

Parent Handbook

2024-2025

Updated March 2025



BRIGHTON COLLEGE
(SINGAPORE)

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1. Introduction

1.1 Welcome from the Head of College Brighton College (Singapore)

At Brighton College (Singapore), we offer outstanding opportunities for our pupils. Our values of kindness, curiosity, and confidence guide us in all that we do. We are committed to academic excellence, ensuring that our pupils receive exceptional support from their dedicated, highly qualified teachers. Our aim is to inspire a lifelong curiosity about our ever-evolving world.

To help every pupil gain the most from their time at our school, we place a team of committed staff around each child. We want every child to feel known, supported, and encouraged to thrive, as we believe that a nurturing environment is key to success. We are also passionate advocates of holistic education, striving to nurture our pupils' confidence and develop qualities such as leadership, teamwork, and resilience. With a diverse range of co-curricular activities and excellent facilities, our pupils enjoy a superb learning environment – and have a lot of fun too!

1.2 This Handbook

As parents, you may wish to keep abreast of policies and procedures in the school. Whilst this handbook has most of the everyday procedures laid out in summary form, please contact your child's Head of Year in the first instance if you would like to know more. Please note that this handbook is intended as a guide for parents and is updated at least annually. It does not form a part of the school's contract with parents.

1.3. Equal Opportunities

We believe that every person has the same rights and is entitled to the same opportunities, regardless of gender, pregnancy or maternity, disability, race, religion or belief, cultural background, linguistic background, special educational need, sexual orientation, gender reassignment or academic or sporting ability. Brighton College does not discriminate on the grounds of gender, disability, age, sexual orientation, marital status or racial, ethnic, or national origin.

We expect everyone involved throughout the schools of Brighton College to:

- Respect and promote equal opportunities for all people.
- Encourage harmony and understanding in society.
- Recognise and oppose all forms of prejudice and discrimination.
- Remove both outward and hidden discrimination.
- Enable differences to become positive and enriching attributes.
- Develop each person's skills to the highest possible level.
- Promote an environment where all can share equally in the opportunities offered.
- Help pupils to learn acceptance and tolerance.
- Enable pupils to communicate confidently without fear or prejudice.

Any member of the school (staff or pupil) who is found to discriminate against or favour another, based on any group that they may be perceived to belong to, may be disciplined for their actions.

1.4. Key contacts

Your first point of contact for support, other than your classroom teacher should be the Prep/School Reception. The School Reception is open from **8.00am – 5.00pm Monday to Friday**. You can contact the Receptionist on **+65 6505 9790** or via reception@brightoncollege.edu.sg. The Junior Prep reception is manned from 8.30am – 10am and 3.30pm – 5pm. You can contact the Junior Prep Reception on **+65 6505 9797**.

NAME / DEPARTMENT	CONTACT EMAIL
General Contact	communications@brightoncollege.edu.sg
School Reception	reception@brightoncollege.edu.sg
Bus Transport Provider	transport@brightoncollege.edu.sg
Health Centre	nurse@brightoncollege.edu.sg
School Canteen – Pre-Prep	sodexo.elv@elv.edu.sg
School Canteen – Prep	sodexo.prep@brightoncollege.edu.sg
Finance	finance@brightoncollege.edu.sg
Admissions	admissions@brightoncollege.edu.sg

2. Staff

2.1. Senior Leadership Team

The Pre-Prep, Prep and Senior School are led by the School Leadership Team as one whole school. The Leadership Team can be viewed on our [website](#). Brighton College (Singapore) currently consists of the:

SCHOOL	YEAR GROUPS
Pre - Prep	Pufflings (Pre-Nursery), Puffins (Nursery), Reception, Year 1 and Year 2 classes. The Pre-Nursery Pufflings, Nursery Puffins and Reception are also referred to as the 'Early Years Foundation Stage' and Year 1 and Year 2 is part of Key Stage 1 (KS1)
Prep	Years 3, 4 (lower Key Stage Two, LKS2), 5 & 6 are referred to as Upper Key Stage 2 (UKS2)
Senior School	Years 7 - 9 as Key Stage 3 (KS3)

All Classroom staff email addresses follow the format; firstname.lastname@brightoncollege.edu.sg

2.2 Teaching & Specialist Teaching Staff

Our exceptional teachers are chosen for their innovative approaches and passion for their subjects. They craft learning experiences that prepare our pupils for the world they will inhabit and enable them to become excellent thinkers, innovators, and problem solvers. The Teaching and Specialist Teaching Staff list can be viewed on our [website](#).

3. School Calendar and Fees

3.1 Term Dates

The official dates for each school year public holidays, are published on the [school website](#).

Other Important Dates

All other significant dates throughout the school year, such as Parent Workshops, Parent Teacher meetings, drop-in days, special events and social events will be shared in our newsletters and on the [Parent Portal](#). Please note dates are subject to change and updates will be shared via the Parent Portal should they occur.

3.2 Time Table

Our Timetables are built around the daily routines outlined throughout this handbook. The duration of each lesson varies according to the subjects taught and the age of the children. A timetable will be shared at the Meet the Teacher Evening during the first two-three weeks of school. It is important to note that the timetable responds to the children's needs and class-based lesson times will vary according to the current learning objectives. Please note the days of specialist lessons and remind your child to pack the appropriate kit for each day at school. We encourage all children to take care of their own personal possessions, rather than depend on parents or house help. Your support at home with your child's growing independence is greatly appreciated and will help them enormously as they grow.

EYFS to Y3 (Daily Schedule)

Time	Pre-Nursery, Nursery and Reception Daily Schedule
08:25–08:50	Drop-off
08:50	Registration
08:50 - 09:10	Form Time
09:10 - 10:30	Morning sessions
10:30 – 10.50	Break
10.50 – 12:10	Late morning session
12:10 - 12:50	Lunch and Outdoor Play (1/2 day children depart at 12:15)
12:50 - 15:30	Afternoon sessions (includes a break)

Year 4 - Year 9 Daily Schedule

Time	Year 2 - Year 9 Daily Schedule
08:25–08:50	Drop-off
08:50	Registration
08:50 - 09:10	Form Time
09:10 - 10:30	Classes
10:30 – 10:50	Break
10.50 - 12:10	Classes
12:10 – 12.50	Lunch
12.50- 15:30	Classes (includes a break)
15:30 – 15:40	Registration
15:40 - 16:25	After School Enrichment Activities, (Monday – Thursday only, if applicable)

3.3 School Fees

The School fee schedule, payment terms and refund policy is available on our [school website](#). These are also communicated via the Student Contract specific to the year your child is enrolled for, in Schedules B, C, D & E. Please click [here](#) to view a sample of the Student Contract on our website.

3.4 Refund

Refund Requests are allowed only for

- Withdrawals
- Change in Commencement Date for new starters
- Ad hoc requests due to overpayment of course fee / course transfer

For withdrawals falling outside of the refund policy or involving non-refundable fees, parents may appeal to the School for consideration. Such appeals will be evaluated on a case-by-case basis and take into consideration any exceptional circumstances presented.

Refund payment will be issued within 7 working days from the refund request if the complete bank details are provided along with the refund request. If however, there is a delay in the provision of the required bank details, refund payments will then be processed within 7 working days from the receipt of complete bank details.

Please note the Application Fee, Enrolment Fee and Development Fund are strictly non-refundable unless otherwise stated.

Withdrawal

If you are planning to withdraw your child from the School, it is highly encouraged for you to inform us as soon as possible. You should complete a Student Withdrawal Form available upon request, the completion of which will be deemed as official notice to the school. The official notice date will begin from the receipt of the withdrawal form. The school will process your request and notify you on the final outcome in writing within 4 weeks from the point of request. Please remember that sufficient notice of withdrawal is required, to avoid the forfeit of school fees.

Deferment

Once the student contract is signed no deferment is allowed. Deferment will only be allowed in cases of a visa being rejected or not approved, for which details and documentation are to be provided to the school. Once a new available start date has been identified, a new student contract will be issued for you to sign, upon which the new start date will be made official in our records. The school will process your request and notify you on the final outcome in writing within 4 weeks from the point of request.

Transfer

Transfer is allowed only from part time days to full time days in Pre-Nursery or Nursery year groups and only by term. Only one transfer is allowed per academic year. The school will process your request and notify you on the final outcome in writing within 4 weeks from the point of request. Please note the school does not allow a transfer from full to part time. Should you wish to appeal under special circumstances, it would be subject to approval from the Head of College.

4. School Information

4.1 Pod Level allocation

Pufflings to Year 3 are situated at Junior Prep.

Level	Junior Prep Year Groups
7	Pufflings (Pre-Nursery)
6	Puffins (Nursery)
5	Reception
4	Year 1
3	Year 2
2	Year 3

Classes will be known by their Year Group followed by their Class Teacher's initial, for example, 1AB

4.2 Class Lists

Form Class lists will be communicated to parents and pupils at the start of each academic year and lists will be updated each term if new pupils join a class.

Year Group and Forms

We aim to keep a balance of ability, gender, age, and positive friendship groups in every form. To maintain this balance, forms within a year group are changed each academic year. Teachers may move between year groups which means that a child may be taught by a teacher twice as they progress through the school. It is not possible to accommodate individual requests for a specific form or teacher.

- Each form in Nursery, Reception and Years 1 to 3/4 has a form teacher and teaching assistant.
- Forms in Years 4/5 to 6 have a form teacher and share one teaching assistant between two classes.
- Children in the Prep School are form-taught for core subjects but have specialist teaching in a significant number of subjects.

In the Senior School, pupils will be assigned a form group and a tutor. Their tutor will typically change from year to year, to allow form tutors with particular areas of expertise to support the pupils at age points. Pupils will meet with their tutor in either a form room or the House, twice a day at registration times, and again for tutor/PSHEE time. The tutor is there for any questions regarding day-to-day issues, for any worries or concerns and will also monitor academic progress.

