked in at all times.
 - Navy blue skirt for female students of which the hemline should be **NO** higher than **5cm from the middle of the knee cap** as well as the back of the knee. The skirt must **NOT** be rolled up to create a shorter length, and must be worn at the student's waist and not at the hips.
 - Navy blue pants for male students must fit properly and must not be excessively tight or baggy. The waistband of the pants must be worn at the student's waist and not at the hips.
 - Only sports shoes or school shoes with plain design are allowed. No wearing of sandals, slipper and other types of footwear is permitted, unless supported by a valid MC. Socks must be worn.
 - The tie-knot of the SAJC tie is to be worn at the top button.
(The College skirt/trousers, blouse/shirt, tie, and PE attire are to be purchased from the Book Store in the College or from any supplier approved by the College.)
- 2 Students representing the College at official functions should be in the formal College uniform which consists of:
 - White long-sleeved blouse/shirt
 - White skirt/trousers
 - SAJC tie
 - College Blazer (Available from the Student Council)
 - Black court shoes for female students/black socks and black formal shoes for male students.

- 3 A shirt/blouse and pants/skirt that is excessively large or small is unacceptable. Students who come to College in uniform that is excessively large or small will be required to change to another of an appropriate size.
- 4 The College's official PE T-shirt/House T-shirt may be worn at morning assembly only for classes which have PE as their first-period lesson. Students should change out of their PE attire during their first break period.
- 5 On dress down days, students may wear half uniform, which includes approved college T-shirt, with long pants for boys and skirts for girls. P.E. attire are not allowed.
- 6 **During weekends and College vacations**, students may only wear full College uniform or half uniform. The wearing of slippers/sandals is **NOT** permitted.
- 7 Only black, dark blue or dark brown belts with a small, simple buckle are allowed for male students.
- 8 Design of class, Orientation Group or other non-CCA t-shirts (or other apparel such as jackets) must be approved by the Discipline Master before sending them for print.

Appearance & Grooming

Rationale: To nurture self-respect and cultivate good grooming habits

- 1 Students must maintain a general appearance of neatness and project a positive image at all times.
- 2 Outlandish and unkempt hairstyles, as well as tinted hair are **NOT** allowed.
- 3 Students are not allowed to wear jewellery or accessories to College. No bracelets, necklaces, chains, friendship bands, wristbands, nose studs or any form of personal accessories are to be worn with the College uniform. Cosmetic makeup are not allowed.

Male Students:

- Face is to be clean-shaven at all times and no facial hair is allowed.
- Length of hair (at back of head) should be not more than 3cm below the base of ear-lobes.
- No long fringe.
- No earrings or ear studs.
- Sideburns should not go beyond the small cartilage at the centre of ear.

Female Students:

- Only black, white, dark brown or blue hair accessories may be worn. No head scarf or bandana is allowed. Students with long hair are to have their hair tied up neatly.

- **Only ONE pair** of small, plain and simple ear studs, ear-rings or ear-sticks may be worn.
 - Underclothes should **NOT** be visible. Female students should wear only white or beige-coloured undergarments.
- 4 Eyewear: Students are not permitted to use tinted lenses (contact lenses or glasses) without a doctor's prescription.

Conduct

Rationale: To cultivate self-discipline and social responsibility

- 1 **General.** The conduct of every student must be exemplary and socially acceptable to others at all times, both within and out of college.
- 2 **Library.** Silence must be observed in the Media Resource Library, and all library regulations must be strictly observed. Personal CD-ROMs, audio CDs and DVDs/VCDs are not permitted for use in the library computers. Students must be in full uniform or half uniform in the library.
- 3 **Science Laboratories.** Laboratory safety regulations are to be strictly adhered to at all times.
- 4 **College Cafeteria.** Students must return/dispose of all crockery, cutlery, bottles and disposable wares to their proper place after use. Students must clear up all food remnants on table after they finish their meal. Food and drinks should be consumed only within areas. Students are expected to dispose of recyclable items into the special bins provided. Food consumption is strictly not allowed in classrooms.
- 5 **Mobile Phones.** The use of mobile phones and other digital devices is prohibited during curriculum hours, unless permitted by the teacher. Violation of the above rules will lead to confiscation of the mobile phone.
- 6 **Visitors.** Students should not invite visitors to the College unless it is for official business and with the prior approval of the teachers-in-charge. Students should ensure the respective persons that they invite behave appropriately on College premises, including the requirements for visitors to report to the office.
- 7 **Use of Computers.** The College takes a serious view of the misuse of computers. Students may use the College computers for academic purposes only. The following practices are strictly prohibited:
 - Lending or borrowing of another person's account or password.
 - Breaking/hacking into someone else's account/password.
 - Unauthorized use of an account or machine.
 - Using computers for illegal or criminal purposes, or commercial activities.
 - Sending pornographic or obscene materials, or materials which have abusive language or racist overtones.
 - Sending unsolicited e-mail, chain-letters or spam.
 - Creating and spreading viruses.
 - Violating the Copyright law.
 - Installing and using illegal software.
 - Copying, modifying and tampering with software and hardware.

- Unauthorised use of computers for the purpose of chatting, playing games, listening to songs, watching DVDs/VCDs etc.

Students are strongly advised to adopt the following online etiquette:

- **Treat everyone online with respect.** Use respectable language when communicating with each other.
- **Protect your identity online.** Do not give out private information (e.g. address, handphone numbers, usernames and passwords) about yourself to any stranger.
- **Be careful of what you post online.** Always remember that whatever you post online is not private and can be viewed by the whole netizen community. Online content cannot be deleted permanently as some people may have copied it or downloaded your content without your knowledge. Review your posts before publishing them online.
- **Practise discernment and do what is right.** Be careful with the websites and links you visit. The content on some websites may be questionable and contain undesirable materials. In your interaction with others on social media, be wise and discerning to avoid any situations where there may be negative impacts with adverse consequences.

8 **Assessment.** High standards of integrity and conduct is of utmost importance to all formal assessment. All students are to adhere to these standards. The following malpractices are strictly prohibited:

- Using/possessing unauthorised notes/information/materials during formal assessment.
- Giving/receiving unauthorised assistance during formal assessment.
- Communication, in any form, with other student(s) during formal assessment.
- Writing before or after the duration of the formal assessment.
- Plagiarism - Intentional and unauthorised usage of other's ideas/works as one's own without proper acknowledgement.
- Fabrication or change of data in a graded assignment.
- Falsifying results or alteration of marks not based on mistakes in marking, recording, tabulating or other administrative procedures.

COLLEGE DISCIPLINARY SYSTEM

The College reserves the right to amend the rules and recommend an appropriate course of action as it deems necessary.

The College Discipline Framework adopts a proactive approach to build positive relationships guided by the Restorative Practice philosophy. It creates positive Teacher-Student Relationship and contributes to a caring school culture.

There are 4 guiding principles :

- To ascertain the nature and severity of the mistake committed
- To serve punishment to promote learning.
- To serve punishment to fit offence committed.
- To ensure that there are no unresolved issues.

All students are required to uphold a high level of self-discipline at all times. The College Discipline System is designed to encourage the growth of self-discipline in students and to foster a conducive environment for learning and teaching. A student found not adhering to the College Rules and Code of Conduct is liable for corrective actions.

1. Minor Offences

The following are examples of minor offences:

- Improper Attire and Grooming
- Latecoming
- Littering
- Using vulgar/coarse language
- Not doing assignments
- Using handphones during curriculum hours or in the Media Resource Library

2. Serious Offences

The following are examples of serious offences:

- Persistent late-coming of 3 times or more in a term.
- Leaving College premises before the end of school session without the College's approval
- Truancy - Absence from College without a valid reason including skipping classes
- Open defiance and/or rudeness
- Disruptive behaviour which includes an act or conduct that interferes the smooth running of class or College events
- Vandalism and/or damage to College properties
- Defacement of official documents, notices and library books
- Cheating during tests/examinations including plagiarism in College projects and assignments, and tampering with marks
- Forgery which includes forging signatures, medical certificates, etc with the intention to deceive
- Assessment-related misconduct
- Theft
- Gambling
- Smoking, Vaping and Substance Abuse which includes use/possession/distribution/sale of cigarettes/harmful or imitation tobacco product/alcohol/

- drugs and inhalants within or outside school premises.
- Pornography which includes consumption/possession/distribution/sale of pornographic materials
- Assault and gangsterism
- Misconduct related to misuse or abuse of IT equipment and on the internet
- Misuse and/or abuse of College facilities/equipment
- Ragging and performing any act which causes, or is likely to cause any physical, psychological or physiological harm of apprehension or shame or embarrassment to a student. This includes (a) teasing or abusing of, playing a practical joke on, or causing hurt to any student; (b) asking any student to perform any act, which he/she would not, in the ordinary course, be willing to do; (c) bullying (verbal, physical, online)
- Compromising Safety e.g. opening the gate for unauthorized personnel to leave or enter the College premise.
- Trespassing into unauthorised places which includes other schools/restricted areas
- Impersonation of any form
- Possession of any weapon. This includes weapon-like item which is used or intended to be used to cause harm to others.
- Sexual misconduct, which includes sexual offences listed under the Criminal Procedure Code, sexual exploitation, sexual harassment and other forms of sexual misconduct.
- Cyber mischief, which includes doxing, hacking of unauthorised account, infringement of copyrights and stalking.
- Bullying, which includes verbal, relational, physical, cyber, prejudicial and sexual
- Any action that brings the school into disrepute.

