



# VICTORIA JUNIOR COLLEGE

10 January 2020

Dear Parents and Guardians of JC2 Students,

## **Happy New Year!**

1. It gives me great pleasure to welcome your child/ward back to a new school year.

2019 was an exciting year and as your child/ward progresses into the second year of study, I am sure that he/she is geared up for a meaningful and fulfilling year ahead, participating in a myriad of events and programmes ranging from sports and academic competitions to concerts and other events.

My staff and I thank you for the support and the trust you have given the college, and we look forward to continuing our close partnership in furthering the holistic development of your child/ward. With the start of the new academic year, we have enclosed the Calendar of Events for your advance planning. We would also like to draw your attention to the following important information.

2. **VJC Sea Carnival**

Sea Carnival is an annual event and it is the time for all JC1 and JC2 students to come together as a big Victorian Family, partaking in the Orientation activities planned for JC1 students. This year's edition will take place on 13 February 2020 at Angsana Green, East Coast Park. All students will get to take part in the carnival activities with their classmates and Civics Tutor, thus building bonds and forging stronger relationships with their peers and their teachers.

3. **Subject Days**

6 and 7 February 2020 have been designated as Subject Days where activities such as talks, workshops and excursions to places of educational interest are organised for all students not involved in JC1 Orientation. This programme is part of our holistic approach to teaching and learning. All students are required to report at 8 am on both days.

4. **Common Test 1**

As JC2 students are sitting for the G.C.E A-Level Examinations this year, it is important that we re-focus their energies towards their academic studies. We will thus be conducting the first Common Test (CT1) for JC2 in March as a timely checkpoint for your child's academic progress. We have enclosed JC2 test and exam schedule for your attention. Please note that the Parent-Teachers meeting for JC2 will be held on 25 April 2020 (Saturday).

5. **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 vehicle engines.

6. **Accident Insurance Plan for Students**

The College has purchased a **basic** Accident Insurance Plan (with **limited** coverage and exclusions) for all our students. Please refer to the summary of policy coverage and benefits attached in this letter. A hard copy will be given to the students.

7. **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.

8. **College Rules**

The College Rules spell out the expectations for our students. They are intended to inculcate values, instil self-discipline and provide a conducive teaching and learning environment.

We would like to highlight the College Rules regarding the use of digital devices. Students have been informed that irresponsible use of digital devices may lead to confiscation and disciplinary action.

We have shared our expectations with all our student and we seek your cooperation and support so that together we can guide them to be responsible members of the community. For more details, please refer to the revised College Rules appended.

9. **Further Education and Career Talks**

Several talks and briefings on career prospects and scholarships will be organised in the course of the year to help students make informed choices about their future paths. University and scholarship applications begin as early as August this year, and it will be helpful if you can explore with your child his/her future plans and encourage him/her to attend relevant activities and briefings.

It is our aspiration that our students enter JC2 with a sense of mission, "to ignite the imagination of all Victorians to create the future with conviction, courage and compassion". To this end, we hope your child will continue to LiVE like a Victorian, exemplifying the College vision of "Legendary Spirit, Visionary Leadership, Extraordinary Service".

