



BRIGHTON COLLEGE  
(SINGAPORE)

# Admission Handbook

2020 / 2021



BRIGHTON COLLEGE  
(SINGAPORE)



I am delighted that you are seeking to enrol your son or daughter at Brighton College (Singapore).

My vision for Brighton College in Singapore is for an outward-looking school that prioritises emotional well-being and fosters a life-long love of learning; a school where pupils look to the needs of their classmates, but are also engaged with their local community and are aware of global issues; a school where pupils are resilient, confident and grateful for their opportunities; and a school where teachers stoke the children's natural curiosity, fuelling their desire to investigate and understand the world around them.

If you need any support in your application, please contact our Admissions Team who will be very happy to help you via [enquiries@brightoncollege.sg](mailto:enquiries@brightoncollege.sg) or by calling us on +65 6505 9790.

My team and I look forward to welcoming you and your family to the Brighton College community.

Yours sincerely,  
**Paul Wilson**  
**Head Master, Brighton College (Singapore)**

## Application Process

We aim to ensure that the Application Process to Brighton College (Singapore) is as smooth and seamless as possible. Our Admissions Team are here to help you should you need them at any point in the process, so please reach out to them if you need assistance.

### Our 3-Step Application Process

#### Step 1 - Application

Prospective students need to submit all required forms and documents to us via [enquiries@brightoncollege.sg](mailto:enquiries@brightoncollege.sg) and pay the non-refundable Application Fee of \$1,000 in order to be considered for admission. Applications are considered in chronological order of receipt. Each applicant is reviewed individually and independently.

#### Step 2 - Assessment

Once the required forms and documents have been submitted and the Application Fee has been received, your Admissions Manager will support you with the assessment requirements, following which the Academic Leadership Team will review the application. Families will then be notified of the outcome.

#### Step 3 - Offer and acceptance of a place

If a place is offered, a return email acceptance of a place must be received, together with a completed Student Contract and payment of the Enrolment Fee within 14 calendar days. If the Enrolment Fee is not received within the invoiced period, priority may be given to other applicants. Swift payment of the Enrolment Fee is therefore encouraged to avoid disappointment.

## Application Check List

### 1. Items to be submitted with your child's completed application form

- Passport photo of the child
- A copy of the child's Passport
- A copy of the child's Birth Certificate (officially translated and notarized if not already in English)
- Current and previous two years' school reports, where available (officially translated and notarized if not already in English)
- Completed School Reference Form (please select the relevant form and have it completed by your child's class teacher, where applicable, in English.)
- Employment Letter of Guarantee (if your employer is paying all or part of the child's school fees)

### 2. Items to be submitted after you have accepted the offer and ahead of enrolment:

- A completed Student Contract
- Copy of the child's Immigration Status (i.e. Dependent Pass / Permanent Resident Re-Entry Permit/ Immigration Exemption Order).
- Copy of the child's immunisation record
- Completed Medical Form

For help or support with your application, please contact our Admissions Team via [enquiries@brightoncollege.sg](mailto:enquiries@brightoncollege.sg) or by calling us on **+65 6505 9790**

You can begin your application and access all the required forms via our website [www.brightoncollege.edu.sg/applytoday](http://www.brightoncollege.edu.sg/applytoday)

## Year Group Placements and Class Ratios

SUB SCHOOL	YEAR GROUP	MAX CLASS SIZE	TEACHING / TEACHING ASSISTANT STAFF PER CLASS	CHILD / STAFF RATIOS	CHILD AGE (BY 1 SEPTEMBER OF THE SCHOOL YEAR)
Pre Prep School	Pre-Nursery	16	4	4:1	18 months
	Nursery	16	4	4:1	3
	Reception	20	3	7:1	4
	Year 1	22	2	11:1	5
Prep School	Year 2	22	2	11:1	6
	Year 3	22	2	11:1	7
	Year 4	22	2	11:1	8
	Year 5	22	*	11:1	9
	Year 6	22	*	11:1	10

\*Children in our Year 5 and 6 programme are taught by a range of subject specialists, with the support of subject specific teaching assistants and at times class sizes will vary. However, in principle the ratios of staff to pupil will remain at 11:1

## Year Level Placements

For pastoral reasons, children will be placed in the year level that corresponds to their date of birth. Any exceptions to this policy would need to be agreed with the Head Master / Deputy Head of Brighton College (Singapore) as part of the assessment process and will only be granted if there is significant evidence to support that it would be in the best interests of the child.

## Applications from Children With Individual Learning Needs

While we are pleased to accept applications from a diverse student body, due to the rigour of our curriculum we will not be able to support all special educational needs.

Parents should talk through any relevant information about their child with our Admissions Team and this can then be discussed with our Head of Additional Educational Needs.

