

# THE MARK OF A SAINT

ST ANDREW'S  
JUNIOR COLLEGE



STUDENT  
HANDBOOK 2023

# COLLEGE CREST



The crest is in the shape of a shield and bears the St Andrew's cross in white on a background of navy blue, white and blue being the St Andrew's colours.

The two keys are the keys to a life of worth on earth and eternal life in heaven. The tiger's head symbolizes strength and power, as well as the fact that the school (from which the College originated) was founded in the Straits Settlements.

## MISSION

Making Lives and Waking Hearts to serve the coming days  
Family-Society-Eternity

## VISION

Home of Servant Leaders who bring life to the Nations

## MOTTO

Up and On

## SCHOOL VALUES

Saints are principled servant-leaders, upholding the WISE and TRUE values that define who we are and how we act when we stand together as a village.

### Wonder

A Saint is curious about the world. He wants to learn. A Saint asks questions.

### Integrity

A Saint does right wherever he is, whomever he is with and whatever he is doing. He does right even when no one is watching.

### Self-discipline

A Saint wants to be known for his self-control. He perseveres because he wants to finish well.

### Excellence

A Saint relentlessly strives to exceed personal best, celebrating high endeavour as its own reward.

### Thanksgiving

A Saint is not a self-made man. He acknowledges that others constantly give effort and time for his benefit. He uses words and deeds to express gratitude.

### Resilience

A Saint does not give up even when life is tough. A Saint does not quit. A Saint overcomes evil with good.

### Unity

A Saint respects others especially those whom God has made differently from him. A Saint is humble.

### Empathy

A Saint puts himself in the other person's shoes. A Saint speaks up and acts for those who are down.

## QUALITIES OF A SAINT

EXEMPLARY CHARACTER  
HOLISTIC THINKER  
SKILLED COMMUNICATOR  
COMMUNITY BUILDER

# THE QUALITIES OF A SAINT

## Exemplary Character

Servant Leadership differs from most other leadership models by virtue of the fact that it focuses on serving others before all else. Character development is the bedrock upon which all the other qualities are built upon.

In SAJC, character education comprises Social Emotional Learning (self-awareness, self-management, social awareness, relationship management and responsible decision making) and the internalisation of the College values, TRUE (Thanksgiving, Resilience, Unity and Empathy) and WISE (Wonder, Integrity, Self-Discipline and Excellence) in the lives of the Saints. These values are inculcated through SLEAD lessons, Scripture Readings, Chapel, and Co-curricular Activities and Programmes.

However, the most powerful mode of learning for being an exemplary character is through role-modelling and seizing teachable moments in our daily interactions.

## Holistic Thinker

“The aim of education should be to teach us rather how to think, than what to think --rather to improve our minds, so as to enable us to think for ourselves, than to load the memory with the thoughts of other men.” – John Dewey

It is widely agreed by educators and philosophers that the paramount purpose of education is to develop thinking individuals with a heart who can make good decisions in their lives and work.

The “Holistic thinker” is defined as one who makes good judgements by considering the big picture, innovates and provides practical solutions, envisions the future and is prepared flexibly for it. The 4 dimensions in Holistic Thinking advocated in SAJC are: Critical Thinking, Creative Thinking, Caring Thinking and Forward Thinking.

All lessons and activities in SAJC have clear objectives which include the thinking skills to be taught or reinforced.

## Skilled Communicator

“A word fitly spoken is like apples of gold in pictures of silver.” – Proverbs 25:11

Effective and skilful communication is widely regarded as being one of the most important leadership skills and a core ingredient for personal and work success. Knowing the right thing to say and how to say it determines our leadership potential and ability to achieve positive outcomes.

To communicate effectively, we have to learn how to deploy our words, tone of voice, emotions and body language to connect with others. It is also the glue that holds our relationships together. Effective communication includes speaking, writing and listening with genuineness, respect and clarity. It involves the use of different modes of communication such as drama and art, as well as information technology to enhance the quality of communication.

In SAJC, we strongly believe in honing the communication skills of our staff and students in the instructional and co-curricular programmes. More than polishing the communication techniques through speech training and practice, we are mindful that the way we communicate reveals who we are as Saints. We aspire that every member of the St Andrew's community be gracious in speech and seeks to edify one another in the challenges we face and new height we scale together.

### **Community Builder**

“Education is a social process. Education is growth. Education is, not a preparation for life; education is life itself.” – John Dewey

Community building is defined as an ongoing process where members of a community share skills, talents, knowledge and experiences that strengthen or develop themselves and the community they belong to. A community builder actively takes actions aimed at problem solving and enriching lives, and strengthening relationships in their community.

Nurturing Saints to be community builders empowers them to become responsible adults who will continue to contribute to their communities, workplaces and the nation in the future. They will become Saints who embrace a life-long passion for serving others. As future leaders of the country, Saints must be energised to desire to make effective changes for the better and contribute to the society.

To be an effective community builder, every Saint needs to have a genuine interest and sincere concern for people and acquire a deep understanding of cultural and global literacies in order to reach out and engage both local and international friends.

In SAJC, we believe that ‘No one is here by chance.’ Everyone therefore has a unique role to play in the College and in touching one another's lives. To create a positive culture and a conducive environment for learning and relationship building, every member of the SAJC community is responsible for creating a caring and nurturing environment for learning and working. In addition, international exchange programmes are also organised for Saints in the academic, sports and aesthetic arenas to develop cultural literacy and for enrichment.

# PERSONAL PARTICULARS

Name : \_\_\_\_\_

Civics Group : \_\_\_\_\_

Address : \_\_\_\_\_

Telephone No : \_\_\_\_\_

Email : \_\_\_\_\_

Civics Tutor : \_\_\_\_\_

Civics Tutorial Advisor : \_\_\_\_\_

\_\_\_\_\_

# IN CASE OF EMERGENCY

Name : \_\_\_\_\_

Relationship : \_\_\_\_\_

Address : \_\_\_\_\_

Telephone No : \_\_\_\_\_ (H) \_\_\_\_\_ (O)

\_\_\_\_\_ (HP)

# HISTORY OF COLLEGE

St Andrew's Junior College (SAJC) started as a vision of faith when the Anglican Church in line with national educational developments in the 1970's took up the challenge of building a Junior College. The building project was subsequently joined by the Lutheran and Presbyterian Churches.

Construction began on 6th September 1976 after the Rt. Rev. Chiu Ban It, Bishop of Singapore, gave his blessings and the Foundation Stone was laid by the Tan Sri Runme Shaw on 10th December the same year.

Sited on 6 hectares of land at Malan Road, the original College premises admitted the first batch of six hundred students on 3rd January 1978. It was officially declared open by Tan Sri Runme Shaw on 30th June 1979.

The founding Principal of the College was Rev. John Tan Teng Wai. Under his guidance, the College rapidly established a presence in track and field and some of the fastest school runners in Singapore of the 1980s were from SAJC. During this period the College also became known for the success of its Commerce Faculty.

Mrs Belinda Charles succeeded Rev. Tan on 10th March 1990. Under her leadership the College's facilities were upgraded. The upgrading was completed in 1993 and the dedication of the new facilities by Mr Shaw Vee Meng took place on 18th February 1995.

Plans to relocate the College back to Woodsville began in the late 1990s and the building plans for the College's new premises started in 2000. Mrs Lim Chye Tin, who succeeded Mrs Charles as Principal on 15th December 2001, continued with these plans which saw SAJC move to Potong Pasir to become part of St Andrew's Village on 15th December 2005.

Architecturally, there are more facilities on the new premise at Potong Pasir than at its previous campus. The College, as part of St Andrew's Village, was officially declared open by then Minister for Education, Mr Tharman Shanmugaratnam on 26th August 2006.

During her tenure at St Andrew's Junior College, Mrs Lim initiated the Learning Festivals and Service Learning in keeping with the College mission to empower Saints and nurture them as lifelong learners committed to the community. She furthered the holistic development of Saints with the inauguration of Team SAJC and Saints on Stage acknowledging the contributions and achievements of the students in Sports and Performing Arts co-curricular activities.

Following Mrs Lim's retirement in 2007, Mrs Lee Bee Yann assumed the principalship of the College. Mrs Lee strongly believed in having a first-class teaching force where the staff continually strive to improve their pedagogical practices to enhance student learning. Under her leadership, teachers familiarized themselves with the latest in educational pedagogy and research through overseas exposure and by attending workshops and conducting research in order to be at the forefront of education for the benefit of our students. Mrs Lee also oversaw the construction and opening of St Andrew's Hall and was a prime mover in the creation of the Anglican Character, Thinking and Service (ACTS) Curriculum for the Anglican schools.

The College aims to nurture exemplary character and the talents of Saints so that they can contribute to nation-building and become powerful agents in creating a better future for all.

To achieve the vision of SAJC being the 'Home of Servant Leaders who bring life to the Nations', four main domains for leadership development in the Saints have been identified. These domains - **Exemplary Character, Holistic Thinker, Skilled Communicator and Community Builder** - take cognizance of research into 21st century skills, the Ministry of Education's 2015 Curriculum as well as the characteristics of servant leadership necessary for developing Saints who will be a blessing to their community.

In 2012, the College celebrated St Andrew's 150th Anniversary as 'One Family Unbroken'. Through the unwavering support and contributions of faithful men and women, St Andrew's stands today as a distinctive educational institution that offers an exceptional educational experience. The St Andrew's Hall became a new addition to St Andrew's Village in the same year. It offers exciting opportunities for Saints to enjoy authentic residential leadership programmes in a globalised context.

Mr Mark Lo Khee Tian took over as principal in Dec 2015 and introduced measures to take care of staff emotional and mental well-being. Under his watch, the College also produced value added A-level results. In 2018, he led the College in the 40<sup>th</sup> Anniversary Celebrations with various milestone events, including a Homecoming event where former staff and students were invited back to reconnect with one another. Previous principals were also invited back, including Bishop John Tan, our first principal, who contributed a Book Prize under his name to affirm two JC2 students.

Saints have distinguished themselves in many aspects of the holistic education that they are encouraged to develop. They have generously made time and effort to help the community. In the academic realm, Saints have clinched an array of prestigious scholarships and obtained places at local and top universities in the world. In co-curricular activities, Saints have brought the College's signature leadership programmes - ChrySALis, Saints Model United Nations, Anglican Character, Thinking and Service Leadership Programme - beyond the Village to benefit students from other schools in Singapore. More than accolades and achievements, we are proud of the unity of the Saints as one family unbroken.

In December 2020, Mr Mark Lo left the College for a new position and is succeeded by Mr Tham Kine Thong, who is an alumnus of St Andrew's Junior and Secondary Schools and St Andrew's Junior College. He continues to build on the strong legacies of the previous principals.

Up and On!

The affiliated schools of the College are:

1. Anglican High School
2. Christ Church Secondary School
3. Kuo Chuan Presbyterian Secondary School
4. Presbyterian High School
5. St Andrew's Secondary School
6. St Hilda's Secondary School
7. St Margaret's Secondary School

# COLLEGE SONG



## Verse 1

Lives are in the making here,  
Hearts are in the waking here,  
Mighty undertaking here,  
Up and On! Up and On!

We are arming for the fight,  
Pressing on with all our might,  
Pluming wings for higher flight,  
Up and On!

## Verse 2

Fair before us lies the way,  
Time for work and time for play;  
Fill the measure while we may,  
Up and On! Up and On!

Life and time will not delay,  
Time is running fast away,  
Life is now today; today;  
Up and On!

## Verse 3

Foes in plenty we shall meet,  
Hearts courageous scorn defeat;  
So we press with eager feet,  
Up and On! Up and On!

Ever onward to the fight,  
Ever upward to the Light,  
Ever true to God and Right,  
Up and On!

## Chorus

Up Saints! Truest fame  
Lies in high endeavour;  
Play the game! Keep the flame  
Burning brightly ever!



# COLLEGE HYMN

Moderato (♩=100)

Our - fath - er by whose ser - vants Our school was built of old  
They - reap not where they la - boured We reap what they hath sown  
Be - fore us and be - side us Still hold - en by thy hand

6  
Whose - hand hath crowned thy child - ren With bless - ings man - i - fold  
Our - har - vest may be gar - nered By age - s yet un - known  
A - cloud of un - seen wit - ness Our - eld - er com - rades stand

11  
For thy un - fail - ing mer - cies Far strewn a - long ou - r way - -  
The days of old hath dowered us With gifts be - yond a - ll praise - -  
One fam - i - ly un - bro - ken We join with one ac - claim - -

16  
With all who passed be - fore us We praise thy name to - day  
Our Fath - er make us faith - ful To serve the com - ing days  
One heart, one voice up lift - ing To glor - i - fy thy name!