3. Consequences

A student who has committed offences may face the following consequence/s to correct his/her wrong action/s depending on the severity of the offence

- Mandatory counselling
- Detention
- Reduced or 'zero' mark for assessment
- Adverse conduct grade which may lead to withdrawal of MOE or school based awards/scholarships/bursaries as well as privileges such as being unable to participate in CCA sessions and competitions as well as overseas school trips.
- Removal of leadership position
- Entry into School Offence Module system in MOE Cockpit
- Suspension (In-house and out of school)
- Caning
- Expulsion
- Any other consequences which the Principal deems appropriate

Personal Data Protection Policy

During school activities and events such as classroom lessons, CCA, school camps, school concerts, sports carnival or assembly sessions, photographs or video images of you or your legal guardians may be taken. The school may use and publish such photographs or video recordings in school publications and marketing collaterals, the school's website, social media channels, or other communication channels. Students may withdraw consent and request for us to stop using and/or disclose your photographs for any of the above-mentioned purposes by submitting your request in writing or via email to wen_feng_felix_lee@moe.edu.sg.

COLLEGE AWARDS

The following awards and scholarships are presented to the students annually. All SAJC Award and Scholarship recipients must exemplify good conduct.

Awards For Outstanding Performance in GCE A-Level Examination

1. Jacob Ballas Awards

- The **Gold Award** is given to the Dux (the top scholar of the year and also the top scholar in his/her faculty).
- The **Silver Award** is given to the top scholar of the other faculty.
- The **Bronze Award** is given to the top achiever in each academic subject (based on GCE A-Level examination results, College major assessments, and the subject tutors' recommendations).

For students who are taking 1-year **MT courses**, the Jacob Ballas Bronze Award is awarded to the respective top performers who scored at least a "B" for both GCE A-Level and Promotional Examination.

- **Scholars' Awards** are given to students who achieve **at least 3 "H2" distinctions in the GCE A-Level Examination.**

2. SAJC Valedictorian

The candidate selected as the Valedictorian for College Days must

- achieve outstanding GCE A-Level examination results
- exemplify leadership qualities
- be a role model to his/her peers;
- be someone who can appropriately represent his/her cohort
- be eloquent in speech

3. Leong Jee Award

The prize is awarded to one Singaporean student who

- achieves outstanding GCE A-Level Examination results
- possesses breadth of mind
- able to apply knowledge intelligently

4. Meritorious Award

To qualify for this award, the student must be outstanding not only in academic studies but also in co-curricular activities. The student must be dedicated and devoted to the College. This award is given only if there is a student of sufficient merit.

5. Vivian Quek Book Prize

This is awarded annually to the top performer in General Paper (GP), based on both GCE A-Level Examination and JC2 Preliminary Examinations. The awardee must achieve a minimum grade of "B" for GP in the GCE A-Level Examination.

6. **Geoffrey Abisheganadan Art Prize**

This is awarded annually to the top performer in H2 Art, based on both the GCE A-Level Examination and the JC2 Preliminary Examination. The awardee must achieve a minimum grade of “B” for H2 Art in the GCE A-Level Examination.

Awards For Outstanding Performance In Promotional Examination

1. The **SAJC Faculty Prize** is awarded to the top student in the Arts and Science faculty respectively, who achieves the highest rank points in Promotional Examination and has consistent good performance for all major assessments.
2. The **Dr Wong Poi Kwong Book Prize** is awarded to the top performer (who scores at least a “B” in Promotional Examination) in H2 Science subjects, subject to tutors’ recommendations.
3. The **SAJC Book Prize** is awarded to the top performer (who scores at least a “B” in Promotional Examination) in respective H1 & H2 subjects, subject to tutor’s recommendations, with exceptions for H2 Science and 1-year H1 MT subjects.
4. **Bishop of Singapore Prize** is awarded to the student who has made the greatest progress in his/her studies.
5. **The Vivian Quek Book Prize** is awarded annually to the top performer in **General Paper** in JC1 Promotional Examination, with a minimum grade of “B”.

Awards for Outstanding Performance in Co-Curricular Activities

1. **The SAJC Colours Award**
is awarded to students who have outstanding co-curricular achievements in sports or performing arts.
2. **The SAJC Service Award**
is awarded to students who have made outstanding contributions and/or service to the college.

College Scholarships

The following scholarships are available in St Andrew’s Junior College. Students can either apply or be nominated by staff for them.

1. **Mrs Grace Ballas Scholarship**
is awarded to current JC2 students who have
 - displayed academic excellence
 - an outstanding co-curricular activities record

2. Outstanding Saints Award

is awarded to current JC1 and JC2 students who represented Singapore at an international competition. Achievement can be in either the academic or non-academic domain.

3. Bishop John Tan Teng Wai Prize

is awarded to current JC2 students who have

- Excellent and consistent academic results
- Outstanding leadership qualities and contributions in Sports CCA

4. Ruth Wong Memorial Scholarship

is awarded to current JC2 students who are

- outstanding in academic performance
- good in Mathematics
- preferably desirous of financial support

5. Wong Kai Seng Scholarship

is awarded to current JC2 students who are

- outstanding in academic performance
- preferably desirous of financial support

6. Servant Leaders Award

is awarded to current JC2 students who

- have strong ability to Lead, Learn and Serve
- are role models of a Servant Leader
- display 4 Qualities of a Saint

7. Stephen Loh Sports Excellence Award

is awarded to current JC2 students who

- have made an outstanding contribution in water sports
- preferably desirous of financial support

8. Wong Tim Wah Scholarship

is awarded to current JC1 students who have

- outstanding O level results
- outstanding secondary school co-curricular activities record and school leaving testimonial

9. Daisy Phay Foundation-MOE Award

is awarded to current JC1 students who are

- Singaporeans
- good, needy and deserving

STUDENT ASSISTANCE SCHEMES

The College offers two main types of financial assistance schemes for financial needy students. One is the Ministry of Education Financial Assistance Scheme (MOE FAS) and the other is the St Andrew's Junior College Student Assistance Fund (SAJC SAF). Eligible student will be granted only either ONE of these financial assistance schemes.

Items	MOE Financial Assistance Scheme (MOE FAS)	SAJC Student Assistance Fund (SAJC SAF)
Eligibility	<ul style="list-style-type: none"> Singapore Citizens only. 	<ul style="list-style-type: none"> Singapore Citizens who do not qualify for MOE FAS; Permanent Residents and Foreign students may apply but approval is on a case-by-case basis.
Income Criteria	<ul style="list-style-type: none"> Family's gross household income (GHI) of \$3,000 per month or below; or Family's per capita income (PCI) of \$750 per month or below. $PCI = \frac{\text{Total gross household income}}{\text{No. of household members}}$ 	<ul style="list-style-type: none"> Family's gross household income (GHI) of \$3,001 to \$4,000 per month; or Family's per capita income (PCI) of \$751 to \$1,000 per month.
Benefits	<p>From MOE:</p> <ul style="list-style-type: none"> Full subsidy of school and standard miscellaneous fees; Bursary of \$1,200 per year; Transport Subsidy (\$17 per month from the month of approval, up to \$204 per year for students taking public transport). <p>From SAJC Board-of-Governors Fund:</p> <ul style="list-style-type: none"> Students eligible for the Financial Assistance Scheme will also receive other subsidies which are not covered under MOE FAS. 	<p>From SAJC Board-of-Governors Fund:</p> <p>Students eligible for SAJC Financial Assistance Scheme will receive subsidies on fees and other items from SAJC Board of Governors.</p>
When to apply	<ul style="list-style-type: none"> Anytime in the year as the needs arises, e.g. sudden loss of job for breadwinner, death of breadwinner 	
How to apply	<p>You can apply online via Go.gov.sg. Alternatively, you can download the MOE FAS application form from MOE website or collect a copy at the General Office. Please submit the completed form with all relevant supporting documents to the General Office and the Teacher in-charge will contact you.</p> <p>Note: Parents with children in different schools need to submit only one application form for all your school-going children to one of their schools. The school which receives the application form will inform you of the outcome for all the children.</p>	

**Additional
Help
Required?**

Parents/guardians who need additional help may approach the grassroots organisations such as Social Service Offices (SSO) or other external voluntary welfare organisations for further financial assistance. To determine the nearest SSO for the family, parents may contact ComCare Hotline at 1800-222-0000 or via the MSF webpage (<https://www.msf.gov.sg/our-services/directories#socialtab>) based on the residential address.

