



# REGISTRATION GUIDE

AY2025 Y1 Registration

## SUMMARY OF ADMINISTRATIVE MATTERS THAT REQUIRE YOUR ATTENTION AND ACTION

This summary will help ensure you do not miss any item which requires your attention/action.

**(A)** Information that you **must provide** via [FormSG](#) by the **9.00am on Monday 23 December 2024**.

S/N	FormSG Items
1	Student Information - Student Name - Student NRIC / FIN - Vehicle Plate Number(s), <i>optional</i> - Information about sibling(s) in RGS, <i>optional</i>
2	Mother Tongue Language Option
3	Size for Complimentary Year 1 Orientation T-Shirt <i>Default size of <b>Medium</b> will be assigned to students who have missed the deadline.</i>
4	Edusave Form for Personal Learning Device Bundle
5	Registration for Special Programmes (optional)

**(B)** Additional action that you would need to complete by the stated deadlines.

S/N	Non-FormSG Items	Deadline	Mode of submission
1	Third Language Registration with MOE Language Centre	2 Jan 2025	MOELC website at <a href="https://www.moelc.moe.edu.sg">https://www.moelc.moe.edu.sg</a>
2	Inter-bank GIRO Arrangements - DBS/POSB account holders can submit via eGIRO application through DBS/POSB website. - Other bank account holders are to submit original signed hardcopy forms (with wet	1700h on 3 Jan 2025	RGS General Office

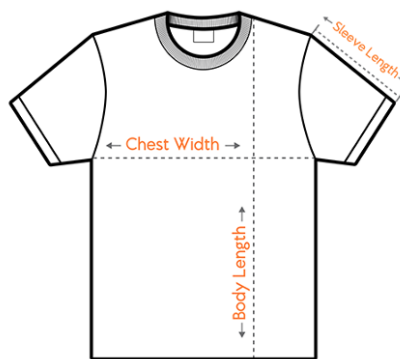
	ink signature) to the General Office on the first week of school.		
3	Financial Assistance Application	1700h on 13 Jan 2025	RGS Parents Portal

## YEAR 1 ORIENTATION T-SHIRT

As part of the Year 1 Orientation Programme (Y1O), each student will receive a complimentary Y1O T-Shirt. This T-shirt will be worn during one of the Y1O activities and will be the Batch T-shirt. This T-shirt can also be worn during other school activities such as when the students are on a Learning Journey.

Please follow the guidelines below to determine the appropriate T-shirt size for the Y1O T-shirt.

- Use a T-shirt that fits well. Lay the T-shirt out on a flat surface. The front should be facing up. Take the measurement with the T-shirt remaining flat. Hanging clothes can stretch as they are being measured.
- Use a flexible tape measure at least 36 inches long. Don't try to take clothes' measurements with a standard 12 inch ruler or the measurements will be inaccurate. Download a printable measuring tape online if necessary.
- Measure the chest width - from side to side (start from about an inch or two below the armpit). Measure twice. If the measurements are not the same, try again.
- Record measurement to the nearest 1/4 inch.
- Choose the appropriate size for the T-shirt: e.g., 3XS (16 inches)
- Measure and choose the size accurately as there will be no exchange of T-shirt sizes once the T-shirt has been issued.



# Measurements in Inches  
 • Exclude Sleeve  
 Allow for size discrepancy of 2.5cm due to manufacturing variance

UNISEX									
Adult	3XS	2XS	XS	S	M	L	XL	2XL	3XL
Body Length (inch)	24	25	26	27	28	29	30	31	32
Chest Width (inch)	16	17	18	19	20	21	22	23	24
Short Slv Length (inch)	6.5	7	7.5	8	8.5	9	9.5	10	10.5
Long Slv Length (inch)	19.25	20.25	21	22	23	24	25	25.5	25.5

## FINANCIAL INFORMATION

### SCHOOL FEES & SUPPLEMENTARY FEES

#### A. School Fees

School fees are payable on a monthly basis.

A change of citizenship status may have implications on school fees subsidies available to you. Please provide the General Office with the necessary documentary proof to process the change.

For Singapore permanent resident (PR) conversion to Singapore Citizenship, the citizenship certificate or passport certifying the student's citizenship status along with the PSLE results (only for Y1s) must be furnished to the General Office.

For Foreigner conversion to PR, the student's re-entry permit document is required.

#### B. Supplementary Fees

Supplementary fees apply to all students and are payable on a monthly basis at \$40 per month (\$480 per annum)

Our school fees and supplementary charges (monthly rate) are reflected in the table below.

CATEGORY		Total Fees (School and Supplementary fees)	
		Year 2025	
		Per Month	Per Annum
A	<b>SINGAPORE CITIZEN<sup>1</sup></b>	\$340	\$4,080
B	<b>SINGAPORE PR<sup>2</sup></b>	\$960	\$11,250
C	<b>INTERNATIONAL* (ASEAN)</b>	\$1,907	\$22,884
D	<b>INTERNATIONAL* (NON-ASEAN)</b>	\$2,976	\$35,712
E	Students awarded <b>EDUSAVE SCHOLARSHIP FOR INDEPENDENT SCHOOL (ESIS) #</b> For Singapore Citizen only	\$140	\$1,680
F	Students awarded <b>MOE REGIONAL STUDIES PROGRAMME (RSP) SCHOLARSHIP #</b> For Singapore Citizen only	\$140	\$1,680
G	Students awarded <b>MOE MUSIC ELECTIVE PROGRAMME (MEP) #</b>		
i	Singapore Citizen	\$140	\$1,680
ii	Singapore PR	\$760	\$9,120
iii	International (Asean)	\$1,707	\$20,484
iv	International (Non-Asean)	\$2,776	\$33,312

<sup>1</sup> Students who are **NOT** recipients of any MOE scholarships.

<sup>2</sup> Students who are recipients of ESIS, RSP, or MEP scholarships will receive an award quantum capped at \$2,400 per annum.

**All fees are inclusive of the prevailing GST rate.**

#### **Additional Notes**

- a. Students eligible for **both** ESIS and MEP, or **both** ESIS and RSP, can only enjoy **one** subsidy.
- b. All fees paid are **NON-REFUNDABLE**.
- c. School and Supplementary fees are payable for 12 months, including June, November and December.

### C. Enrichment Programmes

RGS provides a multitude of enrichment platforms to cater to the diverse talents and interests of our student population.

For Singapore Citizens, the Enrichment programmes fees can be paid using the student's Edusave account. Parents are required to submit the "Standing Order for use of Edusave Account" form as authorization to withdraw funds from their daughter's/ward's Edusave account. The standing order will remain effective throughout the students' years in RGS and parents have the option to terminate the standing order at any time if they no longer wish to use their daughter's /ward's Edusave account.

Parents may also opt to use their daughter's/ward's Edusave for Personal Learning Device (iPad) under PDLP in the Standing Order form.

- The Standing Order form for both the PDLP and Enrichment Programmes can be found at the link here: [FormSG link](#).  
(Please submit by 31 Jan 2025)

For Singapore Permanent Residents and International students, enrichment programme fees will be deducted through interbank GIRO. For Singapore Citizens students who did not submit the Standing Order Edusave Form, the default payment method will be GIRO deductions. Parents will be notified prior to any GIRO deductions.

### D. Billing and Payment

- a. The payment of school and supplementary fees via interbank GIRO is mandatory.
- b. eGIRO application - For DBS/POSB account holder, the GIRO application can be made online through DBS/POSB website.
  - **Billing Organisation:** Raffles Girls' School
  - **Bill Reference:** Student's NRIC / BC / FIN number (letters must be in CAPS).
  - **Payment Limit:** '0' (leave amount as zero)

My Accounts Summary    Transfer Local or Overseas    **Pay Bills and Cards**    Cards Activate and Manage    Plan Your Finances    I Manag

1. Input Details    2. Verify Details

## Add GIRO Arrangement

05 Nov 2021 11:35 AM Singapore

Set up a GIRO arrangement for direct payment to billing organisations on regular basis.

