

SIR MANASSEH MEYER
International School

PARENT INFORMATION HANDBOOK

SECONDARY SCHOOL

2026 - 2027 ACADEMIC YEAR

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We seek parents' understanding that relatively short notice could be given for any announcements of school closure. We encourage parents to make care arrangements in advance for such an eventuality. Parents who are unable to make alternative care arrangements may continue to send their children to school, and teachers will supervise them. School-based student care centres will continue to operate for their existing students. Visitors to the School 23

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Welcome to SMMIS

Dear Parents,

Welcome to the Sir Manasseh Meyer International School (SMMIS) family. We are delighted you have chosen to send your child to SMMIS.

SMMIS is a school where every child is known, valued and challenged to achieve their best. We look forward to working in partnership with you to ensure this.

Please take time to read through this booklet which has all the information you will need about joining our school. If there is additional information that you require, please look on the school website or contact the school at frontdesk@smm.edu.sg.

To ensure a smooth start, please complete the Emergency Contact Form and the School Home Agreement, and that you have taken note of the Parent Code of Conduct. At the end of this document, you will find the Home School Agreement. It has also been sent to you via Zegal— please ensure it is signed in time for the start of the school year. Your child's admission will only be finalised once these forms are submitted.

The school Parent Teacher Association (PTA) was set up so that parents and the school can work together to create a partnership that promotes and supports the ethos, mission and values of SMMIS for the benefit of our children and the community. If you would like to volunteer for the PTA, please email PTA@smmis.edu.sg.

SMMIS is committed to the safeguarding of all of our school community, please read our Child Protection and Safeguarding Policy for further information. To see a full list of SMMIS policies, please visit our website at www.smmis.edu.sg. Please refer to the school calendar on our website for a more detailed outline of school events for the coming year.

Thank you for choosing SMMIS. We look forward to a wonderful partnership and an enriching school experience for your child.



Ms Robinson

Principal

Vision, Mission and Values

VISION

Bettering the world through a first-class education imbued with Jewish values.

MISSION

To teach the love of learning, guide the heart towards truth, and build meaningful ties with all.

VALUES

Lifelong Learning – To foster an on-going desire for the pursuit of knowledge
Love – To demonstrate dedication and devotion to everyone
Kindness – To be friendly, generous and considerate to everyone
Resilience – To overcome every obstacle and setback
Peace – To be able to work together in harmony
Community – To create a deep sense of belonging and build a vibrant community that celebrates its diversity and works together to make a difference in the world
Honesty – To be truthful, sincere and upright in our dealings
Collaboration – To Cooperate with one another in order to accomplish a shared goal
Reflection – To be thoughtful and able to adapt in challenging situations
Respect – To accept somebody for who they are, even when they're different from you
Justice – To ensure fairness to everyone
Creativity – To think outside of the box
Enquiry – To seek constantly for answers when in doubt

SMMIS Ethos

Sir Manasseh Meyer International School (SMMIS) is a not for profit, child centred school that offers a rigorous International Education, imbued with the vibrancy of Jewish values, tradition and culture. We are a diverse community that welcomes students of all denominations and those of other faiths and are committed to Racial Harmony and Interfaith Dialogue. Our educational philosophy is one that teaches resilience, collaboration, independence and perseverance. We ensure that class sizes remain small, to enable each child to flourish and reach their full potential. Skills acquisition, knowledge and understanding, is at the heart of our teaching, giving the children the best possible start in life. At SMMIS we have a strong ethical foundation and engender a commitment to social action, healing the world. Our children are encouraged to see themselves as global citizens, with charity and volunteering a strong aspect of school life. We are a small school, with a strong internationally trained staff body, who ignite a passion for lifelong learning, creative thinking and inspire a curiosity in the world around us.

Behaviour

We have high expectations of our student behaviour at all times. We subscribe to a Restorative philosophy, seeking to repair and heal harm for a productive and cooperative community. Students will be rewarded for good behaviour and there will be consequences for poor behaviour.

What we expect from SMMIS students

We recognise that good behaviour:

- Can be defined;
- Needs to be taught;
- Includes respect for others;
- Includes listening to and responding to teachers;
- Includes choosing to avoid conflict with others. Above all it means students accepting responsibility for their own actions and ensuring that they do not adversely affect the learning of others.

What we expect from SMMIS parents

Promoting good behaviour is a responsibility shared between students, the school and parents. We ask parents to support the behavioural expectations set by teachers, and to uphold decisions even when they may not fully agree with them.

For a full copy of the school Student Conduct and Attendance Policy, please visit our website.

Communication & the School Newsletter

You will receive the weekly school newsletter, which will update you on schoolwide issues of the week. Secondary School teachers will upload homework notifications for parents to the Engage Portal, and class assignments and resources for students onto Microsoft Teams.

If you need to discuss any issues regarding your child at school, in the first instance, if it is regarding academic progress in a specific subject, please contact the subject teacher. If it is regarding their general well-being and progress, please contact their form tutor. Staff can be contacted either by telephone via the school office or by email.

We use e-mail as the main communication tool to maintain school-home contact as it is the quickest, most expedient way to get information to our families. We therefore encourage that parents regularly check their emails.

