



Welcome to
5 Steps Academy



Student Handbook

It's time to learn
SMARTER

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Mission, Vision and Values

Mission: Through the 5 Steps System™, we help children grow into knowledgeable, self-confident, and caring young professionals in the most efficient way.

Vision: A worldwide network of personalized accelerated learning schools.

Bringing Up Enthusiastic Young Professionals

Winner's Values

- ▶ **Courage**
 - ▶ Ready to try, focus, and make mistakes
- ▶ **Kindness**
 - ▶ Skills to be polite, to respect and support others.
- ▶ **Discipline**
 - ▶ To be responsible, diligent and hardworking

He Who Would Catch Fish Must Not Mind Getting Wet

The school calendar, holidays and the school day

At 5 Steps, there is no beginning or end of the school year. Students may join the school at any time and parents decide on the school holidays periods for their kids themselves (and ***don't pay for the holiday periods***). This doesn't create any problem with the studying process as every student has his/her own individual learning plan and advances with his/her own pace.

Students are promoted to the next grades when they successfully passed their grading tests. They are tested only when they are ready and well prepared. "Every student is an A-student" and "No stress" policies are the essential parts of the 5 Steps System.

Students are expected to arrive between 9:30 am and 9:55 am. Students go to their classrooms according to their individual timetables. Primary students can go to the play area before or between the lessons.

Classes begin at 10:00 am. At the play area, primary students are assisted by supervising staff on where to go for their coming classes.

Launch time: from 11.40 am to 12 pm *and* from 12.40 pm to 1 pm.

School finishes at 2:40 pm, at which time students should be picked up at the lobby or go to the meeting point for the buses.

Before the First Day

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

- ▶ School email address
- ▶ IXL and Khan Academy accounts
- ▶ Syllabuses
- ▶ Timetable with 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.

Please sign in with the account to Google Drive and type in the search area "Syllabuses" to familiarize yourself with the school curriculum and your child's name to see your child's personal timetable and progress file (will be filed out by teachers within two weeks, please check it out later).

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.

Syllabuses, Progress File and Timetable can be found in “Shared with me” section of your child’s school account Drive (sign in with your child’s school email address).

Personal timetable

Student's personal timetable is prepared based on his/her special educational needs and parents' choice of Co-curricular activities.

Timetable can be found on student's Drive (just start typing student's name in the search area).

It can be changed anytime according to the students' (parents') preferences.

Student's personal timetable includes teachers' contacts and classroom information.

Individual Progress File

- ▶ Contains the student's grades for every subjects;
- ▶ reflects your child's progress for every subject, including upcoming grades, passed tests dates and scores, grading test dates, discipline progress, student's performance timeline and with respect to his/her grade average and school average (once enough statistics gathered);
- ▶ 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 monthly or overnight when updates are provided by teachers;
- ▶ 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) (<https://sg.ixl.com/signin/5steps>), sign in with your child's IXL credentials (different from your child's school email address; your child should know them, otherwise please ask his Math teacher), then go to Analytics and choose Progress or Trouble Spots.

How to Read the Progress Table

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

Subject				Upcoming Text
Math	2-10/03/2020-90	3-17/06/2020-86		4-15/12/2020
English	1-14/05/2020-77			2-01/10/2020
Science				3-01/11/2020

In the above example, the student passed grade 2 and grade 3 Math tests on 10/03/2020 and 17/06/2020 scoring 90% and 86% respectively (i.e. in 2-10/03/2020-90 the first number stands for the grade, the date indicates the test date and 90 stands for the score). 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 scheduled on 01/10/2020 (Grade 3 test).

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 every school day. Please sign in with your child's school email and join his classes (press Accept button) to see homework assignments under Classwork tab. 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' name, his email address will be prompted. Download Google Chat app and sign in with your child's school email address.
- ▶ Some homework will be written in your child's textbooks or exercise books. Please check. Teachers still post homework assignments on Classroom, just in case a student lost his book.
- ▶ Up to Grade 8 Math: please use Trouble Spots section under IXL Analytics tab to practice at home.

