

SIR MANASSEH MEYER
International School

PARENT INFORMATION HANDBOOK

PRIMARY SCHOOL

2026 - 2027 ACADEMIC YEAR

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Primary School Parent Information Handbook 2026-2027

Contents

WELCOME TO SMMIS 4

VISION, MISSION AND VALUES 5

SMMIS ETHOS 5

BEHAVIOUR 6

COMMUNICATION & THE SCHOOL NEWSLETTER 6

ACADEMIC INFORMATION 8

- **Our Learning Philosophy 8**
- **Jewish Education and World Religions 8**
- **Prayer/Mindfulness at SMMIS (K2-G9) 8**
- **Special Occasions, Jewish Festivals and Shabbat 9**
- **Tikun Olam, Volunteering and School Trips 9**
- **Data Tracking and Assessing Students' Learning 9**
- **Reports and Parent Teacher Student Conferences 9**
- **Phonics Screening 9**
- **PIRA Testing (for Reading) 9**
- **PTE (for English) and PTM (for Maths) Assessments 10**
- **Inclusion at SMMIS 10**
- **Counselling 10**
- **STEAM Education and World ORT 10**
- **Seesaw 10**
- **PE and Swimming Lessons 10**
- **Co-Curricular Activities (CCAs) and After School Activities 11**
- **ICT in the classroom 11**
- **Home Learning 11**

PRACTICAL INFORMATION 15

- **Transport Drop Off & Pick Up 15**
- **Late Arrival 15**
- **Attendance and Absence 16**
- **Changes in Pick Up 18**
- **Parental Absence from Singapore 18**

Family Vacations During Term Time 18
School Lunches and our Kashrut Policy 19
Birthdays 19
Party Invitations 19
School Uniform 20
Fire Drill, Evacuation and Invacuation 20
POLICIES AND PROCEDURES 21
Settling in Procedures 21
Mid-Year Starters 21
Illness, Injury and Medication 21
Illness 22
Infectious or Contagious Diseases 23
Other childhood conditions 23
Haze Action Plan 23
Visitors to the School 25
Electronic Devices 25
PARENTS CODE OF CONDUCT 26
Overview 26
Guiding Principles 26
Code of Conduct 26
REVISION TABLE 30

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 tome 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.smm.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 children's behaviour at all times. Students will be rewarded for good behaviour and there will be consequences for poor behaviour. The primary aim of the behaviour policy is a means of promoting good relationships, so that people can work together with the common purpose of helping everyone to learn in a safe environment it is not a system to enforce rules. SMMIS is committed to a system of Restorative Justice which is included in our Student Conduct and Attendance Policy.

We believe that a positive partnership with parents is essential to building trust and developing a common approach to behaviour expectations and to create and implement consistent strategies for dealing with problems. Parents have a vital role in promoting good behaviour in school and at home. Therefore, effective home school liaison is extremely important. We work with parents to address recurring inconsiderate behaviour, using our observation records to help us to understand the cause and then these conversations will inform the school when making decisions about how to respond to behaviour.

We expect parents:

- To work in partnership with SMMIS to develop strategies to improve behaviour
- To inform us of any incident, traumatic or otherwise in circumstance or routine which may affect their child's performance or behaviour at school. e.g. a death in the family or the birth of a child
- To keep us informed of behaviour difficulties that may be occurring at home
- To inform us about their child's ill health and any absences connected with it
- To inform us immediately of any absence
- To be responsible for their child's behaviour from the time they collect them from school. Even if children are still in school uniform, from the time the school day ends their behaviour is the responsibility of their parents.
- To be responsible for their child's behaviour during the journey to school and from the time they depart from the school grounds. Even if children are in school uniform, outside of school time and when students are off school premises their behaviour is the responsibility of their parents.

To treat all SMMIS staff with respect in all forms of communication – as outlined in our Primary School Parent Handbook and the SMMIS Home-School Agreement

For a full copy of the 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 events and issues of the week. Primary School Teachers will upload photographs and Home Learning information onto Seesaw, our digital platform for each individual class. Please ensure that you check this regularly as this is the main form of communication between teacher and parents.