To

Billing Organisation: RAFFLES GIRLS' SCH

Bill Reference: T1234567A Learn More

Payment Limit: S\$ 0 (Please enter "0" for no payment limit)

**Bill Reference: Please use Student's NRIC / FIN number.**

**Payment Limit - Please leave the limit as \$0.00 as there might be adhoc payment deduction for example, overseas trips which might be more than sch & supplementary fee**

- c. Hardcopy GIRO application form – For other bank account holders, you are required to submit the original signed GIRO form by placing it at the Drop box outside the General Office by 3 Jan 2025. Only wet ink signatures are accepted by the bank, electronic signatures are not allowed. If you are a DBS/POSB account holder, please apply through DBS/POSB bank's internet banking portal instead of submitting a hardcopy form.
- The softcopy of our school's GIRO form can be found at the link here: [GIRO Form link](#)  
(Please note that MOE GIRO form cannot be used by our school).
- d. Child Development Account (Baby Bonus Scheme) accounts cannot be used for GIRO applications.

### E. Registration of PayNow

With effect from 2023, payments from RGS for prize monies, awards, scholarships, FAS allowances and other payments will be made via PayNow to students. To register for PayNow, students must first have a bank account, either in their name or jointly / in trust with their parents. Parents can use their bank's internet banking platform or mobile banking app to link their child's NRIC to the bank account. Alternatively, parents may check with their bank for other ways to set up PayNow for their child.

If student is not registered by PayNow, any payment (eg awards, prize monies) will take longer to process via direct crediting. For payment via direct crediting, parents are required to provide a copy of their child's bank statement (showing the bank account name and number) to Finance for verification.

## F. Schedule of Deductions

GIRO Deduction Date	Details of Deduction	Period
26 Feb <sup>1</sup> (Y1 Only)	School Fees & Supplementary Fees	Jan-Feb
3 Mar		Mar
1 Apr		Apr
2 May		May
2 Jun		Jun
1 Jul		Jul
1 Aug		Aug
1 Sep		Sep
1 Oct		Oct
3 Nov		Nov-Dec
26 Mar	4 years Membership fee for Parents of RGS (for Y1s only) <sup>2</sup>	Once
26 May	GCE O Level Examinations (for Y4s Non S'pore Citizens only)	Once
26th of every month or the next working day	Other Ad hoc collections <sup>3</sup>	Monthly

<sup>1</sup> For Y2-Y4s, the first GIRO deduction for the payment of Jan fees will be on 9 Jan 2025. And payment for Feb fees will be on 3 Feb 2025.

<sup>2</sup> Auto Opt-in basis. Parents who choose to opt out of PRGS Association membership, must submit the PRGS Association membership opt-out form by the stipulated deadline.

<sup>3</sup> Other Ad hoc collections are for enrichment programmes / miscellaneous items / etc if applicable

## G. An administrative charge of \$12 will be levied for each unsuccessful GIRO deduction

For unsuccessful GIRO deduction, there will be another GIRO deduction attempt on the 26th of the same month, with a \$12 administrative charge. Subsequently, if the fees remain outstanding after this attempt, all outstanding fees and administrative charges must be settled immediately by bank transfer to the school's bank account.

## H. Late Payments/Delinquent Accounts

All fees must be paid promptly by the stipulated dates.

Any school fees arrears must be settled before the academic year ends i.e 1 November. The school will issue Final Reminder Letter to Singapore Permanent Residents (SPR) or International Students (IS). If the parents / guardians do not clear or make any attempt to reduce the arrears, the school will take the next step to issue Termination Letter to non-



Singapore Citizens (non-SC) without a SC parent link in December to exit them from our school system.

The school seeks to maintain open communication lines with parents to ensure that financial difficulties do not affect the student. Where parents refuse any contact, the student may be interviewed by the Deputy Principal. As a last resort, the school would pursue legal means of recovery.

#### **I. Fees for New Students/Students Leaving School**

Fees are payable over 12 months of the academic year. Students who join on or before 5th February will have to pay fees for January. Students who withdraw after 5th October of the year will be required to pay fees till December of the year.

You must provide at least one month's notice to the school if your daughter/ward is leaving RGS before the completion of the school year. School fees will apply for the full month regardless of departure date, and any fees arrears must be settled in full immediately. An overdue account may delay the processing of student reports by the school.

For new student enrolling after the start of the school year, school fees will apply for the full month regardless of the date of enrolment.

All fees paid are non-refundable.

#### **J. Queries Regarding School Fees and Charges**

For any school fees related enquiries, please contact our Finance Department via email at [rgs\\_finance@schools.gov.sg](mailto:rgs_finance@schools.gov.sg).

### **RECEIVING HELP FOR SCHOOL FEES**

The school is committed to educating motivated and talented students from diverse background and helping them actualise their potential. To that end, we wish to ensure that the RGS education remains accessible to all current and prospective students regardless of their economic circumstances.

#### **(i) Financial Assistance**

Our financial support scheme, a combination of MOE Independent School Bursary (ISB) and RGS-administered financial aid, is available to students who are **Singapore Citizens** to help their families with a need for assistance. For details, please visit <https://www.rgs.edu.sg/admissions/fas/>.

Parents/Guardians of students who are eligible are encouraged to apply by logging on to Parents Portal at <https://inet.rgs.edu.sg/parents/Pages/FAS.aspx>.

Application is open throughout the year. To be eligible for school fee subsidies from January, a complete application form must be received by **19 January**. Successful applicants will receive their subsidies starting from the month following the date of approval, and will not be backdated to January. An incomplete application and/or the absence of required or relevant information and documents may result in delays in processing or in the application being refused.

Successful applications are only tenable for one academic year. A new application must be submitted each year for renewal of financial support.

If you have any queries regarding the financial support scheme, please do not hesitate to email RGS Student Services at [rgs\\_studentservices@schools.gov.sg](mailto:rgs_studentservices@schools.gov.sg).

## **GIVING TO RGS**

Singapore looks to RGS for the next generation of fine women leaders in diverse fields. RGS is where young ladies develop not just a sense of self but a deep passion for inquiry and excellence and a rooted determination to engage in meaningful service to the community.

It is our desire that no deserving student qualifying for a place in RGS be turned away due to financial concerns. If you would like to contribute to support the growing needs of the students and the school, you may make a gift to the RGS Scholarship/Bursary Fund at <https://ipay.rgs.edu.sg/Pages/make-gift-form.aspx>.

## PERSONAL LEARNING DEVICE BUNDLE

RGS 1:1 was first introduced in 2012 to create a learning environment in which Infocommunication Technology (ICT) is integrated with teaching and learning. The programme aims to equip the RGS girl with 21st century life-skills for the digital world. Every student brings her own device to school every day and uses it for learning purposes.

### Outcomes

By the end of Year 4, students will be able to

- (i) be active, critical and responsible citizens of the digital age
- (ii) purposefully access digital tools to enhance learning
- (iii) be self-directed learners, discover and nurture their talents
- (iv) participate in and build inclusive digital communities within and beyond school

The iPad (10<sup>th</sup> Generation), Apple Pencil and Keyboard will be used by all Year 1 students. The students will be issued a Google Email account and will be using G-suite and Google drive frequently.

Every Year 1 student will be required to purchase the Personal Learning Device Bundle (PDLB), priced at \$938.40 (inclusive of 9% GST). The school will assist students to place orders to purchase devices from the MOE tender.

The device bundle and accessories include:

1. iPad (10 Gen, 10.9", 256GB)
2. Apple Pencil
3. 3-Year Warranty and Insurance

Accessories to be purchased on your own:

As the device may also be used for assessments, please purchase:

1. A keyboard that connects using the iPad Smart Connector contacts
2. A wired earpiece or headphone

(Note: Bluetooth keyboard and earbuds or headphones are not permitted during assessments.)

Students who are Singapore citizens may utilise Edusave Funds for this purchase via this link: <https://form.gov.sg/66f23bf185944a55ba54c465>. This form **must be completed by 9.00am, Monday 23 December 2024**. Failure to complete the form will result in a delay in the order of the PLDB for your daughter/ward, resulting in her not being able to collect her device together with the rest of the cohort.