*Nil Sine Labore!*



Miss Ek Soo Ben  
Principal

# 2020 VJC COLLEGE CALENDAR (STUDENTS & PARENTS)

18 Dec 2019

## SEMESTER 1

	Week		MON	TUE	WED	THU	FRI	SAT
			<b>0835</b> <b>No ASSEMBLY</b>	<b>ASSEMBLY</b> <b>0800-0835h</b>	<b>J1 ASSEMBLY</b> <b>0800-0815h</b> <b>J1 Civics 1340-1435h</b>	<b>J2 ASSEMBLY</b> <b>0800-0815h</b> <b>J2 Civics 0820-0915h</b>	<b>ASSEMBLY</b> <b>0800-0835h</b>	
JAN	0	0	30/12	31/12	1/1 <b>New Year Day</b>	2/1	3/1	4/1
	1	1	6/1 1 <sup>st</sup> day of school	7/1	8/1	9/1	10/1	11/1
	2	2	13/1 Lessons end at 11.40 am on eve of OPEN HOUSE	14/1 <b>OPEN HOUSE</b> Day after release of O-level results	15/1	16/1	17/1	18/1
	3	3	20/1	21/1	22/1	23/1	24/1 CNY Celebrations (0800 – 1000)	<b>25/1</b> <b>CNY Day 1</b>
FEB	4	4	<b>27/1</b> <b>CNY Day 3</b> <b>Public holiday</b>	<b>28/1</b> <b>CNY Day 4</b> <b>School holiday</b>	29/1	30/1	31/1	½
	5	5	3/2	4/2	5/2 Orientation Day 1	6/2 Subject Day 1 Orientation Day 2	7/2 Subject Day 2 Orientation Day 3	8/2
	6	6	10/2 Orientation Day 4	11/2 Orientation Day 5	12/2 J1 lessons start CCA Exhibition	13/2 J1/J2 Sea Carnival Suntec FOW	14/2 Late Start @ 9 am Total Defence Day	15/2 J1 Parents Principal Session
	7	7	17/2	18/2	19/2	20/2	21/2	22/2
	8	8	24/2	25/2	26/2	27/2	28/2	29/2
MAR	9	9	2/3	3/3	4/3	5/3	6/3	7/3
	10	10	9/3	10/3	11/3 SSEF	12/3 SSEF	13/3 <b>Games Day</b> (0800 – 1030)	14/3
			<b>J2 CT1</b>					
	11	H	16/3	17/3	18/3	19/3	20/3	21/3
	12	1	23/3 Register A level exam	24/3 SC Introduction	25/3 SC Introduction	26/3	27/3	28/3
			<b>LEADERSHIP WEEK</b>					
APR	13	2	30/3	31/3 SC Elections	1/4	2/4	3/4	4/4
	14	3	6/4	7/4 Follow FRI timetable <b>Intl Friendship Day</b>	8/4	9/4 Last day to register A level exam	10/4 <b>Good Friday</b>	11/4
	15	4	13/4	14/4 SC President Introduction	15/4 MusicFest	16/4	17/4 ICS Night	18/4
	16	5	20/4	21/4 Chinese Drama	22/4	23/4 Dance	24/4 Dance	25/4 J2 Parents Meet Teachers
	17	6	27/4	28/4 House Captain Introduction	29/4	30/4 Drama	1/5 <b>Labour Day</b>	2/5
MAY	18	7	4/5	5/5	6/5 MTL Fortnight	7/5 <b>Vesak Day</b>	8/5 Guitar	9/5
	19	8	11/5	12/5	13/5 Piano	14/5	15/5 Chinese Orchestra	16/5
	20	9	18/5 Limelight@Esplanade	19/5	20/5 VCA Sc Explore! Choir@Esplanade	21/5	22/5 Harmomica & String	23/5 24/5 Hari Raya Puasa
	21	10	<b>25/5</b> <b>Public holiday</b> <b>(Hari Raya Puasa)</b>	26/5 SC2020 Investiture Lessons from 10 am	27/5	28/5	29/5 <i>Eat with Your Family</i> <i>Day</i> <i>J1 Feeling Fab</i>	30/5
JUN	22		1/6 MTL (AM)   MTL B exam (PM)	2/6	3/6	4/6	5/6	6/6
			<b>Pre- U Seminar</b>					
	23		8/6	9/6	10/6	11/6	12/6	13/6
	24		15/6	16/6	17/6	18/6	19/6	20/6
	25		22/6	23/6	24/6	25/6	26/6	27/6