If you need to discuss any issues regarding your child at school, the first port of call should always be the class teacher. They can be contacted either by telephone via the school office or by email. Please email frontdesk@smm.edu.sg and your email will be directed to the correct member of staff.

We use email 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 e-mails. For Parent Teacher Conference bookings, your child's reports and other events, we will update you via our parent portal through our school's data management system, Engage. Please ensure that you have signed into your parent account to access your child's data. You can receive your login details from our front office.

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 it reaches the correct members of staff.

Nature of query	Whom to contact
Progress or behaviour in an individual subject	Class teacher/Subject teacher
Progress or behaviour in several subjects	Class teacher
Student's wellbeing or family circumstances	Class teacher/VP: Head of Primary School
Incidents and issues outside lessons	Class teacher
Payments including School Trip payments	Finance Office
Student absence	Front Desk & Class teacher, 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 please 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.

Please be mindful that teachers are unable to talk or meet with parents while their class is in session.

Please ensure that you communicate with teaching staff, other parents, students, or administrators in a respectful manner at all times. Please don't use staff personal WhatsApp for school related matters.

Academic Information

Our Learning Philosophy

Our approach to learning aims to build habits of mind that will enable students to become lifelong learners. We are a child centered 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 abilities. We value enquiry based learning, and encourage students to question and make real-world connections.

You will notice that 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".

Curriculum and Programmes

At SMMIS we follow the Singapore Mathematics curriculum and the British National curriculum for English.

IPC

The International Primary Years Curriculum (IPC) is a comprehensive, thematic, creative curricula, with a clear process that facilitates learning and developmental academic, personal and international learning goals across different ages. Every year level from K1 to Grade 5 engages in 6 Units of Learning through the year.

Jewish Education and World Religions

From Grade 1 parents have the option to choose between two tracks of Jewish Education: Tal Am curriculum, an in-depth study of Judaism and Jewish texts taught in Hebrew, or our Jewish Education: Culture curriculum which includes an introductory course on each of the World Religions.

Prayer/Mindfulness at SMMIS (K2-G9)

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

Parents are asked to choose whether their children participate in a communal Grace After Meals following lunch. Children not participating in the prayer will sit quietly until the prayers are over.

Special Occasions, Jewish Festivals and Shabbat

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

In Grade 1 the children will receive their first Chumash (Bible) and in K2 their first Siddur (prayer book). These are very special occasions at SMMIS, when parents will be invited in to join the celebrations.

Every Friday the children welcome Shabbat in their classrooms, and in turn lead assemblies where parents are welcome. Children are encouraged to wear white or Shabbat clothes on Fridays.

We will also celebrate other cultural days and National Holidays relevant to Singapore.

Tikun Olam, Volunteering and School Trips

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

All year groups enjoy at least 2 excursions or incursions per academic year.

Data Tracking and Assessing Students' Learning

We track your child's progress from the day they start at SMMIS. Every 6-8 weeks teachers capture and analyse the data that shows the progress and attainment of your child. Interventions are put in place to support learning if they are not at their expected grade level.

Reports and Parent Teacher Student Conferences

Formal reports are sent to parents twice a year: in December and June. Parent Teacher Conferences (PTSCs) 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 anytime they feel there is a need to discuss an issue. Teachers will return phone calls and emails within 24 hours, unless there are mitigating circumstances.

Phonics Screening

We will screen your child at the end of K2 to ensure they are at grade level for phonic based reading. Interventions will be put in place if we feel it is necessary.

PIRA Testing (for Reading)

All year groups: K2 to Grade 5, will complete a reading comprehension assessment, three times each year and for K1 twice a year, to ensure that their reading and comprehension is on par with expected age-related outcomes. Interventions will be put into place if we feel it is necessary.