Discipline Feedback

- ▶ Every month your child's discipline records are 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 Student Welfare Officer and will be invited to meet him, teachers and/or the Headmaster for a talk.

The Curriculum and Co-Curricular Activities (CCAs)

5 Steps Academy offers a holistic education, intended to educate the whole person. We offer all students a broad, balanced range of academic subjects and Co-Curricular Activities.

5 Steps Academy is a US College Board approved K-12 school entitled to administer SAT and AP tests. At the same time, 5 Steps Academy is approved by the University of Cambridge as a Cambridge International School, offers IGCSE and A-level program and administer IGCSE and A-level tests.

Upon completion of Grade 8, students choose either US or UK path or can even combine them or switch from one to another.

Please see the Syllabuses folder on the student school Drive for further curriculum information.

- ▶ 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).

Student Orientation and Everyday Care

- ▶ **The first couple of days** our staff will devote special attention to your child to make sure he/she feels comfortable and have all the necessary information (e.g. timetable, understands rules etc).
- ▶ **Ask your child to address** the Admin Officer or the Student Welfare Officer or any teacher or the Headmaster if he needs any help, e.g. he/her is not sure which class is next; someone is not nice to him/her; he/she 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 toilet, focus, work properly and ask relevant questions.

Code 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 (parents will need to **pay for damages**)
 - ▶ 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).

Please explore the [School Code of Conduct](#) for more rules and help to explain the rules to your child.

To Be Brought on **Every School Day**

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

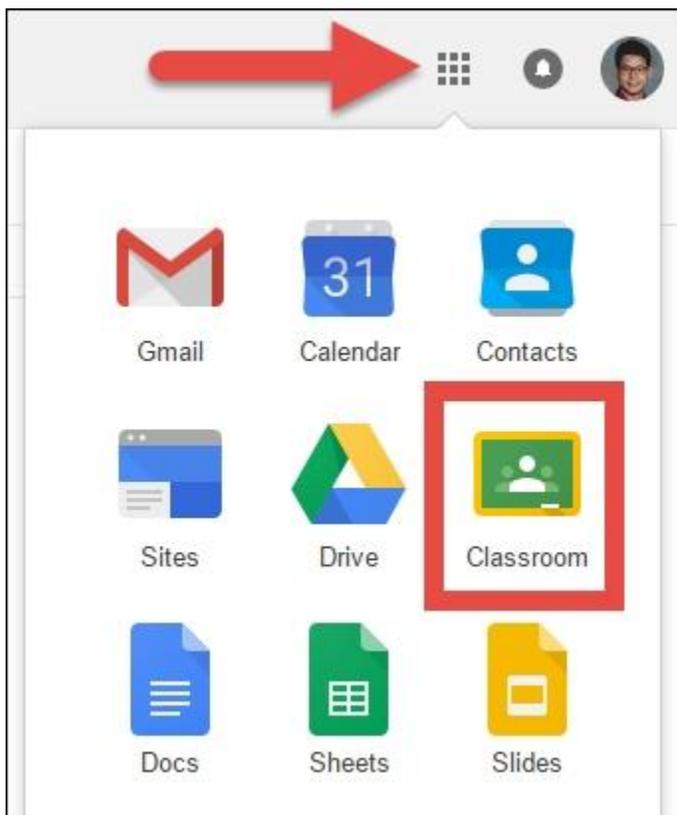
Apps to Download on Your Phone

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 Meet (just **Meet**) - for online lessons
- ▶ Google Chat (just **Chat**) - for contacting teachers
- ▶ **Gmail** - for official communication with the school
- ▶ **IXL** (for students below Grade 9) and **Khan Academy** - 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 Math teacher.

You can also access all the apps through your browser (see the picture below)



School's Safeguarding and Child Protection Policy

5 Steps Academy is committed to maintaining the highest standards in the area of child protection and has a clear [Safeguarding and Child Protection Policy](#) addressing the school's and individuals' responsibilities to protecting the children in our care.