## SEMESTER 2

	Week		MON	TUE	WED	THU	FRI	SAT
			<b>0835 No ASSEMBLY</b>	<b>ASSEMBLY 0800-0835h</b>	<b>J1 ASSEMBLY 0800-0815h J1 Civics 1340-1435h</b>	<b>J2 ASSEMBLY 0800-0815h J2 Civics 0820-0915h</b>	<b>ASSEMBLY 0800-0835h</b>	
JUL	26	1	29/6	30/6	1/7 CT2 CH Practical J2 CT2 & J1 MYE	2/7	3/7 CLIC	4/7   5/7 CLIC
	27	2	6/7 School holiday (Youth Day)	7/7 CT2 PH/BI Practical MTL Oral B	8/7	9/7	10/7	11/7
	28	3	13/7	14/7	15/7	16/7	17/7 Racial Harmony Day EZ STEM Festival	18/7
			MTL Oral					
			TSD A-level Practical exam (tbc)					
	29	4	20/7	21/7	22/7	23/7	24/7 Lessons end at 1235h College Day Rehearsal	25/7 36 <sup>th</sup> College Day
			J1 MTL Oral		MTL & MTLB LC			
AUG	30	5	27/7	28/7	29/7 EdVantage Fair	30/7	31/7 Hari Raya Haji	1/8
	31	6	3/8	4/8 CCA Leaders Investiture	5/8	6/8	7/8 National Day Celebrations ( 0800 - 1000)	8/8 9/8 National Day
	32	7	10/8 Public holiday (National Day)	11/8 CCAs suspended for exams Blood Donation Drive	12/8 J1 Parents Meet Teachers	13/8	14/8	15/8
	33	8	17/8	18/8	19/8	20/8	21/8 J1 PW Day	22/8
	34	9	24/8 J1 PW Day Lab Closure	25/8	26/8	27/8 Teachers Day Celebrations (0800 – 1000)	28/8 J2 SELF STUDY	29/8
SEP	35	10	31/8 Prelim CHEM Practical exam	1/9 J1 PW Day Prelim GP	2/9 J1 PW Day Prelim Econs P2	3/9 Prelim PHY/BIO Practical exam	4/9 Teachers' Day	5/9
	36	H	7/9	8/9 EAS LI	9/9	10/9	11/9	12/9
	37	1	14/9	15/9	16/9	17/9 Arts tutorials	18/9	19/9 20/9
			Prelim Exam					
	38	2	21/9	22/9 Arts tutorials	23/9	24/9	25/9 J1 SELF STUDY	26/9
			Prelim Exam					
OCT	39	3	28/9 Promo Prelim Exam	29/9 Promo	30/9 Promo	1/10 Promo	2/10 Promo	3/10
	40	4	5/10 Promo	6/10 Promo	7/10	8/10	9/10 J2 Farewell Assembly	10/10
	41	5	12/10	13/10	14/10	15/10	16/10	17/10 J1 U-Panel Discussion (0900-1200h)
			Special J1 Timetable					
			J2 Post Prelim Programme					
	42	6	19/10	20/10	21/10	22/10	23/10	24/10
			J2 Post Prelim Programme				J2 Post Prelim Programme	
			PW + MTL Programme					
	43	7	26/10 A-level MTL Exam	27/10	28/10	29/10	30/10	31/10
			PW Programme					
NOV	44	8	2/11 PW Oral Exam	3/11 PW Oral Exam	4/11 PW Oral Exam	5/11 PW Oral Exam	6/11 PW Oral Exam	7/11
			A Level Exam					
	45	9	9/11	10/11	11/11 PW Oral Exam	12/11 PW Oral Exam	13/11 J1 Lecture Day	14/11 Deepavali
			A Level Exam					
	46	10	16/11 School holiday (Deepavali)	17/11 J1 Lecture Day	18/11 J1 Lecture Day	19/11 J1 Lecture Day	20/11 J1 Lecture Day	21/11
			A Level Exam					
	47	11	23/11 J1 Lecture Day	24/11 J1 Lecture Day	25/11 Victorian Affair	26/11	27/11	28/11 School Vacation
			A Level Exam					
DEC	48	1	30/11	1/12	2/12	3/12	4/12	5/12
			A Level Exam (tbc)					
	49	2	7/12	8/12	9/12	10/12	11/12	12/12
	50	3	14/12	15/12	16/12	17/12	18/12	19/12
	51	4	21/12	22/12	23/12	24/12	25/12 Christmas Day	26/12
	52	5	28/12	29/12	30/12	31/12	1/1 New Year Day	2/1
JAN 2021	1	6	4/1	5/1	6/1	7/1	8/1	9/1
	2	1	11/1 1 <sup>st</sup> day of school	12/1	13/1	14/1	15/1	16/1