# CALENDAR 2023

JANUARY							FEBRUARY							MARCH							APRIL						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7				1	2	3	4				1	2	3	4	30					1	
8	9	10	11	12	13	14	5	6	7	8	9	10	11	5	6	7	8	9	10	11	2	3	4	5	6	7	8
15	16	17	18	19	20	21	12	13	14	15	16	17	18	12	13	14	15	16	17	18	9	10	11	12	13	14	15
22	23	24	25	26	27	28	19	20	21	22	23	24	25	19	20	21	22	23	24	25	16	17	18	19	20	21	22
29	30	31					26	27	28					26	27	28	29	30	31	23	24	25	26	27	28	29	

MAY							JUNE							JULY							AUGUST							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
1	2	3	4	5	6					1	2	3		30	31				1					1	2	3	4	5
7	8	9	10	11	12	13	4	5	6	7	8	9	10	2	3	4	5	6	7	8	6	7	8	9	10	11	12	
14	15	16	17	18	19	20	11	12	13	14	15	16	17	9	10	11	12	13	14	15	13	14	15	16	17	18	19	
21	22	23	24	25	26	27	18	19	20	21	22	23	24	16	17	18	19	20	21	22	20	21	22	23	24	25	26	
28	29	30	31				25	26	27	28	29	30		23	24	25	26	27	28	29	27	28	29	30	31			

SEPTEMBER							OCTOBER							NOVEMBER							DECEMBER						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
					1	2	1	2	3	4	5	6	7				1	2	3	4	31					1	2
3	4	5	6	7	8	9	8	9	10	11	12	13	14	5	6	7	8	9	10	11	3	4	5	6	7	8	9
10	11	12	13	14	15	16	15	16	17	18	19	20	21	12	13	14	15	16	17	18	10	11	12	13	14	15	16
17	18	19	20	21	22	23	22	23	24	25	26	27	28	19	20	21	22	23	24	25	17	18	19	20	21	22	23
24	25	26	27	28	29	30	29	30	31					26	27	28	29	30		24	25	26	27	28	29	30	

● Public Holidays    ■ School Holidays    □ Scheduled School Holidays

## SCHOOL TERMS AND HOLIDAYS 2023

### Semester I (JC1)

Term I    Fri 3 Feb to Fri 10 Mar  
 Term II    Mon 20 Mar to Fri 26 May

### Semester II

Term III    Mon 26 Jun to Fri 1 Sep  
 Term IV    Mon 11 Sep to Fri 24 Nov

### School Holidays (Semester I)

Between Terms I & II:    Sat 11 Mar to Sun 19 Mar  
 Between Semesters I & II: Sat 27 May to Sun 25 Jun

### School Holidays (Semester II)

Between Terms III & IV: Sat 2 Sep – Sun 10 Sep  
 At End of School Year: Sat 25 Nov to Sun 31 Dec

### Scheduled Public Holidays 2023

New Year's Day    Sun 1 Jan\*  
 Chinese New Year    Sun 22 Jan\*\*  
                                   Mon 23 Jan  
 Good Friday    Fri 7 Apr  
 Hari Raya Puasa    Sat 22 Apr\*\*\*  
 Labour Day    Mon 1 May  
 Vesak Day    Fri 2 Jun  
 Hari Raya Haji    Thu 29 Jun  
 National Day    Wed 9 Aug  
 Deepavali    Sun 12 Nov\*  
 Christmas Day    Mon 25 Dec

### Semester I (JC2)

Term I    Mon 9 Jan to Fri 10 Mar  
 Term II    Mon 20 Mar to Fri 26 May

### Semester II

Term III    Mon 26 Jun to Fri 1 Sep  
 Term IV    Mon 11 Sep to end of GCE A-Level exams

### School Holidays (Semester I)

Between Terms I & II:    Sat 11 Mar to Sun 19 Mar  
 Between Semesters I & II: Sat 27 May to Sun 25 Jun

### School Holidays (Semester II)

Between Terms III & IV: Sat 2 Sep – Sun 10 Sep  
 At End of School Year: End of GCE A-Level exams to 31 Dec

### Scheduled School Holidays 2023

Youth Day    Sun 2 Jul\*\*\*  
 Day after National Day    Thu 10 Aug  
 Teachers' Day    Fri 1 Sep

\* The following Monday will be a public holiday

\*\* The following Tuesday, 24 Jan will be a public holiday

\*\*\* The following Monday will be a scheduled school holiday

# COMMUNITY & EMERGENCY HELPLINES

<b>Non-Emergency Ambulance</b>	1777
<b>Fire/Emergency Ambulance</b>	995
<b>Police (Emergencies)</b>	999
<b>Police Hotline</b> <i>(for crime-related information)</i>	1800-255 0000
<b>Civil Defence (SCDF-HQ)</b>	1800-286 5555
<b>Samaritans of Singapore (SOS)</b> <i>(suicide-related issues)</i>	1-767(1-SOS) (24 hours) Email: pat@sos.org.sg Whatsapp : 9151 1767 (24 Hours)
<b>Mental Health Helpline</b> <i>(mental health issues)</i>	6389 2222 (24 hours)
<b>Community Health Assessment Team (CHAT)</b> <i>(Mental Health Check)</i>	6493 6500 (Tue-Sat) Website: www.chat.mentalhealth.sg
<b>Good News Community Services (GNCS)</b>	8143 8161 / 62897611 COR Lounge Email: gncsonlinecounselling@goodnews.org.sg
<b>TOUCHLINE</b> <i>(Youth-related issues, including cyber wellness)</i>	1800-377 2252 (Mon-Fri) Email: cyberwellness@touch.org.sg
<b>Help123</b> <i>(Cyber Wellness Community Support)</i>	1800-612 3123 (Mon-Fri) Email: hello@help123.sg
<b>SAF Counselling Hotline</b> (SAF Counselling Centre) (For SAF personnel and families and those anxious about National Service)	1800-278 0022 (24 hours)

# COUNSELLING SUPPORT

St Andrew's Junior College believes in the holistic development of our students. Besides education, we are also concerned about development in other aspects of their lives. Counselling is one of the services we provide for our students to enhance their social, emotional and behavioural competencies to promote their learning in school through one-to-one or small group sessions.

Counselling is a collaborative process between the counsellor and the student, to facilitate the expansion of the student's view of life, enrich his/her repertoire of coping skills and enable him/her to make responsible decisions for himself/herself. The goal of counselling is to help students manage problems effectively so as to support their total development.

Our counselling team comprises a School Counsellor and a few Teacher Counsellors. They are trained with counselling skills to help our students professionally. Some of the issues handled by our counsellors are academic stress, relationship issues and personal concerns/challenges. Students can make appointments with the School Counsellor via phone messages or they can look for any Teacher Counsellor for guidance.

## **Senior School Counsellor**

Ms Lam Yoke Fong

6285 5600 Ext 226 / 98228909

lam\_yoke\_fong@moe.edu.sg

Office Hours: 8am – 5pm

Office: H203

## **Teacher Counsellors**

Ms Teo Shue Mei Michelle

6285 5600 Ext 303

Ms Melissa Lim Singh

6285 5600 Ext 242

Ms Noelle Soh

6285 5600 Ext 243

Ms Kathena Lim

Kathena\_lim@schools.edu.sg

Booking link: <https://go.gov.sg/meet-ecgc>

# WHO'S WHO

Principal  
Deputy Principal 1 (Academic)  
Deputy Principal 2 (Academic)  
Deputy Principal (Admin)  
Administration Manager 1  
Administration Manager 2  
Operations Manager 1  
Operations Manager 2  
School Staff Developer

## **Economics Department**

Head of Dept/Economics  
Level Head/Economics

## **Humanities Department**

Head of Dept/Humanities  
Subject Head/Humanities

## **Character & Citizenship Education Department**

Head of Dept/Character & Citizenship Education  
Subject Head/Character Education  
Subject Head/Citizenship Education  
Subject Head/Student Leadership  
Subject Head/Student Leadership  
Subject Head/Student Leadership (Covering)  
Subject Head/Service Learning (Covering)

## **Education Technology Department**

Head of Dept/Education Technology &  
Media Resource Library  
Subject Head/Education Technology &  
Media Resource Library

## **English Department**

Head of Dept/English  
Level Head/General Paper 1  
Level Head/General Paper 2

## **Languages Department**

Head of Dept/Languages  
Level Head/Language

## **Mathematics Department**

Head of Dept/Mathematics  
Level Head/Mathematics 1  
Level Head/Mathematics 2

Mr Tham Kine Thong  
Mr Ang Kheng San Cecil  
Mrs Whang Ai Lee  
Mr Bernard Chan  
Mdm Wu Miao Kee  
Mdm Seow Lay Hoon  
Mr Joseph Pereira  
Mr Sinni Suppiah  
Ms Lynette Poh

Ms Sng Yin Hui Joan  
Mr Melvin Lim

Mr William Yeo  
Ms Ng Geok Peng

Mr Sashikumar Jaichandra  
Mr Jae Chia  
Mr Keith Lee Kum Chuen  
Mr David Chong  
Ms Rachael Goh Cai Yun  
Mr Mohammed Azlan  
Mr Ma Huaqi

Mr Isaac Ng Wee Lip

Mr Beesoony Uttam Kumar

Ms Wong Sui Lee  
Ms Caroline Sin  
Ms Lim Hsiao Yien

Ms Ng May Fun  
Ms Er Yee Ling

Ms Chan Wai Yee  
Mr Pio Pereira  
Mr Er Heow Hui

# WHO'S WHO

## **Guidance & Partnerships Engagement**

Head of Dept/Guidance & Partnerships Engagement	Ms Sathya Bama
Subject Head/Education & Career Guidance	Ms Michelle Teo
Subject Head/Talent Development	Mr Teng Guan Foo
Senior School Counsellor	Ms Lam Yoke Fong

## **Physical Education Department**

Head of Dept/Physical Education & Co-Curricular Activities	Mr Chay Wai Sum
Level Head/Physical Education & Co-Curricular Activities	Mr Bryan Kieu

## **Project Work Department**

Head of Dept/Project Work	Mr Ching Swee Hoe
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## **Science Department**

Head of Dept/Science 1	Mdm Sunarfa Binte Supaah
Head of Dept/Science 2	Mr Ang Thiam Wei
Subject Head/Biology	Ms Yvonne Tng Yee Min
Level Head/Chemistry	Ms Soh Xiao Fen
Level Head/Physics	Ms Joy Tan

## **Student Development Department**

Year Head	Mr Roland Lee
Assistant Year Head 1	Mr Peh Bock Kiat
Assistant Year Head 2	Ms Lim Hui Ching
Discipline Master	Mr Chia Chin Han

## **Publicity, Communications & Outreach**

Subject Head/Publicity, Communications & Outreach (Covering)	Ms Priscilla Lily Samuel
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## **Lead Teachers**

Chemistry	Mrs Sharon Loi
English Literature	Ms Khoo Lilin
General Paper	Mrs Julia Wee
Malay Language	Dr Mohd Pitchay Gani

## **Senior Teachers**

Biology	Mr Suresh s/o Nadarajan
Character & Citizenship Education	Mr Jason Ong
Chinese Language	Mr Kam Yong Chuan

# COLLEGE LAYOUT

## Public Transport

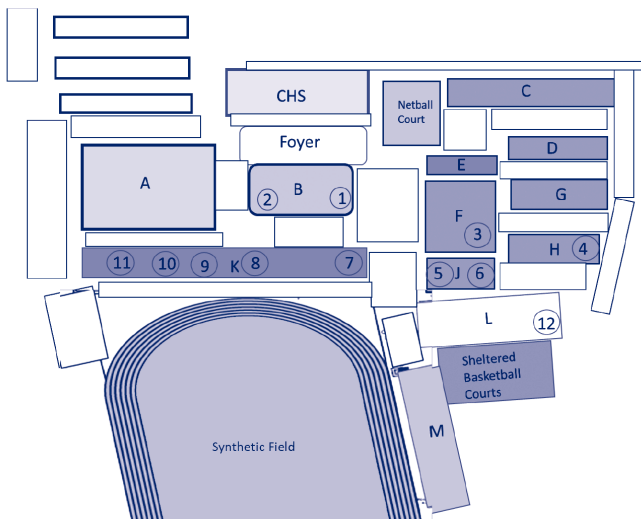
The nearest MRT station is Potong Pasir (NEL)