For matters related to the use of iPad for Teaching and Learning, please refer to <https://www.rgs.edu.sg/programmes/RGS-1-1/faqs/> OR contact Mrs Tan Yin Lai, Head ICT at [yinlai.tan@rafflesgirlssch.edu.sg](mailto:yinlai.tan@rafflesgirlssch.edu.sg).

## REGIONAL STUDIES PROGRAMME (RSP)

The programme is designed to cultivate in our students an appreciation of the rich diversity of Southeast Asia's physical and cultural landscape, as well as the unique regional characteristics that bind the nation-states together. Seminars and field trips (both local and overseas) provide opportunities for students to engage with experts in the field and develop meaningful and lasting relationships with their regional counterparts. Students who are academically able and linguistically talented should take advantage use of this excellent platform to learn more about our regional countries. Students who are in the Regional Studies Programme must also enrol in the Malay Special Programme.

Students **who are offered Malay Special Programme (MSP) or Bahasa Indonesia (BI) as 3<sup>rd</sup> Language** should consider taking up the Regional Studies Programme (RSP) Scholarship offered by the Ministry of Education

For more information, please contact Mr Asmizar Bin Abu at [asmizar.abu@rafflesgirlssch.edu.sg](mailto:asmizar.abu@rafflesgirlssch.edu.sg).

## FREQUENTLY ASKED QUESTIONS OF RSP IN RGS

### 1) What is the Regional Studies Programme (RSP)?

The RSP is a scholarship programme awarded by the Ministry of Education that may run from Years 1 to 6. RGS is one of only 5 secondary schools that offer this programme.

Objectives of RSP:

- To encourage academically able and linguistically talented students to pursue MSP or BI
- To provide students an opportunity to learn about Southeast Asian culture and contemporary society

The RSP scholarship award covers an annual allowance of \$1,000 (credited to the respective RSP students' bank accounts) and school fees based on Singapore Citizen's rates less any subsidies, subject to annual cap of \$2,400, as long as the student meets the renewal criteria and remains enrolled in the RSP.

Detailed information on RSP in RGS can be found in <https://www.rgs.edu.sg/holistic-education/talent-development/regional-studies-programme>

## 2) What are the eligibility criteria for RSP scholarship?

### Eligibility

- Singapore Citizen

### Criteria

- Must take MSP or BI as 3<sup>rd</sup> Language
- Must participate in enrichment activities organised by MOE namely the Cultural Camp (at Year 1) and Seminar on Contemporary Southeast Asia (at Year 3)
- Must participate in local and overseas enrichment activities organised by the school
- Must not be concurrent recipient of any other MOE scholarships except the Edusave Scholarship for Independent Schools (ESIS)

Year 1 RSP students will be assessed in Semester 1 before being nominated for the RSP scholarship. MOE will approve the award of scholarships to successful nominees in Semester 2.

## 3) Can Permanent Residents and non-citizens join RSP?

While Singapore PRs and non-citizens, who take up MSP or BI, may participate in RSP activities, they are not eligible for RSP scholarship.

## 4) Do RSP scholars need to enter a bond to serve the Singapore government upon completion of education?

No. This is not a requirement.

## 5) What are the criteria for RSP scholarship renewal?

The scholarship is renewed annually. The following are the criteria for renewal:

- Promotion to the next level
- Pass MSP or BI
- Good conduct and attitude which include
  - Regular attendance for MSP or BI classes
  - Participation in local and overseas enrichment activities
  - No adverse disciplinary report

## 6) The RSP runs from Years 1 to 6, i.e., from Years 1-4 in RGS and Years 5-6 in Raffles Institution. Can an RSP scholar choose to discontinue the scholarship in Years 5-6?

Yes. The RSP scholar can choose to discontinue her RSP scholarship at the end of Year 4 (in RGS), especially if she does not wish to read H2 History at GCE 'A' Level, which is one of the criteria to continue with the RSP scholarship in Years 5-6.

**7) If an RSP scholar has to withdraw from MSP or BI, will she lose her RSP scholarship?**

Yes. Taking MSP or BI is one of the requirements for the RSP scholarship. If an RSP scholar has to withdraw from MSP or BI, she will also lose her RSP scholarship.

**8) How is an RSP scholar to use the RSP allowance?**

The \$1000 allowance is credited into the parents' GIRO accounts. Students may use the allowance for any Southeast Asia-related activities or other educational purposes.

**9) If an RSP scholar has already received ESIS, can the RSP school fees subsidy cover the remaining school fees?**

No. Assuming an RSP scholar has already received a \$200 monthly school fees subsidy via ESIS, RSP will reimburse the \$200 subsidy back to ESIS. In other words, the RSP scholar's school fees subsidy remains capped at \$200 per month or \$2400 per year.

**10) How often do the RSP local enrichment activities take place?**

RSP enrichment activities organised by RGS aim to provide a deeper understanding of Southeast Asian societies as well as the contemporary issues and challenges faced by them.

There will be 6 RSP enrichment activities per level per year. The activities will take place on designated Wednesday afternoons (1-2 Wednesdays per term) and each activity will run for not more than 3 hours.

The enrichment activities organised by MOE take place at Year 1 and Year 3. The non-residential Year 1 Cultural Camp normally takes place either within the September holidays or during post-examination. The Year 3 Southeast Asia seminar normally takes place on a designated afternoon, after school hours.

**11) Where are the destinations for the RSP overseas immersion trips?**

In RGS, RSP overseas immersion trips are held once a year, beginning from Year 2. The destinations for these immersion trips are Malaysia and Indonesia. Traditionally, the trips are planned for the following destinations and dates:

Year 2 - West Malaysia (ie. KL) and East Malaysia (ie. Sarawak) in November

Year 4 – Indonesia in June

Immersion trips in 2025 will be subject to prevailing conditions.

**12) Do RSP scholars have to pay for these immersion trips?**

MOE will partly subsidize the cost of these trips (as of December 2019, \$100 per student per day, not including air fares and travel insurance). RSP scholars may use any available funds from their Edusave account or their annual RSP allowance to pay the remaining costs.

**13) My daughter is not offered MSP or BI. Can she still apply for RSP scholarship?**

Yes. She must still take MSP or BI as 3<sup>rd</sup> Language in order to be eligible for RSP scholarship (provided that she is a Singapore citizen).

She needs to express her interest by submitting the online RSP application before the deadline. The RSP application automatically enrolls her in the MSP class in RGS.

**14) My daughter is offered another 3<sup>rd</sup> Language. Can she switch to take MSP or BI as 3<sup>rd</sup> Language and apply for RSP scholarship?**

Yes. She needs to reject the initial 3<sup>rd</sup> Language offer or not register for it. She then needs to express her interest by submitting the online RSP application before the deadline. The RSP application automatically enrolls her in the MSP class in RGS.



## SPECIAL PROGRAMMES IN RGS

RGS offers the following special programmes:

- Malay Special Programme (MSP)
- Music Elective Programme (MEP)
- Special Art Programme (SAP)

Students who are eligible for Third Language and/or Special Programmes are only allowed to offer **ONE** of these programmes due to the demands of the Raffles Programme.

- Applicants must fulfill the eligibility pre-requisites for the special programme before their application is considered.
- Applicants are expected to adhere to the terms and conditions of the programme if they are admitted into the programme.
- Applications for special programmes offered by RGS must be successfully submitted online by **9.00am on Monday 23 Dec 2024**, for it to be considered.

## THIRD LANGUAGE

The Ministry of Education Language Centre (MOELC) was set up in 1978 to offer French and Japanese as a Third Language. Subsequent years saw the introduction of German, Malay, Arabic, Bahasa Indonesia, Spanish and Chinese, bringing the total number of Third Languages offered at the MOELC to eight.