**VICTORIA JUNIOR COLLEGE**  
**J2 SCHEDULE OF COMMON TESTS & EXAMINATIONS 2020**

TERM	DATES	TESTS/EXAMS
<b>1</b>	9 Mar – 12 Mar	Common Test 1
<b>2</b>	1 Jun	A-level MTL Exam
	1 Jun	A-Level MTL B Exam
<b>3</b>	29 Jun – 7 Jul	Common Test 2
	13 Jul – 17 Jul (tbc)	A-level TSD Practical Exam
	31 Aug – 28 Sep	Preliminary Exam
<b>4</b>	12 Oct – 23 Oct	Post-Prelim Programme
	2 Nov – 1 Dec (tbc)	A-level Written Exam

**Instructions to students:**

1. Please call Admin Office at 6448-5011 if you are unwell on the day of your paper and submit your Medical Certificate to your Civics tutor as soon as possible.
2. Absent grade will be given for a subject if all components of the assessment are not taken.
3. Writing paper, graph paper, Mathematics formula list and Chemistry data-booklet will be provided by the College.
4. Students must be in College uniform when taking an examination including Wednesdays and Fridays.



JC 2

**COMMON TEST 1**  
**TIMETABLE**

DATE	TIME	DURATION	SUBJECTS
<b>9/3/20 MON</b>	8 am – 11.30 am	3h 30 min	General paper H1
	2 pm – 5 pm 2 pm – 3.30 pm	3h 1h 30 min	Economics H2 Economics H1
<b>10/3/20 TUE</b>	8 am – 11 am	3h	Chemistry H2
	8 am – 10 am	2h	Chemistry H1
	8 am – 11 am	3h	F Math H2
	2 pm – 5 pm 2 pm – 5 pm	3h 3h	Geography H2/H1 History H2
<b>11/3/20 WED</b>	8 am – 11 am	3h	Biology H2
	8 am – 10 am	2h	Biology H1
	8 am – 11 am	3h	Physics H2
	8 am – 10 am	2h	Physics H1
	2 pm – 4 pm	2h	Literature H1
	2 pm – 5 pm	3h	Literature H2
<b>12/3/20 THU</b>	8 am – 11 am	3h	Mathematics H2/H1
	2 pm – 5 pm	3h	TSD H2
	2 pm – 4.15 pm	2h 15 min	CSE H2/H1
	2 pm – 5 pm	3h	Art H2
	2 pm – 5 pm	3h	TLL H2

## GROUP PERSONAL ACCIDENT INSURANCE FOR STUDENTS

This is a Group Personal Accident (GPA) Insurance which covers death, permanent and total/partial disability and medical expenses due to an accident. The proximate or triggering causes of injuries must be reasonably attributed to an accident.