4.3 House System

The House System is a fundamental aspect of our school community and thus, we want our children to feel complete ownership over it. Children are allocated to one of four Houses and once allocated, will stay in that House throughout their time at the school. Siblings are placed in the same House. Each House has a nominated pupil House Captain.

The Houses are an integral part of school life, and:

- allow rewards and recognition in all areas of the curriculum and school life
- reinforce our values
- provide a source of collegiality
- develop group identity and a sense of belonging
- offer an opportunity for the older pupils to lead and mentor the younger ones
- creates a close community where children know each other throughout the school.

At Brighton College (Singapore) we seek to reward positive behaviour and effort with a system of House Points, which are earned in connection with our Pelican Points. House Points are also awarded during our regular House events. The House with the most House Points at the end of the year wins the House Cup.

The Houses are named after four of the Houses in Brighton College UK. These four Houses are also used in every Brighton College international school, meaning that your child is joining a community with hundreds of other pupils across the world!

Chichester	Fenwick
Hampden	Ryle

Pupils will be encouraged to represent their House in a wide variety of hotly contested events, including, amongst other things: chess, debating, drama, music and sports events.

4.4 School Council

The College has a School Council which is open to all Year 2 to Year 9 children. Each Council Rep is elected by their class via a secret ballot. The School Council Rep is in post for a period of one school year. They meet periodically to discuss ways of improving our school for all children. School Council Reps are responsible for raising suggestions from those in their class at meetings and to work with others to organise school events.

4.5 Pelican Pals

Pelican Pals are a dedicated group of pupils, representing Years 1 through to 6 who are elected by the peers. The Pelican Pals are ambassadors of kindness, promoting Brighton's core value of kindness throughout our school community.

Pelican Pals take the lead on whole-school initiatives, such as the Monthly Kindness Awards, which celebrate acts of kindness, and Anti-Bullying Week, where they help foster a culture of respect and inclusion.

In addition to their leadership roles, Pelican Pals are active on the playground, offering friendship and support as buddies to any pupils in need. Whether helping someone who feels lonely or mediating small disagreements, they ensure every child feels included and cared for.

Through their actions, Pelican Pals play a vital role in creating a positive and supportive school environment where kindness truly thrives.

4.6 Annual Mixing of Classes

As a school we are proud of the small school feel the College possess and keen to ensure that we retain this atmosphere which prevails. Besides the House system, annually, in year groups where there is more than one class, the College mixes classes in preparation for the new academic year. This is done to achieve the objectives and meet the purposes of:

1. pupils getting to know as many other children in the same year group as soon as possible
2. having a caring, kind, 'small-school' community
3. enabling pupils to develop more friendships than they might do otherwise and at a faster rate
4. pupils building social interaction skills, empathy and understanding sooner.

The College decides upon the mix of classes and considers the following in their decision-making:

- Pupil's short list of friends they would like to be in a class with
- gender balance
- date of birth
- Pastoral well-being
- academic balance and range
- for existing pupils only - friendship groups; which may influence the children being together or indeed, not together
- previous mixing of classes

There is considerable interaction between class teachers in the different year groups in the final term of the school year on this subject to ensure that the best possible impartial allocation takes place to achieve the objectives set out in 1 to 4 above.

Parents may not request classes, and the decision is and must be that of the school. Pupils play together at break times across classes, in Houses, in extracurricular activities (CCAs) and on educational trips and visits. In lessons, their focus is on developing curiosity, understanding and skills; working together on the objective is the priority on those occasions, at all other times they can play with whomever they so choose.

4.7 Buddies and Peer Mentors

Pupils new to the school are considered using the same set of criteria as above. The College ensures that new pupils settle as quickly as possible by operating an Orientation morning before the first day of term where they can meet their teacher and other new children. Each new pupil at Brighton College will be allocated a buddy or mentor, usually someone in their own year (if joining part way through the academic year) or in the year above them (e.g. Year 8 buddies for Year 7 pupils).

5. General Information

5.1 Parent Passes

All parents/guardians and carers must carry their Parent Pass to gain quick access to the campus and collect their child. Parent Passes, which include a photo ID, are issued upon enrolment (up to three per family).



Front



Back

Parents are required to show their Parent Pass when entering the school campus and must wear it visibly around their neck while on site. Parents without the correct Parent Pass, as well as all other visitors, must register with the security guard to receive a visitor’s sticker and will be directed to the School Reception.

Parents visiting the school during the school day should not move through the classroom buildings unaccompanied and must always report to either the Junior Prep reception or the Prep/Senior School Reception. The only exception is for parents visiting the Parent Cafes, which are located outside the classroom buildings—on Level 1 in the Prep/Senior School or Level 2 in the Junior Prep.

5.2 Car Parking

A Parent Parking sticker is required for personal vehicles that will be entering the campus (either for drop-off / pick-up or for parking). Car Parking decals (see below) are issued upon enrolment (or as required) that would require the car registration details.



5.3 Pick Up and Drop Off

Pre-Prep

Time	Drop Off
08:25 - 08:50	You may drop-off your child at their respective class pods
08:50 - 09:10	School day begins with a form period; First lesson starts promptly at 9:10am

- Buses will arrive between 8:25am and 8:45am.
- Children not arriving by bus should be in school by 8:50am.
- If your child arrives late, please proceed to the reception on the ground floor, opposite Gate 4.
- The receptionist will assist you in registering your child.
- After registration, you may bring your child to their classroom and ring the doorbell outside the pod to alert the teachers and teaching assistants.

Time	Pick Up (Half day)
12.15	You may pick up your child at their respective class pods

Time	Pick Up (Full day)
15.30 – 15.40	You may pick up your child at their respective class pods

- An earlier bus service at 3:40pm is available for children in Pre-Nursery to Year 2 only.
- Please note that midday buses will be offered based on demand (a minimum of 5 pupils is needed).
- Co-Curricular Activities (CCAs) begin at 3:40pm and run until 4:25pm, with buses departing after CCAs at 4:40pm.
- Children attending CCA may be collected from Sky Bridge (level 3). Please note any change to this location will be communicated to you by your class teacher.
- Pupils who are not participating in CCAs can be picked up from the pod doors at 3:30pm before the activities begin.

Prep and Senior School

Time	Drop Off
From 08:25	Children should arrive between 8.25 and 8.50am For parents driving onto campus and parking, please enter via Gate 3 and park in the underground car park near Lobby C. From there, you can take the lift to Level 1 and use the covered walkway to access the Prep School.
Till 08.50	Children will have outdoor playtime (weather permitting)
At 08:50	School day begins and pupils will be taken to their respective classrooms for registration and lessons.

- Parents must park and accompany their child to the reception.
- Children should not be dropped off in the car park without parental supervision.
- Children on the school buses will be supervised by members of staff on duty upon their arrival at school.

- Children arriving after 8:50am must first report to the Junior Prep Office or the School Reception desk in the Prep School to be marked present in the register.
- Parents of children who are consistently late will be contacted by the safeguarding team.

Time	Pick Up
15.30	You may pick up your child at Brighton Pier by main reception

- All children must be picked up by a parent or carer or use the school bus service.
- We do not allow any children in Year 6 and below to walk to or from home alone, or travel alone in taxis.
- Children in Years 7 to 9 can travel to and from school unaccompanied with signed consent from parents.
- We understand that unforeseen events may occasionally cause parents to be late in collecting their children. There are arrangements in place to ensure that children are cared for until parents arrive.
- Please note that children are not permitted to play outside without adult supervision while waiting for their parents.
- Children travelling home by bus will be escorted to their bus meeting point where they are handed over to their Bus Monitor.
- CCAs begin at 3:40pm and run until 4:25pm, with buses departing after CCAs at 4:40 pm.
- Children attending CCA may be collected from the Brighton Pier by the main reception at 4:25pm.


Supervision of Children on Campus

Pupils who remain at school after the end of the school day (3.30pm onwards) should either be in the care of a parent or designated adult or should be enrolled in an after-school enrichment activity. Outside teaching hours, children who are not in an after-school enrichment activity must be supervised on campus (i.e. be within the sight of a parent or carer) at all times. Any child who is observed as not being in the care of an adult will be taken to the Deputy Head and their parents contacted.

Picking up your child during the school day

Where possible, we kindly ask parents to avoid scheduling appointments or other activities that require a child to be collected before the end of the school day. If an appointment is unavoidable, parents should inform their child's class teacher in advance.

A leaving slip (image below) can be attained from the Prep/Senior School reception and must be signed by both the class teacher and the Receptionist. this slip will need to be handed to the Security Team before parents can leave campus with their child. If you have more than one child at the school, please ensure you collect your youngest child first. We ask parents to respect this process, as it is in place to ensure the safety and security of all children on campus.

 BRIGHTON COLLEGE (SINGAPORE)	
Permission to Leave Early Form — SECURITY	
Student's Name : _____	Class: _____
Date : _____	Time Leaving: _____ am / pm
Note <input type="checkbox"/>	
Email <input type="checkbox"/>	
Phone Call <input type="checkbox"/>	
Personal Message <input type="checkbox"/>	
Signed : _____	
(Reception)	

Changes in Pick Up Routine

It is essential that parents inform us of any changes to the usual pick up routine. For example, if someone other than those holding a Parent Pass is to collect your child, or if another Brighton College (Singapore) parent will be collecting them. This notification should be made either in person or by email (from the parents' usual email address) to your child's teacher or the Reception Desk.

- If the change occurs midday, please contact us by phone to ensure the message is received promptly.
- For children using the school bus service, please also inform the bus company if your child will not be using the bus on a day they have been booked (see further details below).
- If you have regular carpool arrangements with other parents, one communication at the start of term to notify us of these arrangements will suffice.

Important Notice: If there is any uncertainty about the person sent to collect your child, we will contact parents for verification. To avoid delays, please ensure you inform us in advance if another adult is collecting your child.

