

**Educating to
Make a Difference**



ISS
INTERNATIONAL SCHOOL
SINGAPORE CAMPUS

High School Parent-Student Handbook 2026-2027

Revised August 2026



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Introduction

We are delighted to extend a warm welcome to all families joining the ISS High School community. Whether you are new to ISS or have been with us for many years, we trust that you and your children are as excited as we are for the start of the 2026/27 academic year.

At ISS, our mission is to 'Educate to Make a Difference,' and the foundation of this is knowing our families well. By working together, we can help every child grow from where they are now to reach new heights they may have never imagined.

In the months and year ahead, we look forward to building strong partnerships with you, ensuring that your children (our students) become happy, enthusiastic learners who are equipped with the knowledge and skills to make a positive impact on their own lives and the world around them.

Welcome to the new school year!

With best wishes,

Dr. Dharshini Jeremiah
Academic Director,
Teaching and Learning

Ms. Fiona Edwards
Academic Director,
Pastoral

The ISS Guiding Statements

Vision

Educating to make a difference

Mission Statement

We support students to realise their potential by nurturing and inspiring them to act with care, think globally, and create sustainable change.

Values

We believe:

- in developing independent thinkers to achieve academic excellence through the application of knowledge, effective approaches to learning and purposeful inquiry.
- in developing confident and reflective global citizens that approach new experiences with an open mind, a balanced approach and a sense of wonder.
- in nurturing a caring, inclusive, principled environment, built on mutual respect and open communication that promotes diversity and genuinely values each individual's uniqueness.

Definition of High-Quality Learning

‘Educating to make a difference.....’

In keeping with the mission, vision and values of the school, ISS aims to help each student reach his/her potential by maintaining an inclusive, nurturing and empowering learning culture.

An ISS education occurs within an **inclusive learning culture that nurtures all learners**, differentiating instruction to empower them with the range of competencies and characteristics they require to become **skilful, active** and **fulfilled** global citizens.

An ISS education **empowers all** learners to become skilful **thinkers and creators**. Learners who are able to both **pose and solve problems, researching** and **expressing** their understanding using **multiple forms of literacies**. Learners who can **manage their own learning** and **collaborate** with others to achieve shared goals. Learners who can apply their learning to new situations with **creativity and innovation**.

An ISS education **inspires all** learners to become **active, socially responsible** global citizens with an understanding of their responsibilities within their **local community** and as **global stewards**.

An ISS education **nurtures all** learners enabling them to be fulfilled individuals. Learners who move through life with a **growth mindset** and an **entrepreneurial passion** for encountering the opportunities that await them.

An education that makes a difference by developing learners who are able to make a difference.

Expectations of ISS Students

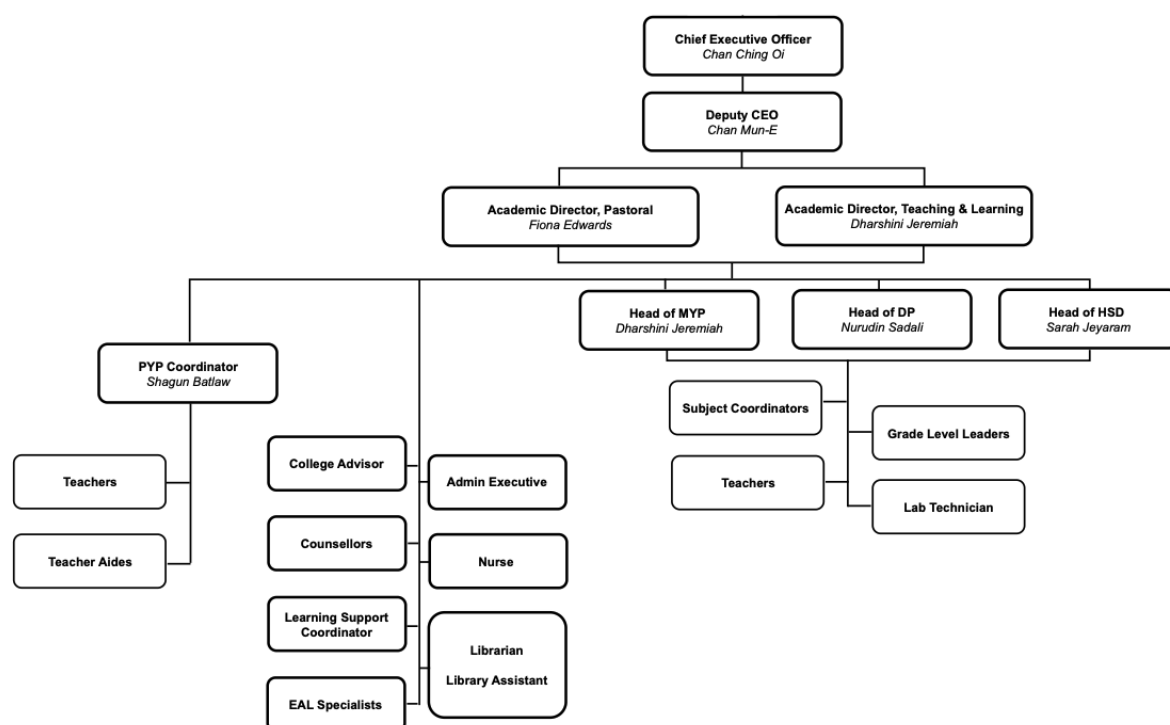
IB Learner Profile	Expectation
Balanced	• Spend time with others during breaks • Get sufficient sleep • Eat a healthy diet • Complete homework early • Commit to CAS programme
Caring	• Help others • Act as a buddy for new students • Maintain a clean school environment • Recycle materials using the appropriate bins
Communicators	• Ask for help when needed • Clarify homework deadlines if unsure • Inform parents/guardians about school events • Inform the School when late, sick or absent • Check your ISS email account daily • Use Toddle to access work • Read the Berita and keep informed
Inquirers	• Ask questions, cross check information sources • Discover new things
Knowledgeable	• Complete all work to the best of your ability • Explore new ideas and concepts • Demonstrate your ability
Open-minded	• Respect all students and cultures • Allow everyone to have a say
Principled	• Arrive on time to school and classes • Always reference information from another source • Submit all work on time • Be honest • Use Technology appropriately • Be prepared for all classes • Adhere to school rules
Reflective	• Review your performance and adapt to improve • Give positive feedback to yourself and your peers • Understand consequences of specific actions
Risk-takers	• Be involved in new activities • Challenge yourself
Thinkers	• Critically evaluate your work/research • Involve yourself in conversation and debate • Think before you act

Academic Leadership & Administration Staff 2026-2027

All teaching and support staff who serve the High School student community can be found on our website: www.iss.edu.sg

ORGANISATION CHART (ACADEMIC)

ISS INTERNATIONAL SCHOOL PTE LTD



Guidelines for Behaviour

Rationale

People work together cooperatively and in harmony, when a workplace is a safe and pleasant learning environment.

Purpose:

- To develop an environment in which mutual respect is a chief tenet.
- To help students to appreciate the rights of others to learn in a safe, secure environment.
- To help students appreciate the consequences of their actions.
- To learn and teach a variety of behavioural management strategies.

