



Welcome to
5 Steps Academy

Getting Started



Tips, Policies and Application

- ▶ Read the Presentation and FAQ section on www.5steps.academy to understand 5 Steps better.
- ▶ Read the policies carefully, especially regarding safety, discipline and holidays.
- ▶ Apply (find the button at the top right corner on www.5steps.academy).

Before the First Day

Before the first day of school, you will get your child's:

- ▶ School email address
- ▶ Syllabus
- ▶ Timetable
- ▶ Teachers' contacts
- ▶ Access to Classroom to track homework assignments

Your phone number will be added to the school WhatsApp Parents Channel to receive important updates and to the school bus chat, if you opted for the transportation service.



Within a Few Days

Within a few days from the first day of school, you will receive your child's Individual Progress File with exams dates and other important information.



Syllabus and Grading Tests Dates

Examination dates are personalized based on our assessment of your child's

1. Initial level of content mastery
2. Speed of comprehension
3. Memory
4. Average amount of homework done
5. Diligence in class

These five factors determine the speed of your child's progress and do not affect the syllabus, which is the same for all the students at 5 Steps.

Over time, we will understand your child better and our estimated dates of examinations would be updated.

Both Syllabuses and Individual Progress File are accessible in “Shared” section of your child’s school account Drive (sign in with your child’s school email address).

Individual Progress File

- ▶ reflects your child's progress for every subject, including upcoming grading test dates, discipline progress, timetable, teachers contacts and classroom information;
- ▶ is always accessible in Shared with me section on your child's school account Drive (sign in with your child's school email address);
- ▶ is updated every week.
- ▶ For Mathematics, until Grade 8 you can track your child's progress in real time in IXL. Please go to IXL - 5Steps (<https://sg.ixl.com/signin/5steps>), sign in with your child's IXL credentials (different from your child's school email address; your should know them, otherwise ask his Math teacher), then go to Analytics and choose Progress or Trouble Spots.

How to Read the Progress Table

Subject					Upcoming Text
Math	2-10/03/2020	3-17/06/2020			4-15/12/2020
English	1-14/05/2020				2-01/10/2020
Science					3-01/11/2020

In your child's Progress File you will find the Progress Table.

In the above example, the student passed grade 2 and grade 3 Math tests on 10/03/2020 and 17/06/2020 respectively (i.e. In 2-10/03/2020 the first number stands for the grade and the date indicates the test date). He is in Grade 4 for Math and will tentatively sit for the Grade 4 Math test on 15/12/2020.

He is in Grade 2 for English and his expected grading test date is 01/10/2020.

The student is in Grade 3 for Science and hasn't passed any grading test for the subject yet.

Homework

- ▶ We respect your view on the amount of **homework** your child is supposed to do and we won't fix the amount.
- ▶ We advise you to choose the maximum comfortable amount of homework for your child to complete every day, including weekends and holidays, to reach his highest potential. Follow the Syllabus topics and standards and try to do more than just minimum assigned.
- ▶ Homework assignments are posted by teachers on classroom.google.com right after school hours. Please sign in with your child's school email and join his classes (press Accept button) to see homework assignments. Download Classroom app and sign in with your child's school email address.
- ▶ You can contact teachers directly through chat.google.com; refer to your child's Progress File (find it under Shared section on Drive) with teachers' email addresses and just start typing the teacher's name, his email address will be prompted. Download Google Chat app and sign in with your child's school email address.
- ▶ However, some homework will be written in your child's textbooks or exercise books. Please check.
- ▶ Up to Grade 8 Math: please use Trouble Spots section under IXL Analytics tab to practice at home.

Discipline Feedback

- ▶ Every first week of each month your child's Discipline Report is updated and included in his Progress File.
- ▶ It includes teachers' notes, discipline scores by teachers, the monthly average score and line graph reflecting your child's discipline progress.
- ▶ In cases of significant problems with discipline you will receive corresponding official messages from the school discipline admin and will be invited to meet him, teachers and/or headmaster for a talk.

Co-Curricular Activities (CCAs)

- ▶ CCAs are normally for primary students. Secondary students are advised to focus on IGCSE exams preparations.
- ▶ Have a look at the **CCAs** list on www.5steps.academy.
- ▶ Only one CCA per day is allowed. Please sign in [here](#) with your child's school email and choose your CCAs preferences.
- ▶ You can change your child's Co-Curricular Activities anytime.

Optional: Transportation and Student Care

- ▶ If you need **transportation**, let us know and we will arrange door-to-door transportation within a week after having received the first month's transportation fee (\$300). The fee is flat and does not depend on your address. You don't need to pay for the bus if you are on holiday.
- ▶ **Free shuttle bus** between Orchard Road and East Coast Campus.
- ▶ If you want us to help your child with his homework or drop him off earlier and/or pick him up later, the Student Care program is just right for you. Let us know and we will make arrangements immediately after having received the first-month's **student care fee** (\$300).

Orientation and Everyday Care

- ▶ **The first couple of days** our admin will devote special attention to your child to make sure he feel comfortable and have all the necessary information (e.g. timetable, understands rules etc).
- ▶ **Ask your child to address an administrator** or any teacher if he needs any help, e.g. he is not sure which class is next; someone is not nice to him; he needs to refill his water bottle etc.



Proper Working

Ask your child to be active during class, start on time, not to spend too much time in the toilet, focus, work properly and ask relevant questions.



Rules of Conduct: Big 5

Please explain to your child the importance of his personal safety and of respecting other students and teachers. Please ask him to strictly observe the following 5 rules:

- ▶ **No aggression:** no bullying, threatening, calling names, swearing, fighting, pushing, wrestling, running, rowdy playing, shouting, screaming, throwing things or engaging in other dangerous or disrespectful behavior.
- ▶ **No meddling with property that doesn't belong to you:**
 - ▶ Do not remove tablets or computers from the tables.
 - ▶ Do not damage school equipment, furniture, fixtures and fittings
 - ▶ Do not take other students' belongings without permission.
- ▶ **No distracting** other students or **disrupting** the classes.
- ▶ **No wasting time.** The student must be in the classroom and **start working on the hour.** No mobile phones or other personal gadgets are allowed without special permission from the teacher or admin.
- ▶ **No food sharing** (due to religious or medical constraints).

To Be Brought on **Every School Day**

- ▶ Backpack
- ▶ Lunch box
- ▶ Water bottle
- ▶ Pencil case (with scientific calculator for secondary students)
- ▶ Textbooks and exercise books (provided by the school)
- ▶ Clean indoor slippers or shoes

5 Apps to Download on Your Phone

To understand your child's progress better and for your convenience we advise you to download the following apps on your handphone:

- ▶ Google Drive (just Drive) - for Syllabus and Progress File
- ▶ Google Classroom (just Classroom) - for Homework
- ▶ Google Chat (just Chat) - for contacting teachers
- ▶ Gmail - for official communication with the school
- ▶ IXL (for students below Grade 8) - for practice and quick homework tracking

For all the apps except for IXL, please sign in with your child's school email address. For IXL username and password, ask your child or his Math teacher.



We are Always Happy to Hear from You

Should you have any **questions or concerns** please feel free to **ask our admin** at the reception desk or **call or text** our admin or headmaster:

Admin

text or call 8623-4957

Headmaster

call or text 8655-0005

Your concerns are valuable opportunities for us to improve; please share them with us openly.

Let's make 5 Steps even better for our kids!



5 Steps Academy

LEARN SMARTER