Late Pick-Up

We do appreciate that parents may occasionally be late to collect their children due to unforeseen events. There are arrangements in place to ensure children whose parents are late are cared for until parents arrive. Pupils will remain within adult supervision while waiting for their adult to collect them.

Parents who are regularly late in picking up their child/children will be contacted with a request for support in improving this. In the first instance, a message will be sent by the pupil's Form Tutor. If prompt pick up remains an issue, it will be discussed by the Key Stage Leader, and subsequently, the Assistant Head of Pastoral Care will follow up with the parents.

5.4 Break Times

Children enjoy an outdoor break each morning and after their lunch. Playtimes are supervised by form teachers and teaching assistants. Children should wear the uniform sun hat during playtimes-

Rough games are not allowed at playtimes, and we operate a no (aggressive) contact rule which the children understand and are encouraged to abide by. Fair play, kindness, and respect for one another are embedded in our ethos. We also strongly discourage re-enactments of films/TV programmes showing any violent or aggressive behaviour. Children are taught, and encouraged to play, traditional playground games and we appreciate parents' support in encouraging these. Children are taught to look out for anyone standing alone and ask them to join in with their play; 'there is always room for one more'.

5.5 Punctuality

Punctuality is an important life skill and arriving late at school is unsettling for pupils. Please ensure that your child arrives in plenty of time for the beginning of the school day. Registration takes place at 8:50am for all children, and pupils arriving after 8:50am will be marked as late. If your child arrives late, they will need to report to the school reception to update the register. We kindly ask for your cooperation with these procedures to ensure our daily attendance records are accurately maintained.

Parents of pupils who are regularly late will be contacted with an urgent request for support in improving punctuality. Initially, a message will be sent by the pupil's Form Tutor. If the issue persists, the Key Stage Leader, followed by the Assistant Head of Pastoral Care, will reach out to parents.

5.6 Attendance

The School requires all pupils to meet the minimum required attendance of 95%. Attendance is registered twice in the morning and afternoon for Pre-Prep and Prep while for Senior School, registration is done at the start of each period. CCA classes are registered before each session. Attendance is tracked as follows:

- Pre-Prep and Prep School attendance is tracked by the relevant class teachers, Key Stage Leads (KSL) as well as the safeguarding team.
- Senior School attendance is tracked by the relevant Form Tutor as well as the safeguarding team.

Class teachers or Form Tutors in all year groups report to the safeguarding team if there are any ongoing concerns about their attendance. The school reserves the right to contact parents whose children's attendance is close to or below 80% for any given period. Our focus would be to work in partnership with pupils and parents so that all pupils realise their potential, unhindered by unnecessary absence.

Absences

- It is the parent/carers responsibility to notify the school on the first day of absence before 8:50am or as soon as possible.

- Parents can report an absence by telephoning or emailing the school reception office and class teacher / Form Tutor.
- For absence due to medical reasons, they are to provide medical evidence where necessary to the class teacher / Form Tutor and the nursing team.
 - If your child is ill, you must keep them at home. A child with an elevated temperature (37.8C and above), diarrhoea, vomiting, nausea, and/or an unexplained rash should not be at school and should stay at home for at least 24 hours after the symptoms have disappeared.
 - We ask for children in Reception or below to remain at home for 48 hours. In practice, this means that children who are sent home early from school due to the above illnesses should not return the next day.
- To liaise with the school as soon as possible regarding any specific issues that might cause absence or lateness, e.g. a sick parent/carer. To ensure that as far as possible, medical appointments are arranged for outside school hours.
- Parents/carers of children for whom we do not know the reason for absence will be contacted after 9:10am by the school receptionist teams.

Absence for Holidays

- Parents/carers are expected to take their children on holiday during the school holidays to minimise the impact of missing education.
- If there are exceptional circumstances, an authorised absence request must be submitted on the Brighton College (Singapore) Parent Portal, in advance of the trip (ideally at least 4 weeks prior). These requests will be considered on a case-by-case basis by the relevant member of the Senior Leadership Team (SLT). Communication of whether the leave has been approved or not will be sent by the child's class teacher / Form Tutor.
- If parents / carers decide to take a holiday without the Head of College / Head of Prep's authorisation, the child's absences will be marked as unauthorised.

Absence for Other Reasons/for longer period of time

- Parents/carers are to inform the school receptionist office and relevant class teacher / Form Tutor as soon as possible when sudden circumstances (such as religious observance or close family bereavement) occur which prevent a family bringing a child to school, so that the appropriate code can be recorded in the register.
- Such absence requests must still be submitted on the Brighton College (Singapore) Parent Portal, which will be approved by the relevant member of the Senior Leadership Team (SLT). Communication of the leave approval will be sent by the child's class teacher / Form Tutor.

Unexplained Absence

- When a child is repeatedly absent and no satisfactory reason is given, this will be referred to the Designated Safeguarding Lead for investigation.

Persistent Latecomers

- Children who repeatedly attend school late after 8:50am will be brought to the attention of the safeguarding team.

Brighton College (Singapore) does not take a disciplinary approach towards our pupils. We believe in working to support parents in maintaining and where necessary improving attendance percentages across the College. Should pupils not meet the required minimum attendance or show lateness (that exceeds 5% applicable across the College), the following intervention measures will be taken on a timely basis having reviewed the specific situation for each pupil:

- Form Tutors will call &/or email parents / carers to inform them of the attendance / lateness of their child when the child's attendance falls below 95%. The safeguarding team will be made aware.
- In the Pre-Prep and Prep schools, KSL will invite parents / carers for in person meeting to discuss absences / lateness and any appropriate support, when the child's attendance falls below 85%. The safeguarding team will be made aware.
- In the Senior School, safeguarding team will invite parents / carers for in person meeting to discuss absences / lateness and any appropriate support, when the child's attendance falls below 85%.

If there is no progress in the child's attendance / punctuality throughout the half term, another in person meeting will be held with parents by the safeguarding team. A Pastoral plan may be put in place with support from the school counsellor.

If a child is well enough to be in school, it is anticipated that they will participate in all lessons, including PE, games, and swimming. Exceptions to this would be an injury or a debilitating illness. Should such an exception arise, a written note or email from you to the form teacher is required on the morning of the lesson specifying, if possible, the length of the 'off games' request. In the case of a long-term injury or illness, a new note should be supplied at the beginning of each week. If a written note is not provided, children will be expected to participate as normal.

5.7 Bus Services

The school provides a comprehensive bus service through a local bus company. They aim to provide calm, safe, and enjoyable journeys for all children to and from school. School bus routes and stops are determined based on the requirements of those using the service and may vary from year to year to provide convenient pick-up points and shorter travel times for children.

Children may take the school bus from the age of 2 years and above. Children in Pre-Nursery to Year 2 will have the option to take a bus at 3:40 PM. For all other children will have the choice to take the 4:40 PM bus after their CCAs which they will join from 4.30pm to leave by 4.40pm.

Any one off or permanent changes to bus arrangements must be made via the following email address transport@brightoncollege.edu.sg. Changes that impact the end of the school day (i.e. that would constitute a change in arrangements, with a parent or guardian collecting a child who would normally take the bus) should be copied to your child's classroom teacher.

- **Seating:** assigned on a first-come-first-served basis, bus fee must be paid in advance of the service beginning.
- **Registers:** All children will be signed on and off the bus for each journey by the Bus Monitor so that an accurate register is kept of bus use.
- **Lateness:** To provide an efficient service, the buses are not able to wait for late children in the morning or late parents in the afternoons. Please always be on time for the bus in the morning and to collect children in the afternoons. Children not collected on time will travel back to school with the bus to be collected by parents there.
- **Safety:** All our buses are equipped with seat belts, clear rules, mobile phones and first aid kits. A Bus Monitor travels on each bus to ensure that the children remain in their seats with their seat belts fastened and that the rules are followed. Parents will be given a number for the child's bus. For children in Pre-Nursery (2+ years) to Year 1 inclusive, an appropriate child safety restraint (safe-rider vest) must be purchased by parents.
- **Delays:** If the bus is significantly delayed by traffic or other unexpected causes, the Bus Monitor will notify parents directly by phone. We ask for your understanding and patience should your child's bus be delayed in traffic enroute.
- **Applications:** Applications for school transport will take approximately 2 weeks, to process to allow for route planning. Please use this [form](#) to make your bus application. Any questions contact the transport team via transport@brightoncollege.edu.sg.
- **Questions and Suggestions for Improvements:** Any questions or feedback regarding the Bus Service should go direct to transport@brightoncollege.edu.sg

5.8 Items to Bring to School

All children need to bring the following with them to school every day:

- School bag
- School book bag
- Learning Diary
- Water bottle
- Healthy snacks (No nuts)
- School sun hat

We provide all stationery items; however, if they wish to, Prep and Senior School pupils may bring their own pencil case and writing utensils. The supplies provided in school are purposefully chosen to help children with their pencil grip, fine motor development and thus their presentation and handwriting skills. Left and right-handed stationery is available for use at all year levels.

Marking of Items Brought to School

It is essential that important items, especially those likely to be misplaced or lost, are marked with your child's name and class. All clothing, including hats, shoes, sports kit, swimming kit, school, sports, and book bags should be clearly named.

Sun Safety

For the safety of your child, we operate a 'No Hat, No Play' policy and therefore it is compulsory for all children to wear the school sun hat. Children not wearing a hat will need to play in the shaded areas of the playgrounds. Sunscreen may be applied at home prior to school. Sunscreen may also be sent in school bags; however, please note that children should apply this themselves. For all young children, we strongly recommend applying sunscreen as part of the morning routine.

PE Kit

Pre-Prep and Prep children may wear their PE into school wearing their PE kit and stay in it for the whole day, with no changing required. This applies on days when they have Games, PE, Swimming, or Dance. Typically, this works out to 2 days in their PE kit and 3 days in uniform.