## Applications from Non-Native English Speakers

All children will be assessed during the admissions process to ensure that they will be able to access the Brighton College (Singapore) curriculum and thrive in our environment.

For non-native English speakers, this assessment will include providing us with an understanding of the level of English currently spoken.

EAL support is provided within our classrooms and not as a separate programme.

## Assessment Processes

Brighton College (Singapore) is a selective school; however, we do not select on academic ability alone.

As part of our Admissions Process we will meet each child and assess their abilities to ensure that we can offer them an environment and programme through which they will thrive.

The assessment process for admission to Brighton College (Singapore) is based on a variety of factors, which depending on the age of the child may include school transcripts, records, testing and other evaluative procedures.

Children already residing in Singapore will be invited to an informal familiarisation and assessment meeting at Brighton College (Singapore).

Older children (for entry into Year 1 and above) will also be required to undertake basic testing in English and Maths to ensure that they will be able to thrive in our academic environment.

## School year level comparisons

Brighton College (Singapore) follows the same Early Years Foundation Stage and English National Curriculum as offered by its founding school in the UK. The nomenclature for our year levels will therefore be familiar to those who are transferring from an English National Curriculum school. However, for those children transferring from a school that does not follow the same year level structure, the table below provides a simple guide to other common school systems.

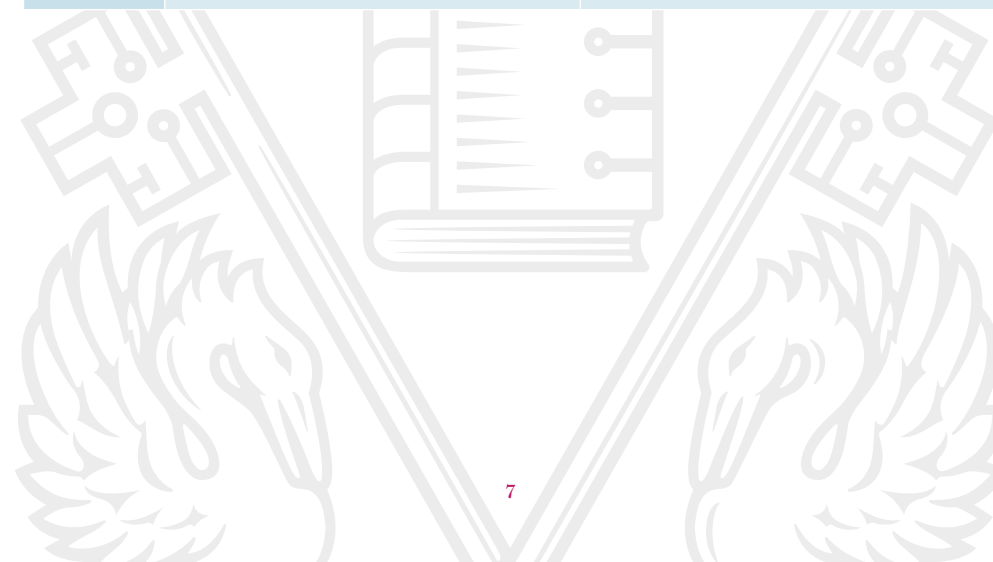
If you need any support in understanding which year level your child would be placed in, please contact our Admissions Team for their advice.

AGE OF CHILD (BY 1ST DAY OF SCHOOL)	BRIGHTON COLLEGE (SINGAPORE) AND OTHER UK SCHOOLS	AMERICAN SYSTEM SCHOOLS	AUSTRALIAN SYSTEM SCHOOLS	SINGAPORE SYSTEM SCHOOLS
18 months	Pre Nursery	Pre-Nursery	Pre-Nursery / Nursery	Nursery 1
3 years	Nursery	Preschool / Pre- Kindergarten	Preschool	Nursery 2
4 years	Reception	Pre-Kindergarten / Kindergarten 1	Preschool	Kindergarten 1
5 Years	Year 1	Kindergarten / Kindergarten 2	Prep	Kindergarten 2
6 years	Year 2	First Grade	Year 1	Primary 1
7 years	Year 3	Second Grade	Year 2	Primary 2
8 years	Year 4	Third Grade	Year 3	Primary 3
9 years	Year 5	Fourth Grade	Year 4	Primary 4
10 years	Year 6	Fifth Grade	Year 5	Primary 5

## School Term Dates and School Timings

	START OF SCHOOL DAY	FINISH OF SCHOOL DAY	OPTIONAL
Pre-Prep School	9.00am	3.30pm	3.30pm – 4.30pm CCA programme for pupils in Reception and Year 1  3.30pm – 5.00pm After-School Care programme for all years
Prep School	9.00am	4.30pm	4.30pm – 5.00pm After-School Care programme for all years

TERMS	BEGINS	ENDS
Term 1	Thursday, 27 August 2020	Friday, 11 December 2020
Term 2	Tuesday, 5 January 2021	Friday, 26 March 2021
Term 3	Monday, 12 April 2021	Friday, 2 July 2021





## School Holidays and Public Holidays 2020 / 2021

Brighton College (Singapore) follows the gazetted public holidays in Singapore. Other school-specific holidays and non-student days are shared below.