Bus services from bus stops:

SAJC main gate (Potong Pasir Ave 1): 142

Ascension Kindergarten (PIE): 8, 26, 31, 90, 142, 151, 154, 857, 966, 985

Potong Pasir MRT (Upp Serangoon Rd): 13, 107, 107M, 133, 142, 147, 853



## College Blocks

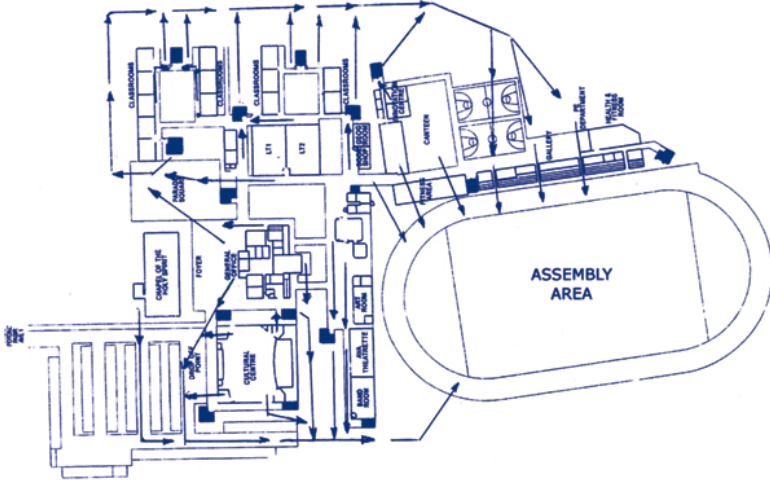
- A - Cultural Centre
- B - General Office
- C,D,G & H - Classrooms
- E - Toilets
- F - Lecture Theatres
- J - Bookshop, Geog Room, Computer Labs
- K - Student Lounge, Good News Café, Music Room, Art Room, AVA Room, Band Room, Staff Room, Science Labs
- L - Canteen, Reading Room, Library, Tennis Courts (Level 4) Roof Top
- M - PE Office, Sports Gallery, Gym

## Special Rooms

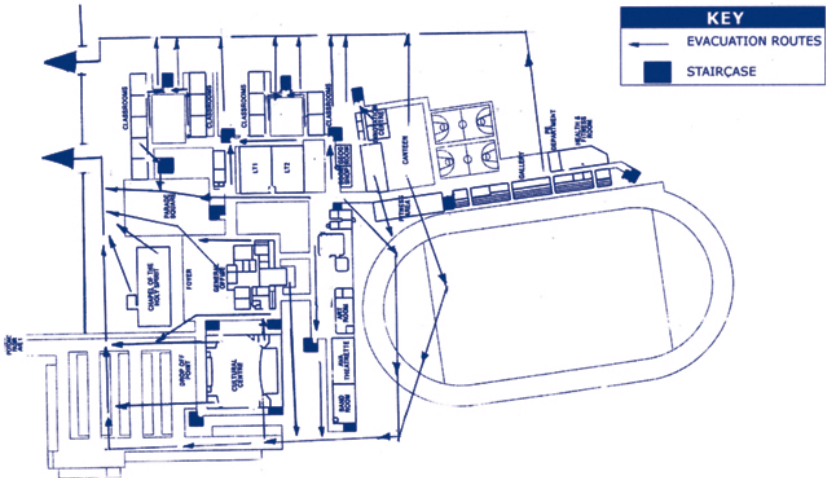
- 1 - Art Gallery (Basement)
- 2 - Dance Studio (Basement)
- 3 - Lecture Theatres 1 – 4
- 4 - Counselling Room
- 5 - Bookstore
- 6 - Computer Labs 1–5
- 7 - Student Lounge
- 8 - Music Room
- 9 - Art Room
- 10 - AVA Room
- 11 - Band Room
- 12 - Reading Room & Extension

# EMERGENCY ROUTE

SAJC LAYOUT OF EMERGENCY EVACUATION PLAN (ASSEMBLY AREA)



SAJC LAYOUT OF EMERGENCY EVACUATION PLAN (ALTERNATIVE ASSEMBLY AREA)





# COLLEGE RULES AND CODE OF CONDUCT

## The National Anthem and Pledge

*Rationale: To foster and demonstrate a sense of pride and loyalty to Singapore*

- 1 Students who are Singaporean citizens must sing the National Anthem and take the Pledge. They will take the Pledge with the right fist placed over the heart. The daily Flag-raising Ceremony in the morning is to be taken seriously by the school community in order that students will learn to give the due respect to the Nation's Flag and Anthem.**

## Attendance & Punctuality

*Rationale: To cultivate personal responsibility and accountability*

### 1 Attendance is compulsory at

- The daily Flag-raising Ceremony
- Lectures, tutorials, Physical Education(PE) lessons, and field/laboratory work
- College functions e.g. Sports Day, Cross Country, College Day

### 2 Absences

- A Medical Certificate (MC) must be produced to cover a student's absence from college due to illness. An MC must also be produced if a student is unable to wear normal footwear due to injury of the foot or for any other medical reasons.
- A letter from the parents must be forwarded to the Civics Tutor (CT) to cover the period of absence due to other valid reasons. The number of letters **should not cover more than 2 days per term.**
- Only the Subject Tutor concerned can approve the absence from lectures and tutorials.
- Attendance at an in-house suspension session is compulsory for students with disciplinary issues. In-house suspension takes precedence over all other activities unless special permission has been sought from the Discipline Master. Absence from an in-house suspension may lead to suspension from College.
- Students with attendance of less than 80% in a term may be barred from school internal examinations for that term.

### 3 Participation in Co-curricular Activities

- Participation in Co-curricular Activities (CCA) is Compulsory.
- Students are not allowed to represent or compete for an external organization or team without seeking prior permission from the principal.
- A student who is absent from College in the morning is not allowed to participate in CCA later in the day unless prior approval has been given by the College.

#### 4 Punctuality

- All students must arrive by 8.10am at the venue of the Flag-raising Ceremony for attendance-taking on Mondays, Tuesdays, Wednesdays and Fridays. On Thursdays, students must arrive at the Flag-raising Ceremony venue by 8.40am. Students arriving after 8.10am and 8.40am respectively will be considered late.
- Students who are late must approach the Discipline Committee teachers or security guards to get their attendance marked.

#### 5 Leaving College Premises

- A student may leave the College premises only after 12.30pm provided there are no more lessons for him/her for the day.
- A student seeking permission to leave the College before 12.30pm is required to fill in the Student Leave Form obtainable from the General Office.

### Wearing of the College Uniform

*Rationale: To uphold a sense of pride for the College and forge a sense of belonging to the College community*

- 1 Students are to wear the prescribed SAJC uniform and modifications to the uniform are not allowed. The SAJC uniform is to be worn with pride at all times in College as well as outside of College. The College uniform consists of:
  - White blouse/shirt that must be tucked in at all times.
  - Navy blue skirt for female students of which the hemline should be NO higher than **5cm from the middle of the knee cap** as well as the back of the knee. The skirt must **NOT** be rolled up to create a shorter length, and must be worn at the student's waist and not at the hips.
  - Navy blue pants for male students must fit properly and must not be excessively tight or baggy. The waistband of the pants must be worn at the student's waist and not at the hips.
  - Only sports shoes or school shoes with plain design are allowed. No wearing of sandals, slipper and other types of footwear is permitted, unless supported by a valid MC. Socks must be worn.
  - The tie-knot of the SAJC tie is to be worn at the top button.  
(The College skirt/trousers, blouse/shirt, tie, and PE attire are to be purchased from the Book Store in the College or from any supplier approved by the College.)
- 2 Students representing the College at official functions should be in the formal College uniform which consists of:
  - White long-sleeved blouse/shirt
  - White skirt/trousers
  - SAJC tie
  - College Blazer (Available from the Student's Council)

- Black court shoes for female students/ black socks and black formal shoes for male students.
- 3 A shirt/blouse and pants/skirt that is excessively large or small is unacceptable. Students who come to College in uniform that is excessively large or small will be required to change to another of an appropriate size.
  - 4 The College's official PE T-shirt/House T-shirt may be worn at morning assembly only for classes which have PE as their first-period lesson. Students should change out of their PE attire during their first break period.
  - 5 **During weekends and College vacations**, students may only wear full College uniform or half uniform. The wearing of slippers/sandals is **NOT** permitted.
  - 6 Only black, dark blue or dark brown belts with a small, simple buckle are allowed for male students.
  - 7 Design of class, Orientation Group or other non-CCA t-shirts (or other apparel such as jackets) must be approved by the Discipline Master before sending them for print.

## **Appearance & Grooming**

*Rationale: To nurture self-respect and cultivate good grooming habits*

- 1 Students must maintain a general appearance of neatness and project a positive image at all times.
- 2 Outlandish and unkempt hairstyles, as well as tinted hair are **NOT** allowed.
- 3 Students are not allowed to wear jewellery or accessories to College. No bracelets, necklaces, chains, friendship bands, wristbands, nose studs or any form of personal accessories are to be worn with the College uniform. Cosmetic makeup are not allowed.

Male Students:

- Face is to be clean-shaven at all times and no facial hair is allowed.
- Length of hair (at back of head) should be not more than 3cm below the base of ear-lobes.
- No long fringe.
- No earrings or ear studs.
- Sideburns should not go beyond the small cartilage at the centre of ear.

Female Students:

- Only black, white, dark brown or blue hair accessories may be worn. No head scarf or bandana is allowed. Students with long hair are to have their hair tied up neatly.

- **Only ONE pair** of small, plain and simple ear studs, ear-rings or ear-sticks may be worn.
  - Underclothes should NOT be visible. Female students should wear only white or beige-coloured undergarments.
- 4 Eyewear: Students are not permitted to use tinted lenses (contact lenses or glasses) without a doctor's prescription.

## **Conduct**

*Rationale: To cultivate self-discipline and social responsibility*

- 1 **General.** The conduct of every student must be exemplary and socially acceptable to others at all times, both within and out of college.
- 2 **Library.** Silence must be observed in the Media Resource Library, and all library regulations must be strictly observed. Personal CD-ROMs, audio CDs and DVDs/VCDs are not permitted for use in the library computers. Students must be in full uniform or half uniform in the library.
- 3 **Science Laboratories.** Laboratory safety regulations are to be strictly adhered to at all times.
- 4 **College Cafeteria & Good News Café.** Students must return/dispose of all crockery, cutlery, bottles and disposable wares to their proper place after use. Students must clear up all food remnants on table after they finish their meal. Food and drinks should be consumed only within areas. Students are expected to dispose of recyclable items into the special bins provided. Food consumption is strictly not allowed in classrooms.
- 5 **Mobile Phones.** The use of mobile phones and other digital devices is prohibited during curriculum hours, unless permitted by the teacher. Violation of the above rules will lead to confiscation of the mobile phone.
- 6 **Visitors.** Students should not invite visitors to the College unless it is for official business and with the prior approval of the teachers-in-charge. Students should ensure the respective persons that they invite behave appropriately on College premises, including the requirements for visitors to report to the office.
- 7 **Use of Computers.** The College takes a serious view of the misuse of computers. Students may use the College computers for academic purposes only. The following practices are strictly prohibited:
  - Lending or borrowing of another person's account or password.
  - Breaking/hacking into someone else's account/password.
  - Unauthorized use of an account or machine.
  - Using computers for illegal or criminal purposes, or commercial activities.
  - Sending pornographic or obscene materials, or materials which have abusive language or racist overtones.
  - Sending unsolicited e-mail, chain-letters or spam.
  - Creating and spreading viruses.
  - Violating the Copyright law.
  - Installing and using illegal software.

- Copying, modifying and tampering with software and hardware.
- Unauthorised use of computers for the purpose of chatting, playing games, listening to songs, watching DVDs/VCDs etc.