Please ensure that the school office has an updated email address for you and your family. The chart below indicates the best person to contact for a whole range of queries; if you are in any doubt or do not know the correct email address, please address all correspondence to frontdesk@smm.edu.sg and the office will ensure that it reaches the correct members of staff.

Nature of query	**Whom to contact**
Progress or behaviour in an individual subject	Subject Teacher
Progress or behaviour in several subjects	Form Tutor/VP: Head of Secondary School
Student's wellbeing or family circumstances	Form Tutor/VP: Head of Secondary School
Incidents and issues outside lessons	Form Tutor/VP: Head of Secondary School
Payments including School Trip payments	Finance Office
Student absence	Front Desk & Form Tutor; Bus Company
SMMIS Buses	Schoolber Pte Ltd
All other enquiries (or where you are unsure)	Frontdesk

The ease and immediacy of email can be very useful, but it does have drawbacks. We do ask parents to join us in respecting normal rules of courtesy in emails, and to maintain the professionalism of the contact.

Staff will do their best to respond quickly to any concerns, but you will understand that this may not be the same day. We are happy to arrange meetings in person where necessary, and often more complicated issues are better addressed this way.

In the first instance, please contact the student's subject teacher or form tutor. If the concern needs escalating higher, the class teacher may refer it to the Vice Principal: Head of Secondary School or other senior staff as required.

Teachers are unable to talk or meet with parents while their class is in session.

Please do not communicate with teaching staff, other parents, students, or administrators in a disrespectful or threatening manner, to their personal whatsapp, or during out of school hours, in regard to school matters.

Academic Information

Our Learning Philosophy and the IPC/IMYC

Our approach to learning aims to build habits of mind that will enable students to become life long learners. We are a child centred school that follows the learning philosophy of Carol Dweck, Guy Claxton and Cultures of Thinking.

Lessons are planned, not just to teach content, but to develop the emotional, cognitive, social and strategic skills and characteristics that build learning power. We build students' resilience, collaborative skills and analytical ability. We value enquiry based learning, and encourage students to question.

You will notice that some of our terminology reflects this. Small differences are part of a big picture which we strongly believe yields the best possible results in the "tests of life", rather than just preparing students for a "life of tests".

The International Primary Years Curriculum and the International Middle Years Curriculum (the IPC and the IMYC) are comprehensive, thematic, creative curricula, with a clear process of learning and specific learning goals for every subject. These pathways also develop international mindedness and encourage personal learning. (These are followed in K2-G8).

We follow the Singapore Maths curriculum, Cambridge Lower Secondary Science, and the British National curriculum for English. These world class curricula all fit under our umbrella IMYC framework.

iGCSE

We are an accredited Cambridge school. In the upper secondary years (G9-10), we teach the Cambridge iGCSE. As educators, we are thrilled to be able to facilitate the next stage of our students' education within the SMMIS community.

Individualised learning is at the heart of the education that we provide at SMMIS. Our commitment to ensuring the holistic development of every student, to guarantee their well-being, creates a secure and healthy environment in which to tackle the academic rigour of the iGCSE exams. Our enthusiastic subject specialists create dynamic learning environments which inspire students' curiosity about the world, allowing them to flourish academically. The iGCSE pathway will facilitate and enable the next steps of our students' education, wherever life may lead them.

Cambridge iGCSE is the world's most popular international qualification for 14 to 16 year olds. It is recognised by leading universities and employers worldwide, and is an international passport to progression and success. Developed over 30 years ago, it is tried, tested and trusted by schools worldwide.

A Levels

We are an accredited Cambridge school. In the upper secondary years, we offer the Cambridge International A Level programme, supporting students as they take the next important step in their academic journey within the SMMIS community.

Individualised learning remains at the heart of the education we provide at SMMIS. Our commitment to the holistic development of every student, and to safeguarding their well-being, creates a secure and supportive environment in which to meet the academic challenge of A Level study. Our enthusiastic subject specialists foster dynamic and engaging learning experiences that inspire curiosity, deepen understanding, and enable students to thrive academically. The A Level pathway prepares students for university and beyond, supporting them to move forward with confidence, wherever their future may lead.

Cambridge International A Levels are widely recognised by leading universities and employers around the world. Respected for their depth, academic rigour, and international reputation, they provide students with a strong foundation for higher education and future success.

Jewish Education

In Secondary School all students follow a course in Jewish Values; Jewish History; Israel Studies; Holocaust and World Religions. This is conducted in English and is taught three times per week.

Prayer/Mindfulness at SMMIS

All students can choose between attending traditional morning prayers, or a mindfulness session before the start of the day.

Special Occasions, Jewish Festivals and Shabbat

At SMMIS we enjoy celebrating the Jewish festivals as a community. Students will participate in communal Rosh Hashana, Tu B'shevat and Pesach celebrations, as well as activities on Succot, Chanukah and Purim.

Students are encouraged to wear white school polo shirts on Fridays for Shabbat.

We also celebrate international and cultural harmony to reflect the wonderful diversity of our student body, through observing cultural days, and National Holidays relevant to Singapore.