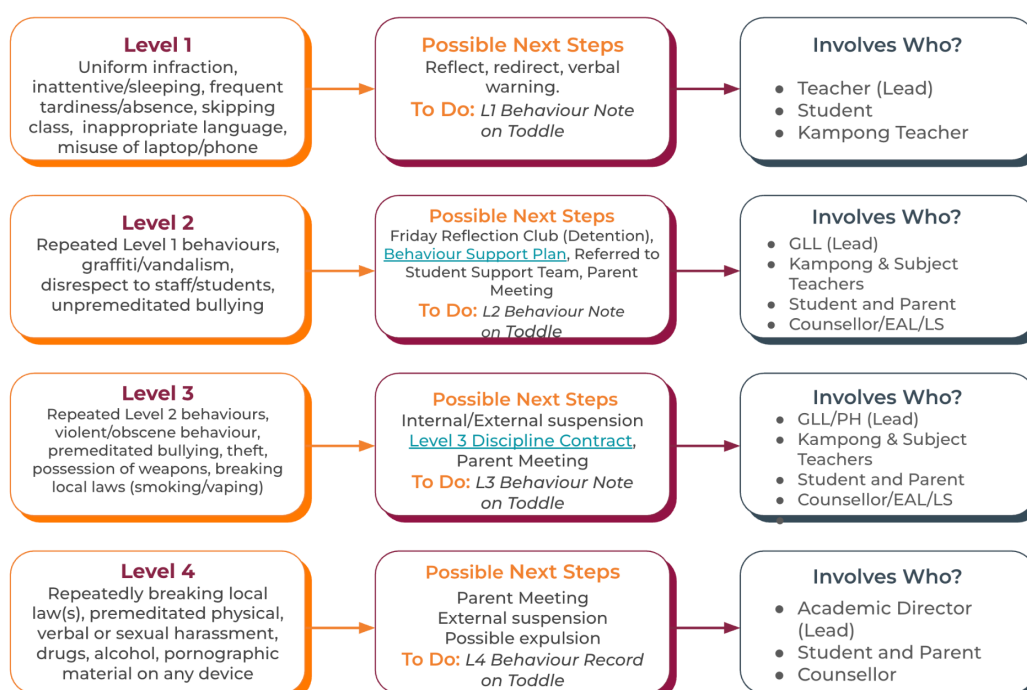
Guidelines:

- All students and teachers at ISS International School are to be treated with respect, regardless of gender, age, and nationality.
- All students are to be involved in their own personal discipline. ISS International School seeks to help students to develop appropriate social skills and modes of personal behaviour.
- All ISS students are to be made aware of and abide by:
 - The School's mission and values statements.
 - HS Student Behaviour Expectations.
- All students are expected to use common courtesy, good manners and show respect for themselves, their peers and elders.
- All students have the opportunity to propose amendments to the ISS school expectations.
- A clear set of disciplinary steps will be taken to deal with behaviour that is not acceptable. Consequences of behaviours must be understood and will be implemented consistently by teachers.
- The behaviour code is applicable during the school day, coming to and from school on the school buses, on ISS trips and at all events organised by the School.
- Parents will be informed when a student's behaviour is causing serious concern.

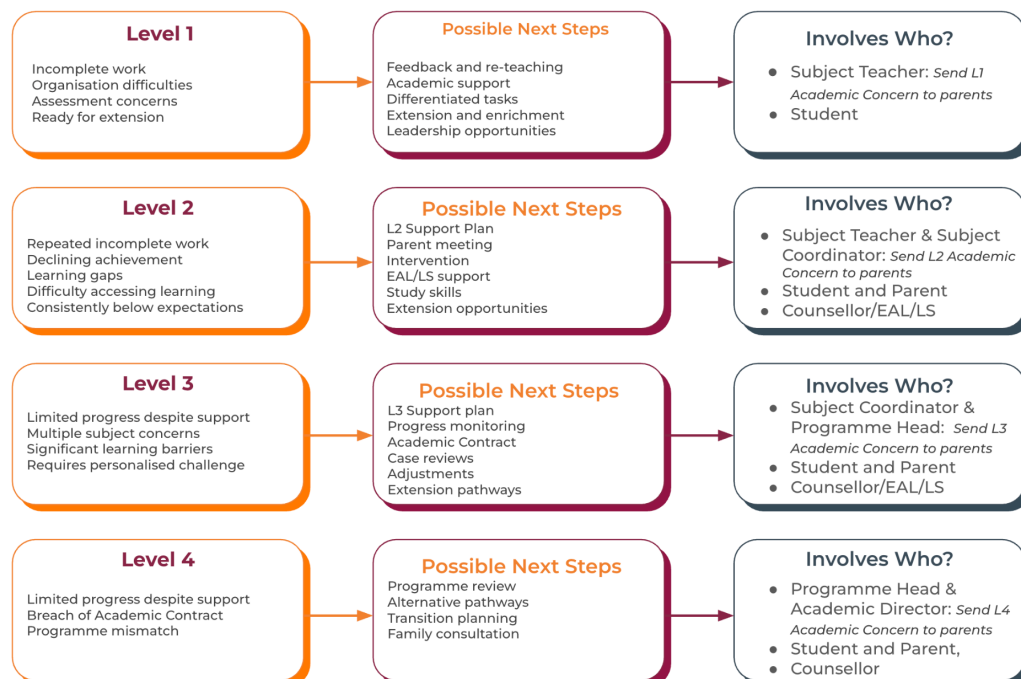
Student Behaviour Management & Intervention

ISS aims to promote a holistic approach to student behaviour management with the ultimate aim of supporting students to make good choices in their daily life. Students requiring extra support may be referred to school counsellors or a pastoral care team member for counselling sessions. The "ISS Child Safeguarding Committee" aims to protect and safeguard the interests of all our students so as to ensure that every child is healthy and safe. When the need arises, our school will work with external professional agencies including government agencies. Our student behaviour management procedures differ according to the age of students. Full details of these procedures can be found in relevant school handbooks but are summarised below.

HS Behaviour Intervention Flowchart



HS Academic Concern Intervention Flowchart



Detention

If required, Friday Reflection Club (Detentions) are held from 3.00 to 4.00pm every Friday afternoon. Grade Level Leaders or the Programme Head will inform students that they have a reflection or detention session and a note will be added to the behaviour log on Toddle and sent home. Students will be expected to complete a Detention Reflection Form and will participate in a Mindfulness activity. The students must make alternative arrangements to go home if they are a school bus student.

Drug and/or Alcohol Abuse

As a condition of enrolment, High School students and their parents/guardians are expected to understand and agree to these conditions. High School students in particular should be aware that in Singapore jail term, caning and the death penalty are enforced for drug related offences and the School is obliged to report any such offences to the authorities that at the simplest level may jeopardise the entire family's permit to reside in Singapore.

Smoking and Vaping

As a condition of enrolment, High School students and their parents/guardians are expected to understand and agree to these conditions. Smoking and vaping are prohibited on school premises and are subject to Singapore law. The minimum legal age for smoking in Singapore

is 21. To support student safety and compliance with school expectations, the school may also conduct random bag searches.

Academics at ISS

ISS International School is a three-programme International Baccalaureate (IB) World School. This means that we follow the IB Primary Years Programme (PYP) in the Primary School, the Middle Years Programme (MYP) in Grades 6-10 and the IB Diploma Programme in Grades 11 and 12. We also offer the ISS High School Diploma (HSD) in Grades 11 and 12, as an exciting alternative for students and families who would like to explore more innovative and bespoke learning pathways to prepare for life beyond school.

Information on the Programmes is available on our website.

IB Middle Years Programme

<https://www.iss.edu.sg/curriculum/ib-programme/high-school-myp/>

IB Diploma Programme

<https://www.iss.edu.sg/curriculum/ib-programme/high-school-dp/>

ISS High School Diploma

<https://www.iss.edu.sg/curriculum/ib-programme/high-school-diploma/>

Learning Outcome and Curriculum Documents

You may contact your relevant Programme Head or High School Subject Coordinator, for access to subject-specific K-12 Learning Outcomes, which are stored on the school's local Intranet.