Students are strongly advised to adopt the following online etiquette:

- **Treat everyone online with respect.** Use respectable language when communicating with each other.
  - **Protect your identity online.** Do not give out private information (e.g. address, handphone numbers, usernames and passwords) about yourself to any stranger.
  - **Be careful of what you post online.** Always remember that whatever you post online is not private and can be viewed by the whole netizen community. Online content cannot be deleted permanently as some people may have copied it or downloaded your content without your knowledge. Review your posts before publishing them online.
  - **Practise discernment and do what is right.** Be careful with the websites and links you visit. The content on some websites may be questionable and contain undesirable materials. In your interaction with others on social media, be wise and discerning to avoid any situations where there may be negative impacts with adverse consequences.
- 8 **Assessment.** High standards of integrity and conduct is of utmost importance to all formal assessment. All students are to adhere to these standards. The following malpractices are strictly prohibited:
- Using/possessing unauthorised notes/information/materials during formal assessment.
  - Giving/receiving unauthorised assistance during formal assessment.
  - Communication, in any form, with other student(s) during formal assessment.
  - Writing before or after the duration of the formal assessment.
  - Plagiarism - Intentional and unauthorised usage of other's ideas/works as one's own without proper acknowledgement.
  - Fabrication or change of data in a graded assignment.
  - Falsifying results or alteration of marks not based on mistakes in marking, recording, tabulating or other administrative procedures.

# COLLEGE DISCIPLINARY SYSTEM

The College reserves the right to amend the rules and recommend an appropriate course of action as it deems necessary.

The College Discipline Framework adopts a proactive approach to build positive relationships guided by the Restorative Practice philosophy. It creates positive Teacher-Student Relationship and contributes to a caring school culture.

There are 4 guiding principles :

- To ascertain the nature and severity of the mistake committed
- To serve punishment to promote learning.
- To serve punishment to fit offence committed.
- To ensure that there are no unresolved issues.

All students are required to uphold a high level of self-discipline at all times. The College Discipline System is designed to encourage the growth of self-discipline in students and to foster a conducive environment for learning and teaching. A student found not adhering to the College Rules and Code of Conduct is liable for corrective actions.

## 1. Minor Offences

The following are examples of minor offences:

- Improper Attire and Grooming
- Latecoming
- Littering
- Using vulgar/coarse language
- Not doing assignments
- Using handphones during curriculum hours or in the Media Resource Library

## 2. Serious Offences

The following are examples of serious offences:

- Persistent late-coming of 3 times or more in a term.
- Leaving College premises before the end of school session without the College's approval
- Truancy - Absence from College without a valid reason including skipping classes
- Open defiance and/or rudeness
- Disruptive behaviour which includes an act or conduct that interferes the smooth running of class or College events
- Vandalism and/or damage to College properties
- Defacement of official documents, notices and library books
- Cheating during tests/examinations including plagiarism in College projects and assignments, and tampering with marks
- Forgery which includes forging signatures, medical certificates, etc with the intention to deceive
- Assessment-related misconduct
- Theft
- Gambling

- Smoking, Vaping and Substance Abuse which includes use/possession/distribution/sale of cigarettes/harmful or imitation tobacco product/alcohol/drugs and inhalants
- Pornography which includes consumption/possession/distribution/sale of pornographic materials
- Assault and gangsterism
- Misconduct related to misuse or abuse of IT equipment and on the internet
- Misuse and/or abuse of College facilities/equipment
- Ragging and performing any act which causes, or is likely to cause any physical, psychological or physiological harm of apprehension or shame or embarrassment to a student. This includes (a) teasing or abusing of, playing a practical joke on, or causing hurt to any student; (b) asking any student to perform any act, which he/she would not, in the ordinary course, be willing to do; (c) bullying (verbal, physical, online)
- Compromising Safety e.g. opening the gate for unauthorized personnel to leave or enter the College premise.
- Possession of any weapon. This includes weapon-like item which is used or intended to be used to cause harm to others.
- Sexual misconduct, which includes sexual offences listed under the Criminal Procedure Code, sexual exploitation, sexual harassment and other forms of sexual misconduct.
- Cyber mischief, which includes doxing, hacking of unauthorised account, infringement of copyrights and stalking.
- Bullying, which includes verbal, relational, physical, cyber, prejudicial and sexual
- Any action that brings the school into disrepute.

### **3. Consequences**

A student who has committed offences may face the following consequence/s to correct his/her wrong action/s depending on the severity of the offence

- Mandatory counselling
- Detention
- Reduced or 'zero' mark for assessment
- Adverse conduct grade which may lead to withdrawal of MOE or school based awards/scholarships/bursaries as well as privileges such as being unable to participate in CCA sessions and competitions as well as overseas school trips.
- Removal of leadership position
- Entry into School Offence Module system in MOE Cockpit
- Suspension (In-house and out of school)
- Caning
- Expulsion

### **Personal Data Protection Policy**

During school activities and events such as classroom lessons, CCA, school camps, school concerts, sports carnival or assembly sessions, photographs or video images of you or your legal guardians may be taken. The school may use and publish such photographs or video recordings in school publications and marketing collaterals, the school's website, social media channels, or other communication channels. Students may withdraw consent and request for us to stop using and/or disclose your photographs for any of the above mentioned purposes by submitting your request in writing or via email to priscilla\_lily\_samuel@moe.edu.sg.

# COLLEGE AWARDS

The following awards and scholarships are presented to the students annually. All SAJC Award and Scholarship recipients must exemplify good conduct.

## Awards For Outstanding Performance in GCE A-Level Examination

### 1. Jacob Ballas Awards

- The **Gold Award** is given to the Dux (the top scholar of the year and also the top scholar in his/her faculty).
- The **Silver Award** is given to the top scholar of the other faculty.
- The **Bronze Award** is given to the top achiever in each academic subject (based on GCE A-Level examination results, College major assessments, and the subject tutors' recommendations).  
For students who are taking 1-year **MT courses**, the SAJC Bronze Award are awarded to the respective top performers who scored at least a "B" for both GCE A-Level and Promotional Examination.
- **Scholars' Awards** are given to students who achieve at least 3 "H2" distinctions in the GCE A-Level Examination.

### 2. SAJC Valedictorian

The candidate selected as the Valedictorian for College Days must

- achieve outstanding GCE A-Level examination results
- exemplify leadership qualities
- be eloquent in speech

### 3. Leong Jee Award

The prize is awarded to one Singaporean student who

- achieves outstanding GCE A-Level Examination results
- possesses breadth of mind
- able to apply knowledge intelligently

### 4. Meritorious Award

To qualify for this award, the student must be outstanding not only in academic studies but also in co-curricular activities. The student must be dedicated and devoted to the College. This award is given only if there is a student of sufficient merit.

### 5. Vivian Quek Book Prize

This is awarded annually to the top performer in General Paper (GP), based on both GCE A-Level Examination and JC2 Preliminary Examinations. The awardee must achieve a minimum grade of "B" for GP in the GCE A-Level Examination.



## 6. Geoffrey Abisheganadan Art Prize

This is awarded annually to the top performer in H2 Art, based on both the GCE A-Level Examination and the JC2 Preliminary Examination. The awardee must achieve a minimum grade of “B” for H2 Art in the GCE A-Level Examination.

### Awards For Outstanding Performance In Promotional Examination

1. The **SAJC Faculty Prize** is awarded to the top student in the Arts and Science faculty respectively, who achieves the highest rank points in Promotional Examination and has consistent good performance for all major assessments.
2. The **Dr Wong Poi Kwong Book Prize** is awarded to the top performer (who scores at least a “B” in Promotional Examination) in each respective subject, subject to tutors’ recommendations, with exceptions for 1-year H1 MT courses.

For students who are taking 1-year MT courses, The SAJC Bronze Awards are awarded to the respective top performers who scored at least a “B” for both GCE A-level and Promotional Examination.

3. **Bishop of Singapore Prize** is awarded to the student who has made the greatest progress in his/her studies (based on the highest difference between the rank points scored in Promotional Examination and Common Test).
4. **The Vivian Quek Book Prize** is awarded annually to the top performer in **General Paper** in JC1 Promotional Examination, with a minimum grade of “B”.

### Awards for Outstanding Performance in Co-Curricular Activities

1. **The SAJC Colours Award**  
is awarded to students who have outstanding co-curricular achievements in sports or performing arts.
2. **The SAJC Service Award**  
is awarded to students who have made outstanding contributions and/or service to the college.

### College Scholarships

The following scholarships are available in St Andrew’s Junior College:

1. **Mrs Grace Ballas Scholarship**  
is awarded to current JC2 students who have
  - displayed academic excellence
  - an outstanding co-curricular activities record

## **2. Outstanding Saints Award**

is awarded to current JC1 and JC2 students who represented Singapore at an international competition. Achievement can be in the academic or non-academic domain.

## **3. Bishop John Tan Teng Wai Prize**

is awarded to current JC2 students who have

- Excellent and consistent academic results
- Outstanding leadership qualities and contributions in Sports CCA

## **4. Ruth Wong Memorial Scholarship**

is awarded to current JC2 students who are

- outstanding in academic performance
- good in Mathematics
- preferably desirous of financial support

## **5. Wong Kai Seng Scholarship**

is awarded to current JC2 students who are

- outstanding in academic performance
- preferably desirous of financial support

## **6. Servant Leaders Award**

is awarded to current JC2 students who

- have strong ability to Lead, Learn and Serve
- are role models of a Servant Leader
- display 4 Qualities of a Saint

## **7. Stephen Loh Sports Excellence Award**

is awarded to current JC2 students who

- have made an outstanding contribution in water sports
- preferably desirous of financial support

## **8. Wong Tim Wah Scholarship**

is awarded to current JC1 students who have

- outstanding O level results
- outstanding secondary school co-curricular activities record and school leaving testimonial

## **9. Daisy Phay Foundation-MOE Award**

is awarded to current JC1 students who are

- Singaporeans
- good, needy and deserving

# STUDENT ASSISTANCE SCHEMES

The College offers two main types of financial assistance schemes for financial needy students. One is the Ministry of Education Financial Assistance Scheme (MOE FAS) and the other is the St Andrew's Junior College Student Assistance Fund (SAJC SAF). Eligible student will be granted only either ONE of these financial assistance schemes.

Items	MOE Financial Assistance Scheme (MOE FAS)	SAJC Student Assistance Fund (SAJC SAF)
<b>Eligibility</b>	<ul style="list-style-type: none"> <li>Singapore Citizens only.</li> </ul>	<ul style="list-style-type: none"> <li>Singapore Citizens who do not qualify for MOE FAS;</li> <li>Permanent Residents and Foreign students may apply but approval is on a case-by-case basis.</li> </ul>
<b>Income Criteria</b>	<ul style="list-style-type: none"> <li>Family's gross household income (GHI) of \$3,000 per month or below;</li> <li>or</li> <li>Family's per capita income (PCI) of \$750 per month or below. PCI = Total gross household income / No. of household members</li> </ul>	<ul style="list-style-type: none"> <li>Family's gross household income (GHI) of \$3,001 to \$4,000 per month;</li> <li>or</li> <li>Family's per capita income (PCI) of \$751 to \$1,000 per month</li> </ul>
<b>Benefits</b>	<p><b>From MOE:</b></p> <ul style="list-style-type: none"> <li>Full subsidy of school and standard miscellaneous fees;</li> <li>Bursary of \$1,200 per year;</li> <li>Transport Subsidy (\$17 per month from the month of approval, up to \$204 per year for students taking public transport).</li> </ul> <p><b>From SAJC Board-of-Governors Fund:</b></p> <ul style="list-style-type: none"> <li>Students eligible for the Financial Assistance Scheme will also receive other subsidies which are not covered under MOE FAS.</li> </ul>	<p><b>From SAJC Board-of-Governors Fund:</b></p> <p>Students eligible for SAJC Financial Assistance Scheme will receive subsidies on fees and other items from SAJC Board of Governors.</p>
<b>When to apply</b>	<ul style="list-style-type: none"> <li>Anytime in the year as the needs arises, e.g. Sudden loss of job for breadwinner, death of breadwinner</li> </ul>	
<b>How to apply</b>	<ul style="list-style-type: none"> <li>Application forms are available from the College's General Office.</li> <li>Submit the completed form together with all relevant supporting documents to the General Office and the Teacher in-charge will contact you.</li> </ul>	
<b>Additional Help Required?</b>	<p>Parents/guardians who need additional help may approach the grassroots organisations such as Social Service Offices (SSO) or other external voluntary welfare organisations for further financial assistance. The list of some external voluntary welfare organisations is in Annex A on page 26.</p>	

## **Annex A**

### **LIST OF VOLUNTARY WELFARE ORGANISATIONS FOR FINANCIAL ASSISTANCE**

#### **1. Association of Muslim Professionals**

AMP @ Pasir Ris  
1 Pasir Ris Drive 4 #05-11  
Singapore 519457  
Tel: 6416 3966

#### **2. Chinese Development Assistance Council**

CDAC Building  
65 Tanjong Katong Road  
Singapore 436957  
Tel: 6841 4889

#### **3. Eurasian Association of Singapore**

139 Ceylon Road  
Singapore 429744  
Tel: 6447 1578

#### **4. Singapore Indian Development Association**

1 Beatty Road  
Singapore 209943  
Tel: 1800-295 4554

#### **5. Lee Foundation**

65 Chulia Street #44-01  
Singapore 049513  
Tel: 6535 4055

#### **6. Singapore Buddhist Lodge**

17 Kim Yam Road  
Singapore 239329  
Tel: 6737 2630

# CO-CURRICULAR PROGRAMMES

In SAJC, co-curricular programmes include Co-Curricular Activities, Servant Leadership Education And Development (SLEAD) curriculum and Education and Career Guidance & Social Emotional Learning programmes.