Tikkun Olam, Volunteering and School Trips

Social Action and Informal Jewish Education is at the heart of all that we do. Through festival celebrations, voluntary activities, toy drives, food collections and other charitable activities, we inculcate the value of giving to others in all our students.

All year groups enjoy at least 2 field trips per academic year.

Data Tracking and Assessing Students' Learning

We track students' progress in lower secondary from the beginning of G6 with baseline testing, through to the end of G8, end of year exams. In upper secondary, G9 and G10, student progress is tracked over the 2 year iGCSE and A Level courses, culminating in the awarding of external grades. Every 6-8 weeks teachers capture and analyse academic data that shows the progress and attainment of your child. Subject specific interventions are put in place to support learning if students are not making expected progress towards their end of year targets.

Reports and Parent Teacher Conferences

Formal reports are sent to parents twice a year: in December and June. Parent Teacher Conferences (PTCs) will be held twice a year: in October and March.

Teachers are available to schedule a conference with parents any time parents feel it is needed. Teachers will call and/or e-mail parents any time they feel there is a need to discuss an issue. Teachers will return phone calls and e-mails within 48 hours, unless there are mitigating circumstances.

GL Assessment (CAT 4; Progress Tests; PASS)

All students will take an hour-long online assessment through the GL suite, which evaluates performance across key areas including vocabulary, maths, non-verbal reasoning, and skills. This provides teaching staff with valuable data on each pupil's strengths and areas for development, helping to inform aspirational target setting and support effective teaching and learning. It also gives us clear information about how students are performing in comparison with national averages, while offering a consistent measure of progress from Grade 6 upwards, from below expected progress through to exceeding expected progress.

In Grades 6-9, students also take GL assessments in reading, writing, mathematics, and scientific literacy. These assessments enable us to benchmark our cohort against international standards and provide further insight into student achievement across a range of core areas. The data helps us hold teaching and learning to account, ensuring our curriculum remains rigorous, responsive, and focused on securing the best possible outcomes for our students.

Inclusion: ESAL, SEND and Academic Enrichment

We cater for all our students' needs, and achieve the best possible outcomes for all. At SMMIS we have a full time Special Education Needs and Disabilities Coordinator to support students' learning and well-being, and an 'English as a Second or Additional Language' section of the Inclusion Team comprising qualified specialist teachers.

Academic Enrichment students are given higher levels of challenge in their learning and additional opportunities to stretch them outside of the classroom environment. We have a full-time member of staff responsible for our Academic Enrichment students.

Counselling

In line with SMMIS's holistic approach to a child's well-being, all students have access to the school counsellor for emotional support. SMMIS believes in working in partnership with parents, but also recognises the student's right to confidentiality, therefore parents may be contacted if the child raises issues that put themselves or others at risk. Difficulties that a student or parent may approach the counsellor with include, but are not limited to: coping with social challenges, family problems, mental health issues and the stresses of transitioning school or country.

STEAM Education, Computer Science and World ORT

At SMMIS we promote ICT and STEAM education. **STEAM** is a curriculum based on the idea of educating students in five specific disciplines - Science, Technology, Engineering, Art and Mathematics - in an interdisciplinary and applied approach.

SMMIS is a World ORT school. World ORT is the world's largest Jewish education and vocational training non-governmental organisation. Specialising in technology, their mission is to educate students and train teachers in STEAM education, through school twinning and teacher training programmes.

PE and Swimming lessons

All students have three PE lessons and one swimming lesson a fortnight. On the days they have PE, students are expected to wear their PE kit to school.

After School Activities (CCA's) & ACSIS

SMMIS offers a variety of After School Activities for students, among others, these include: Basketball, Swimming, Soccer, Volleyball and Martial Arts. Our bus company offers a late bus after the lessons to take students home.

SMMIS is a proud member of ACSIS, the Association for International Schools in Singapore. This affiliation provides our students with opportunities to compete in a wide range of sporting events and tournaments. Through ACSIS, students develop teamwork, resilience, and sportsmanship in a supportive and competitive environment. Being part of ACSIS enriches school life and helps our students grow both on and off the field.

ICT in the classroom

All classrooms are fully equipped with interactive whiteboards. When appropriate to the lesson students will have opportunities to learn and work on their digital devices. Computer Science is part of the core curriculum.

Homework Guidelines

At SMMIS homework is an integral part of the learning process, as a necessary reinforcement to classroom instruction. We recognise that time is needed for students to pursue social, physical, and recreational activities outside the school, and teachers attempt to strike a developmental, healthy balance of work for their students. It is critical for students and parents to understand the importance of homework in reinforcing skills taught in the

classroom and in preparation for further academic study. It is also imperative for students to learn how to organise their time effectively.

The Homework policy below outlines approximate time frames that students are expected to spend on their homework assignments, and details of the kinds of tasks that may be set. With the exception of Maths, and Science in Grades 9 and 10, where homework will be set after every lesson, students will not be set homework with a next day deadline. Students will also be required to complete homework for the creative and practical subjects as and when the teachers deem it appropriate.