PTE (for English) and PTM (for Maths) Assessments

These are part of external assessments that are from the renowned GL suite platform. They help us see where students are at in relation to UK standards in both English (grammar, punctuation, spelling and reading) and Maths (UK curriculum).

Inclusion at SMMIS

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 (SENDCO) to support children's learning, and 'English as a Second or Additional Language' (ESAL) specialist teachers.

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 puts 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 and World ORT

At SMMIS we promote ICT and STEAM education. **STEAM** is an initiative 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 children and train teachers in STEAM Education, through school twinning and teacher training programmes.

Seesaw

Seesaw is a digital portfolio app that gives parents real-time glimpses into their child's school day. Both teachers and students can document, share and reflect on what is being learnt in the classroom. Seesaw helps parents stay up to date in their child's learning journey and gives them an opportunity to support their child's learning at home.

PE and Swimming Lessons

All children have one PE and one Swimming Lesson each week. On the days they have PE and Swimming children may choose to come to school wearing their PE kit or bring their swim attire to get changed into.

Co-Curricular Activities (CCAs) and After School Activities

SMMIS offers a variety of CCAs for children of all ages, these include: Basketball; Coding; Swimming; Soccer; K-Pop Dance; Speech and Drama; Volleyball and Martial Arts. Our appointed bus company offers a door-to-door service after the CCAs to send children home.

ICT in the classroom

All classrooms are fully equipped with interactive whiteboards. At times, students will have opportunities to work on devices individually or in a small group, in line with guidelines of time advised for each age group. From K1, we have a 1:1 ratio of student devices.

Home Learning

Rationale:

- Gradually increases in **duration** and **complexity** as we progress up the grades
- Balancing **core skills** (Maths, Literacy, Reading) and occasional **cross-curricular learning** (IPC)
- **Increase independence** each year—less parental input, more self-management
- Keep homework **linked to current classroom learning** to reinforce relevance
- Consider **optional enrichment challenges** for those who want more

General Studies:

- Note: all home learning (where possible) to be handed out on a Tuesday and given in on the following Monday (Note: this may be different for Jewish Education home learning)
- 1 × Maths task (linked to class learning, problem-solving focus) - use of the Marshall Cavendish home learning books
- 1 × Literacy task (writing, grammar, or comprehension)
- Daily reading (independent or with adult) - record in diaries or provided books/sheets
- Note: there may be the occasional IPC challenge/project (research, model-making, creative response, presentation), especially in the older grades

Jewish Education:

- Parasha - every Thursday
- Hebrew - Yesodot Halashon every Thursday
- JE Reading - the children will get 2-3 days for reading
- Occasionally, the children will complete at home any learning they did not finish in class
- After Chagim - spelling test every Monday

Resources to help parents:

- https://handsonhomework.com/ - site for parental advice re: healthy home learning habits (blogs, posts etc)
- We do not want the home learning to become onerous - please liaise with your child's class or subject teacher (we can always help during break, lunch or before school)
- School Diary – please encourage the use of a diary/notebook to help your child's self-discipline and organisational skills (especially for the older Primary School children)

Grade by Grade Guidance: (if you have any questions about the below, please email your child's class or subject teacher)

Grade	Home Learning	Suggested Time (per home learning piece)	Role of parent
K1	• **Daily reading** practice – All Aboard Phonics, high frequency words etc.	10-15 minutes	Listen to the reading; use **All Aboard Phonics** to support
K2	• **Maths:** Short fluency or number bond practice sheet (e.g., 5–10 questions) • **Literacy:** Short sentence writing or spelling phonics and tricky words (5–10 mins) • **Daily Reading:** 10 min guided reading of All Aboard Phonics books (adult to note progress made)	10-15 minutes	Listen to the reading; use **All Aboard Phonics** to support
	Jewish Education/MFL-Ivrit • iTaLAM review on Ipad-10 minutes • Reading Ariot books- 10 minutes		
G1	• **Maths**: Mix of fluency, reasoning, and problem-solving (use of the Marshall Cavendish home learning books) • **Literacy**: spellings, reading, punctuation/grammar • **Daily Reading**: capture new/unfamiliar vocabulary; read aloud (practise pronunciation, fluency and confidence) and silently	15-20 minutes	Listen to their child read – sign off with possible comment Encourage independence with other home learning (tick off; develop self-discipline and organisational skills)
	Jewish Education/MFL-Ivrit • Share the Parasha at home • Hebrew readers: weekly		