## Co-Curricular Activities

Co-curricular activities (CCAs) are an integral part of holistic education that help to build character. They nurture in Saints values like resilience, self-discipline, excellence and unity to better prepare them to thrive in a rapidly changing world. In view of the immense benefits of CCAs in nurturing the desired qualities in our Saints, the College expects all students to participate actively in at least one CCA.

## Servant Leadership Education And Development (SLEAD)

SLEAD is SAJC's contextualised Character and Citizenship Education (CCE) curriculum. In line with our College's vision, it aims to provide a coherent focus to educating and developing every Saint to be a Servant Leader. In SAJC, we identify a Servant Leader as one who practices 3 key Habits. At the heart of it all, our students will begin with a *Desire to Serve*. Their heart for service will motivate them to *Learn to Lead*. Having developed the Competencies that are critical to being an effective Servant Leader, students will *Dare to Act*, taking their first steps towards positively impacting society. This is by no means an end point. Rather, it is part of a virtuous cycle: having reflected on their actions, Saints will gain an even stronger resolve to serve, be inspired to further deepen their learning, and continue to make a difference to their community.

## SLEAD Framework



The framework illustrates SAJC as a home that educates and develops Servant Leaders. Rooted in our WISE and TRUE values, our students will grow and bear good fruits that benefit the community. In the course of cultivating the Qualities of a Saint, our students will practise 3 Leadership Habits.

## Character Education

Character Education in SAJC is integrated in our College's SLEAD curriculum for both JC1 and JC2 levels. The desired outcome of Character Education in SAJC is to develop Saints to be principled servant-leaders who will uphold the SAV values of WISE (Wonder, Integrity, Self-Discipline, Excellence) and TRUE (Thanksgiving, Resilience, Unity and Empathy) throughout their lives.

The SLEAD lessons are designed to challenge our students to think critically about contemporary issues in our society today where they would be given opportunities to discuss in groups and to present their opinions in class. The SAJC SLEAD curriculum aims to develop Saints to be mature and confident individuals who will be able to constructively manage themselves and their relationships with others based on a moral compass premised on spiritual principles. At the end of every SLEAD lesson, students are also encouraged to ruminate on their learning points and how they could apply them in their lives.

### **Citizenship Education**

An integral component of the SLEAD curriculum, the Citizenship Education programme in SAJC cultivates Saints who desire to serve the nation, learn to shoulder the responsibilities of a citizen, and dare to act towards securing our future.

Saints play an active role in shaping CE programmes. Class Executive Committee representatives known as SLEAD Activists are given the opportunity to lead their class during lessons and assembly programmes. At SAJC, we believe that to cultivate responsible citizens who are genuinely concerned for Singapore, we must empower them to be self-directed learners and enable them to take greater ownership of the learning activities and discussions in the classroom. Teachers help to guide students through complex issues and facilitate authentic learning experiences.

Creating memorable milestones for students through the four Commemorative Days (Total Defence Day, International Friendship Day, Racial Harmony Day, and National Day) is a key feature in SAJC's range of CE programmes. To truly engage students at Junior College level, CE learning resources are based on authentic materials, drawn from the rich vein of works produced by Singapore's authors, artists, playwrights and academics. Over the years, our students have had the opportunity to engage in a wide plethora of arts-based experiences from Spoken Word showcases to Forum Theatre performances. These experiences serve as a starting point for teachers to broach complex topics such as race relations and national identity in the classroom. In addition, students also have the opportunity to interact with political office holders during SG Perspectives dialogue sessions. These sessions give students a clearer understanding of the rationale behind important policy decisions and how they could impact us.

The CE programme in SAJC is also enriched by the strong partnerships we have built with local organisations and institutions. We have a long-standing partnership with Central Singapore Community Development Council (CDC). During National Day every year, we collaborate with them on the Giraffes Singapore programme which encourages ordinary Singaporeans to go beyond their comfort zones and make positive contributions to our society. Our partners have played a pivotal role in creating authentic and meaningful learning experiences for our Saints.

### **Student Leadership Programme**

Student leadership development is a key pillar in how we nurture our Saints to be Servant Leaders Who Bring Life to the Nations. SAJC aspires for every Saint to be a Servant Leader who exercises both self-leadership and influence regardless of position or title.

Using our own signature Competencies Assessment Tool (CAT 2.0), we aim to grow Saints in their awareness of the competencies of a Servant Leader and guide them in the development of the Qualities of a Saint. The tool is used by students to set their own targets and monitor their growth in the various leadership competencies.

Saints are provided with various opportunities to develop their leadership of self and others in their classes, CCAs, the College and the wider community.

### **a. Leadership Development in Class**

Each Saint is coached by their Civics Tutor Advisor on how best to carry out their duties in the Class Executive Committee role that they are elected to fulfil. They are encouraged to be proactive in initiating new ideas about how they can better serve their class, hence learning to put others before themselves.

### **b. Leadership Development in Co-Curricular Activities (CCA)**

Through CCAs, students develop a deeper understanding of how to effectively lead their peers in their capacity as members of the CCA Executive Committee. The College also provides platforms for CCA leaders to form networks and acquire the necessary skills to grow as leaders. In harnessing these skills, CCA leaders are equipped to facilitate the development of their peers in their CCAs.

### **c. Leadership Development through Student Leadership CCAs**

#### **i. Student Council**

As student leaders, Student Councillors serve as role models to their peers by embodying the Qualities of a Saint. They serve the College by spearheading the organisation of College events and student welfare initiatives. Student Councillors play an essential role in influencing and rallying their peers to promote College and House Spirit. These opportunities provide authentic learning experiences for Student Councillors in their development as Servant Leaders.

#### **ii. Saints Advocate**

The Saints Advocate plays a pivotal role in connecting students with the community. Within the College, they lead the student population in appreciating and raising awareness of different marginalised groups through campaigns and fund raising. As the bridge between the community and the College, Saints Advocate continue to lead and inspire the student population to care for the community.

#### **iii. Saints for Christ**

Saints for Christ serves as the leaders of the student body who steward the spiritual well-being of SAJC. SFC aims to act as the home and nexus for Christian students, so as to encourage the Christian community to be a beacon that shines the light of Christ.

### **Student Leadership Residential Programme**

Student Leaders will be given the opportunity to participate in a Student Leadership Residential Programme. They will participate in training modules to equip them with essential skills for their leadership journey. This programme also aims to promote values such as independence and self-discipline.

## **St Andrew's Village Student Leadership Summit - ChrySALis**

ChrySALis is an annual student leadership summit which aims to equip students to be Servant Leaders in the 21st Century. This is done by providing training and development through dialogues, workshops as well as engagement programmes with the larger community. Students from Student Council, Saints Advocate, Saints for Christ and the Talent Development programme work hand-in-hand to support the planning and execution of ChrySALis.

### **Values-In-Action**

Guided by a community-based learning approach and service-learning pedagogy, Service Learning (SL) is a platform for Values in Action (VIA). It involves Saints in community building, developing in them a strong sense of empathy, and social and civic responsibility, so that they blossom into active citizens of Singapore. SL connects Saints to social issues involving the local community and provides hands-on opportunities for Saints to organise and lead in addressing the social issues facing our local community/ Ultimately, Saints will acquire the 3 competencies of a community leader: (1) Cares about society, (2) Prioritises growing others, and (3) Uplifts the community, as part of their growth towards being a Servant Leader under the SLEAD curriculum.

### **JC 1 and JC 2 Service Learning Project**

Service Learning project whitespace is set aside for all students to participate in a local community project. Started in 2004, this programme aims to provide more opportunities for students to look beyond themselves and to serve those in need.

Each class is required to identify a community need, plan and execute their project and reflect on the entire experience. During this process, Civics Tutors will mentor the students as they develop their own SL Projects. The programme follows the SL methodology where both meeting the needs of the community and the learning derived from the service are held to be important.

### **CCA Community Involvement Programme**

CCAs are also strongly encouraged to embark on community service. CCAs such as Mentoring Club and Environment Club provide a good platform for students to embark on CCA programmes that seek to address different social needs in Singapore. Other examples of CCA SL are sports CCAs conducting sports programmes for under-privileged children or providing support for sports events, fundraising etc.

### **Community Partnership**

The SL programme would not be successful without its partnership with community development organisation. The college continues to seek and develop partnerships for community involvement programmes. The college has worked regularly with organisations such as Central Singapore Community Development Council, Lions Befrienders, NTUC Health, Bone Marrow Donor Programme, Metropolitan YMCA, Fei Yue Family Service Centre etc.

### **Overseas Service Learning Programme**

Overseas Service Learning Programme (OSLP) serves as a platform for the character development of Saints through experiential learning and provides



them with an opportunity to practise Servant Leadership. It also aims to bring about awareness of their role as global citizens in today's society and in understanding the social conditions of the host community to better serve their needs. Till date, OSLP has enabled students to come together to serve underprivileged communities in Cambodia, China, Indonesia, Sri Lanka, Thailand and Vietnam.

The college organises an OSLP trip to Vietnam or Thailand at the end of the year. Expeditions, each lasting about 11 days, provide opportunities for community service, learning journeys to places of historical and cultural significance etc. Other CCAs such as Saints Advocate may have their own overseas expeditions as part of their leadership training. During the pandemic, these trips were replaced by in-situ internationalisation programmes.

### **ECG & SEL Programmes**

Over the course of two years, Saints are also given opportunities to attend the following programmes to support their well-being and future aspirations in higher education, career and scholarships choices.

#### **Higher Education and Career Guidance**

- Education and Career Guidance (ECG) Counselling
- ECG SLEAD lessons
- Workshadowing/ Internship Programme
- Career and Industry Talks
- Local Universities Forum
- Personal Statement and Resume Writing Workshops
- Talk on Interview Skills
- US & UK Universities application

#### **Scholarships**

- Talent Development Programme
- External Seminars
- Learning Journeys
- Invitations to scholarship talks and tea sessions
- College scholarships & awards
- Personal portfolios

#### **Social and Emotional Learning (SEL)**

Talks / Workshops / Co-curricular lessons on

- Cyber Wellness
- Emotional / Stress Management
- Relationship Management
- Time Management
- Motivational Talks
- Pastoral Care Periods

# CURRICULAR PROGRAMMES

In SAJC, Saints will offer a suite of 6 to 8 subjects for their A-level curricular programmes<sup>1</sup>. In line with MOE's introduction of Blended Learning (BL) as a key part of the schooling experience for our Secondary School and JC/MI students to nurture self-directed and independent learners as well as to develop passionate and intrinsically motivated learners, SAJC implements BL for both JC1 and JC2 Saints through Online lectures and Home Based Learning days.

## 1. Online lectures

Online lectures provide students the autonomy to learn at their own time and at their own pace as well as to monitor and regulate their own learning. Saints have to view weekly online lectures on weekday afternoons and are encouraged to follow the College's online lecture schedule to pace their learning.

## 2. Home Based Learning (HBL) Days

The key feature of HBL day in SAJC is the conscious dedication of time and space i.e. 2 hr for a meaningful **Learning Experience (LE)**. This dedicated time also allows Saints to meaningfully engage in a learning experience that evoke their wonder, interest and passion in the subject area.

Furthermore, **Student-Initiated Learning (SIL)** is time set aside for Saints to explore their personal interests which also provides Saints with the opportunity to develop themselves as independent, passionate, lifelong learners.