Subject	Task Outline	Time Spent
Maths **Additional Maths**	Students will be expected to complete a set of questions after every lesson: G6-7 4 times per week G8 5 times per week G9-10 4 times per week G9-10 3 times per week	G6-8 30 mins G9-10 60 mins
Science	Students will be set a range of tasks including completing questions, research tasks, skills based tasks and review tasks to consolidate understanding. G6-8 twice per week G9-10 5 times per week	G6-8 30 mins G9-10 45-60 mins
English	Reading: there is an expectation that students will read for pleasure every day. Extended task: a writing task, research task or reading of in-class material with questions/summary activities once per week.	All 30 mins G6-8 30-40 mins G9-10 45-60 mins
Jewish Education	Written task: review of learning and answering questions once per week.	All 30-40 mins
Humanities **(History, Geography, Global Perspectives)**	Research Task/written task (twice per week): students will be required to undertake investigative research tasks, or complete written tasks, at home that will complement the learning taking place in class.	G6 30 mins G7-8 35 mins G9-10 45-60 mins
Mandarin	Students will be expected to complete a written, reading or speaking homework task once per week.	G6-8 30 mins G9-10 45-60 mins
Ivrit	Students will be expected to complete a reading, writing or speaking task to gain fluency once per week.	G6-8 30 mins G9-10 45-60 mins

Practical Information

Transport Drop Off & Pick Up

Drop off **8.00am to 8.20am**

Students arriving by school bus will be dropped at the entrance of the school.

Parents who are dropping off their students should park in the basement car parks (B1 & B2), and bring their students to the class (K1) or to the playground for all other classes.

Only parent cars will be allowed inside the school, taxis should drop off at the main gate in front of the school building.

Pick Up

K1 – Grade 11: pick students up from our L1 playground/drop off area near our front foyer.

Please note that parents may not be in the school building during school hours, unless they have a scheduled appointment or are working on a planned activity.

Late Arrival

We set a high value on regular and punctual attendance. Absence and lateness affect not only an individual's learning and progress, but that of the whole group. Excellent attendance, like learning and behaviour, is given credit through our rewards system.

Morning registration will be at 8.20am. Students are welcome to come upstairs to the secondary school area from 8.00am to use the library for quiet study or reading, or, to play on the soccer field (weather permitting). All students should be in their form room on time. Students entering school after 8.45am are considered late and must sign into school at Reception.

Excessive lateness will necessitate a meeting with parents to formulate a strategy for improvement, and there may be consequences for the student, at the discretion of the school.

Parents are requested to contact Frontdesk by 8.20am if they know students are going to arrive late or are absent due to illness.

- If the school has not heard from the parent/guardian by 8.40am the school will contact the parent/guardian for an update on the child's lateness.

Attendance and Absence

At SMMIS, we see that good attendance is achieved through a successful partnership between parents, pupils and the school.

We rate attendance as outlined below:

Attendance Rating

99 – 100%	Outstanding
98%	Excellent
97%	Very Good
96%	Good
93 – 95%	Requires Improving
91 – 92%	Unsatisfactory
90% or less	Cause for Concern (Persistent Absentee)

SMMIS aims for 90% attendance from all students, if the student's attendance rate falls below 90%, a first attendance notification letter will be issued to the parents.

After 6 weeks of monitoring and no improvement for the attendance, a second attendance notification letter is issued and usually a face-to-face meeting will be set up to communicate with the parents.

All students on a Student Pass should have a minimum attendance of 90% per month. Any absenteeism should be supported by medical certificates / approved student leave. Immigration and Checkpoints Authority of Singapore (ICA) will be notified by the school whenever a student on Student Pass has a monthly attendance of less than 90%. Student Pass Holders who miss 7 consecutive days of class will be liable to have their student pass be cancelled with effect from the 8th day and the letter of cancellation will be sent to student's place of residence in Singapore as registered with the School.

Encouraging good attendance is the shared responsibility of the school, the parents, and the pupils.

There are two main categories of absences:

- **Authorised Absence:** is when the school has accepted the explanation offered as satisfactory justification for the absence, or given approval in advance for such an absence.
- **Unauthorised Absence:** is when the school has not received a reason for absence or has not approved a child's absence from school after a parent's request. When a parent telephones the school with information that their child is unable to attend due to illness, or other circumstances, decisions regarding authorisation will always be made with reference to this policy.

The school is obliged by law to differentiate between authorised and unauthorised absence. A letter or telephone message from a parent does not in itself authorise an absence. Only if the school is satisfied, in accordance with this policy, as to the validity of the explanation offered, can the absence be authorised. The Principal (or VP in his/her absence) makes the decision as to whether an absence should be authorised or unauthorised. Where necessary, it is the parents' responsibility to provide all evidence of absence and bear any costs that this may incur.

Expectations:
We expect that all students will:

- attend school every day
- attend school punctually
- attend appropriately prepared for the day

We expect that all parents/carers will:

- be aware of this policy and plan their family holidays accordingly
- ensure regular school attendance and be aware of their legal responsibilities
- ensure that their child arrives at school punctually & prepared for the school day
- ensure that they contact the school daily of absence or if known in advance, whenever their child is unable to attend school
- contact school promptly whenever any problem occurs that may keep their child away from school
- notify school immediately of any changes to their contact details or their nominated emergency contact details
- arrange holiday travel in accordance with the published school calendar
- arrange return flights such that their children can recover sufficiently before returning to school so as to avoid having to take an additional day off school
- Notify the school in advance if they are taking holiday in term time due to extenuating circumstances (for example bereavements or weddings) or due to other children in the family being on local school calendars. In these circumstances, we will authorise 10 school days of absence; any subsequent absence will then be unauthorised.
- arrange out of school appointments to minimise school absence

Principles of Monitoring Attendance and Punctuality
School starts at 8:20am. The playground is open from 8:00am.