Academic Integrity

At ISS, Academic Integrity means being honest, responsible and transparent about how we learn and produce our work. Students are expected to submit work that reflects their own knowledge, understanding and thinking, while clearly acknowledging the ideas and work of others.

What do students need to know?

Academic misconduct includes:

Plagiarism

- using another person's words, ideas or work without appropriate acknowledgement or referencing. This includes translated material.

Collusion

- allowing another student to copy your work, submitting someone else's work as your own, or receiving inappropriate help. Work completed by a parent or tutor is also considered collusion.

Duplication of work

- submitting the same work for more than one assessment.

Assessment misconduct

- any action that provides an unfair advantage or disrupts a formal assessment, including using unauthorised materials or sharing assessment information.

Inappropriate use of Artificial Intelligence (AI)

- using AI in ways that have not been authorised or presenting AI-generated content as your own work.

Using Artificial Intelligence responsibly

AI can support learning, but it must not replace a student's own thinking, creativity or analysis. Teachers will identify the permitted AI Assessment Scale (AIAS) level for an assessment. If no level is stated, students should assume Level 1 – No AI and check with their teacher.

AIAS Levels:

- **Level 1:** No AI
- **Level 2:** AI for brainstorming and idea generation
- **Level 3:** AI-assisted editing of the student's own work
- **Level 4:** AI completes part of a task, with substantial student evaluation
- **Level 5:** Full AI integration – only with explicit teacher authorisation

Whenever AI use is permitted, students must acknowledge it appropriately, including the tool used, prompt and date.

Student responsibilities

Students are responsible for ensuring that their work is authentic and appropriately referenced. They should understand the difference between collaboration and collusion, follow all assessment and examination rules, and ask their teacher when unsure whether a source, AI tool or form of assistance is permitted.

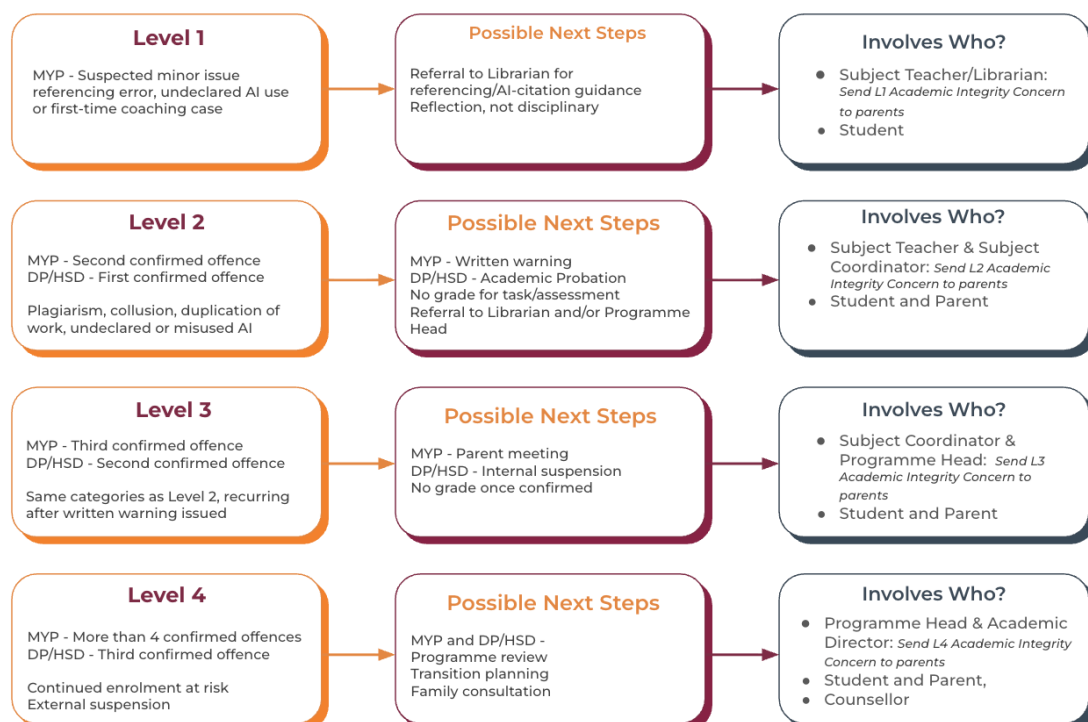
All High School students receive guidance on academic referencing, and work submitted for external assessment or moderation may be checked using Turnitin.

What happens if Academic Integrity is breached?

ISS approaches Academic Integrity as both a learning responsibility and a serious academic expectation. Concerns are investigated fairly and students are given an opportunity to explain their work. Confirmed breaches are documented and addressed through the school's Academic Integrity intervention process, with consequences increasing for repeated or serious breaches. These may include rewriting work, parent meetings, loss of a grade, academic probation, suspension and, in serious or repeated cases, risk to continued enrolment.

Students and parents/guardians are expected to be familiar with and follow the full ISS Academic Integrity Guidelines 2026–2027, which provide detailed programme-specific expectations and procedures.

HS Academic Integrity Intervention Flowchart



The ISS Homework Guidelines

At ISS, homework is intended to support and extend learning beyond the classroom. It helps students develop independence, organisation, self-discipline and effective study habits while providing opportunities to practise, consolidate and extend their learning.

Homework should always have a clear learning purpose and be appropriate to the student's age, programme and learning needs.

What might homework include?

Homework may include:

- **Practice** – reinforcing knowledge and skills introduced in class.
- **Extension** – applying learning to new situations or contexts.
- **Creation** – producing a response, product or project that brings together different skills.
- **Preparation** – reading, research or other activities that prepare students for upcoming learning.
- **Ongoing projects and programme requirements** – such as the MYP Personal Project, Service as Action, DP Core requirements or HSD projects.

Regular independent reading is also strongly encouraged for all High School students.

How much homework should students expect?

Homework requirements will vary according to subjects, assessment periods and individual learning needs. As a general guide, students may expect approximately:

Grade	Recommended daily homework time*
Grades 6–8	Approximately 1 hour + reading
Grades 9–10	Approximately 1.5–2 hours + reading

Grade 11	Approximately 2–2.5 hours + reading
Grade 12	Approximately 2.5–3 hours + reading

**These are guidelines rather than required daily amounts and include time spent on longer-term projects and programme requirements.*

Teachers work collaboratively to manage major deadlines and assessment demands so that, wherever possible, students have a balanced and manageable workload.

Homework and Deadlines

Homework, assignments and relevant deadlines are communicated through the school's learning platform, Toddle. Major summative assessment dates are also coordinated through the relevant assessment calendar.

Students are expected to:

- understand the task and ask for clarification when needed;
- manage their time and plan ahead for longer-term assignments;
- complete work to the best of their ability;
- submit work by the agreed deadline; and
- communicate with their teacher early if they are experiencing difficulties meeting expectations.

Teachers will provide appropriate follow-up and feedback to support students' learning.

Late or Incomplete Work

Students are expected to submit work on time. Where there is a pattern of late, incomplete or missing work, teachers will follow up with the student and, where appropriate, parents/guardians. Ongoing concerns may result in additional academic interventions in accordance with the school's Behaviour and Academic Intervention Guidelines.

Absence from School

When absent, students remain responsible for catching up on essential learning and missed assignments. Students should check Toddle and communicate with their teachers about work that needs to be completed.

Where an absence affects a summative assessment, the ISS Assessment Guidelines apply, including requirements relating to Medical Certificates, re-sits and deferments.

Academic Integrity

All homework and assignments must reflect the student's own learning and authentic work. Sources, collaboration and the use of Artificial Intelligence must be acknowledged and used according to teacher instructions and the ISS Academic Integrity Guidelines.

Working Together

Supporting effective homework is a shared responsibility:

Students should develop good routines, organise their workload, meet deadlines and seek help when needed.