### LESSON DAYS / CLASS TIMINGS AT MOELC

- A. For Foreign Languages (French, German, Japanese and Spanish): 1 afternoon per week on Fridays, either 2:30 pm - 5:45pm or 3 pm - 6:15pm or 3:30 pm - 6:45pm classes.
- B. For Asian Languages (Arabic, Bahasa Indonesia and Chinese Special Programme): 1 afternoon per week. Lesson day and time to be advised by MOELC.

### COMMUTING TO MOELC

Students will need to make their own way to MOELC. There is ample time after lessons for students to commute to MOELC. Both MOELC Campuses are easily accessible by MRT.

### FREQUENTLY ASKED QUESTIONS OF 3<sup>RD</sup> LANGUAGES AT MOELC

#### 1) How do I register for 3<sup>rd</sup> language at MOELC?

For students posted to the **MOELC (Bishan and Newton)**, please go to the MOELC website ([moelc.moe.edu.sg](http://moelc.moe.edu.sg)) to confirm the acceptance of the offer and complete the online registration. Register via the website before **Thursday, 2 January 2025**. Information about the purchase of textbooks can be found on the website as well.

#### 2) When will 3rd Language lessons at MOELC start in 2025?

There might be a difference in the start date for the different languages. Please refer to the latest schedule on the MOELC website.

#### 4) When and how can I withdraw from 3<sup>rd</sup> Language?

There are two withdrawal windows per year, end of Semester 1 and end of Semester 2.

To request for withdrawal from 3<sup>rd</sup> Languages, you have to submit an online application via the Student's Portal (Student's Portal > Admin Information > Drop Subject > Add new Item) and a hard copy of the Third Lang@MOELC withdrawal form to the General Office before the deadline.

## MALAY SPECIAL PROGRAMMES (MSP)

### OBJECTIVES OF MALAY SPECIAL PROGRAMME (MSP)

At the end of the 4 years programme, students will be able to

- a) comfortably converse in Malay language
- b) communicate clearly in various situations and with different target audience, in both oral and written form
- c) understand the Malay culture and traditions

### EXPECTATIONS OF MSP

- Lessons are conducted in RGS, once a week, outside curriculum time.
- Regular attendance is expected and pupils are not allowed to be absent from lessons without valid reasons.
- Results will be reflected in the progress report and the grades could be used in the computation of overall performance (GPA).
- MSP students will be given the option to take the 'O' Level Examination at the end of Year 4.

For more information, please contact Mdm Tan Lee Khim, Assistant Head Languages at [leekhim.tan@rafflesgirlssch.edu.sg](mailto:leekhim.tan@rafflesgirlssch.edu.sg).

### FREQUENTLY ASKED QUESTIONS OF MSP IN RGS

#### 1) What are the eligibility/selection criteria for MSP in RGS?

Open to all students with interest and inclination towards Malay language as long as students

- a) have not offered Malay Language or Higher Malay Language at PSLE.
- b) are offering a Mother Tongue which is not Malay Language or Higher Malay Language in secondary school.

#### 2) I have been offered the opportunity to study a 3<sup>rd</sup> language (Arabic/Bahasa Indonesia/Chinese/French/German/Japanese/Spanish) and I wish to change to MSP in RGS, do I need to register and submit my confirmation of offer online at the MOELC website?

No. If you do not want to take up a 3<sup>rd</sup> language at MOELC, you **do not submit** your confirmation of offer on MOELC website. By not submitting, MOELC will update their records and remove you from the offer of 3<sup>rd</sup> languages.

#### 3) I am exempted from Mother Tongue Language in Primary School. Can I take up MSP?

Yes. However, approval must be sought. Please approach Mdm Tan Lee Khim for the application form in week 1.

**4) What are the day and time of the MSP lessons?**

Lessons are conducted once a week during school term on Fridays, 2.30pm to 5.30pm.

**5) Do I need to register online at MOELC website if I am keen to take up MSP in RGS?**

No, you do not submit your application to MOELC. Instead, you need to register your interest via the section on 'Register for Special Programmes' on the RGS Year 1 Registration FormSG.

**6) Is MSP an examination subject?**

Yes, MSP is an examination subject, similar to any other subjects in school.

**7) When and how can I withdraw from MSP?**

There are two withdrawal windows per year, end of Semester 1 and end of Semester 2.

To request for withdrawal from MSP, you have to submit an online application via the Parent's Portal (Parent's Portal > Admin Information > Drop Subject > Add new Item)

## MUSIC ELECTIVE PROGRAMME (MEP)

The Music Elective Programme (MEP) is offered by the Ministry of Education to enable musically-inclined students the opportunity to deepen their knowledge in music and hone their abilities in listening, creating, performing and research. It aims to equip young musicians with musical knowledge and a diverse range of skills, putting them in good stead to fulfil musical aspirations.

Beyond classroom learning, the enriching curriculum provides students with opportunities for hands-on music-making, access to specialized facilities, and learning opportunities with professionals in the creative industries. Students will also enjoy opportunities to learn and collaborate with MEP students from other schools.

For more information, please contact Ms Denise Tan at [denise.tan@rafflesgirlssch.edu.sg](mailto:denise.tan@rafflesgirlssch.edu.sg).

## FREQUENTLY ASKED QUESTIONS OF MEP IN RGS

### 1) What are the eligibility/selection criteria for MEP in RGS?

Students are required to:

- a) take a Diagnostic Test,
- b) submit video recordings of 2 contrasting pieces on the instrument(s) of their choice.

### 2) Do I need to sit for a GCE 'O' Level music examination if I join the MEP in RGS?

At RGS, students do not sit for the GCE 'O' Level Music examination at the end of Year 4.

### 3) Can I leave the MEP in RGS at any time?

The MEP in RGS is a 4-year programme, and students are expected to fulfill the 4-year commitment. Students will be required to sign a Memorandum of Understanding for admission into MEP. Requests to leave the programme will be considered only under exceptional circumstances and on a case-by-case basis. Withdrawal is subject to both RGS and MOE's approval.

### 4) Do I need to continue in the MEP in Year 5-6 and take Music as an A-Level Subject?

Students do not need to continue in the MEP at Year 5-6 in RI. Nevertheless, students who graduate from RGS MEP are highly encouraged to continue pursuing music as an A-level subject.

### 5) When are MEP lessons held in RGS?

The MEP lessons for Years 1 and 2 are conducted within curriculum time, and take the place of the General Aesthetics classes (e.g. General Art, General Music, Food and Design, Design and Technology) in the Aesthetics curriculum. MEP lessons in Years 3 and 4 are conducted on Friday afternoons, 2.30pm-5.30pm. **As such, MEP students are not allowed to take part in activities with long-term commitments (including private tuition, other special programmes such as 3<sup>rd</sup> Language classes, SAP, Science Mentorship Program etc.) that fall on Friday afternoons.**

**6) Can I stop my private music lessons when I am in the MEP?**

It is **mandatory** for students **to continue their private music lessons** on their first performing instrument while they are in the MEP as the school does not provide individual instrumental coaching for students in the MEP.

**7) Can I enroll in both the MEP and a 3rd language study programme?**

No. Every student in RGS is allowed to take up only one special programme, including Year 1 students because taking up one special programme is already a great commitment of time and effort by the student.

Each special programme (including MEP, 3<sup>rd</sup> language etc) requires substantial time for the students in the respective programmes to attend to the learning, review and complete their assignments in order to develop themselves fully in the programme.

**8) If I am in the MEP, do I have to join a musical group as my CCA?**

DSA-MEP students are **required** to be in the Music CCA .

Non DSA students in the MEP are **highly encouraged** to take part in a music CCA to extend their experience in musical ensemble performance regularly outside of the classroom.

**9) Can I apply for the MEP if my first instrument is an ethnic instrument?**

RGS MEP welcomes students who play a variety of instruments. Entry into the programme is based on the same entrance criteria stated above.

## SPECIAL ART PROGRAMME (SAP)

The SAP curriculum is designed to provide learning that is meaningful, relates to the experiences of the students, and capitalizes on their imagination. It also strives to create a balance between the concepts and processes of the discipline, with a student-centered approach. The programme seeks to develop the curious mind of the individual youth through discipline-based art education, enabling her to look at issues with a critical eye and a wider perspective, and to construct meaning from their experiences, with an appreciation of individual differences.