We ask parents/carers to ensure their child is in school in plenty of time to organise themselves in order that they can be present in class for registration at 8.20am and avoid a late mark.

Registers are taken every morning by class teachers at 8.20am and afternoon (after lunchtime play) using the official registers on the school's Information Management System and the legal attendance and absence codes.

On the first day of a child's absence, parents contact the school (telephone or email) by 8:20am to explain why their child is absent. We always ask telephone calls to be confirmed in writing with a follow-up email.

The Front Desk is responsible for the checking the correct entry of data into the school's registers regarding all students' absences.

Students arriving late are recorded as late but counted as present for that session.

Students out of school but attending therapy /specialist education appointments are recorded in the register as present (this is classified as, attending education activity off-site).

Student attendance will be prioritised and reported at all meetings with parents, student progress meetings, ILP review meetings and PTCs etc.

The admissions register and the attendance register must be available for inspection during school hours when requested.

Changes in Pick Up

Parents, or other designated adults who wish to sign out any student leaving early should notify the front desk, student's form tutor and the Bus company. Those picking up their students early are required to report to the front desk and the student will be called down to the office by a member of staff. Any adult picking up a student other than the student's parent must have authorisation from the custodial parent, either by phone or by email/writing.

Parental Absence from Singapore

If parents are out of the country at the same time and guardianship of students is temporarily assigned to others, the school front desk and the student's form tutor should be informed of the name and contact details of the guardian. This is to ensure that we are able to contact the appropriate guardian in case of emergency. It is strongly recommended that in such cases, a letter of guardianship be given to the temporary guardian.

Family Vacations During Term Time

We recognise that sometimes families must take vacation time during the school year. Whenever a proposed absence-for-vacation is requested, parents should discuss it with the Principal. Students must catch up on any work missed.

School Lunches and our Kashrut Policy

Students may bring a healthy, kosher morning snack to eat at morning break, 10.35am.

Please ensure that pupils have a water bottle to drink from whilst at school.

A hot, kosher lunch is provided at SMMIS. Nutritious and varied home cooked meals are prepared fresh in the building each morning. In addition, we provide a salad bar for our students to encourage healthy eating. It is important that your child has a full breakfast prior to his/her arrival at school. A copy of the menu will be e-mailed to you each week with the school Newsletter.

As a community school serving the entire Singapore Jewish Community, we are sensitive to the needs of all our families. Therefore, it is a strict school policy that no food is to be brought into school from home (for meals, snacks, birthdays etc).

We have a number of students at SMMIS who have life threatening allergies to nuts and all nut products, even coming into physical contact with any of these products. These students can go into anaphylactic shock that can result in death. Therefore, no nut products, including peanut butter, will be allowed on campus.

Birthdays

Since birthdays are a happy time, we would like to make your child feel special on that day. For a minimal charge, the school will provide a kosher birthday cake at $35 each, please ensure you give the kitchen a minimum of 5 days' notice. Please order your cake at frontdesk@smm.edu.sg.

Due to our kashrut requirements, no other sweets or snacks from outside should be brought into the school.

Party Invitations

If you wish to distribute your child's birthday party invitations at school, please ensure that all students are included. If more than half of the girls or half of the boys are invited to a party, all the girls or all the boys should be invited to the party.

Out of respect for those students who are Shomrei Shabbat, (Sabbath observant), parties should not be scheduled on Friday evenings, Saturday or Jewish festivals. Please ensure that food served at the parties is kosher.

School Uniform

We expect all students to always wear the school uniform. This includes daily uniform and sports kit. As part of the uniform please note that all students from K1 and up will be expected

to wear black closed shoes or black trainers each day.

Please note that we are an inclusive school and girls are welcome to wear school shorts instead of a skirt or skort, if they prefer.

Boys are required to wear kippot during all Hebrew and Judaic classes, lunch, tefillah, and all school assemblies of a Hebrew or Judaic nature.

SMMIS school uniform can be purchased from Bibi and Baba. Password: SMMIS8932
Bibi & Baba
#02-28 Far East shopping Centre, 545 Orchard Rd
Singapore 238882
Tel: 6732 7022
Retail Opening Hours:
Mon to Sat: 10:00 am to 7:00 pm
Sun: 10:00 am to 6:00 pm

Primary and Secondary School (K1-G10)

Compulsory

Blue school polo shirt
Black, grey or white socks
Black closed shoes or black trainers (e.g. Asics, Bata); no converse, vans or trainers with lights
Hats for outdoor play
Girls: Khaki school skort (no shorter than 2 inches above the knee)
Boys: Khaki school shorts

PE Kit

School PE shorts and school t-shirt, white socks, sports trainers

Optional

School zip up hoodie with logo
School kippah

Other

Make-up, nail varnish, gel or acrylics and piercings are not permitted except *one* pair of plain small studs worn in the earlobe.
Rings, bracelets and necklaces should not be worn except a discreet religious symbol on a necklace worn under the shirt.
Hair should be of a natural colour, no coloured extensions and no designs/ words shaved into the hair.
Long hair must be tied back using a hair tie of discreet design and colour
No Henna (except at festival time)

Fire Drill, Evacuation and Invacuation

Fire drills, evacuation and invacuation drills are conducted for everyone's protection. During these drills it is imperative that students remain silent, follow instructions given by the teacher, and carry out all directions in an orderly fashion. Parents visiting the school during a fire drill are expected to participate and evacuate the building by following instruction.