Please note these dates are subject to change and updates will be shared with parents via the Brighton College (Singapore) Parent Portal.

DATES	DAY	SCHOOL HOLIDAYS
12 - 16 October 2020	Monday - Friday	Half Term School Holiday
13 November 2020	Friday	Teacher Professional Development
14 November 2020	Saturday	Deepavali
16 November 2020	Monday	Deepavali (day in lieu)
14 December 2020 - 1 January 2021	Monday - Friday	Christmas / New Year School Holiday
4 January 2021	Monday	Teacher Professional Development
8 - 15 February 2021	Monday - Monday	Half Term School Holiday / Chinese New Year
29 March - 9 April 2021	Monday - Friday	Easter School Holiday
1 May 2021	Saturday	Labour Day Public Holiday
3 May 2021	Monday	Labour Day (day in lieu)
13 May 2021	Thursday	Hari Raya Puasa Public Holiday
26 May 2021	Wednesday	Vesak Day Public Holiday
27 - 28 May 2021	Thursday - Friday	May Day School Holiday



## School Fee Schedule 2020 / 2021

### School Tuition Fees (per pupil, per term)

	TERM 1	TERM 2	TERM 3	FULL YEAR
<b>Pre-Nursery</b>				
3-day session	\$4,750	\$4,750	\$4,750	\$14,250
4-day session	\$6,840	\$6,840	\$6,840	\$20,520
5-day session	\$7,250	\$7,250	\$7,250	\$21,750
5 half day session	\$4,700	\$4,700	\$4,700	\$14,100
<b>Nursery</b>				
3-day session	\$6,150	\$6,150	\$6,150	\$18,450
4-day session	\$8,700	\$8,700	\$8,700	\$26,100
5-day session	\$9,233	\$9,233	\$9,234	\$27,700
5 half day session	\$6,070	\$6,070	\$6,070	\$18,210
<b>Reception, Year 1 and Year 2</b>				
Full Day	\$11,350	\$11,350	\$11,350	\$34,050
<b>Year 3 to Year 6</b>				
Full Day	\$11,670	\$11,670	\$11,670	\$35,010

All fees are expressed in Singapore Dollars (SGD) including prevailing Goods and Services Tax (GST) of 7%, GST subject to change at Singapore Government discretion.

Tuition fees include all books and stationery and are based on a three-term year, unless stated otherwise. Replacement of lost IT resources, textbooks, workbooks, library books and other school resources will be expected to be funded by the student/family prior to the distribution of additional resources.

### School Fee Discounts

Families with two or more students concurrently enrolled at Brighton College (Singapore) in any individual calendar year will be offered the following Tuition Fee discounts (based on the age of the children):

2nd child – 5%      3rd child – 10%      4th child – 10%

#### Application Fee      **\$1,000.00**

A non-refundable Application Fee is paid to Brighton College (Singapore) at the time the application is submitted. No application is considered until the Application Fee is paid. This fee applies to each pupil. The Application Fee is non-refundable and non-transferrable.

#### Enrolment Fee      **\$3,500.00**

#### Development Fund      **\$3,000.00**

The Enrolment Fee and the Development Fund are **one-time payments for all new pupils**. Payment of the Enrolment Fee confirms acceptance of a student placement offer.

#### Facility Fee      **\$3,250.00**

The Facility Fee is an **annual payment for all new and all returning pupils**, payable in full along with the Term 1 Tuition Fees (or the first Term payment for pupils joining after the beginning of the school year).

## 2020 / 2021 School Fee Billing Cycles and Payment Requirements

Brighton College (Singapore) will deliver invoices in advance for tuition fees three times a year, with payment to be settled as per the schedule below.

EDUCATIONAL PERIOD	BILLING MONTH	PAYMENT REQUIREMENT
Term 1, 2020 August – December	February 2020	1 April 2020
Term 2, 2021 January – March	June 2020	1 September 2020
Term 3, 2021 April – July	November 2020	8 January 2021

### Payment Terms

School Tuition fees are pro-rated to the month the student begins tuition. Tuition Fees are not pro-rated if a student withdraws prior to the conclusion of the term.

All other fees are payable in full and are not pro-rated.