### 1. Benefit/ Sum Insured for GPA Insurance – For Year 2020

No.	Key Areas	Benefit/ Sum Insured
1.	Death Benefit	\$50,000
2.	Permanent Disablement (including Second and Third Degree Burns)	Up to 150% of Death Benefit (as per Schedules of Benefits in Tables 2-4)
3.	Funeral Benefit	\$5,000
4.	Medical Expenses (sum of outpatient and inpatient medical expenses)	<p>Up to \$13,000 for medical expenses incurred up to 365 days from date of accident, and with the following sub-limits:</p> <ol style="list-style-type: none"> <li><u>Outpatient expenses (up to \$2,150 with \$400 sub-limit for treatment by TCM practitioners<sup>1</sup>)</u> for outpatient and follow-up medical treatments due to an accident including minor/day surgery at a clinic/hospital, physiotherapy<sup>2</sup> at <u>Specialist Outpatient Clinics (SOC)</u> in restructured hospitals and <u>Singapore Sports Council</u>, treatment by chiropractors<sup>3</sup>, dental treatments and ambulance fees.</li> <li><u>Inpatient expenses (up to \$10,850)</u> for inpatient and follow-up treatments after hospitalisation due to an accident including daily room and board (including ICU), capped at \$120 per day, in-hospital consultation and surgery expenses, for other hospital services (e.g. X-rays, MRI, prescription, medical supplies, operating theatre.)</li> <li><u>Reconstructive surgical expenses arising from an accident (up to \$13,000)</u> including medical consultation, test, surgical procedure and medical treatment before/after the surgery.</li> </ol> <p>For accident overseas, the insured must seek treatment within 7 days of returning to Singapore.</p> <p><u>Note:</u>  <sup>1</sup> TCM Practitioners must be registered with the TCM Practitioners Board &amp; possess a valid practising certificate.  <sup>2</sup> Private physiotherapy treatments are not covered.  <sup>3</sup> Chiropractor must be registered with the Chiropractic Association of Singapore.</p>
5.	Hospitalisation Allowance (overseas and upon return)	\$50 per day of hospitalisation stay (up to a maximum of 50 days)
6.	Temporary/Permanent Mobility Aid, Prosthesis and Other Implants	<p>Up to \$5,000</p> <p><u>Note:</u> A doctor's prescription or memo to support the purchase of mobility aids, prosthesis or implants is required.</p>

## 2. Extensions

- Act of god/ convulsion of nature
- Automatic additions, deletions & promotions
- Disappearance, including disappearance resulting from an act of god or convulsion of nature. (Limit: 365 days)
- Comatose state benefit (50% of Death benefit as an additional pay out; refer to Table 1)
- Drowning, suffocation by smoke, poisonous fumes, gas
- Domestic and nursing assistance expenses (Limit: \$1,000)
- Double indemnity for Death or Permanent and Total/ Partial Disability whilst on a public conveyance or due to a natural catastrophe
- Exposure
- Food poisoning
- Hijack
- Murder and assault
- Motorcycling
- Strike, riots and civil commotion
- Terrorism including losses caused by terrorist attacks by nuclear, chemical and/or biological substances
- Trauma counselling, psychiatric and psychological treatment for insured's next-of-kin, should insured suffer from death or total/ partial disability from an accident (Limit: \$1,000)
- Injury, illness, disease or Death resulting from complications or related to attacks by venomous or disease transmitting insects, reptiles, amphibians, sea creatures and animals.
- Competitive Sports and Activities of Higher Risks
- "Infectious disease" under the Infectious Diseases Act (Cap. 137) due to and arising from exposure in the insured's school premises or during any school-related activity, whether in Singapore or elsewhere.
- Claims arising directly or indirectly or in consequence of invasion, act of foreign enemy, hostilities, acts of terrorism, civil war, civil unrest, civil commotion, strike, riot, rebellion, revolution, insurrection, mutiny, uprising, military coup or other usurpation of power, confiscation, detention, nationalisation, requisition, martial law or state of siege or any events or causes which result in the proclamation or maintenance of martial law or state of siege.