Policies and Procedures

Settling in Procedures

For many students starting a new school is a daunting experience. At SMMIS we make this process as easy as possible. All parents and students are invited to school the day before the new Academic year begins, to meet their teachers, see their classrooms, and buy new school uniform.

Mid -Year Starters

All mid-year starters will be assigned a buddy from their class on their first day. This buddy will show the new starter around the school and ensure they have company at break times and lunchtimes.

The buddy will also contact the new student in advance of their starting at SMMIS. They will write them a letter, have a Skype call or meet with them during the new students' half day orientation.

Illness, Injury and Medication

The School Nurse will take care of your child's emergency medical needs as well as being the central point for storing medicines. Medicine must be in its original box, clearly labelled and in date. Parents must inform the School Nurse, in writing, if there is any change in dosage or frequency, or if the medicine is stopped.

Parents are responsible for replacing out-of-date medication; the school will not send out a reminder. If your child carries their inhaler or EpiPen with them, we also require a spare one to be held by the School Nurse. Please note: we are only able to administer prescribed medication.

If a student becomes ill or is injured during the school day, they will be seen by the school nurse.

Students can receive Paracetamol, Tylenol, Ibuprofen and cough drops from the school nurse if the appropriate permission form has been signed by parents/guardians.

Medication should not be brought to school unless it is essential to the health of the student. If a student must take medication at school, the following procedures must be followed:

1. The medication is to be administered by the school nurse or the designated school personnel in the school office.

2. The medication must be brought to the school office by the student's parent or guardian or sent directly from the pharmacy or doctor's office.

The school must receive a Medication Administration Form signed by the student's doctor or parent/guardian. On the medication container must be clearly printed the following information:

- Student's Name
- Name of the medication
- Dosage
- Time the medication must be taken.
- In the case of prolonged need, send in the amount for a clearly specified period such as one week or one month. Parents must pick up extra medication; extra medication will not be sent home with a student.
- All medication will be kept in a secure location in the office.
- Students are not allowed to carry any medication with them to school without prior consent.

Students may carry and administer their medication if these two conditions are met:

1. It is warranted by a potentially life-threatening condition and advised by their Doctor.
2. Medication Self-Administration consent is on file in the office signed by the student's parent, doctor, and an administrator.

Illness

If your child is sick, please keep him/her at home. It is unfair to the child, staff and other students if a sick child is brought into the school.

Students with the following illnesses should not attend school:

- Rash or eye inflammation – until the condition is diagnosed by a doctor.
- Fever – child to be kept at home until the temperature is normal for 24 hours and all symptoms have disappeared.
- Cold – students with runny noses (particularly green mucus) or with a bad cough should stay at home to protect classmates and teachers from exposure to infection - although please note that clear mucus can be contagious as well. If you feel that a clear runny nose is due to allergies, please bring in a doctor's note to attest to this.
- Gastric pains – any child that has diarrhea, nausea or who has vomited during the night should be kept at home for observation.

When a student is not attending school, parents are asked to:

- Inform the bus company in a timely manner if the child will not be taking the bus that day.
- Inform the school Front Office by 8.20am that the child is unable to come to school.

Keep the child at home until well enough to return to school.

If a student becomes unwell at school or hurts him/herself, the School Nurse will contact the parents if it is felt that the student should be taken home.

The school has the right to refuse admittance of a student if the Principal believes that such entry may cause further infection to others.

Infectious or Contagious Diseases

The isolation periods for students suffering from such illnesses are given below and should be followed in all cases:

Illness	**Incubation Period**	**Isolation of Student**
COVID-19 Positive (C^+)	02-14 days	Tested ART positive but feeling well, you may attend school with a mask on. Please inform school that your child is tested positive. Test ART positive but feeling unwell, please see a doctor and rest at home. Please also inform teacher and Frontdesk.
Chickenpox	14-21 days	Until all scabs are dry
Fifth Disease (slapped cheek)	4-21 days	Not infectious after appearance of rash
German Measles	14-21 days	4 days from the appearance of rash
Hand, Foot & Mouth Disease	4-6 days	Until all sores have healed
Measles	10-14 days	4 days from the appearance of rash
Mumps	14-21 days	Several days after appearance of swelling

Other childhood conditions

Illness	**Isolation of Student**
Conjunctivitis	Exclusion from school until eyes are back to normal
Head Lice	Exclusion from school until treatment has started
Impetigo	Exclusion from school until treatment has started
Verruca	Sores must be covered before participation in any aquatic activity

Haze Action Plan

Our students' well-being remains a key priority, and teachers will be on the lookout for students who are unwell or have pre-existing lung or heart conditions.