Teachers provide purposeful tasks, clear instructions and appropriate feedback, while working collaboratively to manage student workload.

Parents/Guardians can support students by providing an appropriate environment and routines for learning, encouraging increasing independence, monitoring overall workload and communicating with the school when concerns arise.

The Assessment Guidelines

At ISS, the primary purpose of assessment is to improve student learning and teaching. Assessment helps students understand where they are in their learning, what progress they are making and what they need to do next. It also provides teachers and parents/guardians with information to support each student's ongoing growth.

Assessment is an integral part of learning at ISS and is aligned with the requirements of our IB Middle Years Programme (MYP), IB Diploma Programme (DP) and ISS High School Diploma (HSD).

Types of Assessment

Students experience a variety of assessment approaches throughout the year.

Formative assessment takes place during learning. It may include classwork, discussions, quizzes, practical tasks, peer and self-assessment, reflections and teacher feedback. Its purpose is to help students and teachers identify strengths, areas for improvement and next steps.

Summative assessment takes place after a period of learning and provides evidence of a student's achievement against specified learning objectives and assessment criteria. Students are provided with the relevant criteria and expectations for success.

Diagnostic and standardised assessments, such as MAP Growth and WIDA, provide additional information about student learning and progress. These results are used formatively to help teachers plan appropriate support and next steps.

Fair and Consistent Assessment

ISS is committed to ensuring that assessments are valid, reliable, fair and consistent. Summative assessments are set, vetted and marked according to school procedures, and results may be standardised or moderated before they are finalised.

Students will know the purpose of an assessment and the criteria by which their work will be judged. Assessment should provide students with different opportunities to demonstrate their knowledge, understanding and skills.

Grading

Assessment at ISS is primarily criterion-referenced. This means students are assessed against defined standards and criteria rather than compared with other students. Grades should represent the most accurate description of a student's achievement at the time of reporting rather than an average of all marks received.

MYP – Grades 6–10

MYP subjects use a 1–7 grading scale, with 7 being the highest grade. Students are assessed using subject-specific MYP criteria. Final subject grades are based on evidence gathered across all required criteria rather than a simple average of individual assessment grades.

DP – Grades 11–12

DP subjects also use a 1–7 grading scale and subject-specific IB assessment

criteria. Theory of Knowledge and the Extended Essay use separate IB grading scales.

HSD – Grades 11–12

HSD courses use subject-specific criteria and competency-based learning outcomes. Most academic courses use a 1–7 grading scale, while programme requirements such as Academic Skills, Portfolio and Capstone are assessed through competency-based outcomes.

Re-sits and Missed Assessments

Not all summative assessments can be re-sat or rescheduled.

- Examinations are not rescheduled or re-sat when a student is absent, including when a valid Medical Certificate (MC) is provided.
- For other eligible summative assessments, students absent for medical reasons must provide a valid MC within 24 hours for an alternative assessment date to be considered.
- Where there is no valid MC, a student may sometimes complete the assessment later for learning and feedback purposes, but a formal grade will not be awarded.
- The relevant Programme Head determines whether an assessment is eligible for re-sit or rescheduling.

Feedback, Reporting and Progress

Students receive ongoing feedback to help them understand their progress and identify next steps. Assessment results are shared through Toddle, together with teacher feedback where appropriate. Teachers complete required marking, standardisation and moderation before providing results and feedback, normally within three school weeks of the scheduled assessment.

For **Grades 6–10**, students receive two Semester Reports each academic year. Reports include subject grades, Approaches to Learning (ATL) ratings and teacher comments. The Semester 1 MYP grade is an interim indication of achievement; the Semester 2 grade represents the final grade for the academic year.

For **Grades 11–12**, students receive Mid-Semester and Semester Reports. Reports include attainment grades and, where applicable, ATL ratings and teacher comments.

Student progress is also discussed through Three-Way Conferences and ongoing communication between students, families and teachers.

Appeals

If a student wishes to appeal an internal assessment grade, the process is:

Subject Teacher → Subject Coordinator → Programme Head/AEB

The Programme Head, together with the Academic and Examination Board (AEB), is the final school authority. Appeals relating to externally awarded IB grades follow the relevant IB procedures.

Students and parents/guardians are encouraged to refer to the full ISS Assessment Guidelines 2026–2027 for detailed programme-specific procedures and expectations.

Technology at ISS

The provision of Technology at ISS is underpinned by the premise of developing confidence in each individual to enable him or her to adapt and personally develop in a dynamic and challenging digital world.

ISS has created a network system, which enables access to technology anywhere on campus. The school predominantly uses an Apple Operating System. The network is 'open' whereby students have open access to a wide range of Technology opportunities (e.g. which websites to view, installation of programs etc.). All ISS users are bound by the Responsible Use Agreement (RUA).

The ISS website- www.iss.edu.sg is currently a portal for information regarding the school.

ISS is a 1:1 laptop school for Grades 6-12. All students in Grades 6-12 are required to bring their own Apple laptop to school. ISS has a specific software model that covers all software used in school; our IT Technicians install this for an administrative fee. Please contact the Academic Office for information on the specifications for the Mac Book laptop to purchase.

All ISS students are required, prior to Admission, to sign a Responsible Use Agreement (RUA), that explains the expectations for the use of technology. This is outlined below and students in violation of this will incur the sanctions outlined within.

Responsible Use Agreement (RUA)

Continued enrollment in ISS is contingent on full agreement with these terms and conditions and guidelines for appropriate use of technology.

The ISS network is provided for students to facilitate resource sharing, innovation and communication. All students are given access to the network

with an individual account. All facilities must be regarded as privileges, which may be withdrawn at any time. The school intends that students will become familiar with and competent in the use of the appropriate skills, and judgment required to deal with a range of available information.

Any behaviour that interferes with these primary objectives will be considered an infringement of the ISS RUA that has been distributed to all families. All students must sign a copy of the RUA and return to their Kampong teacher by the fourth (4th) week of school.

All student laptops must have a student account installed with the ISS software model along with an Administrator account that must be accessible to ISS staff when on the school network. Students must not use any account other than the allocated student account. Failure to do so will result in removal from the network.

Network

Network accounts are to be used only by the owner of the account. Whilst ISS will take due care in regard to data backup, it is the student's responsibility to make backup copies of their work, and as such, the school takes no responsibility for data loss.

Student guidelines for network use:

- Students will use only their authorized login details and will store all files in their personal home directory.
- Students are not to attempt to log into the school network with any username or password that is not their own, or change any other person's password. This includes using alternative accounts on student laptops.
- Students must not disclose their usernames and passwords to anyone other than teachers or network administrators. Students are responsible for all activity that occurs on their account including storage of materials on their personal home directory.
- Students will not delete, copy or alter any file or material that is left on an unsupervised computer. If a student finds an unsupervised computer they are to log out immediately.
- Students are not to play games across the school network. Unless provided with permission from the school.
- Students are not permitted to use, possess, download or search for any program that is designed to reduce or bypass network security.
- Students must not store or transmit copyrighted material on the school network.

Hardware and Software

This applies to all devices logged onto the ISS network:

- Students are not to adjust any computer hardware. If the computer that a student is using is faulty they must immediately inform the supervising teacher or technician.
- Students are not permitted to move, unplug, disconnect or attempt to change settings on any computer equipment.
- Students are not permitted to add or delete software or change the settings on any computer (unless overseen and approved by the school technician in the case of laptops).
- Students are not to add games, trial or free computer software on a computer account that accesses the school network.
- Students must not eat or drink near any students' laptop.

Printing

Students will be given a pin number (Student ID) for the photocopier in the Library. Work will only be printed when the students go to the machine and log in with their code. This saves paper as the students may delete the print job if they have made an error.