For more information, please contact Mrs Lai Siew Yong at [siewyong.lai@rafflesgirlssch.edu.sg](mailto:siewyong.lai@rafflesgirlssch.edu.sg)

## FREQUENTLY ASKED QUESTIONS OF SAP IN RGS

### 1) What will I learn in SAP?

Students will learn Western and Asian Art in the Study of Visual Art (SoVA) which is supported by and complemented with studio practice of painting, drawing, printmaking, photography, graphic product/graphic design and animation.

Year 4 students will undergo a major scale coursework project, SoVA and a Visual Art Task Project. The coursework project will culminate in a public Art exhibition in Term 4.

### 2) What is the weekly schedule of lessons for SAP?

In Years 1 and 2, lessons will take place during curriculum time in place of the General Aesthetics program (Music, Food and Design, Design and Technology).

In Years 3 and 4, lessons will take place on Friday afternoons, 2.30-5.30pm .

**As such, SAP students are not allowed to take part in activities with long-term commitments (including private tuition, other special programmes such as 3<sup>rd</sup> Language classes, SAP, Science Mentorship Program etc.) that fall on Friday afternoons.**

### 3) What are the assessments for SAP students?

SAP is a graded academic subject with a Grade Point (GPA) which includes practical and theory assessments. On the average, there are 3 – 4 practical assessments and 2 theory assessments per year, except in Year 4, where students will have 1 practical and 2 written assessments.

**4) What is the difference between AEP & SAP?**

AEP is an MOE-run Art program.

SAP is an independently run program by RGS. SAP is based on MOE's Lower and Upper Secondary Higher Art syllabus, similar to AEP schools.

**5) Is there any school fee subsidy for SAP students, similar to students from AEP centres?**

SAP students do not receive any subsidy as it is an independent programme, unlike MOE-AEP.

**6) How does RGS support SAP students in terms of Art resources as Art materials are costly?**

The school provides sufficient funds for basic art materials for each SAP student.

There is also a 50% co-payment scheme for the annual SAP enrichment programmes.

**7) When are SAP enrichment activities conducted?**

Annual SAP enrichment activities are conducted during school holidays or after school hours.

**8) My daughter has been made an offer to take up 3<sup>rd</sup> language. Can she take up both 3<sup>rd</sup> language and SAP?**

No. Every student in RGS is allowed to take up only one special programme, including Year 1 students because taking up one special programme is already a great commitment of time and effort by the student.

Each special programme (including SAP, 3<sup>rd</sup> language etc) requires substantial time for the students in the respective programmes to attend to the learning, review and complete their assignments in order to develop themselves fully in the programme.

**9) Must my daughter choose the Art Club as a CCA if she is in SAP?**

Only DSA-Visual Art students are required to be in the Art Club.

Non-DSA students in the SAP are **highly encouraged** to select Art club as their choice of CCA as they can benefit from a holistic art experience during their 4 years of study in RGS.

**10) How does my daughter apply for SAP?**

Students are required to take an on-the-spot drawing test and portfolio interview. If she meets the selection criteria of the interview and drawing test, she will be accepted into SAP. She will also be required to sign a Memorandum of Understanding for admission into SAP.



**11) Can my daughter withdraw from SAP?**

Withdrawal from the programme is subject to approval from RGS's Director of Academic Studies. Application for withdrawal must be supported by valid reasons.

**12) Must my daughter continue with A-levels Art at RI (Year 5-6) as she is in SAP?**

Students do not need to continue taking Art in Y5 as the Memorandum of Understanding for SAP students is for a 4-year commitment at RGS. Nevertheless, students who graduate from RGS SAP are highly encouraged to continue pursuing Art as an academic subject in Years 5 and 6 at RI.



# FIRST DAY OF SCHOOL

AY2025 YEAR 1

## FIRST DAY AS A YEAR 1 (Y1) – 2 JANUARY 2025 (THURSDAY)

Please take note of the following information regarding the first day of school (i.e., Thursday, 2 Jan 2025)

- Time: 7.25 am
- Venue: Homerooms
- Attire: RGS PE shirt and culottes. Shoes should be white and any colours or logos on the shoes should be minimal and in muted tones. Only plain white socks or RGS socks should be worn.
- Dismissal: 2:00 pm for all, with the exception of students auditioning for MEP & SAP (MEP & SAP Audition – 2.30 to 5.30pm at Music Room and Art Room respectively)

**Parents/guardians will receive notification of their daughters/wards' class allocation by 31 December 2024 via Parents Gateway.**

## COMING INTO RGS

- Entry to RGS is through the Main Gate Only. All Y1 students are to use the Main Gate located along Braddell Rise.
- RGS Student Leaders will be at the Arrival Plaza to direct you to your classroom.
- Parents/guardians are allowed to drop off their daughters/wards at the Arrival Plaza but they cannot accompany them to their classroom. Come early to school to avoid being late because traffic will be heavy on the roads leading to RGS.
- Access via the North and South turnstile gates can only be done when all Year 1 students' School Smartcards (SSC) are programmed for use at the turnstiles. All Year 1 students are to bring their current SSC on the first day of school and submit it to their Form Teacher for the card to be programmed for their use at the turnstiles.

## BOOKS, UNIFORM & TRANSPORT

### Getting Ready for School

All parents and students are strongly encouraged to purchase the school uniform, textbooks and stationery online.

### SALE OF SCHOOL UNIFORM BY BIBI & BABA

The purchase of RGS School uniforms can be bought through the Bibi & Baba online store at this URL <https://www.schooluniforms.sg/raffles-girls-school> or at Bibi & Baba shops.

### Collection of Online Uniform Orders

1. Home delivery (\$5) - Free delivery with orders over \$100/-.
2. Bibi & Baba retail shops

The retail opening hours and online order details for Nov/Dec 2025 are available [here](#).

### SALE OF SCHOOL BOOKS BY CASCO EDUCATIONAL SUPPLY PTE LTD

Textbook and stationery can be bought via the link [cascoedusupply.com.sg](https://cascoedusupply.com.sg).

The online order period is from 23 Nov 2024 9am to 25 Dec 2024 11.59pm. Collection of online orders may be done via home delivery at \$13.50 per address, or by self-collection in RGS.

### Details to Self-Collection from school:

Dates of Collection from bookstore in RGS	Time of Collection
24 & 31 Dec 2024	9.00am – 1.00 pm
26, 27 & 30 Dec 2024	9.00am – 3.00 pm
Closed on Saturdays, Sundays and Public Holidays	-

Dates of Collection by students only at bookstore in RGS	Time of Collection
2 to 3 Jan 2025 (Thu – Fri), Orientation Week	1.00pm - 4.00 pm
6 to 10 Jan 2025 (Mon – Fri)	1.00pm - 4.00 pm

Please also note that formal lessons for Year 1s will only begin after the Year 1 Orientation Programme, to enable the Year 1s to collect the school books they purchased online earlier.

## TRANSPORT ARRANGEMENT

Please refer to the admissions page on our [school website](#) for the contact details of the bus vendors. **Parents/guardians must liaise directly with the bus vendors** should they wish to arrange for transportation for their daughters/wards.

## INFORMATION ABOUT SCHOOL LIFE (PDF)

### THE SCHOOL YEAR AHEAD

The 4 school terms for 2025 are:

Semester 1	
Term 1	2 January (Thursday) to 14 March (Friday)
Term 2	24 March (Monday) to 30 May (Friday)

Semester 2	
Term 3	30 June (Monday) to 5 September (Friday)
Term 4	15 September (Monday) to 31 October (Friday) – For Year 4 Students 15 September (Monday) to 7 November (Friday) – For Year 1, 2, 3 Students

The RGS school year is filled with exciting activities and wonderful opportunities that are planned with the purpose of enabling every student to develop herself holistically. All RGS students are expected to be present and attend lessons during term time and participate in other school activities that have been planned for them. Hence, **regular attendance at school is vital to each student’s developmental journey and educational success.**

To ensure that all students receive the most out of her RGS experience, parents are strongly encouraged to take vacations and trips during times which coincide with school vacations. A student’s absence from school for reasons such as family vacation or trip while school is in session is considered an ‘unexcused absence’.