If you need to apply for subsidised broadband and/or laptop/tablet, you can apply for IMDA's DigitalAccess@Home scheme#. For details, please visit www.digitalaccess.gov.sg. For enquiries, please contact IMDA hotline 6377 3800 or email: digitalaccess@imda.gov.sg

Subject to eligibility and availability.

CO-CURRICULAR PROGRAMMES

In SAJC, co-curricular programmes include Co-Curricular Activities, Servant Leadership Education And Development (SLEAD) curriculum and Education and Career Guidance & Social Emotional Learning programmes.

Co-Curricular Activities

Co-curricular activities (CCAs) are an integral part of holistic education that help to build character. They nurture in Saints values like resilience, self-discipline, excellence and unity to better prepare them to thrive in a rapidly changing world. In view of the immense benefits of CCAs in nurturing the desired qualities in our Saints, the College strongly encourages all students to participate actively in at least one CCA.

Servant Leadership Education And Development (SLEAD)

SLEAD is SAJC's contextualised Character and Citizenship Education (CCE) curriculum. In line with our College's vision, it aims to provide a coherent focus to educating and developing every Saint to be a Servant Leader. In SAJC, we identify a Servant Leader as one who practices 3 key Habits, anchored in our WISE and TRUE values. At the heart of it all, our students will begin with a Desire to Serve. Their heart for service will motivate them to *Learn to Lead*. Having developed the Competencies that are critical to being an effective Servant Leader, students will *Dare to Act*, taking their first steps towards positively impacting society. This is by no means an end point. Rather, it is part of a virtuous cycle: having reflected on their actions, Saints will gain an even stronger resolve to serve, be inspired to further deepen their learning, and continue to make a difference to their community.

Character Education

Character Education in SAJC is integrated in our College's SLEAD curriculum for both JC1 and JC2 levels. The desired outcome of Character Education in SAJC is to develop Saints to be principled servant-leaders who will uphold the SAV values of WISE (Wonder, Integrity, Self-Discipline, Excellence) and TRUE (Thanksgiving, Resilience, Unity and Empathy) throughout their lives.

The SLEAD lessons are designed to challenge our students to think critically about contemporary issues in our society today where they would be given opportunities to discuss in groups and to present their opinions in class. The SAJC SLEAD curriculum aims to develop Saints to be mature and confident individuals who will be able to constructively manage themselves and their relationships with others based on a moral compass premised on spiritual principles. At the end of every SLEAD lesson, students are also encouraged to ruminate on their learning points and how they could apply them in their lives.

Citizenship Education

An integral component of the SLEAD curriculum, the Citizenship Education programme in SAJC cultivates Saints who desire to serve the nation, learn to shoulder the responsibilities of a citizen, and dare to act towards securing our future.

Saints play an active role in shaping CE programmes. Class Executive Committee representatives known as SLEAD Activists are given the opportunity to lead their class during lessons and assembly programmes. At SAJC, we believe that to cultivate responsible citizens who are genuinely concerned for Singapore, we must empower them to be self-directed learners and enable them to take greater ownership of the learning activities and discussions in the classroom. Teachers help to guide students through complex issues and facilitate authentic learning experiences.

Creating memorable milestones for students through the four Commemorative Days (Total Defence Day, International Friendship Day, Racial Harmony Day, and National Day) is a key feature in SAJC's range of CE programmes. To truly engage students at Junior College level, CE learning resources are based on authentic materials, drawn from the rich vein of works produced by Singapore's authors, artists, playwrights and academics. Over the years, our students have had the opportunity to engage in a wide plethora of arts-based experiences from Spoken Word showcases to Forum Theatre performances. These experiences serve as a starting point for teachers to broach complex topics such as race relations and national identity in the classroom. In addition, students also have the opportunity to interact with political office holders during SG Perspectives dialogue sessions. These sessions give students a clearer understanding of the rationale behind important policy decisions and how they could impact us.

The CE programme in SAJC is also enriched by the strong partnerships we have built with local organisations and institutions. We have a long-standing partnership with Central Singapore Community Development Council (CDC). During National Day every year, we collaborate with them on the Giraffes Singapore programme which encourages ordinary Singaporeans to go beyond their comfort zones and make positive contributions to our society. Our partners have played a pivotal role in creating authentic and meaningful learning experiences for our Saints.

Student Leadership Programme

Student leadership development is a key pillar in how we nurture our Saints to be Servant Leaders Who Bring Life to the Nations. SAJC aspires for every Saint to be a Servant Leader who exercises both self-leadership and influence regardless of position or title.

Using our own signature Competencies Assessment Tool (CAT 2.0), we aim to grow Saints in their awareness of the competencies of a Servant Leader and guide them in the development of the Qualities of a Saint. The tool is used by students to set their own targets and monitor their growth in the various leadership competencies.

Saints are provided with various opportunities to develop their leadership of self and others in their classes, CCAs, the College and the wider community.

a. Leadership Development in Class

Each Saint is coached by their Civics Tutor Advisor on how best to carry out their duties in the Class Executive Committee role that they are elected to fulfil. They are encouraged to be proactive in initiating new ideas about how they can better serve their class, hence learning to put others before themselves.

b. Leadership Development in Co-Curricular Activities (CCA)

Through CCAs, students develop a deeper understanding of how to effectively lead their peers in their capacity as members of the CCA Executive Committee. The College also provides platforms for CCA leaders to form networks and acquire the necessary skills to grow as leaders. In harnessing these skills, CCA leaders are equipped to facilitate the development of their peers in their CCAs.

c. Leadership Development through Student Leadership CCAs

i. Student Council

As student leaders, Student Councillors serve as role models to their peers by embodying the Qualities of a Saint. They serve the College by spearheading the organisation of College events and student welfare initiatives. Student Councillors play an essential role in influencing and rallying their peers to promote College Spirit. These opportunities provide authentic learning experiences for Student Councillors in their development as Servant Leaders.

ii. Saints Advocate

The Saints Advocate plays a pivotal role in connecting students with the community. Within the College, they lead the student population in appreciating and raising awareness of different marginalised groups through campaigns and fund raising. As the bridge between the community and the College, Saints Advocate continue to lead and inspire the student population to care for the community.

iii. Saints for Christ

Saints for Christ serves as the leaders of the student body who steward the spiritual well-being of SAJC. SFC aims to act as the home and nexus for Christian students, so as to encourage the Christian community to be a beacon that shines the light of Christ.

Student Leadership Residential Programme

Student Leaders will be given the opportunity to participate in a Student Leadership Residential Programme. They will participate in training modules to equip them with essential skills for their leadership journey. This programme also aims to promote values such as independence and self-discipline.

St Andrew's Village Student Leadership Summit - ChrySALis

ChrySALis is an annual student leadership summit which aims to equip students to be Servant Leaders in the 21st Century. This is done by providing training and development through dialogues, workshops as well as engagement programmes with the larger community. Students from Student Council, Saints Advocate, Saints for Christ and the Talent Development programme work hand-in-hand to support the planning and execution of ChrySALis.