### Payment by Employers or Third Parties

If school fees are to be paid by a company / employer, please complete the **Letter of Guarantee** and send it to the Admissions Office. An authorised representative of the company will need to complete this form and stamp it. Parents are responsible for keeping their company / employer informed of all information regarding Tuition Fees, payment terms and all other fees. Financial responsibility for all school fees remains with the parents irrespective of payments made by third parties.



### Payment Options

We have put a number of domestic options in place to support families in the payment of relevant fees.

Brighton College (Singapore) will accept payment by bank transfer and credit card facilities. Payment by credit card will incur an additional 2.5% convenience fee per transaction completed.

International payments can easily be made through FlyWire.

For full details, please contact our Admissions Team or visit [www.brightoncollege.edu.sg/payment-options](http://www.brightoncollege.edu.sg/payment-options) for more details..



## Additional Information

### Agreement

Parents are advised to read the school's financial conditions thoroughly before submitting a formal application for enrolment. Your signature on the Application Form implies an acceptance of the school's Terms and Conditions. Detailed Terms and Conditions can be found on the school's website. Should you require more information, please contact the Admissions Office on +65 6505 9790 or email [enquiries@brightoncollege.sg](mailto:enquiries@brightoncollege.sg).

### Cancellation of Acceptance

If, for any reason, parents cancel their acceptance of a place before their child starts school, the Application and Enrolment Fees and Development Fund will not be refunded. Tuition Fees paid in advance will be refunded provided sufficient notice has been given. For cancellation after the child has commenced at the school, please see 'Withdrawal'.

### Deferment of Acceptance

Once a child is accepted and the Enrolment Fee has been paid, a place is secured. Should it be necessary, the child's start date may be deferred for up to one year from the initial start date indicated in the offer letter. After a one-year deferment, the acceptance will no longer be valid and the child will need to re-apply.

### Withdrawal

Tuition Fees are non-refundable in whole or in part if withdrawal is after the commencement of a school term. Parents wishing to withdraw their child should email written notice to the Brighton College Admissions Office, within the published withdrawal deadlines.

## Student Passes

Brighton College (Singapore) can only accept enrolments from students who hold a Dependant Pass or are Permanent Residents in Singapore. Please note that at this time, Brighton College (Singapore) is not able to offer places to students who require a Student Pass / who currently hold a Long-term Visit Pass (LTVP).

### Singapore Nationality / Singapore Pass holders

Approval is required from the Ministry of Education (MOE) before a Singaporean student (6 years old and above) can attend Brighton College (Singapore). The application for approval from the MOE will be sent once a student is accepted, or as required.

### Immunisation Records

Foreign-born children aged 12 years and below, who are applying for a Dependant's Pass (DP) or Long Term Visit Pass (LTVP) issued by the Ministry of Manpower (MOM), and the Student's Pass (STP) issued by the Immigration & Checkpoints Authority (ICA), are required to submit documented proof of vaccination or evidence of immunity to the Health Promotion Board (HPB) for verification. They will have to do so before they proceed with their applications to MOM or ICA for long-term stay in Singapore. **Please note that this process can take in excess of one month.** Existing pass holders will not be subject to the requirements when renewing their pass or applying for a new pass.

### School Changes

This school, like any other, is likely to undergo a number of changes during the time your child is enrolled. For example, there may be changes in staff, in the premises, facilities and their use, in the curriculum, the size and composition of classes, the Terms and Conditions, the disciplinary framework and the length of the school year. Tuition Fees will be regularly reviewed and adjusted annually.

## **Transport**

Buses are available every morning on a door-to-door service. Places on bus routes are arranged via our transport company.

Pre-Prep children can return home on buses at 3:30pm (door-to-door service) or 4:30pm (point-to-point) service.

Prep children can return home on buses at 4:30pm (point-to-point service).

We do not offer a bus service at 5:00pm and so children remaining at school until this time will need to be collected from school by a parent or guardian.

Transportation Fees are invoiced separately.

Parents are asked to note that the Brighton College (Singapore) policy on pupil transportation requires all children in Pre-Prep to use a school-approved child restraint when travelling to and from school on the school bus. For details of the policy and information on the restraints required, please contact the Admissions Office.

## **Uniform**

All pupils are required to purchase the full Brighton College (Singapore) formal and sport uniform, as detailed in the Uniform Policy. The uniform should be purchased from the school's official provider, details of which can be provided by the Admissions Office.

## **Canteen**

All students in Pre-Prep at the Early Learning Village will enjoy a family-style lunch which is provided as part of the Pre-Prep Tuition Fee. Pupils in Year 2 and above may bring their own lunch from home or may pre-order a hot lunch from our canteen.

The Brighton College (Singapore) canteen is operated by Chartwells, who provide meals in accordance with the school's policy for fresh and healthy food.



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