Senior School children are expected to wear school uniform every day and change into PE kit for the PE lessons only.

House Shirts are required for pupils from Reception to Year 9 to wear at the House meetings and House competitions. House shirts should be worn with PE kit and pupils (including our Senior School) can remain in their House shirt and PE kit for the entire day. If your child doesn't have a House shirt, they should come to school in their regular school uniform for that day.

Swimming

Swimming is an important part of the school's PE curriculum. It is excellent for general fitness and body control. It is also a skill that could save a life. As a compulsory element of the curriculum, all children are expected to participate in all swimming lessons and relevant events.

The lessons will be taught across the three terms for Pre – Prep and on a carousel for Prep and Senior school. Children should bring their own towels, school swim caps, goggles, and costumes. Safety is of paramount importance. Therefore, we ensure that all classes are supervised by trained PE teachers, swimming coaches and lifeguards. If your child is unable to take part in a lesson, please contact your class teacher or the School Nurse.

5.9 School Uniform

We are very proud of our school uniform which shares a lot of similarities with Brighton College UK. When travelling to and from the school we ask that children are smart and in full uniform, including their tie, where applicable, since they are representing the school in public. Children are expected to wear their uniform for all normal school days except for a charity 'dressing up' day or when notified that PE Kit can be worn to school.

School uniforms can be purchased from our official uniform supplier, Ten Feet Tall - www.tenfeettalluniforms.com, who stocks all items required for our school dress code. You can visit their physical store located at **#02-04 Holland Road Shopping Centre, 211 Holland Avenue, Singapore 278967.**

Opening hours Mon - Sat, 11am – 6pm or order online through their website: hello@tenfeettallshoes.com or **Tel: +65 9459 3499**. Uniforms can be delivered direct to family's homes or to school to be collected.

- Please ensure that all items adhere to our uniform policy.
- Uniform List - please refer to this [full list](#) for all the latest items by year groups.

General Appearance

- Clothing must be clean, presentable, and correctly sized and fitted on the child.
- All shirts must be tucked into shorts.
- Hair must be clean, neat, and presentable.
- Long hair which touches the shoulder or below is to be tied back when in school.
- Accessories should be navy or hair-coloured only.
- Children may not wear jewellery, and this includes friendship bracelets or charity bands. Exceptions are simple inexpensive watches, small necklaces of a religious significance to the wearer which are worn under clothing, and simple stud earrings (one per ear lobe).
- Stud earrings should not be worn on PE days. If they cannot be removed, they will need to be covered with tape. No other piercings are permitted.

- Expensive watches and fitness bands are strongly discouraged. Apple watches and watches capable of connecting to the internet are not permitted in school.
- Children must not wear any make-up, including nail polish, or hair beads and glitter strands. The only exceptions are for a show, performance, or special non-uniform day

5.10 Meal Services

Meal services are a critical part of the School’s provision, not least because we are all aware that nutritionally balanced food options for children can encourage them to engage in healthy eating habits as they continue to grow. Our school caterer provides for children in the Pre-Prep, Prep and Senior School according to their age- specific needs and preferences.

Both provisions are managed for the School by Sodexo, which also caters for all children on our campus. If you have any questions or comments, or if you would like more information on any food area please email:

Pre-Prep	sodexo.elv@elv.edu.sg
Prep	sodexo.prep@brightoncollege.edu.sg

Any feedback can be provided directly to the school via communications@brightoncollege.edu.sg

Morning Snack and Afternoon Snack

Parents should provide a morning and afternoon snack for their children. In Pre-Nursery Pufflings and Nursery Puffins, this may be eaten at any point during the morning/ afternoon at the child’s request. In Reception to Year 2 and above this will be eaten during their morning break and before the end of the day.

Parents of children who stay at school for after school enrichment activities may consider providing an afternoon snack as well as a morning snack to be eaten before they commence.

Snacks should be healthy and nut free. Fizzy drinks and sweets are not allowed in school.

Lunch

In Pre-Nursery Pufflings to Year 1, all children are provided with a hot lunch, served ‘family-style’. This is part of their fee structure, and it is expected that all children take this meal. A wide range of dietary requirements are catered for.

In the Prep School, children may choose to bring a packed lunch and eat this during their allocated sitting time outside. Hot lunches may also be ordered from Sodexo in advance through the [Campus](#) online portal. These will be paid for online and delivered to the Prep School to be eaten in the outdoor seating area.

Senior School pupils have the option to bring a packed lunch or purchase lunch (and snacks) using their Sodexo card from the café in the Senior School Dining Hall. They may also pre-order from Sodexo in advance through the Parent Portal. Lunch is eaten in the Dining Hall.

No-Nut Policy

Brighton College (Singapore) is a nut-free campus. Parents must take this into account when sending in any food for snacks and lunches as there are children on our campus who have potentially fatal reactions to nuts. The nut minimisation includes peanuts, nut oils, nut milks, powdered and sliced nuts, walnuts, peanut butter, chocolate-nut spreads, trail mixes, pecans, and all other nut products. Parents should be particularly careful with cereal bars and breakfast bars, many of which contain nut pieces or oil. This includes peanut butter and Nutella.

Items sent for snacks or in lunch boxes that do not comply with our nut minimisation policy will be removed by the classroom teacher and an alternative provided, which will be charged to the parents. Parents will be contacted by their class teacher.

Parent Café

Sodexo operates a few Parent Cafés across our two campuses, which are accessible to parents and staff. This includes the Senior School Dining Hall on the ground floor of the Prep/Senior School as well as the café on Level 2 in Junior Prep.

Pets on Campus

Dogs, or any other pet, are not permitted on the School Campus.

References for Applications to Other Schools

Please send any reference request to admissions@brightoncollege.edu.sg. Our Admissions staff will then manage the completion of the forms with the Head of College and relevant academic staff members.

Smoking

Brighton College (Singapore) is a non-smoking school; smoking is not permitted in any area of the campus, inside or outside.

Email Curfew

Brighton College (Singapore) operates an email curfew, and we greatly appreciate your support in adhering to this. We aim for no school emails to be sent between teachers, or to teachers, between 7:00 pm and 6:00 am on weekdays, as well as over the weekends. This straightforward system has significantly improved the well-being of both teachers and parents in recent years, and it has also helped us enhance our skills by using the 'delay send' feature in Outlook.

6. Emergency Procedures

6.1 Fire Evacuation Procedure

If the fire alarm goes off during the school day, please listen to the announcement and evacuate the building via the nearest emergency exit. As visitors on site, parents should follow staff guidance on the evacuation route and proceed to the designated assembly point. Silence must be maintained at all times, both during evacuation and at assembly point. Designated emergency staff will register the attendance of all staff, visitors and pupils at the assembly point. Once the all clear signal is given, staff, visitors and pupils may return back to the building. Mandated fire evacuation drills will take place twice a year involving pupils, staff, and visitors, for which the same evacuation procedure applies.

6.2 Lockdown Procedure

In the event of a real lockdown or lockdown drill:

- Remain calm.
- If you are inside a building, stay inside. If not already in a classroom, move to the nearest classroom, where a teacher will supervise. If in a communal area, remain there and check the large screens for further instructions. Stay in place until a teacher gives further guidance.
- If outside, make your way calmly to the nearest building and enter a classroom or area with a door which can be closed
- The stopping of the alarm does not indicate the end of the lockdown; only a senior member of staff, the security team, or emergency services will signal the all-clear.

6.3 Serious Incidents

If parents become aware of a serious incident on-site, please report it immediately to Security on 6319 3799 or the relevant school office. For off-site incidents, contact the Main College Reception on 6505 9790 or Security.

7. School Communications

Our parents play a vital role in the learning partnership, and we strive to maintain communication that is as effective as possible. We actively encourage parents to contact us promptly if they have any queries or concerns about their child or the school.

It is essential for teachers to establish strong, open lines of communication with parents. Information about upcoming events and homework is shared via the Friday newsletter, emails, or Seesaw. We also encourage parents to communicate with us, either face-to-face or by email. While we refer to this as our 'open door policy' and teachers are generally happy to talk at any time, it is best to arrange a mutually convenient appointment to ensure ample time for discussion.

7.1 Appointment with Teacher

Routine academic and pastoral enquiries should be forwarded to your child's teacher. Teachers should not be approached whilst a class is in session but are available at the start and end of the school day (unless on duty or involved in a meeting) for short conversations with parents. However, if you wish to discuss any issue in more depth, please make an appointment, in advance, by email. To make an appointment with a class or specialist teacher, either contact Reception or send an email to your child's teacher.

7.2 Parent-Teacher Meetings

Parent-Teacher Meetings are held three times a year across the school. These meetings provide an opportunity to discuss your child's well-being and academic progress. While communication should not be limited to these events, they offer a formal setting to engage with teachers about your child's development. Additional meetings with your child's teachers can be arranged at any time during the year by appointment.

We strongly encourage you to attend the first parent consultation in Term 1. These formal meetings are scheduled for ten minutes, as most parents attend. Parent consultations in Terms 2 and 3 are optional and allow for a longer discussion regarding your child's progress, attainment, and pastoral well-being

7.3 Contacting the school

The School Reception is located in the main entrance foyer of the Prep/Senior School and is staffed throughout the school day (from 8:00 am – 5:00 pm). There is also an office in the Junior Prep, on Level 1, which is staffed during working hours.

School Reception should be the first point of contact for anyone visiting the school or for parents seeking further assistance. The Receptionist will do their best to assist or direct parents to the relevant member of the Support or Academic Staff. School Reception can also help arrange appointments with teaching staff and can be contacted via email reception@brightoncollege.edu.sg or call on **+65 6505 9790**.

The following departments are in the School Offices: Finance, Marketing and Communications, Admissions, Compliance and HR. The School Offices are open from 8:00 am to 5:00 pm, Monday to Friday.