Saints can learn to benefit from their BL experiences in SAJC through abiding by the three norms as shown below.

- (1) **Plan Ahead:** Growing into a self-directed learner involves learning how to manage your own time and thus plan in advance to get the most out of your time.
- (2) **Take Ownership:** BL provides you with the opportunity to learn independently. As a life-long skill, start building these habits now. Reflect on how well you are managing yourself on HBL days.
- (3) **Build Trust:** BL has been designed to empower you as learners. We believe that you will respect your commitments and deadlines for all HBL activities. In doing so, you honour the trust placed in you by teachers and show them that you can handle greater autonomy.

The schedule for HBL and online lectures would be provided for every student.

<sup>1</sup> Refer to SAJC Prospectus 2023 for more details

# ACADEMIC ASSESSMENT

Continual assessments are conducted throughout the academic year for all students to pace themselves in their preparation for the GCE A-Level Examination. Students are strongly encouraged to put in consistent effort in their studies. Parents/Guardians will be informed of their child's/ward's progress through the College Progress Reports with a list of email addresses of their child's subject tutors whom they could get in touch with. This list of email addresses is also available on the College's website.

For at-risk students, parents will be invited for face-to-face meetings or telephone conversations with College Staff during Parents-Meet-Tutors sessions.

## 2023 Examination Schedule

Level	Types of Academic Assessments	Period
<b>JC1</b>	WEIGHTED ASSESSMENT	Term 2 - Term 3
	COMMON TEST	Term 2 Week 10 - Term 3 Week 2
	FINAL EXAMINATION	Term 4 Weeks 3 - 4
	GCE 'A' LEVEL MT EXAMINATION	Term 4 Weeks 8
	GCE 'A' LEVEL PROJECT WORK ORAL EXAMINATION	Term 4 Weeks 8 - 9
<b>JC2</b>	WEIGHTED ASSESSMENT	Term 1 - Term 2
	BLOCK TEST	Term 2 Week 10 - Term 3 Week 3
	GCE 'A' LEVEL MT EXAMINATION	1 <sup>st</sup> day of Jun Hols
	PRELIMINARY EXAMINATIONS (SCIENCE PRACTICAL)	Term 3 Week 8 - 9
	PRELIMINARY EXAMINATIONS (WRITTEN)	Term 3 Week 9 - Term 4 Week 1
	GCE 'A' LEVEL WRITTEN EXAMINATION	Term 4 Week 8 onwards

## PROMOTION CRITERIA FOR JC 1 STUDENTS

The final marks for promotion to JC2 for each subject are made up of the following components:

Assessment/ Examination	H1 & H2 Subjects
WEIGHTED ASSESSMENT	20%
COMMON TEST	20%
FINAL EXAMINATION	60%
<b>Total</b> (Promotional Exam Score)	<b>100%</b>

\*Weighted Assessment is computed based on selected term tests, graded assignments and / or students' class participation.

### Grading System

For H1 and H2 subjects, the pass grades are A to E, with A being the highest and E the lowest grade. Students may be awarded grade S (Sub-pass) or U (ungraded), both of which indicate that the student has failed to obtain a pass

in the subject. For H2 subjects, an “S” grade is considered as a H1 pass. In order to be promoted to JC2, all JC1 students have to pass 2 H2 and 2 H1 subjects in the Promotional Examination.

Project Work is not considered for promotional purposes for all students, including repeating students.

**Note:**

- 1 Eligibility to repeat JC1 or JC2 will be considered on a case-by-case basis. Please note that conduct and attitude will also be examined in determining a student’s eligibility to repeat.
- 2 **Students who are repeating JC1 and who have not obtained at least 2 H2 and 2 H1 passes in the Promotional Examination will not be allowed to repeat JC1 again in SAJC.**
- 3 Absence from the whole examination or a paper in a subject must be covered with a medical certificate. Otherwise, the candidate is considered as having failed the whole examination or given a zero for the paper, whichever is applicable. Students who missed part of or the whole examination may also be ineligible for MOE or school based academic awards.

## RANK POINT COMPUTATION

In reporting a student’s progress in the College, a rank point system is also provided for the student to be aware of the status of his/her performance in relation to admission to local universities.

Admission to local universities is based on university admission score (UAS) and subject grades (refer to page 36 for the university admission profile). The UAS is based on the following rank point computation which is shown in the table below.

Marks	Grades for H1/H2 subjects	Points awarded if take at H2 level	Points awarded if take at H1 level	Grades for H3 (MOE) subject
70-100	A	20	10	Distinction
60-69	B	17.5	8.75	Merit
55-59	C	15	7.5	Merit
50-54	D	12.5	6.25	Pass
45-49	E	10	5	Pass
40-44	S	5	2.5	Ungraded
0-39	U	0	0	Ungraded

Each H2 subject contributes to a maximum of 20 rank points while each H1 subject contributes to a maximum of 10 rank points to the overall computation of rank points.

## **FOR JC 1 STUDENTS**

The maximum possible total rank points for JC1 students is 80, excluding Project Work (PW).

Most students offer 3 H2 subjects + 1 H1 content subject + H1 General Paper (GP)

### **For 3 H2 students,**

**Rank points** = 3 H2 subjects + H1 GP + H1 content subject

### **For 4 H2 students,**

The computation of rank points is based on 3 best H2 subjects, with the fourth H2 subject grade replacing the grade of a H1 content subject.

**Rank points** = 3 best H2 subjects + H2 (for the remaining H2 subject which carries 1/2 of the rank point) + H1 GP

## **FOR JC 2 STUDENTS**

Each H2 subject contributes to a maximum of 20 rank points while each H1 subject contributes to a maximum of 10 rank points in the overall computation of rank points. Therefore the maximum possible total rank points for JC2 students is 90, including Project Work (PW).

Most students offer 3 H2 subjects + 1 H1 content subject + H1 General Paper (GP) + H1 PW.

### **For 3 H2 students,**

**Rank points** = 3 H2 subjects + H1 GP + H1 content subject + H1 PW

### **For 4 H2 students,**

The computation of rank points is based on 3 best H2 subjects, with the fourth H2 subject grade replacing the grade of a H1 content subject.

**Rank points** = 3 best H2 subjects + H2 (for the remaining H2 subject which carries 1/2 of the rank point) + H1 GP + H1 PW

### **Note:**

- For JC2 students, it is not mandatory to include Mother Tongue subject grade. The best MT grade (e.g. H1 MT or Higher MT at O-levels) will be included in the computation of rank points only if it raises the rank points of the student. The total rank points with MT subject grade will re-based to 90.
- However, all students are required to meet the minimum criteria for MT, which is a minimum "S" in H1 MT or at least a "D7" for Higher MT at O-Level for admission to local university.
- As MTB is ungraded, it does not contribute to the computation of rank points. A pass in MTB is necessary for admission to local university.
- Please note that H3 papers taken at the GCE A-Level Examination are not considered in the computation of the Rank Points.

Project Work is taken in JC1 and will be taken into consideration when students apply for local university.

## INDICATIVE GRADE PROFILES FOR NUS/NTU/SMU FOR AY2021/2022 ADMISSIONS EXERCISE

The Indicative Grade Profile assumes C grades for General Paper (GP) and Project Work (PW). The Grade Profiles below indicate that of the 10<sup>th</sup> percentile of the cohort. Please note that certain programmes may require grades higher than C for GP.

*Please refer to the universities websites for the most up-to-date Indicative Grade Profiles.*

University	Course	10 <sup>th</sup> percentile
NTU	Renaissance Engineering*	AAA/A
NTU	Data Science & Artificial Intelligence	AAA/A
NUS	Law*	AAA/A
NUS	Medicine*	AAA/A
NUS	Dentistry*	AAA/A
NUS	Business Analytics	AAA/A
NUS	Computer Science	AAA/A
NUS	Information Security	AAA/A
NUS	Food Science and Technology	AAA/A
NUS	Pharmaceutical Science	AAA/A
NUS	Pharmacy	AAA/A
NUS	Philosophy, Politics, and Economics*	AAA/A
NTU	Medicine*	AAA/A
SMU	Bachelor of Laws	AAA/B
NTU	Computer Science	AAA/B
NTU	Environmental Earth Systems Science*	AAA/B
NTU	SSS Double Major Programmes	AAA/B
NUS	Information Systems	AAA/B
NUS	Data Science and Economics	AAA/B
NTU	Double Major Programmes*(College of Science)	AAA/C
NUS	Computing Engineering	AAA/C
NTU	Economics and Data Science	AAA/C
SMU	Bachelor of Science (Computer Science)	AAB/B
NTU	Biological Sciences*	AAB/B
NTU	SOH Double Major Programmes*	AAB/B
NTU	Communication Studies*	AAB/B
NUS	Environmental Studies	AAB/B
NTU	Public Policy & Global Affairs	AAB/C
NTU	Psychology	AAC/B
NTU	Science (Education)*	AAC/B
NTU	Economics	AAC/C
SMU	Bachelor of Science (Computing & Law)	ABB/A
NUS	Humanities and Sciences	ABB/B
NUS	Business Administration (Accountancy)	ABB/B
NUS	Business Administration	ABB/C
NTU	Chemistry & Biological Chemistry	ABC/B
NTU	Bioengineering	ABC/C
NTU	Chemical & Biomolecular Engineering	ABC/C
NTU	Computer Engineering	ABC/C
SMU	Bachelor of Business Management	BBB/B
SMU	Bachelor of Social Science	BBB/B
SMU	Bachelor of Science (Information Systems)	BBB/C

NTU	Business	BBC/B
NTU	Arts (Education)*	BBC/B
NUS	Chemical Engineering	BBC/B
SMU	Bachelor of Accountancy	BBC/C
SMU	Bachelor of Science (Economics)	BBC/C
NTU	Information Engineering & Media	BBC/C
NTU	Mathematical Sciences	BBC/C
NTU	Accountancy	BBC/C
NUS	Biomedical Engineering	BBC/C
NUS	Mechanical Engineering (Include Aeronautical Engineering Specialisation)	BBC/C
NTU	Art, Design & Media*^	BCC/B
NTU	Chinese	BCC/B
NTU	English*	BCC/B
NTU	Linguistics & Multilingual Studies*	BCC/B
NUS	Industrial Design*	BCC/B
NUS	Landscape Architecture*	BCC/B
NUS	Real Estate	BCC/B
NUS	Electrical Engineering	BCC/B
NUS	Engineering Science	BCC/B
NUS	Industrial and Systems Engineering	BCC/B
NTU	Materials Engineering	BCC/C
NTU	Philosophy*	BCC/C
NUS	Environmental Engineering	BCC/C
NUS	Materials Science and Engineering	BCC/C
NTU	Environment Engineering	BCC/D
NTU	Maritime Studies	BCC/D
NTU	History*	BCC/D
NTU	Sports Science & Management	BCC/D
NUS	Project & Facilities Management	CCC/B
NTU	Mechanical Engineering	CCC/C
NUS	Nursing*	CCC/C
NUS	Architecture*	CCC/C
NUS	Civil Engineering	CCC/C
NTU	Electrical & Electronic Engineering	CCC/D
NTU	Engineering	CCD/C
NTU	Physics/Applied Physics	CCD/C
NTU	Civil Engineering	CCD/D

^ Admission to Art, Design & Media programme is based on Composite Score which comprises Entrance Requirement Score and University Admission Score.

\* Courses that require interview &/or test. The programmes marked with asterisk (\*) are those where additional assessments such as interviews, selection tests, and/or portfolios are required.

Please note:

1. With effect from AY 2020/2021, the grade profiles also take into account offers that were made under Aptitude Based Admissions (ABA).
2. Meeting the previous year's grade profiles of a programme does not guarantee admission into that programme for the current year.
3. NUS Double degree programmes are excluded from the table.

Sources:

[https://www.nus.edu.sg/oam/undergraduate-programmes/indicative-grade-profile-\(igp\)](https://www.nus.edu.sg/oam/undergraduate-programmes/indicative-grade-profile-(igp))

<https://www.ntu.edu.sg/admissions/undergraduate/indicative-grade-profile>

<https://admissions.smu.edu.sg/admissions-requirements/indicative-grade-profile>

# PROJECT WORK

## Project Work Submission Progress Chart

**Supervising Tutor:** \_\_\_\_\_

H1 Project Work (PW) is a learning experience which aims to provide students with the opportunity to synthesise knowledge from various areas of learning, and critically and creatively apply them to real life situations. The four learning outcomes of Project Work are: knowledge application, communication, collaboration and independent learning. While students learn to work in groups, they will also learn independently through self-reflection and evaluation of their own work processes.