Values-In-Action

Guided by a community-based learning approach and service-learning pedagogy, Service Learning (SL) is a platform for Values in Action (VIA). It involves Saints in community building, developing in them a strong sense of empathy, and social and civic responsibility, so that they blossom into active citizens of Singapore. SL connects Saints to social issues involving the local community and provides hands-on opportunities for Saints to organise and lead

in addressing the social issues facing our local community/ Ultimately, Saints will acquire the 3 competencies of a community leader: (1) Cares about society, (2) Prioritises growing others, and (3) Uplifts the community, as part of their growth towards being a Servant Leader under the SLEAD curriculum.

JC 1 and JC 2 Service Learning Project

Service Learning project whitespace is set aside for all students to participate in a local community project. Started in 2004, this programme aims to provide more opportunities for students to look beyond themselves and to serve those in need.

Each class is required to identify a community need, plan and execute their project and reflect on the entire experience. During this process, Civics Tutors will mentor the students as they develop their own SL Projects. The programme follows the SL methodology where both meeting the needs of the community and the learning derived from the service are held to be important.

CCA Community Involvement Programme

CCAs are also strongly encouraged to embark on community service. CCAs such as Mentoring Club and Environment Club provide a good platform for students to embark on CCA programmes that seek to address different social needs in Singapore. Other examples of CCA SL are sports CCAs conducting sports programmes for under-privileged children or providing support for sports events, fundraising etc.

Community Partnership

The SL programme would not be successful without its partnership with community development organisation. The college continues to seek and develop partnerships for community involvement programmes. The college has worked regularly with organisations such as Central Singapore Community Development Council, Lions Befrienders, NTUC Health, Bone Marrow Donor Programme, Metropolitan YMCA, Fei Yue Family Service Centre etc.

Overseas Service Learning Programme

Overseas Service Learning Programme (OSLP) serves as a platform for the character development of Saints through experiential learning and provides them with an opportunity to practise Servant Leadership. It also aims to bring about awareness of their role as global citizens in today's society and in understanding the social conditions of the host community to better serve their needs. Till date, OSLP has enabled students to come together to serve underprivileged communities in Cambodia, China, Indonesia, Sri Lanka, Thailand and Vietnam.

The expeditions, each lasting about 10 days, provide opportunities for community service, learning journeys to places of historical and cultural significance etc. Other CCAs such as Saints Advocate may have their own overseas expeditions as part of their leadership training. During the pandemic, these trips were replaced by in-situ internationalisation programmes.

ECG & SEL Programmes

Over the course of two years, Saints are also given opportunities to attend the following programmes to support their well-being and aspirations in higher education, career and scholarships choices.

Higher Education and Career Guidance

- Education and Career Guidance (ECG) Counselling
- ECG SLEAD lessons
- Work Shadowing Programme
- Work Immersion (Mentoring) Programme
- Career and Industry Talks
- Local Universities Forum
- Personal Statement, Resume Writing and Interview Skills Workshops
- Talks on Overseas Universities application

Scholarships

- Talent Development Programme
- External Competitions / Conferences
- Learning Journeys
- Scholarship Talks and Networking sessions
- College Scholarships & Awards
- Personal Portfolios

Social and Emotional Learning (SEL)

Talks / Workshops / Co-curricular lessons on

- Cyber Wellness
- Emotional / Stress Management
- Relationship Management
- Time Management
- Motivation

CURRICULAR PROGRAMMES

At SAJC, Saints will have the option to select from a range of 6 to 8 subjects for their A-level curriculum. In accordance with the Ministry of Education's (MOE) initiative to incorporate Blended Learning (BL) as a significant component of the educational experience for both Secondary School and JC/MI students, the aim is to foster self-directed and independent learners while nurturing passionate and intrinsically motivated individuals. SAJC has adopted BL for both JC1 and JC2 Saints, leveraging on online lectures and Home-Based Learning days as part of this approach.

1. Online lectures

Online lectures empower Saints with the flexibility to learn at their preferred times and adjust their pace, allowing them to regulate and direct their own learning. Saints are required to watch weekly online lectures during weekday afternoons, and it is recommended that they adhere to the College's provided online lecture schedule to effectively manage their learning progress.

2. Home Based Learning (HBL) Days

The key feature of HBL day in SAJC is the conscious dedication of time and space i.e. 2 hr for a meaningful **Learning Experience (LE)**. This dedicated time also allows Saints to meaningfully engage in a learning experience that evoke their wonder, interest and passion in the subject area.

Furthermore, **Student-Initiated Learning (SIL)** is time set aside for Saints to explore their personal interests which also provides Saints with the opportunity to develop themselves as independent, passionate and lifelong learners.

Saints can discover the benefits of their Blended Learning (BL) experiences at SAJC by adhering to the following three norms:

- (1) **Planning Ahead:** To evolve into a self-directed learner, Saints should learn how to effectively manage their time and proactively plan to maximize productivity.
- (2) **Taking Ownership:** BL offers a unique opportunity for independent learning, a skill that will serve Saints throughout their lives. It is crucial to begin cultivating these habits early and reflect on one's self-management on Home Based Learning (HBL) days.
- (3) **Building Trust:** BL has been intentionally designed to empower learners. Demonstrating respect for commitments and meeting deadlines for all HBL activities not only honors the trust placed in Saints by their teachers but also showcases their capacity to handle increased autonomy.

The schedule for HBL and online lectures would be provided for every student.

ACADEMIC ASSESSMENT

Continual assessments are conducted throughout the academic year for all students to pace themselves in their preparation for the GCE A-Level Examination. Students are strongly encouraged to put in consistent effort in their studies. Parents/Guardians will be informed of their child's/ward's progress through the College Progress Reports with a list of email addresses of their child's subject tutors whom they could get in touch with. This list of email addresses is also available on the College's website.

For academic at-risk students, parents will be contacted by College Staff for discussions on how to support the students as well as on strategies to help the students improve.

Examination Schedule

Level	Types of Academic Assessments	Period
JC1	WEIGHTED ASSESSMENT	TERM 2 – TERM 3
	GCE 'A' LEVEL MT LISTENING COMPREHENSION & ORAL EXAMINATION	TERM 3
	FINAL EXAMINATION	TERM 4
	GCE 'A' LEVEL MT WRITTEN EXAMINATION	TERM 4
	GCE 'A' LEVEL PROJECT WORK ORAL EXAMINATION	TERM 4
JC2	WEIGHTED ASSESSMENT	TERM 1 – TERM 2
	BLOCK TEST	TERM 2 - TERM 3
	GCE 'A' LEVEL MT & MTB WRITTEN EXAMINATION	1 st WEEK of JUNE holidays
	PRELIMINARY EXAMINATIONS (SCIENCE PRACTICAL)	TERM 3
	PRELIMINARY EXAMINATIONS (WRITTEN)	TERM 3 – TERM 4
	GCE 'A' LEVEL WRITTEN EXAMINATION	TERM 4

The examination schedule would be provided for every Saint via the student calendar and on the SAJC college website.

PROMOTION CRITERIA FOR JC 1 STUDENTS

The final marks for promotion to JC2 for each subject are made up of the following components:

Assessment/ Examination	H1 & H2 Subjects
Weighted Assessment 1	15%
Weighted Assessment 2	20%
Final Examinations	65%
Total (Promotional Exam Score)	100%

* Weighted Assessment is computed based on term tests.

Grading System

For H1 and H2 subjects, the pass grades are A to E, with A being the highest and E the lowest grade. Students may be awarded grade S (Sub-pass) or U

(ungraded), both of which indicate that the student has failed to obtain a pass in the subject. For H2 subjects, an “S” grade is considered as a H1 pass.

In order to be promoted to JC2, **all JC1 students have to obtain two H2 passes and one H1 pass in the Promotional Examination.** H1 subjects can be GP, MT and H1 content subject.

Project Work is not considered for promotional purposes for all students, including repeating students.

Note:

- 1 Eligibility to repeat JC1 or JC2 will be considered on a case-by-case basis. Please note that conduct and attitude will also be examined in determining a student's eligibility to repeat.
- 2 **Students who are repeating JC1 and who have not obtained at least two H2 passes and one H1 pass in the Promotional Examination will not be allowed to repeat JC1 again in SAJC.**
- 3 Absence from **any examination or weighted assessment** must be covered with a medical certificate. Otherwise, the candidate is considered as having failed and will be given a zero for the paper. eMC is not allowed to cover absences from examinations. Students who missed any examination or assessment may also be ineligible for MOE or school based academic awards.

RANK POINT COMPUTATION

In reporting a student's progress in the College, a rank point system is also provided for the student to be aware of the status of his/her performance in relation to admission to local universities.