Some of the key events that will involve the Year 1 students are listed below.

IMPORTANT EVENTS FOR YEAR 1	
Date	Event
2, 3, 6 and 7 January	Year 1 Orientation
10 to 14 March	Learning Journey Week (Compulsory)
17 May	RGS Open House
29 May	Teacher-Parent Conference
30 May	Sports Festival (Compulsory)
29 August	Founder’s Day
23 October to 7 November	Post-End of Year Assessment Activities (including International Coastal Clean-Up, Talent Development Selections & Auditions for AY2026)

## A TYPICAL SCHOOL WEEK

The weekly schedule for RGS is as follows, with different after-school sessions reserved for various activities/programmes. The days are typically longer than in primary school. Students may leave at the end of the school day if they are not involved in scheduled after-school activities.

	Mon	Tue	Wed	Thu	Fri
<b>Reporting Time / Morning Assembly</b>	7.35 am	7.35 am	7.35 am	7.35 am	7.35 am
<b>Additional/ ad-hoc session</b>				1.35 pm Consultation & Enrichment Space <sup>#</sup> (CES)	
<b>End of School</b>	2.25 pm	2.35 pm	1.25 pm	2.35 pm	1.35 pm
<b>After-School Activity</b>	*Co-Curricular Activities (CCA)		Talent Devt Activities/ Y1 Well-being Programmes <ul style="list-style-type: none"> <li>● House Practice</li> <li>● Peer Support sessions</li> <li>● Enrichment Programmes</li> </ul>	* Co-Curricular Activities (CCA)	<b>Special</b> Programmes <ul style="list-style-type: none"> <li>● 3<sup>rd</sup> Language Programmes at MOELC</li> <li>● Malay Special Programme (MSP)</li> <li>● Chinese Special Programme (CSP)</li> <li>● Music Elective Programme (MEP)</li> <li>● Special Art Programme (SAP)</li> <li>● Regional Studies Programme (RSP)</li> </ul>
Typical dismissal time is approximately 6.15 pm					

*# Consultation and Enrichment Space (CES) is a 'white space' time-tabled for students to engage in independent learning, participate in collaborative discussion with group members or seek consultation with teachers. Students with no CES sessions arranged with teachers or group mates may leave school at 1.35 pm.*

*\* Actual CCA day(s) depends on the training/practice schedule of students' respective CCAs. Some CCAs may have training/practice on Saturdays for critical events (e.g., competition, Uniformed Groups' HQ-organised events).*

### Course of Study

The curriculum in Raffles Girls' School is broad based and is designed to enable students to pursue courses of study based on interest and aptitude. It is broadly categorised into

- A. the Academic Programme for all students and are conducted during school hours and
- B. Special Programmes (optional) for some students in the afternoons after school. (Note: MEP & SAP lessons in Year 1 & 2 are conducted during 'General Aesthetics' and on Friday afternoons for Year 3 and 4). Students who are eligible for Special Programmes are only allowed to take **ONE** special programme.
- C. Students applying for a Special Programme must be eligible for it (except for MSP/CSP). Students who are eligible for Third Language would have received a letter from MOE.
- D. Entry into MEP and SAP is based on a school-based selection test.
- E. Applications for the Special Programme close in December before the academic year for Year 1 begins.



Years	Academic Programme	Special Programmes
1 & 2	<p><u>Core Subjects</u> (graded)</p> <ol style="list-style-type: none"> <li>1. English Language</li> <li>2. Higher Mother Tongue/Mother Tongue</li> <li>3. Mathematics</li> <li>4. Science</li> <li>5. Humanities*: <ul style="list-style-type: none"> <li>● Literature</li> <li>● Geography</li> <li>● History</li> </ul> </li> </ol> <p><i>* <u>Note</u>: All students must take all three Humanities. The subject with the best Grade Point will be used in the computation of GPA in Year 2 (See item (c) for more details).</i></p> <p><u>Other Core Programmes</u> (non-graded, with a Qualitative Report)</p> <ul style="list-style-type: none"> <li>● Character and Leadership Education</li> <li>● Aesthetics – Art, Music, Design &amp; Technology, Food &amp; Design</li> <li>● Inquiry &amp; Advocacy</li> <li>● Physical Education</li> <li>● Research Studies (Year 2 only)</li> </ul>	<ul style="list-style-type: none"> <li>● Third Language</li> <li>● Malay Special Programme (MSP)</li> <li>● Chinese Special Programme (CSP)</li> <li>● Music Elective Programme (MEP)</li> <li>● Special Art Programme (SAP)</li> </ul>

Years	Academic Programme	Special Programmes
3 & 4	<p><u>Core Subjects</u> (graded)</p> <ol style="list-style-type: none"> <li>1. English Language</li> <li>2. Higher Mother Tongue/Mother Tongue</li> <li>3. Inquiry &amp; Advocacy</li> <li>4. Mathematics 1</li> <li>5. Mathematics 2</li> <li>6. Science (Chemistry/Biology/Physics)</li> <li>7. Humanities (History/Geography/Literature)</li> </ol> <p><i>Year 3 and 4 students can take at least 8 examinable subjects, which should include the Core Subjects. The eighth/ninth subject can be either another 1 or 2</i></p>	<ul style="list-style-type: none"> <li>● Third Language</li> <li>● Malay Special Programme (MSP)</li> <li>● Chinese Special Programme (CSP)</li> <li>● Music Elective Programme (MEP)</li> <li>● Special Art Programme</li> </ul>

	<p><i>Subjects from the remaining subjects in the Science and Humanities or one of the Special Programmes. Kindly note that Subject Combination offered to the student is contingent on resource considerations.</i></p> <p><u>Other Core Programmes</u> (non-graded, with a Qualitative Report)</p> <ul style="list-style-type: none"> <li>● Character &amp; Leadership Education</li> <li>● Raffles Academy 2.0</li> <li>● Physical Education</li> </ul>	(SAP)
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Year 1 is a period of transition. Year 1 students will be given time to adjust to their new learning environment and the approaches to teaching and learning in RGS. There will not be the computation of Grade Points and GPA, and all students will generally progress to Year 2.

This shift allows for a greater focus on executive functioning skills and on learning itself. By building intrinsic motivation and deemphasising grades, students are more likely to enjoy the learning process and want to continue learning. Students are more likely to want to continue learning if they enjoy the process.

### **Assessment**

RGS has Continuous Assessments for all Levels – Years 1 to 4. There will be one Weighted Assessment (10 or 15%) in Terms 1 ,2 and 3. There will be an End-of-Year Assessment with a Weighting of 60% or 50%.

## INDIVIDUAL DEVICE OWNERSHIP – RGS 1:1

RGS 1:1 was first introduced in 2012 to create a learning environment in which Infocommunication Technology (ICT) is integrated with teaching and learning. The programme aims to equip the RGS girl with 21st century life-skills for the digital world. Every student brings her own device to school every day and uses it for learning purposes.

### Outcomes

By the end of Year 4, students will be able to

- (i) be active, critical and responsible citizens of the digital age
- (ii) purposefully access digital tools to enhance learning
- (iii) be self-directed learners, discover and nurture their talents
- (iv) participate in and build inclusive digital communities within and beyond school

## DEVICE SPECIFICATION AND ACCESSORIES BUNDLE

The device bundle and accessories include:

1. iPad (10 Gen, 10.9", 256GB)
2. Apple Pencil
3. 3-Year Warranty and Insurance

The school will assist students to place orders to purchase devices from the MOE Tender. Students who are Singapore citizens may utilise Edusave Funds for this purchase. Please click on this [link](#) to submit the application for the use of Edusave Funds

The students will be issued a Google Email account and will be using the G-suite and Google drive frequently.

For device specification and accessories bundle queries, please email [itcare@rafflesgirlssch.edu.sg](mailto:itcare@rafflesgirlssch.edu.sg).