If any member of the community has any questions or concerns about child protection or our policy regarding it, they should contact either of the Student Welfare Officer or the Headmaster.

Dress code

At 5 Steps, no uniform is required. However, children are required to come to school in comfortable and shoes in which they can move freely and safely. No headwear is allowed to be worn in the school building unless for religious or other justified reasons. All students will be asked to remove headgear/jewelry should it be necessary for safety or hygiene reasons.

Electronic devices and dangerous items

Electronic devices include phones, tablets, computers, MP3 players, game consoles

In school, students should not use mobile phones, portable music devices and electronic games unless for educational purposes with special permission from the teacher or admin. Students should keep these at the reception desk in the phone box or in their bags. This is to protect students from harmful content or distraction.

The school cannot be held responsible for the loss of or damage to valuable electronic equipment.

Unauthorized use of personal or school electronic devices subjects to \$500 penalty for the first offence. No phones, please. Students can always contact parent from the phones at the reception desk.

Students should not come to school in possession of anything that may pose a danger to themselves or others.

Specifically, knives, imitation weapons and toy weapons are forbidden.

Emergency procedures

Fire drills and evacuation exercises are carried out regularly throughout the year. Parents visiting the school should be familiar with the emergency signs that are clearly posted around the school.

Field trip guidelines

Field trips are a very important part of the educational program at 5 Steps academy. All trips are led by teachers but, where appropriate or necessary, external professional guides may also be used to provide specialist skills or knowledge. Parent volunteers may be requested to accompany field trips. The cost of each field trip is around \$40 normally. Students who do what to participate may attend regular classes on the field trip days. Participants in school organized trips are representatives of the school at all times. As such they are expected to abide by school agreements, to follow appropriate standards of behavior and appearance and to demonstrate concern for the wellbeing of others.

Parent volunteers: role and responsibilities

Role The parent volunteer is part of the whole group and responsible for a designated group of students. As a parent volunteer you are expected to assist with the students' learning. This includes preparing and having questions ready for the students and thinking about/provoking the students' thoughts on what to look out for on the trip.

Security When responsible for a small group, the group should stay together at all times. If one student goes to the toilet, please take the whole group or hand over the rest of the group to the group teacher.

Privacy Please ask permission before taking photos of the children.

Role model We expect all parent volunteers to be positive role models for our students.

Communication

Good communication between home and school is essential. The following information will assist you in identifying where information may be found and with whom you may wish to speak.

Whatsapp Channel and email: The school will email parents with news about specific events, special announcements, field trips, or changes to our normal routine.

All notices about electronic communication, including student school account login details, are sent by email or Whatsapp, so it is very important that your email address and phone number are valid and that you check your email account and phone regularly for school news. Please note that the sender for most mass emails will be the school admin or the Headmaster (see the school contacts below).

Drive: It contains students' individual *progress file*, individual *timetable* with the directory of staff contacts, and the *Syllabuses* for every grade and every subject. Please log in to Google Drive under your child's school account and in the search bar start typing your child's name or Syllabuses. The Syllabuses folder also contains this Handbook, eLibrary, learning resources and other important information.

Classroom: you can find students' everyday homework here.

IXL: for Math and English. IXL accounts are different from the school student accounts and will be provided by students teachers.

Khan Academy: for English (Primary school) and Math, Science and Humanities (Secondary and High school)

5 Steps Academy website: The school website (www.5steps.academy) provides details of major events, recent news, and other up-to-date information.

For further information about the School's communications systems or to provide feedback or suggestions for improvement, you are welcome to contact our communications team at admin@5steps.academy or use the Feedback form wwwi.5steps.academy/feedback/

In most cases, the teachers would be the first point of contact for parents with enquiries about their child's academic progress. Most of the information can be found in the student's progress file. However, you are welcome to email or message to the teachers using Chat (use their email addresses in your child's timetable). Should you need to speak with one of your child's teachers face-to-face, please call, text or email the school admin to schedule an appointment.

