



# VICTORIA JUNIOR COLLEGE

19 February 2020

Dear Parents and Guardians of JC1 Students,

Please excuse this rather belated welcome. The recent developments have made for a rather eventful start to the JC1 calendar, to say the least, but I am very proud of our new students who have taken all the measures and changes to the Orientation programme in their stride.

This time of the term would have been when I would meet all JC1 parents to share with you about the junior college system, as well as some programmes in VJC that are specially planned for our students. In line with the stepped up precautionary measures, however, we are not able to proceed as planned. Instead, the relevant information has been placed on our website for you to access at your convenience ([Resources for Parents](#)). In addition, you should have also received an email from your child/ward's Civics Tutor. Please do not hesitate to contact the Civics Tutor should you have further queries.

Attached is also a copy of the 2020 Calendar of Events and some administrative matters for your information.

My staff and I look forward to working hand in hand with you, and for another opportunity to meet you when this crisis blows over. #vjunite

Thank you and *Nil Sine Labore!*

Miss Ek Soo Ben  
Principal  
Victoria Junior College

## **ADMINISTRATION MATTERS 2020**

### **1. College Rules, Attendance and Grooming**

To inculcate values, instil self-discipline and provide an environment that is conducive to learning and teaching, we expect our students to observe the College Rules. We have shared our expectations with all our students and we seek your cooperation and support so that together we can guide the students to act responsibly and stay committed to excellence.

In particular, please support us in reminding your child/ward about the following:

- Be punctual for school daily. Students are expected to tap in for attendance before 0840 hours on Monday and 0800 hours from Tuesday to Friday. Disciplinary actions will be meted out to repeat latecomers. We encourage students to be in school at least 10 minutes before the official start of the day.
- Students must keep their appearance neat, clean and dignified.

### **2. Safety, Security and Traffic Advice**

For the safety of our students, please take note of the following and follow the advice of security officers on duty:

<b>From 7.50 am</b>	Please let your child/ ward alight outside the gate when college is in session with morning assembly.
<b>From 7.00 am to 8.00 am</b>	Please do <b>NOT</b> turn right when you drive out of the VJC campus. Observe the traffic rule
<b>9.00 pm</b>	All must leave the college compound by 9 pm. A chime will come on at 8.45 pm

Parking in school. There are limited **white** visitors' parking lots for your usage. **Red** and **yellow** lots are reserved for season parking. While waiting, please turn off your car / vehicle engines.

### **3. Financial Assistance**

For matters relating to financial assistance, please contact our General Office (Attention: Mrs Jancy Lee-Teo) at 64485011. Your child/ward may also approach any staff member in the General Office.

### **4. Accident Insurance Plan for Students**

The College has purchased a **basic** Accident Insurance Plan (with **limited** coverage and exclusions) for all our students. Please go to [<https://www.income.com.sg/group-personal-accident-for-students>] for a summary of the policy coverage and benefits.

### **5. Recording at School Events and CCTV**

Video(s) or photograph(s) of you and/or your child may be captured at college events, and featured in school publications and other official school communications. CCTV may also be in operation in and around our premises for safety reasons.

## 2020 COLLEGE CALENDAR

	Date	Activity
TERM 1	5 – 13 Feb	J1 Orientation
	9 Mar	Release of Project Work Question Paper
<i>March break (14 – 22 March)</i>		
TERM 2	29 May	J1 Feeling Fab / Eat With Your Family Day
	1 – 4 Jun	Pre-University Seminar
<i>June break (30 May – 28 Jun)</i>		
TERM 3	29 Jun – 3 Jul	J1 Mid-Year Examinations
	8 – 22 Jul (tentative)	MTL Oral and Listening Comprehension
	25 Jul	36 <sup>th</sup> College Day
	<b>29 Jul</b>	<b>EdVantage! (Careers, Higher Education and Scholarships Fair)</b>
	<b>12 Aug</b>	<b>J1 Parents-Teachers Meeting</b>
	3 Sep	PW Written Report submission
<i>Sep break (5 – 13 Sep)</i>		
TERM 4	17 Sep	Start of Science Practical Promotional Exams
	28 Sep – 6 Oct	J1 Promotional Examinations
	<b>17 Oct</b>	<b>Panel Discussion on Local University Admission</b>
	2 – 12 Nov	Project Work Oral Examination
	17 – 24 Nov	Lecture Days
	25 Nov	Victorian Affair
	27 Nov	Last day of school**

\* Events for parents have been highlighted in **BOLD**

\*\*Students are not allowed to leave for overseas travel before the end of the school year.