For matters related to the use of iPad for Teaching and Learning, please refer to <https://www.rgs.edu.sg/programmes/rgs-1-1/faqs> OR contact Mrs Tan Yin Lai, Head ICT at [yinlai.tan@rafflesgirlssch.edu.sg](mailto:yinlai.tan@rafflesgirlssch.edu.sg).

## ACCEPTABLE USE POLICY

Please refer to the Acceptable Use Policy (AUP) located [here](#) for the full policy.

Raffles Girls' School utilizes the latest technologies to support student-learning needs across the curriculum. The school has computers connected to the World Wide Web (WWW) providing an invaluable tool for a wide variety of classroom activities. Every effort is made to minimize the possibility of accessing inappropriate web sites, but there is no absolute guarantee that inappropriate sites will never be accessed.

As a Parent or Guardian, I understand my daughter child/ward will be held accountable for all activities including, but not limited to, the content of materials sent by mail, news, or any other means using her account privileges. I also understand that my daughter child /ward must abide by the guidelines presented at school and the use of the system will be for educational purposes only.

I am informed that there are times when teachers will publish a variety of projects on the internet. I give permission for my daughter's child's/ward's work which may or may not be accompanied by her name, e-mail address, and/or photograph to be electronically displayed and produced by the school.

I agree not to hold Raffles Girls' School and the networks providing access to the Internet responsible for the performance of the system or the content of any material accessed through it. I agree that RGS reserves the right to amend the Acceptable Use Policy without prior notice. In the event that any changes are made, the revised guidelines will be communicated immediately and I will be deemed to have acknowledged the amended guidelines.

## HOW RGS COMMUNICATE WITH PARENTS

RGS believes that active communication is key to building a strong school-home partnership and utilises the following official channels of communication to share information with you on a regular basis.

### PARENTS GATEWAY

Parents Gateway (PG) is a mobile app specially designed for parents. Developed by MOE and GovTech, the app allows parents to engage with schools, receive information and perform a range of administrative functions such as giving consent for school trips, travel declarations and updating of contact information.

Communication with parents will be via PG. To avoid missing any important information sent by the school, please ensure that you have downloaded the PG app and that your SingPass account is activated.

### EMAILS, CALLS OR MEETINGS

Your daughter's teachers might also communicate with you via emails, calls or meetings should the need arise. There are also opportunities like School-Parent Meetings (by level) and Teacher-Parent Conference where you can meet with her teachers.

### INTRANET PORTAL - RGS INET

Information on school activities, events and programmes can be found on RGS' intranet portal (INET) at <http://inet.rgs.edu.sg>. Academic assessment results can also be accessed once they have been e-published.

User IDs and passwords will be issued by January.

### ATTENDANCE

SC Mobile will be used for attendance taking (daily attendance and CCA attendance).



# INITIATION TO RGS

AY2025 Year 1

## GUIDELINES ON SCHOOL ATTIRE

The way an RGS student wears her school uniform and conducts herself reflects both her personal values and identity as well as the values and image of the school. For this reason, RGS students are expected to be responsible in wearing the school uniform smartly and neatly at all times.

An RGS student will wear the prescribed school uniform. The school badge will be worn at all times as it is a symbol of the school, the organisation which the student represents. The nametag is worn in school for the purpose of identification.

No student should be wearing a badge or nametag that is broken/defaced. No student should wear another student's nametag. Students should be neatly groomed to maintain a level of professionalism. The use of accessories are discouraged as they may compromise the safety of students during physical activities.

The RGS student will

- Wear school attire to school even during the school holidays
- Wear pinafore and bring along her tie on days with hall assembly (typically on Monday or Tuesday)
- Wear pinafore and blouse on Monday, Tuesday and Thursday.
- Wear pinafore/ culottes & PE shirt/ RGS Standardised Green Black White (GBW) Shirt /House T-shirts on Wednesday and Friday.
- Wear pinafore with white shirt or PE shirt only. PE shirts are allowed to be worn underneath the pinafore till the end of the PE block, latest being 3<sup>rd</sup> block.
- Wear school approved t-shirts only on special attire days.
- Change out of her PE attire during her recess blocks for health and hygiene reasons.
- Wear only PE, CCA and school-approved shirts to school. Except for PE shirt, these are to be tucked into the culottes
- Leave school in her pinafore/ culottes and not in shorts.
- Wear the nametag that shows her name according to the school register
- Replace nametag immediately if lost, broken or defaced (i.e. the name is not fully visible). An acknowledgment slip must be obtained at the bookshop as proof of replacement
- Wear shoes which are predominantly white and white socks that are visible (refer to the [Guide to School Shoes](#) for details)

- Wear coloured shoes only with school approved t-shirts and culottes on Saturdays and school holidays
- Wear the school tie for formal school events and weekly assemblies in the hall
- Tie up long hair at all times and wear fringes above the eyebrow (refer to the [Guide to Hairdo](#) for details)
- Use hair accessories, which are dark blue, dark brown or black
- Keep hair colour in its natural state. Dyeing/tinting/bleaching/ highlighting of hair is not allowed
- Wear only one pair of ear accessories at the centre of the earlobes.
- Only one accessory is to be worn on each ear. Ear studs are only allowed to be worn in the middle of the earlobe and not on any other part of the ear
  - Wear metallic (gold or silver/white) or school colour (dark green, black or white) ear studs that are in simple shapes (As a guide, the ear stud should not be more than 3 mm in diameter)
  - Only clear or ear sticks in school colours (dark green, black or white) are allowed to be placed in the middle of the earlobe. On other parts of the ear, only clear ear sticks are allowed
- Piercing of any other part of the body is NOT allowed
- Wear all religious accessories discreetly, i.e. not to be displayed conspicuously (tucked into shirt or under a watch), and apply on INET for special consideration
- Not wear any make-up or tinted moisturizer.
- Not have decorative body art (henna painting or tattoo) of any form



## COMPULSORY PROGRAMMES FOR HOLISTIC DEVELOPMENT

### ATTENDING PEER SUPPORT LEADERS' SESSIONS

The Peer Support Leaders (PSLs) aim to provide non-discriminatory and sustained support to all RGS students, especially the Year Ones, through peer-mentorship. PSLs conduct classroom sessions to equip Year Ones with important skills to deal with common transitional issues they may face. This will help you make a smooth transition to secondary school life in RGS. The sessions also provide opportunities to foster stronger relationships with your classmates, as well as inculcate positive values which guide decision-making in life.

### PARTICIPATING IN HOUR PRACTICES

The House system is an important part of the RGS history. Participation in House Practices (HP) and other House events like the Inter-House Games (IHGs) build a sense of school culture and identity, as well as develop resilience and good sportsmanship in all RGS students. Here are some of the House programmes you will be involved in:

#### a. House Practices (HP)

HP facilitate the transition of Year Ones into RGS by inculcating a sense of belonging to their respective Houses. Participation in HP encourages House pride and builds House spirit, strengthens bonds and develops teamwork amongst House members. HPs also aim to provide opportunities for character and leadership development.

#### b. Mass Dance Batch Project (Open House and Sport Fest)

The Year Ones will play a crucial role in this project which culminates in a performance at the RGS Open House, as well as during Sports Fest. This project is an opportunity for Year Ones to show their appreciation of the rest of the school community, in return for the care and guidance they have received since their admission into RGS.

PSL Sessions and House Practices make up the post-Orientation extension programme and are therefore compulsory for all Year Ones and take precedence over external activities (e.g. external training sessions, enrichment classes, music lessons etc).

In accordance with school policy, any absence will need to be supported by Medical Certificates (MCs) or formal letters of authorisation (e.g. Music examinations, competitions). Parents' letters with special requests (e.g. Early dismissal) will be accepted after PSB or HOUSE Teachers' careful review of such cases (depending on the session affected).