Alternatively, you may want to speak with the admin or Students Welfare Officer or the Headmaster anytime, just email, call or send a message on Chat or Whatsapp.

The School sticks to **24-hour reply policy**. If you haven't received a reply to your message by next day, please contact the admin or the Headmaster immediately.

The school will contact you if we have a concern about your child's wellbeing, academic progress, homework or behavior.

Personal information

It is very important for the school to have complete and up-to-date information about all of the students and people we may need to contact in case of emergency. Please make sure that the school is informed in the case of changes or additions to any of the following details by sending an email to admin@5steps.academy or update your registration details on the [Registration Portal](#):

- ▶ Home address
- ▶ Parents' and other contact details, especially mobile phone numbers and email addresses
- ▶ Medical information including vaccinations, operations, allergies and anything else of relevance. For reasons of health and safety, parents should inform the school of any medication that their child is taking.

Medical information

If a student becomes unwell while at school, the School will notify the student's parents to come and pick up the child. Please note that if a student has a minor complaint,

In the case of an emergency, the school will contact the Emergency Medical Services (EMS) and will make medical decisions based on the doctor's recommendations, including surgical intervention. Parents will be systematically informed if the school contacts the EMS about their child's health. Please note that the school provides medical insurance for all students while they are in our care, although depending on circumstance this insurance may not cover all medical costs.

Parental absence

Please notify the school if you are planning to take a trip out of town for more than a day. The school office will require details of appointed guardians and emergency telephone numbers.

Permission forms

During the year, the school will have the need to send out parental permission forms for a variety of activities.

These forms must be signed by a parent or legal guardian before any student will be allowed to participate in any designated activity.

Mother tongue and foreign languages studies

5 Steps Academy encourages all children to study their home languages. We support this by including Chinese, Japanese, Hindi, Tamil and Russian mother tongue languages in the school curriculum.

In addition, students may learn French and Spanish as co-curricular foreign languages.

Spanish and Chinese are included in 5 Steps Academy High School curriculum as foreign language.

Parent volunteers

We like to involve our parents in the daily life of the school. Our parent population is extremely rich in experience and culture and we recognize that students benefit greatly from this. We welcome and encourage parents' input. These are just some of the ways in which you can participate:

- ▶ Give a presentation on your country;
- ▶ Demonstrate your special talent in music or crafts;
- ▶ Chaperone field trips and social events;
- ▶ Assist with the work of Special Needs, English as an Additional Language, French and other languages;
- ▶ Share your career experience or expertise with students;
- ▶ Donated books to the school library or toys for play area.

Opportunities to be involved are not limited to the list above. If you have time to spare and an idea of how you might help, please contact the school.

Library

The School provides all the textbooks and learning resources. These are included in the school fees. In addition, 5 Steps academy has collection of books, recommended for reading in line with our English, Literature and other subjects' syllabuses.

Physical copies are available in recreation area and in classrooms.

The collection of e-copies can be found [eLibrary](#) file in the Syllabuses folder on the students' Drives.

Parents are welcome to donate to the library.

Buses

Bus services are available for the School students all over Singapore at the flat rate of \$300 per month (door-to-door). The School also support subtle bus service from and back to Plaza Singapura (pick-up time is 9.40 am and drop-off time is around 3.10 pm).

The School buses are 13-seaters and the routes are optimized to keep students travel time within one hour most of the time.

Application for the bus service should be made at the time of registration. However, if space is available, families may apply for this service anytime. Bus routes are not published for security reasons. Practice of emergency evacuation is undertaken throughout the year.

Traffic in Singapore is heavy sometimes. There may be times when the buses will not be on time for this reason. Please be patient and wait with your child in the morning until the bus arrives and wait at the bus stop to greet your child after school.