<table>
<tr><td rowspan="2">G2</td><td>• Maths: Mix of fluency, reasoning, and problem-solving (use of the Marshall Cavendish home learning books)
• Literacy: spellings, reading, short writing (punctuation/grammar)
• Daily Reading: capture new/unfamiliar vocabulary</td><td>20-25 minutes</td><td rowspan="6">Encourage the recording and exploration of new/unfamiliar vocabulary in reading; ask basic questions about their reading (Who, Where, Why, What, When, How)

Encourage independence with other home learning (tick off; develop self-discipline and organisational skills)</td></tr>
<tr><td>Jewish Education
• Hebrew readers: weekly
• Chagim readers: periodically
• Review of Parasha: weekly</td><td></td></tr>
<tr><td rowspan="2">G3</td><td>• Maths: Mix of fluency, reasoning, and problem-solving (use of the Marshall Cavendish home learning books)
• Literacy: spellings, reading, short writing (punctuation/grammar)
• Daily Reading: capture new/unfamiliar vocabulary</td><td>25-30 minutes</td></tr>
<tr><td>Jewish Education
• Hebrew readers: weekly
• Comprehension text: weekly
• Review of Parasha: weekly
• Weekly spelling for non-speakers</td><td></td></tr>
<tr><td rowspan="2">G4</td><td>• Maths: Mix of fluency, reasoning, and problem-solving (use of the Marshall Cavendish home learning books)
• Literacy: spellings, reading, short writing (punctuation/grammar)
• Daily Reading: short independent summaries; capture new/unfamiliar vocabulary and/or great phrases (e.g. similes, figurative language)
• IPC: occasional project</td><td>30-35 minutes</td></tr>
<tr><td>Jewish Education / MFL
• Hebrew readers: weekly
• Comprehension text: weekly
• Review of Parasha: weekly
• Weekly spelling for non-speakers</td><td></td></tr>
</table>

G5	• **Maths:** Mix of fluency, reasoning, and problem-solving (use of the Marshall Cavendish home learning books) • **Literacy:** spellings, reading, short writing (punctuation/grammar) • **Daily Reading:** short independent summaries; capture new/unfamiliar vocabulary and/or great phrases (e.g. similes, figurative language) • **IPC:** occasional project	35-40 minutes	
	Jewish Education / MFL • Hebrew readers: weekly • Comprehension text: weekly • Review of Parasha: weekly		

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, where they will gather with other students for a short social time before heading to class at 8.20am for registration.

Parents who are dropping off their children should park in the basement car parks (B1 & B2) and bring their children to our front foyer (L1) where they will enter the school premises.

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

Pick Up

K1 – Grade 5: Please pick your children up from our L1 playground/drop off area near our front foyer. Parents or other members of your family must have a parent pass to pick up their child/children. Parents can apply for this pass through our front office.

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.

Classrooms will be open at the start of school at 8.20am. Students will not be allowed in the classrooms earlier than this. All students should be in their classroom on time. Students entering a class 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.

Parents are requested to register the arrival of their children at Reception if they arrive after 8.45am.

Parents are requested to contact Frontdesk by 8.30am 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 a minimum of 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 a 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.

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
- 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 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
- 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 hang up their coat, empty their school bag etc 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 off-site).

Student attendance will be prioritised and reported at all meetings with parents, Student progress meetings, ILP review meetings and Parents' Evening meetings 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 teacher and the Bus company. Those picking up their children early are required to report to the front desk and the child will be brought 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 children is temporarily assigned to others, the school front desk and the student's teacher 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 write to the Frontdesk and principal for approval of leave. Students must catch up on any work missed. In Primary, teachers will not create special 'learning packs' for such absence. They may inform parents of upcoming learning (e.g., pages from Maths workbooks, reading) that can easily be communicated, set and completed during the planned absence. This will help minimise the impact of lost learning time in school. Seesaw can also be checked for learning posts.