Admission to local universities is based on university admission score (UAS) and subject grades. The UAS is based on the following rank point computation which is shown in the table below.

Marks	Grades for H1/ H2 subjects	Points awarded if take at H2 level	Points awarded if take at H1 level	Grades for H3 (MOE) subject
70-100	A	20	10	Distinction
60-69	B	17.5	8.75	Merit
55-59	C	15	7.5	Merit
50-54	D	12.5	6.25	Pass
45-49	E	10	5	Pass
40-44	S	5	2.5	Ungraded
0-39	U	0	0	Ungraded

Each H2 subject contributes to a maximum of 20 rank points while each H1 subject contributes to a maximum of 10 rank points to the overall computation of rank points.

FOR JC 1 STUDENTS

The maximum possible total rank points for JC1 students is 70.

All students offer either 3H2 subject or 4H2 subject combination.

For 3H2 students;

- The computation of rank points is based on 3 H2 subjects and H1 GP.

For 4H2 students;

- The computation of rank points is based on 3 best H2 subjects and H1 GP with the fourth H2 subject grade replacing the grade of a H1 content subject.

For both 3H2 and 4H2 students, the best MT grade (H1 MT or Higher MT at O-levels) **and/or** H1 content subject grade will be included in the computation of rank points only if it raises the rank points of the student. The total rank points will then be re-based to 70.

FOR JC 2 STUDENTS

The maximum possible total rank points for JC2 students is 90.

All students offer either 3H2 subject or 4H2 subject combination.

For 3H2 students;

- The computation of rank points is based on 3 H2 subjects, 1 H1 content subject, H1 PW and H1 GP.

For 4H2 students;

- The computation of rank points is based on 3 best H2 subjects, H1 PW, H1 GP with the fourth H2 subject grade replacing the grade of a H1 content subject.

Note:

- For JC2 students, it is not mandatory to include Mother Tongue subject grade. The best MT grade (H1 MT or Higher MT at O-levels) will be included in the computation of rank points only if it raises the rank points of the student. The total rank points with MT subject grade will be re-based to 90.
- However, all students are required to meet the minimum criteria for MT, which is a minimum "S" in H1 MT or at least a "D7" for Higher MT at O-Level for admission to local university.
- As MTB is ungraded, it does not contribute to the computation of rank points. A pass in MTB is necessary for admission to local university.
- Please note that H3 papers taken at the GCE A-Level Examination are not considered in the computation of the Rank Points.

Project Work was taken in JC1 and will be taken into consideration when students apply for local university.

INDICATIVE GRADE PROFILES FOR NUS/NTU/SMU FOR AY2023/2024 ADMISSIONS EXERCISE

The following information is strictly for reference only.

Please note that prior to AY2026, admission of graduates to the University is based on an applicant's overall A-level academic performance and the IGP comprise the grades of six A-level subjects as follows:

- Best three H2 and one H1 content-based subjects, with at least 1 content subject from a contrasting discipline
- General Paper (GP) and
- Project Work (PW)

The IGP in the tables below assume grade C for GP and PW and indicate that of the 10th percentile of the cohort. Please note that certain programmes may require grades higher than "C" for GP for the purpose of admission.

Meeting the previous year's grade/GPA scores of a degree programme does not guarantee admission to that programme in the subsequent year.

With effect from AY2026, the admission requirements will be updated to reflect the changes to the A-level Curriculum and UAS computation (refer to the previous page). Please refer to the universities' websites regularly for the most up-to-date information.

NATIONAL UNIVERSITY OF SINGAPORE (NUS):

Grade Profiles of the 10th percentiles of A-level applicant offered places for programmes at NUS in 2022:

NUS Degree Programme	Representative Grade Profile: 3H2/1H1 10 th percentile
Faculty of Law	
Law*	AAA/A
School of Medicine	
Medicine*	AAA/A
Nursing*	CCD/B
Faculty of Dentistry	
Dentistry*	AAA/A
College of Design & Engineering	
Architecture*	BBC/C
Engineering	BCC/B
Industrial Design*	BBC/C
Landscape Architecture*	BCC/B
School of Computing	
Business Analytics	AAA/A
Computer Science	AAA/A
Information Security	AAA/B
Information Systems	AAA/B
College of Design & Engineering and School of Computing	
Computer Engineering	AAB/B

College of Humanities & Sciences	
Data Science and Economics	AAA/B
Environmental Studies	AAB/C
Food Science and Technology	AAA/A
Humanities and Sciences	ABB/C
Pharmaceutical Science	AAA/A
Pharmacy [^]	AAA/A
Data Science and Economics*	AAA/A
NUS Business School	
Business Administration	AAB/C
Business Administration (Accountancy)	AAB/B
Real Estate	BBC/B

Double degrees are excluded from the table

* Degree programmes that require interview &/or test

[^] Pharmacy programme does not follow CHS curriculum

NANYANG TECHNOLOGICAL UNIVERSITY (NTU):

Grade Profiles of the 10th percentiles of A-level applicant offered places for programmes at NTU in 2022:

NTU Degree Programme Representative	Representative Grade Profile: 3H2/1H1 10 th percentile
Lee Kong China School of Medicine	
Medicine*	AAA/A
College of Engineering	
Renaissance Engineering*	AAA/A
Aerospace Engineering*	AAC/B
Bioengineering	BBC/C
Chemical & Biomolecular Engineering	BBC/C
Civil Engineering	CCD/D
Computer Engineering	AAC/C
Computer Science	AAA/C
Date Science and Artificial Intelligence	AAA/B
Electrical & Electronic Engineering	CCD/C
Engineering	CCC/C
Environmental Engineering	BCC/D
Information Engineering & Media	BCC/B
Maritime Studies	BCC/D
Materials Engineering	BCC/C
Mechanical Engineering	CCD/D
College of Science	
Double Major Programmes*	AAB/B
Biological Sciences*	AAB/C
Chemistry & Biological Chemistry	BBC/C
Environmental Earth Systems Science*	AAA/C
Mathematical Sciences	BCC/B
Physics/Applied Physics	CCD/C
Nanyang Business School	
Accountancy*	BBC/B
Business*	BBC/B

College of Humanities, Arts & Social Sciences	
SOH Double Major Programmes*	AAB/B
SSS Double Major Programme	AAA/B
Art, Design and Media*^	BCC/C
Chinese*	BCC/B
Communication Studies*	AAB/B
Economics	BBC/C
Economics and Data Science	AAB/B
English*	BBC/C
History*	BCC/C
Linguistics & Multilingual Studies*	ABC/C
Philosophy*	BBC/C
Psychology	AAC/B
Public Policy & Global Affairs	AAC/B
Sociology	BBC/C
National Institute of Education	
Arts (Education)*	BCC/C
Science (Education)*	AAC/B
Sport Science & Management	BCC/D

^ Admission to Art, Design & Media programme is based on Composite Score which comprises Entrance Requirement Score and University Admission Score.

* The programmes marked with asterisk (*) are those where additional assessments such as interviews, selection tests, and/or portfolios are required.

SINGAPORE MANAGEMENT UNIVERSITY (SMU):

Grade Profiles of the 10th percentiles of A-level applicant offered places for programmes at SMU in 2022:

SMU Degree Programme	Indicative Grade Profile 3H2/1H1 content-based subjects 10th percentile
Bachelor of Accountancy	BBC/C
Bachelor of Business Management	BBB/B
Bachelor of Laws	AAA/A
Bachelor of Science (Economics)	BBC/B
Bachelor of Science (Information Systems)	BBB/C
Bachelor of Science (Computer Science)	AAB/A
Bachelor of Science (Computing & Law)	ABB/A
Bachelor of Science (Software Engineering) WSDeg	BBB/C
Bachelor of Social Sciences	BBB/C

Sources:

<https://www.ntu.edu.sg/admissions/undergraduate/indicative-grade-profile>

[https://www.nus.edu.sg/oam/undergraduate-programmes/indicative-grade-profile-\(igp\)](https://www.nus.edu.sg/oam/undergraduate-programmes/indicative-grade-profile-(igp))

<https://admissions.smu.edu.sg/admissions-requirements/indicative-grade-profile>

SINGAPORE UNIVERSITY OF TECHNOLOGY AND DESIGN (SUTD):

As a guide, the University has provided the following reference data to help prospective applicants make an informed choice in applying to the university:

Of the A Level students who were offered in the university admission exercise in 2022:

- | |
|--|
| <ul style="list-style-type: none">• Nearly all had taken Mathematics at H2 level, and 8 in 10 scored at least a B• Nearly all had taken either Physics or Chemistry (or both) at H2 Level, and nearly 7 in 10 of those who took H2 Physics and/or H2 Chemistry scored at least a B for either or both subjects. |
|--|

For more information, please click the link below:

Singapore University of Technology and Design | Apply Now

<https://www.sutd.edu.sg/Admissions/Undergraduate/Application/Admission-Requirements>

SINGAPORE UNIVERSITY OF SOCIAL SCIENCES (SUSS):

The SUSS holistic admission comprises both the applicant's performance for the following assessment components (i.e. 4-stage assessment), AND the applicant's grades scored for Singapore-Cambridge A-level as computed as University Admission Score [UAS]:

- Essay writing – responses to an essay in relation to the research topic and video(s) [which applicant would have to prepare in advance prior to interview day];
- Cognitive exercise – analytical and logical thinking test;
- Group discussion – verbal discussion on the research topic and video(s) which revolve around societal issues in Singapore and/or the region; and
- An individual or cluster interview – interview by faculty member(s) to understand the applicant's intent to read the programme, his/her passion for the discipline, as well as to assess whether applicant's disposition and personal attributes would fit the programme.

Applicants are encouraged to share their portfolio, co-curricular activities, community service, volunteering work, leadership qualities, entrepreneurship skills, internship stints, work experience, and other personal non-academic achievements, etc. with the faculty member(s).

Reference Information for AY2022 applicants applying to the SUSS Full-time Undergraduate programme may refer to the below indicative grade profile (IGP) and number of programme places in the following link:

<https://www.suss.edu.sg/full-time-undergraduate/admissions/indicative-grade-profile-igp>

Please note the information is to be used as a reference only.

SINGAPORE INSTITUTE OF TECHNOLOGY (SIT)

SIT's broad-based admissions framework considers applicants holistically based on both academic merit and non-academic merit, to ensure that the right students are admitted. If shortlisted, candidates will be called in for an interview.

For more information on SIT's Indicative Grade Profile please refer to the link below: SIT Indicative Grade Profile 2022

https://www.singaporetech.edu.sg/sites/default/files/2021-01/SIT_Indicative_Grade_Profile_0.pdf

Source:

<https://www.singaporetech.edu.sg/admissions/undergraduate>

ASPIRATIONS OF SAINTS

Our College believes that ‘No one is here by chance.’ Everyone therefore has a unique role to play in College and in touching one another’s lives. To create a positive culture and a conducive environment for learning and relationship building, every Saint is expected to fulfil his or her responsibility in the College community. A Saint is expected to

- **role model servant leadership - being an exemplary character, a holistic thinker, a skilled communicator and a community builder.**
- **be responsible for creating a caring and nurturing environment for staff and students.**
- **take the initiative to learn independently and collaboratively in both academic and co-curricular domains.**

Target Setting

Dear Saints

It is the hope of everyone in the college that you realise your full potential in both the academic and co-curricular domains while you are with us. The JC education is designed to prepare students for the rigour of the university courses and we will do our best to support your learning and aspirations for higher education.

All of you would certainly desire to do well in the College’s assessments and complete the GCE A-Level Examination successfully. To do so, you need to begin this new academic year with the end in mind, that is, decide how you want 2024 to end by setting the targets you want to achieve. You will also need to put in consistent effort and be a motivated and self-directed learner.

This subject target setting chart is like a roadmap for you to determine how you reach your goals. Along the journey, you will need to check the different milestones to make sure that you are heading in the right direction. Setting goals keeps you on track and allows you to see not just where you are today, but where you could be in the future. No great dream has been achieved without hard work and challenges. Persevere on and you will find ways around these challenges as you aim for a star.

I hope that you will be filled with the immerse satisfaction of knowing that you have tried hard with the talents that God has given to you, and that your results reflect your effort. Up and On!

Mr Tham Kine Thong
Principal

SUBJECT PROGRESS CHART

Subject : _____

Tutor : _____

A					
B					
C					
D					
E					
S					
U					
	JC1 JC2	WA1 BT	WA2 Prelim	Finals A Level	Promo

The boxes below are applicable to JC1 students only

	CA1	CA2	CA3	CA4	CA5	CA6	CA7	CA8
Marks Obtained	/	/	/	/	/	/	/	/

Subjects	WA	CT	FE
GP, MTL, H1 and H2 content subjects	15%	20%	65%

<u>Marks</u>	<u>Grade</u>	<u>Rankpoints</u>	<u>Rankpoints</u>
		H2	H1
70-100	A	20	10
60-69	B	17.5	8.75
55-59	C	15	7.5
50-54	D	12.5	6.25
45-49	E	10	5
40-44	S	5	2.5
<40	U	0	0

REFLECTIONS

Assessment Type (Please Circle the appropriate choice*)	Marks Obtained	Reflections
WA1 / BT	/	
WA2 / Prelims	/	
Finals / A Levels	/	

Subject tutors will guide the students in their journey towards academic excellence.

Subject Tutor's Signature
JC1 WA1 / JC2 BT
Date:

Subject Tutor's Signature
JC1 WA2 / JC2 Prelims
Date:

SUBJECT PROGRESS CHART

Subject : _____

Tutor : _____

A					
B					
C					
D					
E					
S					
U					
	JC1 JC2	WA1 BT	WA2 Prelim	Finals A Level	Promo

The boxes below are applicable to JC1 students only

	CA1	CA2	CA3	CA4	CA5	CA6	CA7	CA8
Marks Obtained	/	/	/	/	/	/	/	/

Subjects	WA	CT	FE
GP, MTL, H1 and H2 content subjects	15%	20%	65%

<u>Marks</u>	<u>Grade</u>	<u>Rankpoints</u>	<u>Rankpoints</u>
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50-54	D	12.5	6.25
45-49	E	10	5
40-44	S	5	2.5
<40	U	0	0

REFLECTIONS

Assessment Type (Please Circle the appropriate choice*)	Marks Obtained	Reflections
WA1 / BT	/	
WA2 / Prelims	/	
Finals / A Levels	/	

Subject tutors will guide the students in their journey towards academic excellence.

Subject Tutor's Signature
JC1 WA1 / JC2 BT
Date:

Subject Tutor's Signature
JC1 WA2 / JC2 Prelims
Date:

SUBJECT PROGRESS CHART

Subject : _____

Tutor : _____

A					
B					
C					
D					
E					
S					
U					
	JC1 JC2	WA1 BT	WA2 Prelim	Finals A Level	Promo

The boxes below are applicable to JC1 students only

	CA1	CA2	CA3	CA4	CA5	CA6	CA7	CA8
Marks Obtained	/	/	/	/	/	/	/	/

Subjects	WA	CT	FE
GP, MTL, H1 and H2 content subjects	15%	20%	65%

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40-44	S	5	2.5
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REFLECTIONS

Assessment Type (Please Circle the appropriate choice*)	Marks Obtained	Reflections
WA1 / BT	/	
WA2 / Prelims	/	
Finals / A Levels	/	

Subject tutors will guide the students in their journey towards academic excellence.

Subject Tutor's Signature
JC1 WA1 / JC2 BT
Date:

Subject Tutor's Signature
JC1 WA2 / JC2 Prelims
Date:

SUBJECT PROGRESS CHART

Subject : _____

Tutor : _____

A					
B					
C					
D					
E					
S					
U					
	JC1 JC2	WA1 BT	WA2 Prelim	Finals A Level	Promo

The boxes below are applicable to JC1 students only

	CA1	CA2	CA3	CA4	CA5	CA6	CA7	CA8
Marks Obtained	/	/	/	/	/	/	/	/

Subjects	WA	CT	FE
GP, MTL, H1 and H2 content subjects	15%	20%	65%

<u>Marks</u>	<u>Grade</u>	<u>Rankpoints</u>	<u>Rankpoints</u>
		H2	H1
70-100	A	20	10
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50-54	D	12.5	6.25
45-49	E	10	5
40-44	S	5	2.5
<40	U	0	0

REFLECTIONS

Assessment Type (Please Circle the appropriate choice*)	Marks Obtained	Reflections
WA1 / BT	/	
WA2 / Prelims	/	
Finals / A Levels	/	

Subject tutors will guide the students in their journey towards academic excellence.