Children wishing to have an occasional ride with the bus (i.e. to visit a friend after school) may do so if space is available and permission has been granted ahead of time. A written request should be made to admin@5steps.academy at least one day in advance.

Bus guidelines:

Students should be on time for pick-up in order to respect the school schedule and the other bus riders.

Primary school students must be met at the bus stop in the afternoon by a parent/guardian.

In the event that the parent/guardian is not at the bus stop in the afternoon, the student will not get off the bus. The bus driver will finish the route and return to the school with the student, who will wait there to be picked up. Extra charges may be incurred.

In the interest of safety, all students must be seated facing forward and wearing seat belts while the bus is moving.

Food and drink are prohibited on the bus.

On the school bus, the students are expected to behave in a responsible manner.

We reserve the right to deny travel on the school bus should a student continually disrespect the guidelines for travel.

Thank you for taking the time to review the above information with your child if they travel on the bus.

Student Welfare Officer

5 Steps Academy believes that education encompasses the whole child and his or her welfare.

The School promotes a collaborative working process and at any time parents may request a meeting with the Student Welfare Officer.

The Student Welfare Officer works collaboratively with parents to ensure that students are safe, happy and learning and that the needs of both the individual and the community are met and support a positive, harmonious learning environment. The Student Welfare Officer have the choice of pursuing any combination of advisory, mentoring, counseling or community building strategies to support individual student needs and the best interests of the learning community.

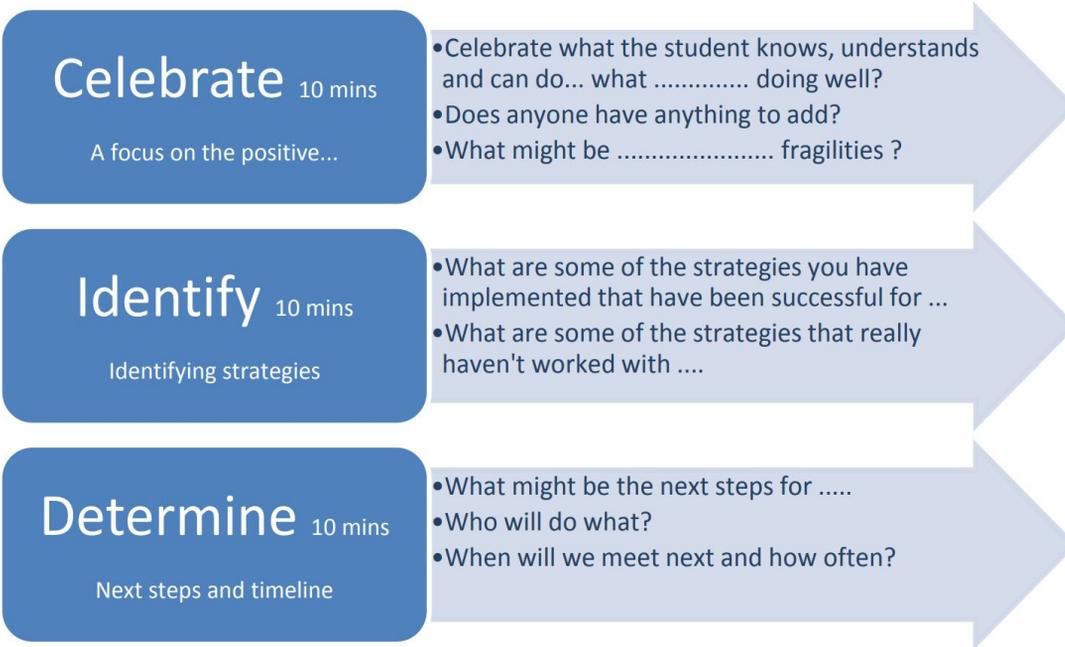
Protocols are in place (e.g. Collaborative Care Conversation or the CCC below) to provide a formal structure to the dialogue in supporting our students.