In an effort to minimize erroneous printing, students are to only print documents after a spell check and print preview has been undertaken. All editable documents that are printed must have the student name in the footer to identify the student.

Students are not to print materials directly from the Internet. Any information that needs to be printed from the Internet should first be copied and pasted into a document.

Students have access to colour printing, but may only print to the colour printer with the permission of the teacher. Colour printing is not expected for any internal assessment at the school and no teacher will insist on this.

Internet

The Internet is provided to support student learning and is to be used with responsibility. As such students will use the Internet for appropriate educational reasons as directed by the School.

The Internet is not a moderated medium and therefore the School will endeavour to provide an environment that is as safe as possible and that

materials accessed are not offensive or inappropriate. To this end, the School has software in place to monitor student laptops and computers.

In the end, it is however the students' responsibility to ensure that the materials accessed are considered appropriate and do not violate school rules:

- Students are not to give the school's name unless given permission by the teacher for personal privacy and safety reasons.
- Students must be careful to read copyright restrictions on websites and abide by these restrictions.
- Students need to be aware that copying and pasting text into an assignment is plagiarism and is a breach of copyright laws. Any text quoted must be acknowledged correctly using the school determined referencing format.
- Students understand that they can only access sites relevant to educational work in school and that they are not permitted to access or look at sites containing inappropriate material (which includes pornography, sexually explicit, racist or discriminatory material).
- Instant Messaging (IM) and all associated messaging systems via the ISS network must not adversely affect student learning e.g. sending/receiving messages unrelated to student learning during class time.
- Students must not attempt to gain unauthorized entry into the ISS network or any network. This is a serious offence and may result in criminal charges.
- Students are not to download software from the Internet unless so directed by the school.
- Students should not save or send electronic material (text or images) that is copyright restricted, inappropriate, offensive, annoying or that invades another person's privacy.
- Any electronic communication sent or received via the ISS network can be monitored at any time without warning.

Laptop Specific

When using a privately owned laptop as part of the ISS 1:1 Laptop programme students are responsible for the content of all files on their computer.

Furthermore:

- When connected to the network, the school will be able to monitor programmes and files on any students' computer.
- Students accept responsibility for any materials accessed or viewed that may cause offence to others.
- All student laptops must be brought to school fully charged each day.
- Students are also expected to demonstrate "power courtesy" when charging laptops on the school campus.
- Due to Health and Safety students are not to use laptops in the canteen.

Consequences

More than one penalty may apply for any breach of the ISS RUA depending upon the severity of the breach. Repeat offenders will also be dealt with more harshly than a first time offender.

- Temporary ban on using computers (School or Laptop)
- Removal of Internet access privileges
- Removal of any illegally installed software
- Removal of Home directory and network access
- Detention
- Paying to replace damaged equipment
- Removal from classes where computer use is involved
- Suspension or expulsion from the School
- Involvement of law enforcement

Communication Tools

Emails

All ISS students will be given an ISS email account. This is their student number at the ISS address, e.g. 12345@iss.edu.sg. All students are required to check this email daily for important messages. This email address may also be used to communicate with and send work to teachers.

Student Academic Organisation

ISS uses Google associated products to maintain communication and organisation in the school. All students are issued with a Gmail account and as such have access to Calendars, Drive, Sites and Google Apps. All students are educated in how best to use the tools.

ISS uses Toddle as the online platform for student organization and academic management. Toddle is used for receiving and posting of assignments, homework deadlines calendar, CAS Logs, Personal Project work, Extended Essays, TOK Essays/Presentations, Exam Registration.

Operational Procedures

Assemblies

Assemblies are held to celebrate events and activities, for briefings, for guest speakers etc. In general these are approximately once per month and centred around an IB Learner Profile Attributes.

Attendance

It is a legal requirement for students at school to maintain a 90% attendance rate monthly. Failure to meet this minimum may result in ICA (Immigration and Checkpoint Authority) cancelling a student's pass and/or disciplinary action by the school which could result in the student's place being withdrawn.

Students must complete their courses to obtain credit in every subject, every semester from Grades 6-12 for a University transcript. Absence from school and incomplete transcripts will affect where they are able to apply for further/higher education.

- **Student Pass Holders**

The Singapore Immigration and Checkpoint Authorities (ICA) requires the school to notify them of any student in Singapore on a Student Pass who fails to make 90% attendance in any month. In reality this is two days. In calculating the 90% attendance, we are permitted to include absences such as genuine illness, attendance at funerals, or business matters such as passport or visa issues. If a student is absent for seven consecutive days they will automatically be reported to ICA who may decide to terminate the pass and thus ask the student to leave Singapore immediately.

- **Attendance and Credit for Transcripts**

Students who fail on attendance are eligible to appeal to receive credit. In the event that the student has a reasonable explanation and evidence of their absences, and the issue is not ongoing, the appeals are usually

approved and will be effected at the end of the subsequent semester. Extended absences may result in the appeal being denied and credit not being awarded.

The school will make every effort to keep parents/guardians informed of students who are in danger of failing a quarter due to poor attendance at school. However, it is ultimately the responsibility of the parent/guardian and student to monitor attendance. Failure to be notified in advance by the school does not absolve a student of responsibility for receiving a failing grade due to attendance.

- **Procedures in the event of being unable to attend school (e.g. due to sickness or a single appointment)**

- Parent/Guardian completes Toddle with absence excusal ideally before 8am on the morning of, and upload evidence of their absence, e.g. Medical Certificate from a doctor is possible.
- Medical Certificate from a doctor can also be submitted when the student returns to school.

- **Procedures in the event of a planned absence or extended leave**

- If planned leave is for 1 day only, Parent/Guardian notifies the school through Toddle with a valid reason.
- If planned leave is for 2 days or more, Parent/Guardian **requests** the leave via email and send to Ms Fiona Edwards, Academic Director, at fedwards@iss.edu.sg and copy the Academic Office at academicoffice@iss.edu.sg. The leave is subject to approval

- **Procedures in the event of a student having to leave school early**

Students are not permitted to leave campus during the school day without the permission of the Academic Directors or the School Nurse.

- In advance, Parent/Guardian can request inform of the early departure via Toddle or email to the Kampong teacher or Academic Office
- Academic Office to inform Parent/Guardian of decision
- Student to obtain work from their teachers
- On the day, Student goes to the Academic Office and signs out in the log book

- **Sickness During The Day**

Any student who is feeling too ill to continue classes should report to the School Nurse. Permission to return home may be granted by the School Nurse or the Academic Directors. **In such a case, a student will not be sent home until the School has been able to make contact with the Parent/Guardian.**

- **Unauthorised or Unexcused Absences**

Attendance at all assigned classes is mandatory. Any unauthorized absences will be recorded and interventions as per the Student Behaviour Management & Intervention Guidelines.

Books & Supplies

Students must provide their own exercise books and writing implements etc. for each subject. At the start of each school year, the subject teacher will inform the students of any specialized equipment for students to purchase. Students must (where required)

- Keep a proper file for each course which includes securing all notes, handouts, tests, and other class materials securely in a file or arch-file.
- The student's name, class, and teacher's name should be displayed at the front of the file.
- Each page, and every handout, should be properly dated. Where relevant, pages should be numbered.
- The file should be properly organized.

Text Books or e-Books

These are provided for all subjects as required. Due to the holistic nature of the HS Programmes, resources are not limited to one specific textbook for every subject, therefore students will not always be issued textbooks. Any questions about the texts used may be directed to the specific subject teachers. Suggested texts which require student annotations must be purchased by students.