7.4 Emergency Communication

In the event of exceptionally severe weather or other unforeseen circumstances that make it unsafe for children to attend classes, parents will be notified by email. It is important that parents ensure the school has up-to-date contact details for both parents and carers, which can be updated directly on the Parent Portal.

If your child becomes unwell during the school day, a member of the School nursing team may contact you to arrange for your child to be collected. Please be aware that, in this instance, your child must be collected from school promptly, as the call indicates they are unfit to remain. It is not possible for us to send a child home on the bus under such circumstances. In case of an emergency, we would contact the emergency services and inform you as soon as possible.

7.5 Brighton College (Singapore) Society

The Brighton College (Singapore) Society provides a range of cultural and social activities for parents at the College, offering numerous events throughout the year. These events provide an excellent opportunity for parents to connect with one another through cultural visits, performances, and gatherings.

7.6 Parent Representatives

Each year group is represented by one or two parent ambassadors, who serve as a valuable link between parents and teachers. Parent ambassadors meet with members of the senior leadership team at least once per term or half-term.

7.7 Parent Workshops and Events

Brighton College (Singapore) hosts parent talks and workshops throughout the school year. These sessions aim to keep parents informed about educational practices, provide insights into our curriculum and pastoral care, and address common parenting challenges such as healthy eating, screen time, and friendships. Other events to support community engagement will also be arranged during the school year, including events hosted by the Head of College. Invitations will be sent directly to parents.

7.8 Photographs, Videos, Publications and Privacy Note

Your child will participate in various College events, and it is common for photographs and videos to be taken during these occasions. We may use these images or videos on the College website, social media platforms, or in the prospectus to showcase life at Brighton College and promote the school. Occasionally, we also use photographs and videos for teaching purposes, such as recording a drama lesson. Our sports fixtures and news are published on the website, and we sometimes share articles and photographs in local media to highlight our activities.

The College's Privacy Notices explain how we collect and use personal information about you and your child. These notices can be found on the College's [website](#). Parents and family members are welcome to take photographs, digital images, or videos of their own children during school events, both on-site and at off-site locations. However, we ask that you avoid photographing or filming other pupils. To respect others' privacy, and in some cases for protection reasons, please do not share images or videos publicly on social networking sites or other public platforms. Parents are also reminded that photographs should not be taken in the swimming pool or changing rooms.

7.9 Feedback Management & Dispute Resolution

Brighton College (Singapore) has a streamlined feedback management and dispute resolution process aligned with the Private Education Regulation. The school takes great care in ensuring all feedback are managed in a timely and appropriate manner. The policy can be viewed on the [Parent Portal](#).

8. Pupil Matters

8.1 Safeguarding

The most important aspect of any school is ensuring the well-being and safety of our children. Brighton College (Singapore) upholds high standards in this regard and provides a nurturing and protective environment that enables our children to maximise their learning potential. We take our duty of care very seriously; our safeguarding measures are comprehensive and include the following:

- Strict recruitment procedures for all staff, including detailed background checks
- Child protection policies that outline regular staff training and clear procedures for all aspects of safeguarding
- Ongoing education for parents and children on child protection initiatives, general safeguarding for families, and child development and well-being
- Strong ties with local government and support agencies linked to child welfare
- Internal and external audits of policies and procedures
- Provision of safe and healthy facilities, with regular health and safety inspections and prompt remedial actions taken as necessary

Our Safeguarding Framework outlines the procedures the school employs to protect our children from psychological or physical abuse and/or ill-treatment, whether at school or in the community. This detailed policy document includes guidance on recognising children at risk and the procedures to follow if any concerns about their safety arise.

The School has a Safeguarding Committee which reviews all the above areas, particularly Child Protection. The Designated Safeguarding Lead who leads this committee is Ms Emma Townsend (emma.townsend@brightoncollege.edu.sg) who works closely with the Head of College and staff to provide the best levels of safety for our pupils. Any parents who have a child protection concern are asked to contact Ms Townsend directly, in complete confidence.

8.2 Pastoral Care

Our school prioritises the importance of pastoral care and all Form Tutors take their pastoral care responsibilities very seriously. If you have any concerns or worries, your child's Form Tutor should be your first port of call. In more serious cases, the Head of Key Stage, nurse team or the relevant member of the Senior Leadership Team can be contacted directly.

Across the school, there are high expectations for good manners and behaviour, and we maintain a positive approach, with an emphasis on praise and encouragement. Pupils' efforts in this area are recognised and rewarded through the Pelican Pathway. Kindness and respect for each other are continually encouraged. Attitudes of tolerance, honesty, perseverance and self-control are also fostered. Children and young people need to be given the opportunity to learn from their errors, so that they become self-aware, responsible and principled people.

8.3 Community Responsibility

We believe that supporting our children's learning and helping them grow into caring young people is a community-wide responsibility. Staff, parents, and pupils must work together to ensure that our school is a happy, safe, and productive place for all.

Teachers and the Leadership Team should:

- be exemplary role models for positive behaviours and lifelong learning
- establish and maintain a cohesive, supportive classroom, year group and school community
- encourage and manage appropriate behaviour choices in line with the Behaviour Policy, positively and respectfully, using appropriate language
- recognise and celebrate children's attempts and successes
- apply appropriate and fair sanctions, carefully and in line with Brighton College (Singapore) policy
- communicate frequently and sensitively with parents to help them support their children appropriately.

Parents should:

- be informed of their child's behaviour through clear and sensitive communication with the class teacher, or a member of the School Leadership Team
- be made aware of our policies and practice to have a clear understanding of our expectations for children's behaviour and decision-making, and the procedures that we use to manage and support understanding of these policies and behaviour in school
- support the school and their child with the decisions we make regarding children's behaviour
- inform the school of circumstances which may affect their child's behaviour and/or wellbeing.

Children should:

- try to learn from their mistakes to become more principled, caring and reflective
- support other children's learning
- report situations in which they feel they have or another person has been poorly treated, or where the environment has been harmed.

We consider the following behaviours **unacceptable** at school, online, during trips, or at any time a pupil is representing the school or targeting another community member:

- Bullying, including cyber-bullying - persistent, repeated unkindness in any form which targets an individual or group
- Lying or other dishonest acts
- Physical abuse including hitting, spitting, biting, pinching, throwing or pushing
- Verbal abuse including rudeness, swearing, name-calling or sexual harassment in any language.
Disrespectful behaviour including inappropriate touching, taking disrespectful images/audio or moving others' belongings
- Accessing and/or sharing inappropriate material including violent or sexual images or words
- Vandalism or theft of school or others' property
- Hurting an animal or other living organism
- Encouraging other children to participate in any of the above activities.

Reconciliation and Restorative Justice

We see relationships as central to a happy and healthy school community. We aim to use a simplified restorative approach with children after disagreements and/or when poor choices result in significant emotional impact or any physical injury.

We:

- talk through the issue with the child so that decision-making can be identified and analysed
- help the child understand their own and others' motivations and feelings
- help the child see the impact of their decisions and actions
- provide a Reflection Sheet which is completed by the child to capture his/her thoughts and staff comments.
- provide an opportunity for children to hear how each felt
- encourage children to apologise and forgive others
- the incident of poor decision-making is set aside and a fresh start made by the child, with staff and parental support.

As part of their education at Brighton College (Singapore), we focus on weekly themes related to the PSHE Curriculum, which fall within three areas: Health and Well-being, Relationships, and Living in the Wider World.

- Assemblies are designed to facilitate learning through stories, shared experiences, and current events, as well as by encouraging our own ideas and reflections to help others grow. Assembly themes align with the weekly themes taught in PSHE lessons
- PSHE lessons cover objectives relevant to each specific key stage, building on prior knowledge and skills. Within these lessons, we also teach Online Safety and RSE (Relationships and Sex Education) objectives.

- House Events promote understanding of teamwork, collaboration, and the importance of learning how to win and lose gracefully.
- Leadership opportunities teach pupils how to work together, sometimes leading and sometimes allowing others to take the lead, to achieve common goals.

The Pastoral Team

Your child's classroom teacher is the first port of call for both the child and parents for any questions or concerns. A positive relationship with frequent communication should be maintained between parents and class teachers with as much face-to-face contact as possible. Pastoral support is also offered by our Keys Stage Leads and Senior Leadership Team. Professional counsellors are also available to pupils, during their weekly visit to the College.

8.4 Health Centre

- **Pre-Prep Health Centre** - Level 2 of the Junior Prep, open **Monday - Friday 8.00am – 4.30pm.**
- **Prep/Senior School Health Centre** - at Gate 3 walking access/ Basketball Court, open **Monday – Thursday 7.00am – 6.30pm and on Friday 7.00am to 6.00pm.**

Nurses are available at both campuses to provide first aid, assess unwell pupils, and support parents and children. Parents are advised to keep unwell children at home. If a child is not well enough to participate in school activities or poses a risk of spreading illness, the nurses will contact you to collect your child. Parents must arrange to collect unwell children within an hour of notification.

Medical Information

All new families are required to complete a Health Declaration Form (shared via the Admissions team). This information is recorded and referred to when your child visits the nurse. Separate medical forms must be completed before day trips and residential trips. Teachers will be informed of any special health needs. If there are any changes in your child's health, parents are responsible for notifying the school. Health Declaration Forms are updated annually by all families.

Medications at School

Children are not allowed to self-medicate unless authorised by the school. Parents whose children need medication at school should deliver the medication and the Request to Administer Medication [form](#) to the nurse. This form is available from the Health Centre or on the Parent Portal. The only exception is for children with asthma from Year 4 and above, who may carry and use their own Ventolin inhalers. If your child requires pain relief during school hours, nurses can administer Paracetamol with your prior consent. Although consent is given on Medical Information and Consent forms, a nurse will make every effort to contact you before administering any medication.