Collaborative Care Conversation (CCC)

The purpose of the Collaborative Care Conversation is to bring together the team of educators that care for a particular student to:

- ▶ celebrate what the student is doing well and share fragilities
- ▶ identify strategies for the student
- ▶ determine next steps and a timeline

Introduce the conversation: This is a conversation around...



The outcome of this conversation will feed into the individualized learning plan (ILP) for the student including identifying the support and the timeline.

Where multiple issues come to light from multiple teachers of a particular student a CCC Protocol will be sought.

Confidentiality

Any individual counseling, health or student support programs initiated by the school or parents will have agreed-upon and clearly understood boundaries of confidentiality.

Any information divulged through the counseling and student support program and required to be addressed by the Student Welfare Officer and will be treated as confidential within the Team, except when a failure to disclose information would be detrimental to that student's welfare and education; or would mean that 5 Steps Academy would be in breach of the law; or that 5 Steps Academy would not meet its responsibility acting in *loco parentis*.

Responsibilities and Rights: Students

Students have a right to

- ▶ Learn and play in a safe and clean environment
- ▶ Learn and play in a supportive environment
- ▶ Be respected
- ▶ Access adequate and appropriate facilities
- ▶ Express their opinion
- ▶ Express themselves in an appropriate manner
- ▶ Privacy
- ▶ Learning experiences which cater to individual requirements

Students have a responsibility to

- ▶ Actively promote safe and clean practices whilst at school
- ▶ Participate in school activities to the best of their ability
- ▶ Respect the rights of others
- ▶ Care for school facilities in a respectful manner
- ▶ Tolerate opinions of others
- ▶ Express themselves in a socially acceptable way
- ▶ Allow others their privacy
- ▶ Respect the learning styles of peers
- ▶ Report perceived bullying

Responsibilities and Rights: Parents

Parents have a right to

- ▶ Be respected by staff, students and the wider community
- ▶ Be welcomed at our school
- ▶ Have their child's full potential realized within the limitations of available resources
- ▶ Meet with staff and discuss issues relating to Primary School policy and procedure, their child's progress and reports
- ▶ Have their opinions valued

Parents have a responsibility to

- ▶ Show respect towards staff, students and the wider community
- ▶ Model appropriate behavior, including language
- ▶ Be available to discuss their child's progress
- ▶ Ensure their child is sent to school prepared
- ▶ Support programs developed by the School
- ▶ Express themselves in a socially acceptable way
- ▶ Allow others their privacy
- ▶ Report welfare concerns

Parental agreement, consent and the electronic signature

The school requires families to acknowledge that they have read, understood, and agreed to abide by the information in the Student Handbook. We also require prior parental consent for some activities during the school day (such as short, local field trips), or to safeguard student wellbeing.

The acknowledgements and consent can be provided and recorded by means of online forms that the parents will be advised to sign electronically.

This section of the Student Handbook summarizes the details of necessary parental agreements with the school and prior parental consent for certain activities. You should read the following information carefully.

The school will ask that you send an electronic acknowledgment that you have read, understood, and agree to abide by all the regulations and procedures in the Student Handbook. In particular, and with reference to information supplied in the Student Handbook, this acknowledgement means that you, the parent,

- a) Agree that, under the supervision of their teachers and/or other school-nominated chaperones, your child(ren) may be taken off campus for field trips during normal school time. The school will provide prior notification of field trips that are longer than a class period (one hour). The school will seek prior, written consent for any trips that do not occur during school time, such as overnight trips.
- b) Have read, understood and agreed to the medical procedures (outlined above); have provided the school with a full and accurate disclosure of your child(ren)'s medical history if necessary.

We are always happy to hear from you

Should you have any **questions or concerns** please feel free to **ask our Admin Officer** at the reception desk or **call, email or text** our Admin Officer, Student Welfare Officer or Headmaster:

Admin Officer

text or call 8623-4957

email: admin@5steps.academy

Student WelFare Office

text or call 8904-1296

email: klinsmann@5steps.academy

Headmaster

call or text 8655-0005

alex@5steps.academy

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!