Students undertaking H1 PW must be prepared to work well in groups, be responsible for the work assigned within the group and apply their critical and creative thinking skills to each and every piece of work submitted. PW is unique as the course work requires individual students to consistently work to refine and improve their work before the final submission date. Constant attention to the quality of work is a necessary criterion to achieving a good grade.

The aim of the tables is for student, teacher and parent to keep track of the regular submissions undertaken during the course of the assessment year (JC 1).

**The student's Supervising Tutor is to sign and verify that the student has indeed submitted a draft / performed a Presentation of the required PW submissions.**

**It is the personal responsibility of the student undertaking PW to seek the ST's signature upon submission of the draft.**

<b>Insights and Reflection</b>	<b>Draft 1</b>	<b>Draft 2</b>
	ST Signature & Date	ST Signature & Date

<b>Written Report</b>	<b>Draft 1</b>	<b>Draft 2</b>	<b>Draft 3</b>
	ST Signature & Date	ST Signature & Date	ST Signature & Date



# ASPIRATIONS OF SAINTS

Our College believes that ‘No one is here by chance.’ Everyone therefore has a unique role to play in College and in touching one another’s lives. To create a positive culture and a conducive environment for learning and relationship building, every Saint is expected to fulfil his or her responsibility in the College community. A Saint is expected to

- **role model servant leadership - being an exemplary character, a holistic thinker, a skilled communicator and a community builder.**
- **be responsible for creating a caring and nurturing environment for staff and students.**
- **take the initiative to learn independently and collaboratively in both academic and co-curricular domains.**

## Target Setting

Dear Saints

It is the hope of everyone in the college that you realise your full potential in both the academic and co-curricular domains while you are with us. The JC education is designed to prepare students for the rigour of the university courses and we will do our best to support your learning and aspirations for higher education.

All of you would certainly desire to do well in the College’s assessments and complete the GCE A-Level Examination successfully. To do so, you need to begin this new academic year with the end in mind, that is, decide how you want 2023 to end by setting the targets you want to achieve. You will also need to put in consistent effort and be a motivated and self-directed learner.

This subject target setting chart is like a roadmap for you to determine how you reach your goals. Along the journey, you will need to check the different milestones to make sure that you are heading in the right direction. Setting goals keeps you on track and allows you to see not just where you are today, but where you could be in the future. No great dream has been achieved without hard work and challenges. Persevere on and you will find ways around these challenges as you aim for a star.

I hope that you will be filled with the immerse satisfaction of knowing that you have tried hard with the talents that God has given to you, and that your results reflect your effort. Up and On!

Mr Tham Kine Thong  
Principal

# SUBJECT PROGRESS CHART

Subject : \_\_\_\_\_

Tutor : \_\_\_\_\_

<b>A</b>					
<b>B</b>					
<b>C</b>					
<b>D</b>					
<b>E</b>					
<b>S</b>					
<b>U</b>					
	<b>JC1</b>	<b>WA</b>	<b>CT</b>	<b>Finals</b>	<b>Promo</b>
	<b>JC2</b>	<b>BT</b>	<b>Prelim</b>	<b>A Level</b>	

The boxes below are applicable to JC1 students only

	<b>CA1</b>	<b>CA2</b>	<b>CA3</b>	<b>CA4</b>	<b>CA5</b>	<b>CA6</b>	<b>CA7</b>	<b>CA8</b>
Marks Obtained	/	/	/	/	/	/	/	/

Subjects	WA	CT	FE	Marks	Grade	Rankpoints	Rankpoints
						H2	H1
GP, MTL, H1 and H2 content subjects	20%	20%	60%	70-100	A	20	10
				60-69	B	17.5	8.75
				55-59	C	15	7.5
				50-54	D	12.5	6.25
				45-49	E	10	5
				40-44	S	5	2.5
				<40	U	0	0

# REFLECTIONS

Assessment Type (Please Circle the appropriate choice*)	Marks Obtained	Reflections
WA / BT	/	
CT / Prelims	/	
Finals / A Levels	/	

Subject tutors will guide the students in their journey towards academic excellence.

---

*Subject Tutor's Signature*  
JC1 WA/JC2 BT  
Date:

---

*Subject Tutor's Signature*  
JC1 CT/JC2 Prelims  
Date:

# SUBJECT PROGRESS CHART

Subject : \_\_\_\_\_

Tutor : \_\_\_\_\_

<b>A</b>					
<b>B</b>					
<b>C</b>					
<b>D</b>					
<b>E</b>					
<b>S</b>					
<b>U</b>					
	<b>JC1</b>	<b>WA</b>	<b>CT</b>	<b>Finals</b>	<b>Promo</b>
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Marks Obtained	/	/	/	/	/	/	/	/

Subjects	WA	CT	FE	Marks	Grade	Rankpoints	Rankpoints
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				40-44	S	5	2.5
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Assessment Type (Please Circle the appropriate choice*)	Marks Obtained	Reflections
WA / BT	/	
CT / Prelims	/	
Finals / A Levels	/	

Subject tutors will guide the students in their journey towards academic excellence.

---

*Subject Tutor's Signature*  
JC1 WA/JC2 BT  
Date:

---

*Subject Tutor's Signature*  
JC1 CT/JC2 Prelims  
Date:

# SUBJECT PROGRESS CHART

Subject : \_\_\_\_\_

Tutor : \_\_\_\_\_

<b>A</b>					
<b>B</b>					
<b>C</b>					
<b>D</b>					
<b>E</b>					
<b>S</b>					
<b>U</b>					
	<b>JC1</b>	<b>WA</b>	<b>CT</b>	<b>Finals</b>	<b>Promo</b>
	<b>JC2</b>	<b>BT</b>	<b>Prelim</b>	<b>A Level</b>	

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Marks Obtained	/	/	/	/	/	/	/	/

Subjects	WA	CT	FE	Marks	Grade	Rankpoints	Rankpoints
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Assessment Type (Please Circle the appropriate choice*)	Marks Obtained	Reflections
WA / BT	/	
CT / Prelims	/	
Finals / A Levels	/	

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---

*Subject Tutor's Signature*  
JC1 WA/JC2 BT  
Date:

---

*Subject Tutor's Signature*  
JC1 CT/JC2 Prelims  
Date:

# SUBJECT PROGRESS CHART

Subject : \_\_\_\_\_

Tutor : \_\_\_\_\_

<b>A</b>					
<b>B</b>					
<b>C</b>					
<b>D</b>					
<b>E</b>					
<b>S</b>					
<b>U</b>					
	<b>JC1</b>	<b>WA</b>	<b>CT</b>	<b>Finals</b>	<b>Promo</b>
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JC1 WA/JC2 BT  
Date:

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*Subject Tutor's Signature*  
JC1 CT/JC2 Prelims  
Date:

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<b>S</b>					
<b>U</b>					
	<b>JC1</b>	<b>WA</b>	<b>CT</b>	<b>Finals</b>	<b>Promo</b>
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CT / Prelims	/	
Finals / A Levels	/	

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---

*Subject Tutor's Signature*  
JC1 WA/JC2 BT  
Date:

---

*Subject Tutor's Signature*  
JC1 CT/JC2 Prelims  
Date:

# CALENDAR 2023

## JANUARY 2023

SUN	MON	TUE	WED	THU	FRI	SAT
1 T1W1 New Year's Day	2 New Year's Day Public Holiday in-lieu	3 PROTECTED TIME	4	5	6	7 Orientation Prep Session #1
8 T1W2	9 JC2 Academic Term Begins Beginning of Year Prog	10 Follow Fri (EvenWeek) Timetable	11 JC2 Assembly Temp-Taking Ex.	12 JAE Reg (TBC)	13 Open House (TBC) JAE Reg (TBC)	14 Orientation Prep Session #2 JAE Reg (TBC)
15 T1W3 JAE Reg (TBC)	16 JAE Reg (TBC)	17 JAE Reg (TBC)	18 JC2 Assembly	19	20 CNY Celebrations	21
22 T1W4 Chinese New Year	23 Chinese New Year	24 Chinese New Year Public Holiday in-lieu	25 JC2 Chapel	26	27	28 Orientation Prep Session #3
29 T1W5	30 DSA Induction	31 DSA Induction JC2 TDP Induction	Notes			

# FEBRUARY 2023

SUN	MON	TUE	WED	THU	FRI	SAT
			<b>1</b> JC2 Assembly	<b>2</b> JC2 WMP Workshop	<b>3</b> Start of JC1 Academic Term JC1 Orientation Day 1	<b>4</b>
<b>5</b> T1W6	<b>6</b> CCA Trials / Audition / Interview begins JC1 Orientation Day 2	<b>7</b> JC2 HBL Day (#1) JC1 Orientation Day 3	<b>8</b> JC2 Chapel CCA Virtual Fair JC1 Orientation Day 4	<b>9</b> JC1 Chapel JC1 Orientation Day 5	<b>10</b> JC1 Orientation Day 6 Vision Night	<b>11</b>
<b>12</b> T1W7	<b>13</b>	<b>14</b>	<b>15</b> JC2 Assembly	<b>16</b>	<b>17</b> Total Defence Day Commemoration (TBC)	<b>18</b> JC1 Parents Dialogue Session (TBC)
<b>19</b> T1W8	<b>20</b>	<b>21</b> JC2 HBL Day (#2)	<b>22</b> JC2 Chapel	<b>23</b>	<b>24</b> JC1 Chapel	<b>25</b>
<b>26</b> T1W9	<b>27</b>	<b>28</b> JC1 HBL Day (#1) JC1 TDP Induction	<b>Notes</b>			

# MARCH 2023

SUN	MON	TUE	WED	THU	FRI	SAT
			<b>1</b> JC2 Assembly	<b>2</b>	<b>3</b> JC1 Assembly	<b>4</b>
<b>5</b> T1W10	<b>6</b> PW – Release of QP	<b>7</b> JC2 HBL Day (#3) JC1 WMP Workshop	<b>8</b> JC2 Chapel Cross Country (TBC)	<b>9</b>	<b>10</b> JC1 Chapel	<b>11</b> Beginning of March Holidays
<b>12</b>	<b>13</b>	<b>14</b>	<b>15</b> PROTECTED TIME	<b>16</b> PROTECTED TIME	<b>17</b> PROTECTED TIME	<b>18</b> PROTECTED TIME
<b>19</b> T2W1 End of March Holidays	<b>20</b> MTL Fortnight [20-31 Mar]	<b>21</b> JC1 HBL Day (#2) MTL Fortnight [20-31 Mar]	<b>22</b> JC2 Chapel CCA Dedication Assembly MTL Fortnight [20-31 Mar]	<b>23</b> MTL Fortnight [20-31 Mar]	<b>24</b> JC1 Chapel MTL Fortnight [20-31 Mar]	<b>25</b>
<b>26</b> T2W2	<b>27</b> MTL Fortnight [20-31 Mar]	<b>28</b> JC2 HBL Day (#4) MTL Fortnight [20-31 Mar]	<b>29</b> JC2 Assembly MTL Fortnight [20-31 Mar]	<b>30</b> MTL Fortnight [20-31 Mar]	<b>31</b> JC1 Assembly Saints MUN Conference MTL Fortnight [20-31 Mar]	

# APRIL 2023

SUN	MON	TUE	WED	THU	FRI	SAT
30 T2W7						1 Sairits MUN Conference
2 T2W3	3 Class Exco Induction & Training (TBC)	4 JC1 HBL Day (#3)	5 JC2 Chapel Blood Donation Drive	6 PW-Assignment 1	7 Good Friday	8
9 T2W4	10	11 JC2 HBL Day (#5)	12 JC2 Assembly	13	14 JC1 Assembly International Friendship Day commemoration (TBC)	15
16 T2W5	17 Easter Week	18 Easter Week JC1 HBL Day (#4) JC2 Service Learning Day	19 Easter Week JC2 Chapel	20 Easter Week	21 JC1 Chapel Easter Week Encounter Night	22 Hari Raya Puasa
23 T2W6	24 Hari Raya Puasa School Holiday (DOIL)	25 JC2 HBL Day (#6)	26 JC2 Assembly	27	28 JC1 Assembly	29