As children respond differently to haze, parents should ensure that their children always have their medication, such as inhalers for asthma, with them, or arrange to care for them at home. They should also take their children to seek medical attention if they are unwell.

Continuity plan

SMMIS has a haze management plan and are ready to implement the appropriate measure as required. We will also adjust the level and nature of our activities based on the 1hr-PM2.5 readings, which may change throughout the day. A broad overview is as follows:

24-hour Pollutant Standards Index (PSI) forecast	**Measures**
< 100 (Good or moderate)	Continue with normal activities

	Note: While the health advisory provides general precautionary advice, everyone's reaction to pollutants may vary. The amount of physical activity or exertion that can be performed also differs according to your health status or capacity. Persons who are feeling unwell, especially the elderly and children, and those with chronic lung or heart conditions, should seek medical care.
101 – 200 (Unhealthy)	Schools will avoid strenuous outdoor physical activities that will require a lot of energy or effort and continuous exposure for several hours. Students who are unwell, or have pre-existing lung or heart conditions, will be exempted from all outdoor physical activities. Where possible air purifiers to be turned on in an enclosed indoor space. Students and staff who are unwell will be temporarily accommodated in an air-conditioned room with an air purifier, before they are taken to seek medical attention. Parents of these students will be notified.
201 – 300 (Very unhealthy)	Schools will avoid outdoor activities and indoor physical activities. All students will be in an enclosed indoor space with air purifiers. Students and staff who are unwell will be temporarily accommodated in an air-conditioned room with an air purifier, before they are taken to seek medical attention. Parents of these students will be notified.
> 300 (Hazardous)	If PSI reaches 'Hazardous' level during school hours: Schools will avoid outdoor and indoor physical activities and scale down lessons. All students will be in an enclosed indoor space with air purifiers. Students and staff who are unwell will be temporarily accommodated in an air-conditioned room with an air purifier, before they are taken to seek medical attention. Parents of these students will be notified.

School closure

We will follow the MOE guidelines about school closure: when the air quality forecast for the next day is 'Hazardous' (24-hour PSI>300). The closure will be announced at around the same time that the health advisory is released. Schools will contact parents to inform them.

We seek parents' understanding that relatively short notice could be given for any announcements of school closure. We encourage parents to make care arrangements in advance for such an eventuality. Parents who are unable to make alternative care arrangements may continue to send their children to school, and teachers will supervise them. School-based student care centres will continue to operate for their existing students.

Visitors to the School

For the safety of our students, all visitors must sign in at the Main Gate and wear a visitor's badge before entering the campus during class hours.

Please do not walk onto campus because you think everyone knows you – not everyone does, especially the students, and they are looking for a visitor badge on anyone they do not know.

Any student visitors must have permission in writing from the VP:Head of Secondary School.

Electronic Devices - Bring Your Own Device (BYOD) Programme

The Secondary School runs a BYOD programme to enable the development of students' digital literacy and crucial 21st century skills. At SMMIS, we are mindful of striking a balance between using technology to facilitate and aid learning, and keeping screen time to a healthy, reasonable limit. With this in mind, students will not need to use their devices in every lesson, and we ask that devices are not used during breaktime and lunchtime which should be times for social interaction. For more information on the school's BYOD programme, please see the separate BYOD programme document.

Mobile phones must be handed in at the beginning of the school day and will be returned to students at the end of the day. Mobile phones must be turned off throughout the school day and remain in the students' lockers, or in their bags, unless the teacher has explicitly given permission that the phone can be used. If a student is seen on their phone without permission, the phone will be confiscated for the rest of the day. Research has shown that having cell phones nearby or out during learning and study, has a notably detrimental effect on a person's ability to concentrate, hence our strict policy on this.

Kindles may be brought to school for students to read from on the understanding that students are not permitted to access the internet on them.

SMMIS is not responsible for loss or damage of student's personal property.

Parents Code of Conduct

Overview

SMMIS has a well-earned and highly respected reputation both within Singapore and internationally. We believe that all those involved in the school community play a part in ensuring that the reputation of the School is upheld and reinforced.

It is expected that all adults, including staff, parents, carers and visitors, will model the behaviour and values that the School instils into its students. All members of our community are entitled to be treated respectfully, feel safe and be free from any form of harassment and discrimination.

Guiding Principles

All parents and carers shall abide by this Parents' Code of Conduct.

In the event of any breach, the school reserves the right to exclude the offending parent or carer from the school premises, and/or remove their child or children from the school roll, whether temporarily or permanently.

Each parent agrees on a joint and several basis, to indemnify and hold the School, its staff and governors, harmless from all claims, demands, proceedings, liabilities (including liability to third parties), penalties, awards, losses, expenses and/or costs (including without limitation, legal costs on a full indemnity basis), due to or arising out of any breach of this Code of Conduct.