Subject Tutor's Signature
JC1 WA1 / JC2 BT
Date:

Subject Tutor's Signature
JC1 WA2 / JC2 Prelims
Date:

SUBJECT PROGRESS CHART

Subject : _____

Tutor : _____

A					
B					
C					
D					
E					
S					
U					
	JC1 JC2	WA1 BT	WA2 Prelim	Finals A Level	Promo

The boxes below are applicable to JC1 students only

	CA1	CA2	CA3	CA4	CA5	CA6	CA7	CA8
Marks Obtained	/	/	/	/	/	/	/	/

Subjects	WA	CT	FE
GP, MTL, H1 and H2 content subjects	15%	20%	65%

<u>Marks</u>	<u>Grade</u>	<u>Rankpoints</u>	<u>Rankpoints</u>
		H2	H1
70-100	A	20	10
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50-54	D	12.5	6.25
45-49	E	10	5
40-44	S	5	2.5
<40	U	0	0

REFLECTIONS

Assessment Type (Please Circle the appropriate choice*)	Marks Obtained	Reflections
WA1 / BT	/	
WA2 / Prelims	/	
Finals / A Levels	/	

Subject tutors will guide the students in their journey towards academic excellence.

Subject Tutor's Signature
JC1 WA1 / JC2 BT
Date:

Subject Tutor's Signature
JC1 WA2 / JC2 Prelims
Date:

CALENDAR 2024

JANUARY 2024							
SUN	MON	TUE	WED	THU	FRI	SAT	
T1W1	1 New Year's Day	2	3	4	5	6	
7 T1W2	8 JJC2 Academic Term Begins Beginning of Year Prog	9 Follow Fri (Even Week) Timetable (TBC-assume 12 Jan is OH)	10 JC2 Assembly Temp-Taking Ex.	11	12 Open House (TBC) JAE Reg (TBC)	13 Orientation Prep Session #1 JAE Reg (TBC)	
14 T1W3 JAE Reg (TBC)	15 JAE Reg (TBC)	16 JAE Reg (TBC)	17 JC2 Assembly	18	19 KIWI Cup@SAJC	20 Orientation Prep Session #2	
21 T1W4	22	23 JC2 HBL Day (#1) DSA Induction (Day 1) JC2 TDP Induction	24 JC2 Chapel Induction (Day 2)	25	26 JC2 WMP Workshop	27 Orientation Prep Session #3	
28 T1W5	29	30	31	Notes			

FEBRUARY 2024						
SUN	MON	TUE	WED	THU	FRI	SAT
T1W5				1	2 Start of JC1 Academic Term JC1 Orientation Day 1	3
4 T1W6	5 JC1 Orientation Day 2 CCA Fair P meets JC1 Christians	6 JC1 Orientation Day 3 JC2 HBL Day (#2)	7 JC1 Orientation Day 4 JC2 Chapel	8 JC1 Orientation Day 5 Vision Night	9 CNY Celebrations	10 Chinese New Year
11 T1W7	12 Chinese New Year Public Holiday	13 Chinese New Year School Holiday (DOIL)	14 JC2 Assembly VO Friendship Day	15	16 JC1 Assembly Total Defence Day Commemoration	17 J1 Parents Dialogue (AM)
18 T1W8	19	20 JC2 HBL Day (#3)	21 JC2 Chapel	22	23 JC1 Chapel	24
25 T1W9	26	27 JC1 TDP Induction Follow Tues (Even Week) Timetable	28 JC2 Assembly	29	Notes	

MARCH 2024						
SUN	MON	TUE	WED	THU	FRI	SAT
31					1 JC1 Assembly JC1 WMP Workshop JC2 Parent-Teacher-Student Conference	2
3 T1W1O	4 PW – Release of QP	5 JC2 HBL Day (#4)	6 JC2 Chapel TDP Learning Day (SSEF Public Visit Day)	7	8 JC1 Chapel	9 Beginning of March Holidays
10	11	12	13 PROTECTED TIME	14 PROTECTED TIME	15 PROTECTED TIME	16
17 T2W1 End of March Holidays	18 MTL Fortnight	19 JC1 HBL Day (#1) MTL Fortnight	20 JC2 Chapel CCA Dedication Assembly MTL Fortnight	21 MTL Fortnight	22 JC1 Chapel MTL Fortnight	23
24 T2W2	25 MTL Fortnight	26 JC2 HBL Day (#5) MTL Fortnight	27 JC2 Assembly MTL Fortnight	28 MTL Fortnight	29 Good Friday	30

APRIL 2024						
SUN	MON	TUE	WED	THU	FRI	SAT
T2W3	1 Easter Week	2 Easter Week JC1 HBL Day (#2)	3 Easter Week JC2 Chapel (Extended)	4 Easter Week PW Assignment 1	5 Easter Week JC1 Chapel (Extended) Saints MUN Conference	6 Saints MUN Conference
7 T2W4	8	9 JC2 HBL Day (#6)	10 Hari Raya Puasa	11	12 JC1 Assembly	13
14 T2W5	15	16 JC1 HBL Day (#3)	17 JC2 Chapel	18	19 JC1 Chapel	20
21 T2W6	22 Guitar Concert Esplanade Rectal Studio	23 JC2 HBL Day (#7)	24 JC2 Assembly Local University Forum (Extended)	25	26 JC1 Assembly	27
28 T2W7 Combined Concert Band (VCH)	29	30 JC1 HBL Day (#4)	Notes			

MAY 2024						
SUN	MON	TUE	WED	THU	FRI	SAT
T2W7			1 Labour Day	2 PW-Assignment 2	3 JC1 Chapel SC Commendation Drama Production (Arts House)	4 Drama Production (Arts House)
5 T2W8	6	7 JC2 HBL Day (#8)	8 JC2 Assembly SFC Commendation Choir Concert (SASOC Audi)	9	10 JC1 Chapel Dance Concert (SAJC CC)	11
12 T2W9	13	14 JC1 HBL Day (#5)	15 JC2 Chapel CCA Thanksgiving Assembly	16	17 JC1 Chapel	18
19 T2W10	20 JC2 Block Test	21 JC2 Block Test	22 Vesak Day	23 Normal Lessons for JC2 JC1 Parent-teacher-Student Conference	24 SAJC Cross Country	25 Beginning of June Holidays Singapore Virtual University Fair (TBC)
26	27 JC2 A-Level MT/MTB Exam (AM) Work Shadowing 1	28 Work Shadowing 1 RPIC 2024	29 ChrySAlis Day 1 Work Shadowing 1 RPIC 2024	30 ChrySAlis Day 2 Work Shadowing 1 RPIC 2024	31 ChrySAlis Day 3 Work Shadowing 1	Notes

JUNE 2024						
SUN	MON	TUE	WED	THU	FRI	SAT
30 T3W2 Youth Day	Notes					1
2	3 Work Shadowing 1	4 Work Shadowing 1	5 PROTECTED TIME	6 PROTECTED TIME	7 PROTECTED TIME	8 PROTECTED TIME
9 PROTECTED TIME	10 PROTECTED TIME	11 PROTECTED TIME	12 PROTECTED TIME	13 PROTECTED TIME	14 PROTECTED TIME	15 PROTECTED TIME
16 PROTECTED TIME	17 Hari Raya Haji	18 PROTECTED TIME	19	20	21	22
23 T3W1 End of June Holidays	24 JC2 Block Test	25 JC2 Block Test	26 JC2 Block Test JC1 Internal MT Oral (PM)	27 JC2 Block Test JC1 Internal MT Oral (PM)	28 JC1 Assembly JC2 Block Test JC1 Internal MT Oral (PM)	29

JULY 2024						
SUN	MON	TUE	WED	THU	FRI	SAT
T3W2	1 Youth Day School Holiday	2 JC2 Block Test JC1 HBL Day (#6)	3 JC2 Block Test JC1 MT & JC2 MTB A-Level Listening Comprehension (PM)	4 JC2 Block Test JC2 A-Level MTLB Oral (PM)	5 JC1 Chapel	6
7 T3W3	8	9	10 JC2 Assembly	11 PW Assignment 3	12 JC1 Assembly	13
14 T3W4	15 JC1 A-Level MT Oral (PM) JC1 E-learning Day (PM)	16 JC1 A-Level MT Oral (FD) JC1 HBL Day (#7)	17 JC2 Chapel JC1 A-Level MT Oral (FD) JC1 E-learning Day	18	19 JC1 Chapel Mental Health & Wellbeing Day	20
21 T3W5	22	23 Public Service Dialogue (JC2 TDP and interested non-TDP students)	24 JC2 Assembly	25	26 Sports Carnival College Day	27
28 T3W6	29 Christian Mission Week	30 Christian Mission Week JC1 HBL Day (#8)	31 Christian Mission Week JC2 Chapel (Extended)	Notes		