Emergency Contacts

Accidents can happen. In an emergency, the injured student's wellbeing is our priority, and we will contact parents as soon as possible. If parents cannot be reached, the school will act *in loco parentis*. To ensure prompt communication, please notify the school of any changes in your address or contact details. This can be done by emailing the School Reception, and you should also inform your child's class teacher.

It is vital that we have accurate, up-to-date contact information. If both parents are travelling outside of Singapore (even for short trips), and your child is under the care of a temporary guardian, please provide the class teacher, school nurses, and School Reception with emergency contact details using the "in loco parentis" form available on the Parent Portal.

Children with Specific Health Needs

The school does not manage medical conditions but provides support to ensure that pupils with specific health needs have the same educational opportunities as their peers. If a specific health need is indicated on the Medical Information Form, you will need to meet with the nursing staff for a Health Needs Assessment. It is recommended that all health needs are addressed before your child's start date at the school. Relevant information will be shared with the teaching staff.

Asthma and Allergy Needs

Parents of pupils with severe asthma or known allergies must arrange a meeting with the nurses. A Health Needs Assessment will help in creating a school-specific Emergency Response Plan (ERP), which is reviewed annually. These assessments provide detailed information about the pupil's current treatment, symptoms, triggers, maintenance care, and emergency protocols. With parental consent, plans will be shared with class teachers as needed. Parents may be required to provide the school with medication, which must be clearly labelled and in its original container. It is the parent's responsibility to keep the medication up to date. The school requires each pupil prescribed an EpiPen to have two available for use on-site.

Dehydration

Dehydration is a common concern in the tropics and can impact your child's health and learning. Please encourage your child to regularly drink water throughout the day. Pupils should have their own water bottles in the classroom, which can be refilled at water coolers around the school.

Signs and symptoms of dehydration:

- Poor concentration
- Tiredness
- Lack of coordination
- Late signs include thirst and headache

Such symptoms can have a profound impact on safety, health and learning.

8.5 When to stay home from school

Head Lice

Head lice are spread through direct contact between individuals. Parents should remember that transmission does not only occur at school—research shows it is most common at gatherings with family and friends, including sleepovers. If your child is found to have nits (head lice eggs) or live lice, treatment must be administered and confirmed effective before they return to school. It is advisable to continue checking for eggs or lice daily, as treatments do not kill the eggs. If not addressed, the cycle can persist.

If your child is found to have head lice while at school, parents will be informed and asked to collect them. The school recommends using the conditioner method regularly to help reduce the spread of lice. Head lice treatment options include:

1. Mechanical removal
2. Chemical and mechanical removal

If you have any questions, please contact the school Nurses. Please notify the nurses or your child's class teacher if you discover head lice, as this information helps us monitor outbreaks and address problem areas. Pupils may return to school after starting treatment. Please bring your child to the nurse for a head check before they return to class to ensure no live lice remain.

Fever

A fever is defined as a temperature above 37.8°C, as stipulated by the Ministry of Health, Singapore. Pupils may only return to school after being fever-free for 24 hours *without* using fever-reducing medication (Paracetamol/Nurofen/Ibuprofen).

Vomiting and Diarrhoea

Pupils may only return to school 24 hours after their last episode of vomiting and/or diarrhoea. *Pupils in Reception and below may only return 48 hours after the last episode.*

Hand, Foot and Mouth Disease (HFMD)

This condition is characterised by a red rash or blisters on hands and feet, and mouth ulcers, often accompanied by fever and sore throat. Please consult a doctor for diagnosis and inform the school with a confirmation letter. A doctor's clearance letter or Medical Certificate is required for the pupil to return to school and should be emailed to the school nurse or presented on the first day back.

Impetigo (School Sores)

Pupils with pustular lesions should see a doctor for diagnosis and treatment, and notify the school with a confirmation letter. Pupils may return to school once treatment has begun and all sores are covered with a dressing. If the sores cannot be covered, pupils must stay home until they are fully healed.

Conjunctivitis (Pink Eye)

This condition presents as an itchy, red eye with discharge. Please see a doctor for diagnosis and treatment, and inform the school with a confirmation letter. Pupils may return to school after 24 hours of treatment.

Immunisations

The school does not provide immunisation services. Parents are encouraged to ensure their child's immunisations are up to date according to their home country's requirements. It is the parent's responsibility to maintain current immunisation records and to inform the nursing staff when immunisations are updated.

Hearing and Sight Testing

Parents are encouraged to arrange hearing and sight tests before formal education begins (Year 1) and to update these tests during the Prep years. Please consult your local doctor for guidance. The school arranges annual vision and hearing tests through an external company. Nurses will provide consent forms and payment details to eligible families. This service is available to all pupils in Reception through to Year 6.

Sun Protection

Sunhats are a mandatory part of the school uniform. Pupils without a hat must stay in shaded areas during outdoor breaks. The use of sunscreen is strongly encouraged, and parents should apply sunscreen to their child before school each day. Nurses can provide sunscreen if necessary, but please inform them if your child has any allergies to sunscreen.

Threadworms/Pinworms

From time to time, this can become an issue in younger children. Prophylactic treatment is encouraged. The World Health Organisation (WHO) promotes six-monthly deworming. Regular deworming contributes to good health and nutrition for children of school age. Treatment, available from the chemist, is regarded as safe by the WHO. It is important that all family members need to be treated at the same time and all bedding changed and toilets cleaned.

9. Conduct and Appearance

9.1 Code of Conduct

We encourage pupils to be the best version of themselves, rather than trying to be like someone else. The following rules are followed throughout the school and form our Code of Conduct for pupils:

- Show respect for yourself and for the school community.
- Be courteous and polite to everyone, kind and helpful to one another.
- Respect one another's property, the school buildings and furniture.
- Arrive at school on time and fully prepared.
- Do your best in class and complete any preparation work, as well as possible, on time.
- Take pride in your uniform and dress correctly.

- Walk sensibly, safely and quietly around the school and to and from games.
- Behave safely at all times, observing safety rules (e.g. fire procedures).
- Look after your own possessions and leave valuables at home.
- Look after each other and support each other, including when online.
- Do not indulge in sexual relationships and avoid physical intimacy, which may make others feel uncomfortable.
- Be healthy – do not take or have in your possession tobacco (including e-cigarettes and vapes), alcohol, or non-prescribed drugs in any form, at any time, or in any place.
- Stay within the published bounds of the school.
- Look after the school, do not drop litter.
- Play ball games only in designated areas at approved times and dressed appropriately.
- Do not eat in public places and do not chew gum.

Parents and pupils are reminded that there are four things which we do not tolerate at Brighton College:

- Bullying.
- Theft.
- Involvement in drugs.
- Sexual activity on school grounds, including involvement with sexting.

If pupils do any of these four things, they may put their place in the College at risk.

9.2 Anti-bullying Policy

Brighton College (Singapore) values above all else the physical, emotional and moral well-being of our children. Any form of bullying, whether verbal, emotional, by text or image, on the Internet or physical is not tolerated. All incidents of bullying are immediately investigated and are dealt with in-line with the procedures outlined in our policies.

Our community fosters a caring ethos where all members are actively encouraged to respect other people. We encourage our pupils to develop good interpersonal skills which they can use with all persons with whom they have contact in their lives. Our school has in place a strict anti-bullying code based on mutual respect, which underlines the unacceptability of any form of bullying. The school does not tolerate bullying and pupils who are found to be bullying other members of the school community will not be tolerated. The school keeps an active Bullying log to ensure that all incidents are recorded.

Anti-bullying statement

Bullying is any persistent behaviour, verbal, non-verbal, or physical, which upsets another person or persons or makes them unhappy. Different types of bullying may include racial, religious, cultural, sexual/sexist, homophobic, special educational needs/disability, and cyber. Bullying can also be a serious significant one-off event. Bullying, as defined, is unacceptable behaviour and will not be condoned, either by staff or pupils.

Anti-bullying code

The pupils in our school do not tolerate bullying.

- Intimidation, silent treatment, spreading rumours, racism, sexism, hiding/stealing property, practical jokes, fighting, ganging up and making fun of people are all examples of unacceptable behaviour.

Support for each other is vital in the school.

- If you see, or experience, any of the above types of behaviour, you must tell someone about it. This advice applies to us all: the witness, the bully, and the victim. You all have a responsibility to our school and the people in it.

Who do you tell?

- It is more important to tell someone than to worry about exactly who you should tell. Possible people to tell are:
 - Your form teacher
 - Any of the teachers/teaching assistants
 - A prefect
 - The school nurse
 - Parents
 - A friend

If you can't say it, write it. Never suffer in silence. Be assured that anything you say will be dealt with in a sensitive way.

9.3 Rewards

Brighton College (Singapore)'s Values

P **Perseverance**
E **Enthusiasm**
L **Leadership**
I **Improvement**
C **Creativity**
A **Achievement**
N **Knowledge**

Prep School: Our rewards system in the Prep School is 'The Pelican Pathway' where pupils are rewarded Pelican points for upholding the things we value most in our learning and school environment. Pupils are awarded as they attain milestones along the Pathway; bronze, silver, gold, pin, and crest. As their points accumulate, they also earn points for their Houses. Pelican points are awarded in the three specific pillars of the Pathway: Progress, Participation and Partnership.

This ensures we reward pupils equally in our three areas of school life: academic, co-curricular and pastoral.

Senior School: In the Senior School, pupils are rewarded in a variety of ways. They can be awarded with 'Distinctions' for progress and/or achievement (academic, pastoral or co-curricular) which accumulate towards certificates.

At the end of every term, there are celebration assemblies where pupils are recognised for their effort and achievement across all areas of school life.

9.4 Sanctions

The school has a clear set of sanctions and discipline measures. All sanctions are designed to be constructive and provide opportunities for reflection, discussion and resolution of concerns which are to the benefit of the pupil and the school community. Misdemeanours in school may be met with meetings with pupils, letters to parents or detentions/suspensions depending on the severity and frequency of the offence. Occasionally, in addition to sanctions, a pastoral referral may also be appropriate, in order to support a pupil and or family with a particular issue – either within the school’s own pastoral system, or in very particular cases, through liaison with external agencies.