## SCHEDULE OF PSL SESSIONS & HOUSE PRACTICES

*Most of the PSL Sessions and House Practices will be held on Wednesday afternoons during the Talent Development blocks. Details such as the dates and venues will be communicated to the students and parents during the Y1 Orientation Week.*

For more information on any of the above programmes, please contact the following teachers:

	Name	Email
House	Mrs Sulastiri Anis	<a href="mailto:sulastiri.anis@rafflesgirlssch.edu.sg">sulastiri.anis@rafflesgirlssch.edu.sg</a>
Peer Support Board	Ms Nora Kamsir	<a href="mailto:nora.kamsir@rafflesgirlssch.edu.sg">nora.kamsir@rafflesgirlssch.edu.sg</a>

## CHOOSING A CO-CURRICULAR ACTIVITY (CCA)

### PARTICIPATING IN A CO-CURRICULAR ACTIVITY (CCA)

At RGS, the CCA programme is a four-year journey which aims to:

- nurture every student to realise her talent and potential
- develop strong character and leadership skills
- cultivate sound moral values, social and emotional learning competencies and 21<sup>st</sup> century competencies to prepare them for the future world.

With a total of 36 CCAs, the programme will definitely cater to the wide diversity of interest, passions and skills which you have. You can look forward to a multitude of exciting opportunities to grow and challenge yourself including competitions, workshops, and performances. Most importantly, the camaraderie you enjoy with your CCA friends often leads to lifelong friendships.

The CCA Orientation 2024 will be held on **4 January 2024 (Thursday) from 2.30 pm to 5.00 pm**. This annual event provides you with the opportunity to find out more about the wide range of CCA in RGS and prepares you to make an informed choice during the CCA Option Exercise. As we strive to meet the diverse needs of the students, please note that there is a quota in the number of members a CCA can have to ensure that each member is developed to her fullest potential in her area of talent and interest based on the CCA's holistic programme.

### LIST OF CCAS OFFERED IN RGS

#### *Clubs & Societies*

1. Cogitare Club 2. Debate & Oratorical Society 3. Infocomm Club	4. Raffles Mind Sports 5. Robotics Club
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#### *Physical Sports*

1. Badminton 2. Basketball 3. Fencing 4. Rhythmic Gymnastics 5. Trampoline Gymnastics 6. Netball 7. Sailing	8. Shooting 9. Softball 10. Squash 11. Swimming 12. Table Tennis 13. Tennis 14. Track & Cross-Country
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### **Visual Performing Arts**

1. Angklung Ensemble 2. Art Club 3. Band Symphonic 4. Chinese Orchestra 5. Choir 6. Dance International	7. Ethnic Dance 8. Guitar Ensemble 9. Handbell Ensemble 10. Photographic Society 11. Raffles Drama 12. String Ensemble
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### **Uniformed Groups**

1. Girl Guides 2. Girls' Brigade 3. National Cadet Corps	4. National Police Cadet Corps (Sea) 5. Red Cross Youth
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### **KEY DATES FOR CCA AUDITIONS/SELECTION TRIALS, REGISTRATION AND ALLOCATION**

<b>Date</b>	<b>Day</b>	<b>Event</b>
6 Jan	Thu, 11.30am – 12.30pm	CCA Briefing
9 Jan	Thu, 2.30 -5.00 pm	CCA Orientation
9 Jan	Thu, 7.00 pm onwards	Online CCA Registration for Auditions/Selection Trials
13 to 23 Jan	CCA Days: Mon, Tue & Thu	Auditions/Selection Trials. Refer to CCA Prospectus for details
27 Jan	Tue, 1.35 – 2.35 pm	CCA Option Exercise briefing by Head PE & CCA.
4 Feb	Thurs, 5.00 pm	Results of Audition/Selection Trial Results
4 – 6 Feb	Thurs to Sun	Online CCA Option Exercise
11 Feb	Thurs, 7pm	Results of CCA Allocation
13 Feb	Mon onwards	Commencement of CCA for Year 1s
17, 18, 20 Feb	CCA Days: Mon, Tue & Thurs	Phase 2 Selection trials (For students with no match in Phase 1 CCA allocation)
27 Feb	Mon	Commencement of CCA for all Year 1s

## TRANSITING WELL TO SECONDARY SCHOOL

### FOR YOU, THE RGS GIRL...

It will be a new chapter of your life as you are starting secondary school. Next year will be an exciting year. You will attend a new school and be exposed to a range of new experiences. It is normal to be anxious or apprehensive but rest assured that we have activities and programmes in place to help ensure that you will settle in well. There will also be a host of people supporting and cheering you on!

As a start, here are some tips to help you ease in.

1. Do read the section for read the section below with your parents and work with them to help you start the year well.
2. You may need to pick up some organizational skills as secondary school does entail more areas you need to be responsible for. Keep a schedule book (it can be an online app) and write down things you need to do so that you can plan ahead of time. It is time to be more independent!
3. Check your schedule and get all the things you need ready for the next day *the night before*. Yes, even your uniform with badge and nametag pinned to it! There are more lessons each day. Each lesson has its own set of books/materials and homework.
4. You will get homework regularly and even if you don't, it's a good idea to review the day's lessons or read ahead. You will typically have quite a busy schedule. Try to keep up. However, if you do fall behind, do let your teacher know before the lesson, so that she help guide you on how to manage.
5. You will have more teachers in the first week than in your whole time at primary school. Each one will have their own set of expectations but they will give you time to adjust. So don't worry.
6. School days are longer than in Primary School. You will be expected to, and you would want to, commit more time to your CCA and other activities. Do make sure you get enough sleep and rest.
7. If you are worried about making friends, do remember that in RGS, students come from many schools all across Singapore and almost all are strangers to each other. A pleasant smile and a warm 'hello' can start a wonderful friendship. Treat others as you would like to be treated.

Your teachers and seniors have organized a variety of activities not just for Orientation Week but also for the course of the year. The activities will not only provide you with support as you transition into secondary school life but they will also help you to grow as an individual.

See you on the first day of school – for the journey of a lifetime!

## FOR YOU, THE RGS PARENTS...

Your daughter is starting secondary school... so what can you do as an RGS parent?

The coming year will be a time of change for your daughter. One way for her to adjust well to these changes is by developing self-confidence. You can support her in this through positive reinforcement.

Encourage your daughter to do things on her own and acknowledge her effort each time you see her do this. Tell your daughter that you value her and appreciate her qualities. This will go a long way to building and maintaining your daughter's confidence. Talk regularly with your daughter about school over the next few weeks, before and after she joins the school.

- Ask her what each day would be like.
- What are her expectations of school and how are they turning out?
- Is she enjoying herself? Does she feel safe and at ease?
- What does she think her teachers would be like? What is she discovering about them?
- What does she think the other girls in the classes would be like? What is she discovering about them?
- What is she most looking forward to every day?

Listening to your daughter talk may give you some indication of her concerns. If she has concerns, discuss her options. Let her know that you take these seriously and are there to help. Encourage her to seek help and clarifications from her teachers in school.

Another way is to help her establish some positive habits:

- Adjust her waking hours especially if she has had irregular bedtimes over the long holidays.
- Walk her through the programme for each day to help her get used to the longer hours.
- Help her familiarise herself with the route she will take to school and home each day.
- Establish some personal organisation habits. The more you expect her to take responsibility for herself at home, the more likely she will manage herself and her belongings in school. However, as she is just out of primary school, she will need time to adjust and adapt to taking on greater responsibility for herself. Do guide her in taking progressive steps towards acquiring these habits.

Do refer to INET, the RGS' intranet, for more resources on how you can help your daughter transit successfully from primary to secondary school

<https://inet.rgs.edu.sg/parents/SitePages/Home.aspx>

On the same note, your daughter will attend sessions to equip her with the skills and knowledge to confidently manage life in RGS.

## **PARENTS' SUPPORT**

### **WELCOME LETTER**

[PRGS Welcome Letter](#)

### **HIGHLIGHTS OF PRGS ACTIVITIES**

[Highlights of PRGS Activity](#)

### **RGS SHOP**

<https://www.go.gov.sg/rgsshop>

### **PRGS OPT-OUT FORM**

[PRGS Membership Opt-Out Form](#)