# MAY 2023

SUN	MON	TUE	WED	THU	FRI	SAT
T2W7	<b>1</b> Labour Day	<b>2</b> JC1 HBL Day (#5)	<b>3</b> JC2 Chapel Service Learning Convention	<b>4</b> PW-Assignment 2	<b>5</b> JC1 Chapel SC Commendation	<b>6</b>
<b>7</b> T2W8	<b>8</b>	<b>9</b> JC2 HBL Day (#7)	<b>10</b> JC2 Assembly	<b>11</b>	<b>12</b> JC1 Assembly	<b>13</b>
<b>14</b> T2W9	<b>15</b>	<b>16</b> JC1 HBL Day (#6) - AP/ Consultation Day	<b>17</b> JC2 Chapel CCA Thanksgiving Assembly	<b>18</b>	<b>19</b> JC1 Chapel	<b>20</b>
<b>21</b> T2W10	<b>22</b> JC1 CT MT Oral Exam (PM)	<b>23</b> JC2 HBL Day (#8) - AP/ Consultation Day JC1 CT MT Oral Exam (PM)	<b>24</b> JC2 Assembly JC1 CT MT Oral Exam (PM)	<b>25</b> JC2 Block Test JC1 Common Test	<b>26</b> JC2 Block Test JC1 Common Test	<b>27</b> Beginning of June Holidays
<b>28</b>	<b>29</b> JC2 A-Level MT Exam (AM)	<b>30</b> JC2 A-Level MTB Exam (AM) ChrySallis Day 1	<b>31</b> ChrySallis Day 2	Notes		



# JUNE 2023

SUN	MON	TUE	WED	THU	FRI	SAT
				1 ChrySalis Day 3	2 Vesak Day	3
4	5	6	7 PROTECTED TIME	8 PROTECTED TIME	9 PROTECTED TIME	10 PROTECTED TIME
11 PROTECTED TIME	12 PROTECTED TIME	13 PROTECTED TIME	14 PROTECTED TIME	15 PROTECTED TIME	16 PROTECTED TIME	17 PROTECTED TIME
18 PROTECTED TIME	19 PROTECTED TIME	20 PROTECTED TIME	21	22	23	24
25 T3W1 End of June Holidays	26 JC2 Block Test JC1 Common Test	27 JC2 Block Test JC1 Common Test	28 JC2 Assembly	29 Hari Raya Haji	30 JC1 Assembly	

# JULY 2023

SUN	MON	TUE	WED	THU	FRI	SAT
30	31					1
2 T3W2 Youth Day	3 Youth Day School Holiday	4 JC1 A-Level MT LC (PM) JC2 A-Level MTB LC (PM) JC2 Block Test JC1 Common Test	5 JC2 A-Level MTB Oral (PM) JC2 Block Test JC1 Common Test	6 JC1 A-Level MT Oral (PM) JC2 Block Test JC1 Common Test	7 JC1 A-Level MT Oral (PM) Class Exco Training (TBC) JC2 Block Test JC1 Common Test	8
9 T3W3	10 JC1 A-Level MT Oral (PM) JC2 Block Test	11 JC1 HBL Day (#7) JC1 A-Level MT Oral (PM) JC2 Block Test	12 JC2 Assembly JC1 A-Level MT Oral (PM)	13 JC1 A-Level MT Oral (PM) PW-Assignment 3	14 JC1 Assembly JC1 A-Level MT Oral (PM)	15
16 T3W4	17 JC1 A-Level MT Oral (PM) Christian Mission Week	18 JC1 A-Level MT Oral (PM) Christian Mission Week	19 JC2 Chapel Christian Mission Week	20 Christian Mission Week	21 JC1 Chapel Christian Mission Week Racial Harmony Day	22
23 T3W5	24	25 JC1 HBL Day (#8) Public Service Dialogue (JC2 TDP & interested non TDP students)	26 JC2 Assembly	27	28 Sports Carnival (TBC) College Day	29

# AUGUST 2023

SUN	MON	TUE	WED	THU	FRI	SAT
T3W6		<b>1</b>	<b>2</b> JC2 Chapel	<b>3</b>	<b>4</b> JC1 Chapel	<b>5</b>
<b>6</b> T3W7	<b>7</b>	<b>8</b> JC1 Service Learning Day JC2 National Day Programme	<b>9</b> National Day	<b>10</b> National Day School Holiday	<b>11</b> JC1 Assembly	<b>12</b>
<b>13</b> T3W8	<b>14</b> JC2 Prelim Science Practical	<b>15</b>	<b>16</b> JC2 Chapel	<b>17</b> JC2 Prelim Science Practical	<b>18</b> JC1 Chapel Dedication Night	<b>19</b>
<b>20</b> T3W9	<b>21</b>	<b>22</b> JC1 HBL Day (#9) JC2 Prelim Science Practical	<b>23</b> JC2 Consultation Day	<b>24</b> JC2 Consultation Day	<b>25</b> JC1 Assembly JC2 Prelim Exam	<b>26</b>
<b>27</b> T3W10	<b>28</b> JC2 Prelim Exam	<b>29</b> JC2 Prelim Exam	<b>30</b> JC2 Prelim Exam	<b>31</b> Teachers' Day Celebrations	<b>Notes</b>	

# SEPTEMBER 2023

SUN	MON	TUE	WED	THU	FRI	SAT
					<b>1</b> Teachers' Day School Holiday	<b>2</b> Beginning of September Holidays PROTECTED TIME
<b>3</b> PROTECTED TIME	<b>4</b> PROTECTED TIME	<b>5</b> PROTECTED TIME	<b>6</b> PROTECTED TIME	<b>7</b>	<b>8</b>	<b>9</b>
<b>10</b> T4W1 End of September Holidays	<b>11</b> JC2 Prelim Exam	<b>12</b> JC1 HBL Day (#10) - AP/ Consultation Day JC2 Prelim Exam	<b>13</b> JC2 Prelim Exam	<b>14</b> JC2 Prelim Exam	<b>15</b> JC1 Assembly JC2 Prelim Exam	<b>16</b>
<b>17</b> T4W2	<b>18</b>	<b>19</b>	<b>20</b> JC2 Chapel	<b>21</b> JC1 Consultation Day	<b>22</b> JC1 Chapel Scholarships Dialogue (JC2 TDP & interested non TDP students) JC1 Consultation Day	<b>23</b>
<b>24</b> T4W3	<b>25</b> JC1 A-Level MTB Oral (PM) JC1 Final Exam	<b>26</b> JC2 TDP Graduation JC1 Final Exam	<b>27</b> JC2 Assembly JC1 Final Exam	<b>28</b> JC1 Final Exam	<b>29</b> JC1 Final Exam	<b>30</b>

# OCTOBER 2023

SUN	MON	TUE	WED	THU	FRI	SAT
1 T4W4	2 JC1 Final Exam Foreign Langs Oral Exam (PM)	3 JC1 Final Exam Foreign Langs Oral Exam (PM)	4 JC2 Assembly Foreign Langs Oral Exam (PM) JC1 PW/MT Intensive	5 Foreign Langs Oral Exam (PM) JC1 PW/MT Intensive	6 JC1 Assembly JC2 Farewell Chapel & Assembly JC1 PW/MT Intensive	7
8 T4W5	9 JC2 Post Farewell Assembly Revision JC1 PW/MT Intensive	10 JC2 Post Farewell Assembly Revision JC1 PW/MT Intensive	11 JC2 Post Farewell Assembly Revision Foreign Languages Oral Exam JC1 PW/MT Intensive	12 JC2 Post Farewell Assembly Revision JC1 PW/MT Intensive	13 JC1 Assembly JC2 Post Farewell Assembly Revision JC1 PW/MT Intensive	14
15 T4W6	16 JC2 Post Farewell Assembly Revision JC1 PW/MT Intensive	17 JC2 Post Farewell Assembly Revision JC1 PW/MT Intensive	18 JC2 Post Farewell Assembly Revision JC1 PW/MT Intensive JC2 A-Level Sc Practical Exam	19 JC2 Post Farewell Assembly Revision JC1 PW/MT Intensive JC2 A-Level Sc Practical Exam	20 JC2 Post Farewell Assembly Revision JC1 PW/MT Intensive JC2 A-Level Sc Practical Exam	21
22 T4W7	23 JC1 PW/MT Intensive PW - Submission of WR JC2 A-Level Sc Practical Exam	24 JC1 PW/MT Intensive JC2 A-Level Sc Practical Exam	25 JC1 PW/MT Intensive JC2 A-Level Sc Practical Exam	26 JC1 PW/MT Intensive JC2 A-Level Sc Practical Exam	27 JC1 PW/MT Intensive	28
29 T4W8	30 GCE A-Level Exam JC1 A-Level/MT Written Exam(AM) JC1 A-Level MTB LC (PM) JC1 PW Intensive	31 GCE A-Level Exam JC1 PW Intensive	Notes			

# NOVEMBER 2023

SUN	MON	TUE	WED	THU	FRI	SAT
			1 GCE A-Level Exam PW OP Exam	2 GCE A-Level Exam PW OP Exam	3 GCE A-Level Exam PW OP Exam	4
5 T4W9	6 GCE A-Level Exam PW OP Exam	7 GCE A-Level Exam PW OP Exam	8 GCE A-Level Exam PW OP Exam	9 GCE A-Level Exam PW – Submission of I&R	10 JCI Chapel GCE A-Level Exam	11
12 T4W10 Deepavali	13 Deepavali Public Holiday In-lieu	14 GCE A-Level Exam	15 GCE A-Level Exam Bridge of Faith (TBC)	16 GCE A-Level Exam	17 JCI Assembly GCE A-Level Exam	18 CCA Leaders Retreat
19 T4W11	20 GCE A-Level Exam Work Shadowing & Work Immersion Class Exco Retreat (TBC) CCA Leaders Retreat (TBC)	21 GCE A-Level Exam Work Shadowing & Work Immersion JCI TDP Learning Day Peer Support Leaders Retreat (TBC)	22 GCE A-Level Exam Work Shadowing & Work Immersion CareerSADvance Day 1 (TBC)	23 GCE A-Level Exam Work Shadowing & Work Immersion CareerSADvance Day 2 (TBC)	24 Last day of Academic Year for JC's JCI Thanksgiving Assembly GCE A-Level Exam Work Shadowing & Work Immersion	25 Beginning of December Holidays
26	27 GCE A-Level Exam Work Shadowing & Work Immersion	28 GCE A-Level Exam Work Shadowing & Work Immersion	29 GCE A-Level Exam Work Shadowing & Work Immersion	30 GCE A-Level Exam Work Shadowing & Work Immersion	Notes	

# DECEMBER 2023

SUN	MON	TUE	WED	THU	FRI	SAT
31 End of December Holidays PROTECTED TIME					1 GCE A-Level Exam Work Shadowing & Work Immersion	2 PROTECTED TIME
3 PROTECTED TIME	4 PROTECTED TIME	5 PROTECTED TIME	6 PROTECTED TIME	7 PROTECTED TIME	8 PROTECTED TIME	9 PROTECTED TIME
10 PROTECTED TIME	11 PROTECTED TIME	12 PROTECTED TIME	13 PROTECTED TIME	14 PROTECTED TIME	15 PROTECTED TIME	16 PROTECTED TIME
17 PROTECTED TIME	18 PROTECTED TIME	19 PROTECTED TIME	20 PROTECTED TIME	21 PROTECTED TIME	22 PROTECTED TIME	23 PROTECTED TIME
24 PROTECTED TIME	25 PROTECTED TIME <b>Christmas Day</b>	26 PROTECTED TIME	27 PROTECTED TIME	28 PROTECTED TIME	29 PROTECTED TIME	30 PROTECTED TIME









# Footprints

One night a man had a dream. He dreamed he was walking along the beach with the LORD. Across the sky flashed scenes from his life. For each scene he noticed two sets of footprints in the sand. One belonging to him and the other to the LORD.

When the last scene of his life flashed before him, he looked back at the footprints in the sand. He noticed that many times along the path of his life there was only one set of footprints. He also noticed that it happened at the very lowest and saddest times of his life.

This really bothered him and he questioned the Lord about it. "LORD, you said that once I decided to follow you, you'd walk with me all the way. But I have noticed that during the most troublesome times in my life there is only one set of footprints. I don't understand why when I needed you most you would leave me."

The LORD replied, "My precious, precious child, I love you and I would never leave you! During your times of trial and suffering when you see only one set of footprints, it was then that I carried you."

- Carolyn Corly, 1963



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