Prep School Sanctions

In the Prep School, the school operates a rewards-based system of encouragement and in most instances our pupils respond quickly and positively to this. Minor concerns are not usually reported to parents, but major incidents of unkindness or poor behaviour are. We uphold a series of sanctions for misdemeanours which are based on the use of a traffic-light system:

Yellow Card: When a pupil breaks our Code of Conduct or behaves poorly in school, they can be given a yellow card which acts as a warning for a low-level concern, prompting discussion around how their behaviour needs to be improved. This conversation will take place during the pupil’s breaktime. If a pupil receives two yellow cards in the same day, this is equal to a red card due to their repeated poor behaviour.

Red Card: A red card for misconduct is awarded for more serious misdemeanours and results in the completion of a Reflection Sheet. Pupils will complete this during their breaktime.

Senior School Sanctions

Verbal Warning: Minor infringement of the code of conduct, poor behaviour, failure to submit work on time may incur a verbal warning. This allows prompt intervention by the tutors or teachers without the extensive use of detentions.

Behaviour Points: Where a pupil's behaviour or work ethic has not improved, despite a previous warning, staff may issue a Behaviour Point. If three behaviour points are awarded in a fortnight parents will be notified, and pupils will be expected to take part in a lunchtime or afterschool detention.

Detentions: We believe in the constructive use of detentions to allow pupils time to catch up on work missed, redo work to a higher standard or to reflect on actions which led to poor behaviour. The teacher’s discretion allows for detentions to be given in a range of circumstances, both behavioural and academic.

Removal from the classroom and pupil-teacher interviews: This is rare and only in cases where the member of staff feels that a pupil needs to be removed from a classroom in order to restore a harmonious atmosphere

conducive to learning. Pupils will be removed by a member of the Senior Management Team and parents will be informed.

A fixed-term suspension or exclusion is, of course, also possible for serious individual incidents. The Head and/or Deputy Head will contact parents to discuss the reasons for any suspension or exclusion.

Parents have the right to appeal against the permanent exclusion (expulsion) of a pupil. Our policy, Exclusion, Removal and Review, is available on request. Parents are also entitled to raise an issue that is related to the implementation of any sanction. Although they may do so via the Complaints Policy, issues can be resolved through discussion with the Head or a member of the SLT.

Information about children's behaviour is recorded on ISAMS and stored in their files from emails, letters, and meetings. Transfer meetings and the passing of information happens when children go from year to year or change schools. This is done face to face, via phone call or email.

9.5 Personal Property, Money and Valuables

Please ensure that all uniform, school bags, sports kit, personal property and clothing brought into school is clearly and permanently marked with your child's name.

All unclaimed, lost items are kept in the Lost Property areas in the school. For Pre-Prep Lost Property area is located in the Pre-Prep Office, and the Prep/Senior School is at the main Reception next to The Brighton Pier. All named items are returned to children. However, unclaimed and unnamed lost property is only kept for a period of one month. After this date, all unclaimed property will be donated to charity, although any items with a Brighton College (Singapore) crest, if in good condition, will be stored for inclusion in a second-hand uniform sale. Items not suitable for sale will be destroyed. Parents are advised to check the Lost Property regularly for their children's belongings.

Children are encouraged to be responsible for all their personal possessions. The school does not insure the personal property of children and if parents are concerned it is recommended that they ensure such effects are covered by their own insurance policies. Expensive watches, jewellery, mobile phones and the likes are not to be brought to school by children.

Our campus is cash-free for our children. Money should only be sent with children if requested by a teacher for optional special events, such as charity days. In this instance it should be sent in a clearly labelled envelope. It is not advised to send large amounts of money to school via the children.

9.6 Mobile phones

We do not allow phone use in school for many reasons; they are expensive, likely to get lost or damaged, it is difficult to monitor their use and they are a distracting influence for all pupils. It is understood, however,

that it is useful for pupils to have mobile phones if they are travelling home unaccompanied. In these instances, pupils may bring their named phones to school, but must hand them into their tutor each morning. Therefore, the use of the phones during the school day is not permitted.

Senior pupils may take mobile phones on school trips, as long as they are switched off, unless permission is given for them to contact parents regarding pick up at the end of the day or to contact home during the evenings on residential trips. Video calling in bedrooms is strictly not permitted.

The school cannot be held responsible for the loss or damage of any mobile phones on site.

9.7 Plagiarism

Throughout your child's time at Brighton College, rules regarding honesty and plagiarism will be taken seriously. Pupils from Year 1 up are taught about the importance of integrity in relation to their work. This is particularly important when taking public exams, because breaching these rules may put not just a public exam grade (or grades) at risk but may jeopardise chances of a successful university application in future. It is particularly important to take great care about citing sources, as failure to cite or reference correctly, may result in disqualification from a course, regardless of whether it was intentional or not.

10. Teaching and Learning

10.1 Assessment, Monitoring and Reporting to Parents

At Brighton College (Singapore), we believe in using our assessments to raise learning standards and expectations throughout the school and to enable every child to fulfil their potential. A large part of this is our partnership with parents and thus, our assessment processes aim to be as transparent and as helpful to parents as possible.

- Assessment is firmly embedded in our practice and is both summative and formative.
- Assessment of learning (summative assessment) evaluates a pupil's learning at a given moment of time for a specific topic.
- Assessment for learning (formative assessment), such as marking of work and questioning, informs the next stage of learning. It also involves children in the process of self-improvement, self-assessment and peer assessment.
- Assessment procedures are ongoing and inclusive.

All of the above information is readily available to parents and can be discussed through scheduled appointments or during the Parents' Evenings. Prep School uses an online platform called Seesaw, which is used to share your child's learning. Login details will be provided to you at the start of the academic year. Senior School uses an online platform called TEAMS, which captures your child's learning, homework and assessments. This is also supported by your child's exercise books. Pupils are provided with a login at the start of the year.

In addition to marking children's daily work and talking through their strengths and targets, we use the assessments in the school to inform our teaching and expectations of children:

- On acceptance to Brighton College (Singapore), children take entry assessments. This information is shared with relevant teachers and used to gather information about a child's current strengths and target areas across a range of subjects.
- A period of baseline testing takes place at the start of each academic year to inform planning.
- Children in our Phonics programme are regularly assessed to ensure they are placed in the correct group for their phonological awareness and reading ability.
- Each year in May: Year 2 - Year 6 sit assessments in Maths (PTE), English (PTE) and Science (PTS). In Years 7-9, pupils sit assessments in Maths (PTE), English (PTE) and Accelerated Reader. The results, in the form of standardised scores, help staff track children's development as they progress through the school.
- In Prep School, end of unit assessments for Maths, Mandarin and other lessons take place to check children are making the best progress possible and to help us plan their next steps.
- In Senior School, pupils complete a summative assessment at the end of each half term in every subject studied. These assessments are marked using subject-specific assessment rubrics. The assessment work and rubrics are shared with pupils to ensure that they can learn from their feedback and take actionable steps to make progress.
- In Prep School, writing assessments take place regularly where the children's writing (normally a short story) is formally assessed by a team of teachers and the next steps for the individual and group are planned.
- In June, Senior School pupils sit End of Year Exams in all subjects studied. These exams are marked using subject-specific assessment rubrics and shared with pupils.

Reporting to Parents

All parents receive comprehensive school reports during the year.

In the EYFS, you receive regular updates as to a child's progress via our online learning journals on SeeSaw. In addition, a full and comprehensive report is published at the end of Term 2. A 'short report' is provided in Terms 1 and 3. Throughout the year, opportunities for you to come into school to meet with teachers to discuss your child's progress and development in detail will be numerous.

In Year 1 to Year 6, 'short reports' are provided in Terms 1 and 3, along with a full report in Term 2. Our reports are shared via email at the end of the term. These reports cover all aspects of your child's involvement at school.

In Senior School, Progress reports ('short reports') are provided in Terms 1 and 3, along with a full report in Term 2. These reports are shared via the Parent Portal at the end of each term. These reports cover all aspects of your child's academic and co-curricular involvement at school.

The reports assess a child's attainment against a series of key learning objectives in the different subjects and provide a general summary of the pupil's academic, personal and social development—Personalised pupil targets are included to highlight key areas for improvement. Please discuss the reports with your child to help support their learning at home.

10.2 Homework

Pre-Prep & Prep School

Generally, we do not set formal homework until Year 2. In Years 2 and 3 maths homework is set weekly via an app like TTRS. In term 3 for Y3 a Maths consolidation homework will be added. This will be a consolidation of the skills that your child has learnt that week and will feature an example of the type of answer expected.

Until children reach Year 5, we ask that they read for at least 15 minutes each day. Whilst learning to read, your child will bring home levelled reading books that enable them to consolidate their skills at their own personal stage of reading development. Home reading presents a wonderful opportunity for children to develop their fluency and comprehension as well as a love for reading. These books will be changed at school by the children, with adult support as appropriate for the age and stage of the child. As children gain independence with both reading and writing, we welcome children recording their own thoughts and comments about their reading in the pupil's planner. From Year 3 upwards, children will select books as part of the Accelerated Reading programme. We do, of course, encourage reading for pleasure as part of this children have opportunity to borrow books from our school library to enjoy at home each week.

In certain year groups there is progression of homework tasks in preparation for transition to the next year.

Typical tasks could include:

- Preparing work in draft
- Upgrading from draft to finished version
- Comprehension exercises
- Learning spellings
- Working on activities from textbooks
- Learning facts
- Finishing class work
- Mental arithmetic
- Repetition to consolidate new material
- Revision for class tests
- Corrections
- Research

Occasionally, homework will be set that requires parental involvement such as learning or research. Work may be set that requires the use of a computer. There is opportunity for children to complete their homework at school with adult supervision as part of Homework CCA club. If the homework is to be undertaken at home, then the correct environment and atmosphere should be established in a quiet part of the house with no distractions. We encourage parents to take an interest in the work set and to view it on completion. If your child requires a lot of support to complete an activity, please inform their teacher so they are aware that they have struggled with the task.