Code of Conduct

This particular code of conduct outlines the responsibilities of all parents and carers to promote appropriate and positive conduct in all dealings with the School, either on or off campus as follows:

- Work in partnership with the School to enhance the learning outcomes and support the well-being and conduct of their child.
- Support education staff in maintaining a safe, secure and respectful learning environment for all students.
- Contribute positively to behaviour, academic and other personalised support plans that relate to their child or the child in their care. SMMIS is committed to a child-centred approach and does not condone any form of physical disciplining of children.
- Work in partnership with the School to encourage the respectful and responsible behaviour of SMMIS students outside of school – whether in public or at private social gatherings.
- Understand that risk-taking behaviours that may occur outside of school almost always have an impact at school and/or within the school community.
- Do not use threatening behaviour nor harass any member of staff or student.
- Respect and comply with reasonable requests or directions from the School educational and support staff.

- Voice any concerns that they have directly and solely to the School using the the usual channels of communication. It is not acceptable to lobby support from other parents or the public in pursuit of a private and individual concern.
- Do not issue, via email, phone, social media or other such platforms, malicious, inflammatory, critical, defamatory, abusive or threatening messages or statements in relation to the School or its staff.
- Ensure that all communication with SMMIS employees is measured and reasonable and devoid of any comments against them in their personal capacity.

SMMIS Home-School Agreement for _____ (student's name)

SIR MANASSEH MEYER International School

The values of SMMIS, shine through all that we do. We promote excellence in all of our students: teachers, students and parents work in partnership so that every child can realise their unique potential. Students will leave SMMIS as responsible and communally active young adults, numerate and literate, with a love of learning and proud of their identity as International and Jewish citizens. Our curriculum and Jewish Education programme, inside the classroom and beyond, encourages all students to make informed choices about their lives.

	As a Student, I will	As a Parent, I/we will	As a School, we will
Ethos	Be kind and speak politely to everyone in school. Respect other students and all school staff. Respect and care for the School and the local community. Respect the Jewish beliefs and practices of the whole SMMIS community. Follow all requests at the first time of asking. Keep hands and hurtful comments to myself. Respect the rights and property of others. Respect the school's kashrut policy. Accept responsibility for the things that I do.	Support and celebrate the school's ethos and respect the Jewish beliefs and practices of others. Support the school's Behaviour Policy and avoid criticising the school in front of students. Encourage a positive attitude towards my child's education and our school. If I have any concerns I will come and discuss them with you. Support the school's kashrut policy.	Ensure that the Jewish beliefs and practices of the community are taught in an inclusive and respectful way. Provide a safe and positive learning environment. Set clear expectations for behaviour, punctuality and attendance. Teach your child to develop a positive attitude to those around them regardless of gender, race, culture, belief, values, age and need.
Learning	Be actively involved in all aspects of school life. Try my best in all that I do.	Attend meetings, events and parents' evenings where relevant. Help my child to learn.	Provide an outstanding, inclusive, broad and balanced education. Ensure that our learning environment is stimulating and challenging. Celebrate your child's academic and personal achivements.
Beyond the Classroom	Respect and represent the school with pride, decency and integrity at all times, including on the journey to and from school. Take care of the building, equipment and resources.	Encourage my child to be a thoughtful, moral and proud member of the SMMIS and wider community.	Provide a range of activities which enrich and develop learning beyond the classroom. Provide guidance to students. Care for your child's safety and well being by observation and listening.
Homework and equipment	Be responsible for my school and homework. Work hard and be organised in completing home learning to meet deadlines reliably.	Support students with their homework. Ensure that my child's homework is completed on time. Ensure that my child has the correct uniform and kit/equipment.	Set and mark homework regularly and effectively ensuring that it is differentiated and achievable. Ensure the learning environment is equipped and resourced.

	Wear the correct uniform and have the correct kit and equipment.		Clear information will be provided to enable you to assist your child.
Attendance and Punctuality	Be punctual to school and to lessons. Attend school to the best of my ability.	Ensure that my child attends school punctually and regularly. Inform the school of any absences and request 'known absences' in advance.	Inform parents of any unexplained absences and provide attendance figures on request and in reports.
Communication	Speak to my teacher or another member of staff if I have a difficulty. Ask for help if I need it. Tell a member of staff if I am worried or unhappy. Ensure that all communications are taken home.	Inform the school via their teacher about all relevant matters of concern at the earliest opportunity. Read all communication sent by the school and respond promptly where relevant. Communicate with school staff in a respectful and courteous manner.	Ensure that parents and carers receive regular reports on student progress via formal reports, letters, newsletters, ICT, meetings. Provide clear information and encouragement to students regarding progress and attainment through written reports, shared targets and coaching and other opportunities. We will celebrate your child's success and explain how we can support them in their areas for development. Respond to parental concerns promptly and effectively.
Safeguarding	Speak to my teacher or another member of staff if I am worried about myself or any of my peers.	Read and adhere to the safeguarding policies and procedures of the school.	Keep our safeguarding policy and procedures up to date. Uphold our safeguarding policy and procedures

Signed:



_____

Elaine Robinson
(Principal)

_____ _____

(Student) **(Parent)**

REVISION TABLE

Version	Description	Effective Date
00	Initial Release	1st August 2026
01	Added the section for Haze Action Plan	16th October 2026