Buses

If transportation has been arranged by school bus, it should be noted that buses leave the lower car park at 3:00 p.m. The school bus service contact is Email: schoolbus@iss.edu.sg

Bus complaints should be directed to the above email. If this does not resolve the problem, please contact the Academic Office.

Calculators

Calculators

All High School students are required to purchase a calculator for Mathematics.

A Scientific Calculator is required for all students in Grades 7-10 and is an essential part of their Mathematics learning. The model used at ISS is the **Casio FX-97SG X**, which can be purchased from bookshops and other retailers in Singapore.

Grade 11 - 12 students must get the specific model requested (**TI-Nspire™ CX II graphing calculator***) as it is the only one that the IB will accept in examinations and therefore the teachers will teach the specific functions of that brand. Further information can be found on the type of calculator used at ISS and is approved on this website:

<https://education.ti.com/en/products/calculators/graphing-calculators/ti-nspire-cx-ii-cx-ii-cas>

***Not the CAS model**

Change of Address

Please advise the Academic Office/Registrar Office of any changes. It is vital that in the event of an emergency, we should be able to contact parents and guardians immediately.

Communication

Communication is a very important aspect of the ISS community. In the first instance, students and parents should email teachers to make contact. Through this the teacher will then arrange a time to phone or meet with the student or parent to discuss any issues. Parents can also email or phone the Academic Office to make an appointment on their behalf. All teacher emails are on the school website.

Who to contact

The following people are available to assist you. If in doubt, always ask.

- GLL / Kampong Teachers: All general issues
- GLL / Subject Teachers: All academic issues

- | | |
|---------------------|----------------------|
| • Ms Fiona Edwards: | Guardianship Matters |
| • Mr Jermyn Wee | Wellness Counselling |
| • Ms Jeyaram: | University Guidance |

Concerns

If you have a concern about a student's progress, for instance you have a question about Math homework or the Science curriculum, you may contact us as outlined below. If you are unsure of the person to email, contact the Academic Office at academicoffice@iss.edu.sg.

Counselling

Kampong teachers and Counsellors are often the first point of contact when a student has a personal issue. Counselling services are provided for students individually and in groups, on a range of issues such as emotional or psychological problems, family problems, relationship issues, addiction, peer pressure, bullying, lack of motivation, lack of effort, and stress. Parents and teachers are at times contacted to help the counsellors get a holistic picture of the student. If necessary, the School provides referral services to appropriate community agencies.

ISS firmly believes in working in partnership with parents and guardians on the problem-solving process that accompanies any student support. To this end, from the moment a student is deemed 'At Risk', the Pastoral/Well-Being Team meets to set the stage for changing the learning circumstances for the student who is having problems.

At ISS, the Pastoral/Well-Being Team includes, but is not limited to:

- Kampong Teachers
- School Counsellor
- Student Support Teacher(s) EAL & LS
- Grade Level Leaders
- Guardianship Coordinator
- School Nurse
- Programme Heads
- Academic Directors
- University Advisor

Using as much data as possible, a plan of action is put into place to bring about the needed change and improvement.

Creativity, Action and Service

All students in Grades 6-12 are required to participate in Creativity, Action and Service Learning activities as part of their academic programme. We do also encourage students to take the initiative to create their own opportunities to become involved. The CAS Coordinator, Community and Service Coordinator and MYP Coordinator will brief students on the requirements for completion of the programme. The Activities Coordinator will inform students about sports and inter school events. Students will record all activities and reflections on Toddle.

Daily Routine

Timetable for G1 - G12 AY 2026-2027:

School day timings 2026/27			
	G1-5	G6-10	G11-12
Kampong	08:00 - 08:15	08:00 - 08:15	08:00 - 08:15
Period 1	08:20 - 09:10	08:20 - 09:10	08:20 - 09:10
Period 2	09:15 - 10:05	09:15 - 10:05	09:15 - 10:05
Break	10:05 - 10:25	10:05 - 10:25	10:05 - 10:25
Period 3	10:25 - 11:15	10:25 - 11:15	10:25 - 11:15
Period 4	11:20 - 12:10	11:20 - 12:10	11:20 - 12:10
Lunch	12:10 - 13:00	12:10 - 13:00	12:10 - 13:00
Period 5	13:00 - 13:50	13:00 - 13:50	13:00 - 13:50
Period 6	13:55 - 14:45	13:55 - 14:45	13:55 - 14:45
Period 7		EAL Classes for Ph1-3 students every Tues and Thurs (14:50 - 15:40)	DP/HSD classes every Tues and Thurs (14:50 - 15:40)

- Students must arrive on time to class.

- Kampong occurs four times a week.
- Attendance is taken in all lessons.
- If a student is late to lesson one at the start of the day, an email is automatically sent to their parents/guardians and this is recorded on their file.

EAL Support

ISS has a very strong English as an Additional Language (EAL) department that support students who are learning English. All non-native English-speaking students applying to ISS High School will be subject to an English Entrance Test. Students who do not meet our minimum entry requirements may be placed in an intensive English course. EAL students will be provided in class support in some lessons until their English improves but there is a mandatory additional fee for this. Re-testing is undertaken twice annually.

Electronic Devices (Phones, Electronic Device, etc)

- The only electronic device required at school is a personal laptop. Students who bring other devices, such as mobile phones, earbuds or headphones, do so at their own risk. The school is not responsible for lost, damaged or stolen items.
- ISS has a device-free policy for mobile phones and personal electronic devices. These devices must not be used during the school day, from 8:00 am to 3:00 pm, unless a teacher has given specific permission for a learning activity.
- Earbuds, earphones and headphones must not be worn during the school day unless their use has been specifically permitted by a teacher. When a teacher or another person is speaking, they must be removed and put away, and devices must be closed or switched off as directed
- Students are discouraged from using laptops during break and lunchtime to support social interaction. Students who need to complete schoolwork during these times may use their laptops in the HS Library.
- If a student uses a mobile phone or other electronic device without permission, or in a way that disrupts learning or an activity, a staff member may confiscate it. Following a first offence, the item will normally be held in the Academic Office until the end of the school day. Repeated offences may result in the item being held for a longer period, at the discretion of the Academic Directors.

- The school's Responsible Use Agreement applies to the use of all electronic devices.

Electronic Dictionaries

Students who have English as a second language are required to provide a translation dictionary. Electronic dictionaries are not, however, permitted in examinations or specified class assessments.

Email Addresses

Email is one of the main forms of communication at ISS, therefore it is essential that all students check their ISS email address daily. The email address will start with the student's database ID number e.g. 12345@iss.edu.sg

Entry to School

Students should be dropped off at our lower carpark on Depot Road or in the school bus bay. Please avoid being dropped off on Preston Road to ensure you abide by the Singapore road safety rules. If there is a medical condition requiring easier access to the campus, please contact the Academic Office for authorisation.

Evacuation Plan and Fire Drill

On the Emergency map of each campus there is an evacuation plan for the relevant building. All members of the community should familiarize themselves with this and the assembly point in case of an emergency. Red flashing lights will accompany the fire siren. The assembly points are located in the upper and lower car parks.

Fasting

Students who are fasting for religious or health reasons should inform their PHE teachers in order to be excused from certain physical activities. In addition, provision can be made for students to sit in areas other than the canteen during lunch.

Grade 12 Study Week

The Grade 12 Study Week allows G12 students to have more focused time on aspects of their courses that require significant work outside of the regular classroom. These include Internal Assessments, Extended Essays, Theory of Knowledge Presentations, Creativity/Action/Service commitments (CAS) as well as general subject specific workshops.

Guardianship

Students whose parents do not reside full-time in Singapore must live with a Parent-Appointed Adult (PAA) who is at least 21 years old. Students are not permitted to live independently.