We have discussed at length how to achieve the balance between quality homework of sufficient length and not over-setting homework. We have taken account of the children's ages and the requirements of our academic curriculum. The Key Stage Leads or Deputy Head welcome any comments on homework, as do the individual teachers setting the work.

Senior School

Homework plays an integral role in extending and enhancing teaching and learning. Homework is never 'busy work'; numerous studies indicate that there is an optimum amount of homework and we are always mindful of children's entitlement to a family life and rich childhood, which is enhanced, not impeded, by the tasks we send home. The regular setting and marking of short, meaningful homework impacts positively on pupil attainment and motivation.

Setting Homework:

- The Deputy Head (Academic) publishes a homework timetable at the start of the academic year. This is shared with pupils and parents.
- Homework is set on the days assigned in the Homework Timetable
- The Homework Timetable ensures that homework is spread across the week to help pupils manage their time effectively.
- Homework should never be set for the next day.
- The Core subjects, Humanities and Languages set homework on a weekly basis; all other subjects set homework on a fortnightly basis.
- Pupils should endeavour to complete homework on the day that it is set on the Homework Timetable.
- As pupils progress through the Senior School, the amount of time allocated to each homework task increases. This is in preparation for the deep knowledge and skills required to study IGCSE.
- All homework must be set as an 'Assignment' on Microsoft Teams Assignments as soon as possible but certainly by the end of the school day.
- When no homework is given, it should still be recorded on Teams Assignments. 'No homework today because we did a test.'
- It is expected that homework is handed in on time - we run a zero-tolerance policy. This is to help pupils develop their independence and self-management skills, in preparation for IGCSE.

- Homework can be completed in OneNote or in exercise books/on paper at the teacher's direction
- Before any internal exams, homework will mainly focus on revision with no additional tasks set.
- On occasions, a teacher may use several assigned homework to complete an extended task, it will be made clear to the pupil at the outset of the period what the homework will cover. It is expected that homework assignments that extend over several homework periods should be monitored throughout to ensure that pupils do not end up with an unmanageable workload as the deadline approaches.
- A pupil's individual learning needs is considered when setting homework.

Nature of Homework Tasks:

Teachers are encouraged to use homework as an opportunity to consolidate, refine and practise the skills and knowledge required for learning, but also to enthuse, engage and inspire pupils. As a general rule, teachers should set homework which fulfils at least one of the following:

- A planned and focused activity leading to an outcome with a clear academic purpose.
- Preparation for the next learning - e.g. extracting key concepts, flipped learning, pre-viewing a video or website or pre-reading with questions, presentations.
- Factual content learning - including drills e.g. vocab learning
- Takes the right amount of time - e.g. single homework should be short, challenging tasks that require thought rather than lots of writing or extra research. The quality is more important than quantity. Longer homework, which require research and extended writing or the creation of artwork, posters, graphs or diagrams, need to be given the commensurate amount of time over several homework slots.
- Provides a variety of tasks over time with different levels of challenge - tasks should build competence and confidence rather than be the same routine tasks
- A planned and focused activity leading to an outcome with a clear academic purpose

10.3 Specialist Resources and Facilities

Information and Communication Technology

At Brighton College (Singapore), we acknowledge the rapid advancements in technology and our duty as educators to equip our pupils with essential skills for the future. We aim to teach pupils not just what is useful in school, but skills that are valuable in business and in adult life. We believe in balancing technology with traditional methods such as handwriting and library research. We ensure that technology is used meaningfully and only when it adds educational value

Our Prep School and Senior School classrooms all have flat-screen TVs which connect to devices via Apple Airplay and we use Apps for publishing and presentation work which are similarly used in business. Our teachers are equipped with MacBooks & iPad Pros, allowing them to teach from any area in the classroom and to instantly display work from any device being used in the room on to the large screen, to enable

collaboration and peer assessment. Interactive style whiteboards are used in the Pre-Prep School, enabling access for all learners in the youngest school years.

From Years 2 to 6, all classes have 1:1 iPads. Year 1 and Reception pupils have sets of shared class devices. Alongside iPads, our pupils all have access to iMac Desktops that are placed in bespoke learning areas of the school buildings, for use by whole classes and small groups.

For our Senior School pupils, we have a Bring Your Own Device (BYOD) program where all parents of pupils in Years 7 to 9 are required to purchase an Apple MacBook. This program equips students with essential digital skills, access to educational resources, and enhances their engagement with the curriculum. Weekly Computing lessons take place to further enhance digital learning. The Apple MacBook was chosen for its compatibility, reliability, and versatility to support students' educational journeys.

Our pupils are all taught about online safety and online etiquette and sign a user agreement at the start of the year. Parent workshops are organised regularly for interested parents.

Libraries

At Brighton College (Singapore) we believe that books and information are at the heart of education and believe fostering a passion for reading is one of our primary roles as educators. Children should be surrounded by books and ones that they can pick up and take home on a whim after something takes their fancy. As such, we do not believe that our library provision should be solely limited to one particular area of the school. Although both the Pre-Prep and Prep School have rooms or areas which are designated quiet zones and have the feel of a more traditional library, books and technology can be accessed throughout the schools.

In the Pre-Prep there is Library on Level 2. Children have one Library session per week where they can choose a book to take home. The following week children return the book and choose a new one.

In Prep all classes have a library/reading session scheduled in their timetables. We educate the children on sharing, on choosing a book they can immerse themselves in and enjoy from start to finish and allow them to constantly refresh their books as soon as they have finished. The children are also taught how we should take care of our books and each child has a book bag in which library books can be placed to help preserve their life in the school.

In Senior School, pupils in Year 7 and 8 have a weekly reading lesson in the library, as part of their English curriculum. This is an opportunity for pupils to share their current book choices and recommendations, as well as enjoy some private or shared reading. In Year 9, pupils are encouraged to read widely and visit the library at opportune moments during their English lessons.

During the Year and 8 reading lessons, pupils are encouraged to engage with the Accelerated Reading programme, which helps guide them to choose books which are within their reading range and to stretch their reading ability. After reading each book on the Accelerated Reading programme, pupils complete a quiz to demonstrate their knowledge and understanding of the book. The programme adapts to the reader and continues to stretch pupils' reading range and diversify their book choices.

Our library collections are constantly added to and rotated to ensure children see new titles on a regular basis. If you are looking for a particular item, you may search our catalogue via the computer stations that are set up around the school.

Co-curricular Programme

After-school enrichment activities are offered Monday to Friday during term time, for children in Reception and above. These are often referred to as CCAs or Co-Curricular Activities.

The CCA programme has a sign-up approach to after school enrichment activities that encompasses a broad range of activities and opportunities and encourages children to 'try themselves out'. They are run across 2 seasons, and parents will be sent the CCA options prior to the start of term in order to select their CCAs before the season starts on the 2nd week of term.

In line with our School Values, we believe in sport-for-all alongside sport-for-excellence. As such, all children from Year 1 upwards receive coaching in the major school sports as part of the curriculum and are given opportunities to compete against other schools, both local and further afield, according to their enjoyment and ability.

10.4 Individual Music and LAMDA Lessons

We have a team of visiting instrumental teachers who offer quality individual tuition on a variety of instruments. It is planned that the College offers peripatetic lessons in the following instruments: piano, cello, violin, clarinet, classic guitar, flute, trumpet, saxophone, singing and drums. Lessons are 30 minutes long and are taken during the school day:

- Children come out of regular classes to take these lessons, with instrumental lessons being rotated
- each week so children will only miss the same class time every few weeks.
- Children must have their own instruments to practise at home as daily practice is essential for good progress. They must also bring their own instrument to lessons, excluding piano and drums which we will provide. We do have a small number of school instruments that can be borrowed on a short-term basis.
- Children and parents are notified of their music lesson schedule at the start of each term. Lessons missed in certain circumstances and with good notice will be rearranged in advance or afterwards, up to a maximum of 4 per term.

We also offer individual and small group LAMDA lessons, for fun and to work towards examinations. Each term there are a number of informal concerts at which children learning an instrument or having LAMDA lessons have the opportunity to perform.

A message goes to all parents in the preceding term asking for registrations for lessons. Payment is made in advance for the term. If you have any further questions please do not hesitate to contact Mrs Emma Shea, Deputy Head & Director of Music.

10.5 Educational Trips

Taking the children into the community to help them make links between classroom learning and the real world is an essential part of any programme. Over the course of the school year, teachers will arrange field trips to enrich the children's' education and life experience.

You will be notified of these educational trips before they take place and be asked to give permission for the trip. Children will be expected to wear school uniform on all field trips unless advised otherwise.

Adult/child ratios are an important part of the risk assessment process when going on trips, and teachers may request parent help when organising a trip to ensure these ratios are met.

School trips in and around Singapore are varied and curriculum focused. Costs of non-residential trips are covered by school fees.

Residential trips may be organised in Year 4 to Year 9. The trips are a very important part of our curriculum and are seen as a 'rite of passage' by the children. The costs associated with residential trips are in addition to school fees. Each trip builds on the last, giving children a range of experiences through which to build confidence and practical outdoor skills and which builds on our Outdoor Education Curriculum. We anticipate that all children will attend their residential trip.

Alongside adventure and team building, all our residential trips have an element of service, either to a localised area or to the world in general. We have partnered with a wonderful provider who focuses on this aspect. All their staffing on residential trips are trained scientists or conservationists or are university interns working towards these areas. We strongly believe that to appreciate what we must take care of, we must experience it. As such, our residential trips are varied and ambitious, many of them taking place outside Singapore.