AUGUST 2024						
SUN	MON	TUE	WED	THU	FRI	SAT
T3W6				1 Christian Mission Week	2 Christian Mission Week JC1 Chapel (Extended)	3
4 T3W7	5	6	7 JC2 Assembly	8 National Day Celebrations	9 National Day	10
11 T3W8	12 JC2 Prelim Science PracticalI	13 JC1 HBL Day (#9) Celebration of Learning (PM)	14 JC2 Chapel	15 JC2 Prelim Science Practical	16 JC1 Chapel Dedication Night	17
18 T3W9	19 JC2 Consultation Day	20 JC2 Prelim Science Practical	21 JC2 Consultation Day	22 JC2 Prelim Exam	23 JC1 Assembly JC2 Prelim Exam	24
25 T3W10	26 JC2 Prelim Exam	27 JC2 Prelim Exam JC1 HBL Day (#10)	28 JC2 Prelim Exam	29 Teachers' Day Celebrations	30 Teachers' Day School Holiday	31 Beginning of September Holidays

SEPTEMBER 2024						
SUN	MON	TUE	WED	THU	FRI	SAT
1	2 PROTECTED TIME	3 PROTECTED TIME	4 PROTECTED TIME	5	6	7
8 T4W1 End of September Holidays	9 JC2 Prelim Exam	10 JC2 Prelim Exam	11 JC2 Prelim Exam	12 JC2 Prelim Exam	13 JC1 Assembly	14
15 T4W2	16	17 JC1 HBL Day (#11)	18 JC2 Chapel	19	20 JC1 Chapel Scholarships Dialogue (JC2 TDP & interested non-TDP students)	21
22 T4W3	23 Foreign Languages Oral	24 Foreign Languages Oral	25 Foreign Languages Oral JC2 Assembly JC1 A-Level MTLB Oral (PM)	26	27 JC1 Assembly JC2 TDP Graduation Ceremony	28
29 T4W4	30 JC2 Timed Trials JC1 Consultation Day	Notes				

OCTOBER 2024

SUN	MON	TUE	WED	THU	FRI	SAT
T4W4		1 JC2 Timed Trials JC1 Consultation Day	2 JC2 Timed Trials JC1 Final Exam	3 JC2 Timed Trials JC1 Final Exam	4 JC2 Timed Trials JC1 Final Exam	5
6 T4W5	7 JC2 Timed Trials JC1 Final Exam	8 JC2 Timed Trials JC1 Final Exam	9 JC2 Timed Trials JC1 Final Exam	10 JC2 Timed Trials JC1 Final Exam	11 JC2 Farewell Assembly JC1 Final Exam	12
13 T4W6	14 JC1 PW/MT Intensive	15 JC1 PW/MT Intensive	16 JC1 PW/MT Intensive JC2 A-Level Sc Practical Exam	17 JC1 PW/MT Intensive JC2 A-Level Sc Practical Exam	18 PW – Submission of PS JC1 PW/MT Intensive JC2 A-Level Sc Practical Exam	19
20 T4W7	21 JC1 PW/MT Intensive JC2 A-Level Sc Practical Exam	22 JC1 PW/MT Intensive JC2 A-Level Sc Practical Exam	23 JC1 PW/MT Intensive JC2 A-Level Sc Practical Exam	24 JC1 PW/MT Intensive JC2 A-Level Sc Practical Exam	25 JC1 PW/MT Intensive	26
27 T4W8	28 GCE A-Level EXAM JC1 A-Level MT Written Exam (AM)	29 PW OP Exam	30 PW OP Exam	31 Deepavali	Notes	

NOVEMBER 2024

SUN	MON	TUE	WED	THU	FRI	SAT
T4W8					1 PW OP Exam	2
3 T4W9	4 GCE A-Level EXAM PW OP Exam	5 GCE A-Level EXAM PW OP Exam	6 GCE A-Level EXAM PW OP Exam (Standby) FE Review and Script checking (H1 Subjects & H2 Subjects)	7 GCE A-Level EXAM JC1 A-Level MTLB Listening Comprehension (PM) FE Scripts Checking	8 GCE A-Level EXAM FE Review (H2 Subjects)	9
10 T4W10	11 GCE A-Level EXAM PW – Submission of I&R FE Review (H2 Subjects)	12 GCE A-Level EXAM	13 GCE A-Level EXAM	14 GCE A-Level EXAM Promo PMT	15 GCE A-Level EXAM Promo PMT	16
17 T4W11	18 GCE A-Level EXAM CareerSAdvantage Seminar (FD)	19 GCE A-Level EXAM CareerSAdvantage Seminar (AM) JC1 TDP Learning Day (PM)	20 GCE A-Level EXAM CareerSAdvantage Work Shadowing & Work Immersion Student Leaders' Retreat Student Learning Fest Day 1	21 GCE A-Level EXAM CareerSAdvantage Work Shadowing & Work Immersion Student Leaders' Retreat Student Learning Fest Day 2	22 GCE A-Level EXAM Last day of Academic Year for JCs Thanksgiving Assembly CareerSAdvantage Work Shadowing & Work Immersion	23 Beginning of December Holidays
24	25 GCE A-Level EXAM CareerSAdvantage Work Shadowing & Work Immersion Orientation Dry Run	26 GCE A-Level EXAM CareerSAdvantage Work Shadowing & Work Immersion Orientation Dry Run	27 GCE A-Level EXAM CareerSAdvantage Work Shadowing & Work Immersion Orientation Dry Run	28 GCE A-Level EXAM CareerSAdvantage Work Shadowing & Work Immersion Orientation Dry Run	29 PW – Marking & Moderation CareerSAdvantage Work Shadowing & Work Immersion Orientation Dry Run	30 PROTECTED TIME

DECEMBER 2024							
SUN	MON	TUE	WED	THU	FRI	SAT	
1 PROTECTED TIME	2 PROTECTED TIME	3 PROTECTED TIME	4 PROTECTED TIME	5 PROTECTED TIME	6 PROTECTED TIME	7 PROTECTED TIME	
8 PROTECTED TIME	9 PROTECTED TIME	10 PROTECTED TIME	11 PROTECTED TIME	12 PROTECTED TIME	13 PROTECTED TIME	14 PROTECTED TIME	
15 PROTECTED TIME	16 PROTECTED TIME	17 PROTECTED TIME	18 PROTECTED TIME	19 PROTECTED TIME	20 PROTECTED TIME	21 PROTECTED TIME	
22 PROTECTED TIME	23 PROTECTED TIME	24 PROTECTED TIME	25 PROTECTED TIME Christmas Day	26 PROTECTED TIME	27 PROTECTED TIME	28 PROTECTED TIME	
29 PROTECTED TIME	30 PROTECTED TIME	31 End of December Holidays PROTECTED TIME	Notes				

JANUARY 2025							
SUN	MON	TUE	WED	THU	FRI	SAT	
T1W1			1 New Year's Day	2	3	4	
5 T1W2	6 JC2 Academic Term Begins Beginning of Year Prog	7	8	9	10	11	
12 T1W3	13	14	15	16	17	18	
19 T1W4	20	21	22	23	24	25	
26 T1W5	27	28	29	30	31	Notes	

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Footprints

One night a man had a dream. He dreamed he was walking along the beach with the LORD. Across the sky flashed scenes from his life. For each scene he noticed two sets of footprints in the sand. One belonging to him and the other to the LORD.

When the last scene of his life flashed before him, he looked back at the footprints in the sand. He noticed that many times along the path of his life there was only one set of footprints. He also noticed that it happened at the very lowest and saddest times of his life.

This really bothered him and he questioned the Lord about it. "LORD, you said that once I decided to follow you, you'd walk with me all the way. But I have noticed that during the most troublesome times in my life there is only one set of footprints. I don't understand why when I needed you most you would leave me."

The LORD replied, "My precious, precious child, I love you and I would never leave you! During your times of trial and suffering when you see only one set of footprints, it was then that I carried you."

- Carolyn Corly, 1963



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