Parents are responsible for selecting the PAA and ensuring they provide appropriate care and work closely with the school. The school does not recommend or approve PAAs.

The school must be informed of the student's living arrangements during enrolment. Any proposed change to the PAA or living arrangements must be discussed with the school and the required documentation completed before the change takes place.

Homework

We expect students to take pride in their work. All homework should be completed neatly and carefully, with the student's name, class, teacher, and date clearly shown. For assignments submitted by hand, pages should be stapled securely; for online submissions, files must be labelled according to the teacher's instructions.

Homework is due on time so that learning can move forward smoothly. If a student has a genuine reason for a delay, they should speak to their subject teacher **before** the deadline to request an extension. Late work must still be submitted, but any assignment handed in without prior approval may not receive full credit.

Flexibility with Deadlines:

We understand that students may have important family, extracurricular, academic, or personal commitments. At ISS, we believe that students who plan ahead and take responsibility for managing these commitments should be able to request some flexibility with due dates.

Teachers will consider any reasonable request for a change in deadline if the student speaks with them at least one week before the due date. Requests made the day before, on the day of the deadline, or after the due date will not be considered. All requests must be made directly to the teachers involved.

The School believes that homework completion, encouraged and monitored by parents/guardians, is a fundamental part of the learning experience. Assignments will be set in order to extend learning, reinforce skills, and establish independent study habits. Refer to the ISS Homework and Assessment Policies for expected homework commitment.

House System (Newton, Somerset, Raffles and Orchard)

All students will be assigned to a House on arrival at ISS. They will then compete in a variety of physical, social and cultural activities to gain House points. At the end of the academic year the House trophy will be presented to the winning team. Kampongs are also arranged by House.

ID Cards

Every High School student is issued with an ISS ID card, valid for one year or until the student leaves the school. Lost cards must be replaced, at a cost of \$50. Students may require the cards to enter the campus.

Illness

Please refer to the attendance section for guidelines if you are ill. Always go to the Nurse before asking to call your parents/guardian.

Lateness

Late to school

- A student who arrives at school after 8:00am must report immediately to the relevant class. Their teacher will mark them as Late in Toddle.
- A student who is not present at the start of lesson one will be marked as absent.

Late to Class

- At the start of each class, teachers take the attendance register of their students.
 - If a student enters a class after the teacher has taken the attendance register, this is considered 'Late to Class'.
- If a student is late because they were with a teacher/counsellor, they will be excused only if the teacher has emailed the next teacher or updated Toddle with a note .

Learning Support

A student with neurodiverse needs who may require additional support is usually, in the context at ISS, a student with ADHD, Dyslexia, Asperger's Syndrome and other mild learning difficulties. The Learning Support teacher provides direct support and/or monitoring as appropriate to help these students experience maximum success in their studies.

ISS can provide learning support for students; to take advantage of this, parents need to make an appointment with the Learning Support teacher who will assess students on a case-by-case basis.

Library/Learning Resource Centre

The library is the heart of an IB school. Students have access to the library throughout the school day. It is open from 7.45am until 4pm each day. Students can also access the resources held and many others on the web through ISS Online at www.iss.edu.sg.

The Library has access to a number of e-books online that students can download to their laptops for the same duration as lending a regular book.

Lockdown Procedure

ISS has an emergency lockdown procedure. In the event of the lockdown siren sounding, all persons on campus should make their way to the nearest available room, lock themselves in, take cover under the desks away from the windows and wait for the 'all clear' signal. Students are expected to familiarise themselves with the procedures as outlined in the ISS Emergency Procedures Manual.

Lost and Found

All clothing, laptops, calculators and other personal items should be clearly labelled with the student's name.

Students who lose an item should check the relevant area and nearby facilities before contacting the Academic Office. Lost laptops must be reported immediately. A notice may also be placed in the HS Berita.

All found items should be taken to the Academic Office. Students are responsible for their belongings and should avoid bringing unnecessary valuables or large amounts of money to school.

Medication in School

Students must not self-medicate, except in the case of inhaled asthma medication (i.e. mobile Ventolin puffers). In the event that a student must take medication on campus, parent/guardian permission must be clearly given in writing, and a doctor's referral letter must also be on file along with a copy of the prescription. The doctor's letter must indicate the nature, purpose, amount, and frequency of the specific medicine to be given.

The Nurse Clinic does not administer Panadol, Tylenol, ibuprofen or other similar medicine on an ad hoc basis.

Parent/Guardian Conferences

3-Way Conferences are held several times a year. High School students are expected to attend conferences with their parents/guardians.

Parent Workshops

ISS offers numerous workshops for parents. Some workshops are held during the day, and some are held in the evening. These workshops are a great opportunity for parents and guardians to learn more about various aspects of ISS, from reporting to our laptop programme to assessment to our activity programmes etc. Please refer to our Calendar for more information about our yearly workshops.

Physical & Health Education (PHE)

PHE lessons frequently take place off campus. Students will need to be organised to ensure they are changed and at the departure time punctually. All students should wear the ISS PE kit and bring a water bottle to every class. Sunscreen, sunhat, mosquito repellent and other items such as swimming aids should be brought on an as needed basis.

Progress Concern Reports

Progress Concerns are one way in which we inform parents of concerns that we have regarding a student's progress. These will be emailed to parents. A copy of progress concerns is kept on a student's file.

School Hours

Preston Campus: The school day is from 7:55 a.m. to 2:45 p.m. for High School students. Attendance is taken during Lesson one at 8:00am sharp therefore students should plan to arrive on campus at 7.45am. Students are considered late to school if they arrive to lesson one after the bell at 8:00am. Students who arrive at school after 8:00am must sign in to school at the Academic Office.

School Nurse

The School Nurse is on duty from 7:30 am to 4:30 pm each school day. The clinic is located at the end of the hallway, past the Academic Office.

The nurse provides first aid, supports students who become unwell and maintains student health records. If a student needs to go home, the nurse will contact the parent, guardian or Parent-Appointed Adult (PAA) to inform them.

In the event of a serious illness or injury, the nurse will provide immediate assistance, contact the student's parent, guardian or PAA, and arrange transfer to an appropriate medical facility if required.

See also "Medication in School".

Sports (Varsity)

The International Schools in Singapore have a very strong sports league. Students at the High School can try out for numerous teams to play in the different seasons. Some sports available are as follows:

- Football
- Volleyball
- Badminton
- Basketball
- Ultimate Frisbee

This list is not exclusive and if there is enough interest and coaches, other sports will be considered. Training for these sports will take place twice a week.

Students will be taken to the venues by school bus, a return bus is also sometimes provided, but students often make their own way home after they have finished. All students who take part in a competitive sport are required to sign an agreement form and purchase their own ISS sports attire. Further details regarding the competitive sports programme can be obtained from the Activities Coordinator (HS).

Staff Contact Information

For all pastoral matters, parents and teachers should first contact the Kampong teacher of the class the student belongs to, or the relevant Counsellor. For serious matters parents may contact the Programme Head. For all academic concerns parents should contact the relevant subject teacher or Programme Head. Staff email addresses are available on the ISS website: <https://www.iss.edu.sg/about-us/our-community/>

The Academic Directors should only be contacted when other avenues have been exhausted, or when cases of gross misconduct are suspected. See the chart in 'Communication' for communication protocols.

Student Berita (Daily News)

The Student Berita is an online daily notice bulletin in the High School which is accessed through the Student Website. The Berita contains information about meetings and events. All students should read this every day.

Student Leadership Council (SLC)

Student Leadership Council ensures that the needs of the greater student body are being addressed and met, as well as channelling their opinions and voices to the appropriate venues. Where possible, the council consists of a minimum of a President, a Vice Presidents, Secretary, Communications Officer and Treasurer, with representatives from each Kampong, are also responsible for organising students events such as Halloween, Christmas, Prom, new student orientation and school 'free dress' days. Additionally, they may work to implement new initiatives that they feel are in the best interests of the school.