School Lunches and our Kashrut Policy

Morning snack, consisting of fruit and/or vegetables or a Kosher snack, is sent from home and is served to the children with a drink of water during the morning break. All children must bring their own water bottles (clearly labeled) to school. No glass bottles are allowed.

A hot, kosher lunch is provided at SMMIS. Nutritious and varied freshly cooked meals are prepared on site 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 is published in the weekly Newsletter.

An afternoon snack is given to the children, usually fruit, and is provided by the school.

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 children 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 working 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. Please also do not bring in 'goody bags' that contain food for other students in the class as we celebrate each child's birthday with a birthday cake created from our kitchen.

Party Invitations

If you wish to distribute your child's birthday party invitations at school, please ensure that all children 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 children 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 children to wear school uniform at all times. This includes daily uniform and PE kit. As part of the uniform please note that all children from K1 and up will be expected to wear black closed shoes or trainers each day.

On Friday, for Kabbalat Shabbat, students of K1 & K2 are invited to dress in smart clothes in respect of welcoming the Shabbat. Denim jeans, shabby shoes and t-shirts of any kind are not permitted.

Jewish boys are encouraged to wear kippot during all Hebrew and Jewish Education classes, and during tefilah.

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 instructions.

Policies and Procedures

Settling in Procedures

For many children 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 for an Orientation Day the day before the new Academic Year begins, to meet their teachers, see their classroom, and buy new school uniform.

K1 parents are welcome to drop children off the first and second day of school and wait in the lobby area in case the children are unsettled. All other year groups are expected to arrive to school as normal.

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. There will also be welcome activities during circle time (younger years) or class ice-breaking activities.

Illness, Injury and Medication

The School Nurse will take care of your child's emergency medical needs as well as being the person for storing and administering prescribed 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 child 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.

3. An email should be written to the school nurse, front desk and to the child's classroom teachers to inform them of the medication. (Nurse@smm.edu.sg)

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 children if a sick child is brought in to the school.

Children 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 – children 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 child 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 and the class teacher that the child is unable to come to school due to illness.
- Keep the child at home until well enough to return to school.

If a child becomes unwell at school or hurts him/herself the School Nurse will contact the parents if they feel the child 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 children 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 doctor's clearance is provided
Fifth Disease (slapped cheek)	04-21 days	Not infectious after appearance of rash
German Measles	14-21 days	4 days from the appearance of rash
Hand, Foot & Mouth Disease	04-06 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
Verucca	Sores must be covered before participation in any aquatic activity

Haze Action Plan

The well-being of our students remains our key priority, and all staff 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.

Haze 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 due to Haze

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.

Visitors to the School

For the safety and security 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.

Classroom time is precious and therefore cannot be compromised. To ensure the confidentiality of our students and to prevent unnecessary distractions, visits during class instruction time are not allowed**.**

The only student visitors allowed are those considering possible enrollment, or students with prior permission from the school management.

Electronic Devices

Students' use of electronic devices such as mobile phones, laptops, electronic games, or other similar devices are not permitted at school, during regular school hours, regardless of their intended use. If seen by a member of staff they will be confiscated and returned only to a parent/guardian.

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.

We strongly discourage students from bringing iPads to school for use on the school bus.

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 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, children 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 children 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 achievements.
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.
Home Learning and equipment	Be responsible for my school and Home Learning. Work hard and be organised in completing	Support children with their Home Learning. Ensure that my child's Home Learning is completed on time.	Set and mark Home Learning regularly and effectively ensuring that it is differentiated and achievable. Ensure the learning environment is equipped and resourced.

	Home Learning to meet deadlines reliably. Wear the correct uniform and have the correct kit and equipment.	Ensure that my child has the correct uniform and kit/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