Student Support

ISS offers a wide range of student services and prides itself on its extensive program of counselling and pastoral care. Numerous professionals at ISS work together in contributing to the personal and academic success of our students, including our School Counsellor, Japanese, Korean and Chinese language teachers, University Advisor, Learning Support Teachers, Guardianship Coordinator, Kampong Teachers, and our Programme Heads. Our strength is our low student to counsellor/ academic staff member ratio, which provides students with a very high level of support at ISS.

Timetables

High School timetables are individual depending on the elective subjects and are accessible on Toddle for each student. Kampong teachers will talk through the timetable on the first day of school. Any questions or queries will be handled by the Academic Office in collaboration with Programme Heads.

Toddle at ISS

We use Toddle as a communications tool for students and parents. All summative assessment grades are accessed through Toddle. We also inform parents through Toddle of any positive merits or concerns we have; this ensures consistent communication is established. Parents are encouraged to access Toddle and review their child/wards progress on a regular basis. If you do not have login details, please contact the Academic Office (academicoffice@iss.edu.sg).

Uniform

Students are expected to wear the correct school uniform each day. If a student arrives without the proper uniform, they may be asked to return home to change or make alternative arrangements before joining classes.

Details on purchasing:

Bibi & Baba has two retail shops that are conveniently located:

- 1) 213 Henderson Road, #01-12 (S) 159553
Tel: +65 6271 9248

2) 545 Orchard Road, #02-28 Far East Shopping Centre (S) 238882
Tel: +65 6732 7022

<https://www.schooluniforms.sg/>

In case you have questions, please send your enquiries to sallychoy@iss.edu.sg or call Sally Choy at 6939 6132.

Uniform Policy

At ISS, our uniform reflects school pride, unity, and respect for our community. Wearing it neatly and appropriately helps create a positive and professional learning environment for everyone. By wearing the uniform correctly and with pride, students help foster a sense of belonging and contribute to a respectful, inclusive school culture.

Students are expected to follow the uniform guidelines at all times. If there are concerns or questions, the Academic Leadership Team will make the final decision regarding compliance to ensure consistency and fairness.

- ISS polo shirt
- ISS trousers, shorts or skirts (PE shorts are not permitted unless in a PE lesson)
- Black, plain long sleeved cardigan/hoodie
- G12s are permitted to wear the Grade 12 Senior Jacket that they design annually.
- Hats may be worn during PE and outdoors
- ISS PE uniform during PE lessons only

Footwear

Students should wear sensible school shoes or training shoes. Shoes should have a closed toe. Trainer/sport shoes or boots (not calf length) are acceptable footwear. Sandals or slip-on shoes are not permitted except during the Swimming unit or in the event of a medical injury. Separate shoes should be worn for PE and regular classes.

PE Uniforms

PE uniforms are T-shirts with the ISS logo and the official ISS PE shorts. In the interest of safety, no jewellery may be worn during PE classes.

Clothing Fit and Condition

Clothing must fit properly and must not be purchased or worn too large. Students who purchase baggy uniforms will be asked to tailor them to the appropriate size. Clothing must be neat and presentable, and must not have holes, tears, have frayed edges, or be faded, dyed, or coloured in any way. Shorts and skirts must be of a length that when a student is standing with their arms by their sides, the garments are longer than their fingertips. Clothes must also be culturally appropriate for school events. Blue jeans and tight leggings are not permitted.

Appearance: Rings, Jewellery, Studs & Hair

These rules apply to all ISS students at school and at school events. We use simple, safe, and respectful standards.

Earrings (ears only)

- Up to three small earrings per ear; hoops only in the earlobes.
- Plain colours (e.g., silver, gold, black); max size 1 cm.

Facial piercings

- No rings on the nose, eyebrow, or other facial areas.
- One small nose stud allowed for religious reasons only.
- No bright, oversized, or decorative studs.
- Cultural attire requests require written permission from parents/guardians.

Jewellery

- Must be simple, modest, and safe.
- No large, bulky, or brightly coloured necklaces/chains.
- Items showing or suggesting gang, cult, or offensive symbols are not allowed.

Hair

- Keep hair tidy and out of the eyes.
- Tie back long hair in Science, PE, and other required activities.
- Natural colours and conventional styles only (no shaved patterns, extreme spikes, or bright unnatural colours).

Nails

- Keep nails at a safe, practical length.
- No very long nails or distracting nail art; nail polish is acceptable.

The school may ask students to remove or adjust items that do not meet these guidelines.

Decision-Making for Uniform Violation

The Academic Directors will make the final decision in cases of uncertainty to ensure consistency and fairness.

Tattoos

Students over the age of 18 who have tattoos should ensure they are discreet in placement and covered during class and school activities.

‘Free Dress’

Free dress days are non-uniform days, often held on the last Friday of the month, to raise funds for the Student Council and other school initiatives. On these days, students may wear casual clothing, but they are still expected to dress modestly and neatly.

Clothing should not display offensive language or images, and tops should cover shoulders, knees, and midriffs. Footwear and jewellery must continue to follow the school’s dress code for safety and appropriateness.

Students wearing clothing that does not meet these expectations may be asked to change before attending class.

University Advising

The vast majority of our graduates go on to tertiary education after they leave ISS. Although some return to their home countries for university, many continue on to other countries including the UK, the USA, Canada, Australia and New Zealand. Every year, several students decide to attend university in Singapore. To assist these students (and their parents), the University Advisor offers a number of services including:

- An informational meeting at the start of the school year to introduce students (and their parents) to the university application procedures and the different requirements in countries such as the UK, the USA, Canada, Australia, New Zealand and Japan;
- Introductions to counsellors who specialize in recruiting students for universities in specific countries. These counsellors are all experts in their fields and represent the best source of information for students
- Appointments for students to meet counsellors singly or in small groups can sometimes be made on our campus;

- Advertising of the large university fair and education exhibitions, which are held off campus. Occasionally, we organize visits to these large exhibitions and fairs.

We strongly recommend that students begin to consider their choice of universities in Grade 11 and have a short list of less than 10 universities to which they will apply during Grade 12. We recommend that students begin this process early because students in their senior year are always busier than they anticipate, and also because some university application deadlines are as early as October preceding the year of entry.

Valuables

Students should not bring valuable items or excessive cash to school. The school will accept no liability for any such items lost or damaged on or off campus. Should the occasion arise where a student must bring cash to school, then it may be deposited in the Academic Office and can be collected at the end of the school day or when needed.

Visitors to School

Please note that visitors (i.e. friends visiting you on campus) must be pre-approved by the Academic Directors. We do not allow students (even ex-students visiting the school) to attend classes; therefore, if approval is given it is usually for lunch time.

Week Without Walls

Annual participation in the School's Week Without Walls (WWW) programme is **compulsory for all Grade 6–11 students**. The programme provides opportunities for students to explore learning beyond the traditional classroom, develop social connections, and engage in meaningful service activities.

Each grade participates in a separate trip designed to:

- Support curricular learning in real-world contexts
- Encourage teamwork, independence, and personal growth
- Promote cultural understanding and global citizenship

While every effort is made to ensure destinations are safe and well-managed, international health or security concerns may arise unexpectedly. The school reserves the right to cancel or adjust trips if

student safety cannot be guaranteed. **Refunds cannot always be provided in such cases**, as funds may already be committed to external providers.

Parents are asked to consider these risks carefully before enrolling their child in an overseas trip, as ISS and its agents or partners cannot be held liable for loss of funds due to cancellations made for safety or security reasons.