**Table 1: Comatose State Benefit Schedule**

Duration of Comatose	Schedule of Benefits
At least 3 months	25% of Comatose state benefit
At least 6 months	50% of Comatose state benefit
At least 9 months	75% of Comatose state benefit
At least 12 months	100% of Comatose state benefit

**Table 2: Schedule of Benefits for Partial/ Total Disability**

Schedule of Benefits for Partial/Total Disability	
Permanent Total Disablement	150%
Permanent unsound mind to the extent of loss of legal capacity	100%
Loss of 2 limbs or more	100%
Loss of 1 limb	100%
Loss of both eyes	100%
Loss of 1 eye, except perception of light	75%
Loss of 1 limb and 1 eye	100%
Loss of speech and hearing	100%
Loss of speech	50%
Loss of hearing in both ears	75%
Loss of hearing in 1 ear	25%
Loss of 4 fingers and 1 thumb on 1 hand	70% either Right or Left
Loss of 4 fingers on 1 hand	40% either Right or Left
Loss of 1 thumb (2 phalanges)	30% either Right or Left

Loss of 1 thumb (1 phalange)	15% either Right or Left
Loss of 1 finger (3 phalanges)	10% either Right or Left
Loss of 1 finger (2 phalanges)	7.5% either Right or Left
Loss of 1 finger (1 phalange)	5% either Right or Left
Loss of all toes on 1 foot	15%
Loss of big toe (2 phalanges)	5%
Loss of big toe (1 phalange)	3%
Loss of any one other toe	1%
Fractured leg or patella, with established non-union	10%
Shortening of leg by 5cm	7.5%

**Table 3: Schedule of Benefits for Third Degree Burns**

Schedule of Benefits for Third Degree Burns	
Damaged as a % of total surface area of Head	
Equal or greater than 8%	100%
Equal or greater than 5% and less than 8%	75%
Equal or greater than 2% and less than 5%	50%
Damaged as a % of total surface area of Body	
Equal or greater than 20%	100%
Equal or greater than 15% and less than 20%	75%
Equal or greater than 10% and less than 15%	50%

**Table 4: Schedule of Benefits for Second Degree Burns**

Schedule of Benefits for Second Degree Burns	
Damaged as a % of total surface area of Head	
Equal or greater than 8%	8%
Equal or greater than 5% and less than 8 %	6%
Equal or greater than 2% and less than 5%	4%
Damaged as a % of total surface area of Body	
Equal or greater than 20%	8%
Equal or greater than 15% and less than 20%	6%
Equal or greater than 10% and less than 15%	4%

### 3. Coverage

The GPA Insurance covers each Student when that student is:

- In his or her school;
- Participating in the school's activities, or any activity related to the school, including Co-Curricular Activities ("CCAs") and sports, regardless of the time at which such activities are conducted and whether the activity is conducted in the school, in Singapore, or elsewhere;
- Commuting from (or to) his or her place of residence, including a hostel, to (or from) either the school's premises or the place where an activity covered by the GPA Insurance will be conducted, including any reasonable deviations. For the avoidance of doubt, the Student's place of residence may include a place that is not in Singapore;



(d) In the case of a primary-level Student, in addition to sub-paragraphs (a), (b) and (c):

- i) In the student care centre located in his or her school;
- ii) Participating in any activity conducted by the abovementioned student care centre, regardless of the time at which such activity is conducted and whether the activity is conducted in the student care centre, in Singapore, or elsewhere; and

(e) In the case of a kindergarten-level Student, in addition to sub-paragraphs (a), (b) and (c):

- i) In the KCare Centre associated with his or her kindergarten, which may not be located in that kindergarten; and
- ii) Participating in any activity conducted by the abovementioned KCare Centre, regardless of the time at which such activity is conducted and whether the activity is conducted in the KCare Centre, in Singapore, or elsewhere.

#### 4. What is not covered?

- a) Treatment incurred more than 365 days from date of accident.
- b) Treatment for an injury not as a result of an accident.
- c) Private Physiotherapy or alternative treatment (treatment such as herbalist, Podiatrist, Naturopathy, Ayurveda).
- d) Non-prescribed medication or mobility aids (such as crutches, wheelchair, etc).

#### 5. SUMMARY OF CLAIMS PROCEDURES

All claims should be submitted within 365 days from the date of accident.

<b>Online Submission</b> <ol style="list-style-type: none"> <li>Go to Income's GPA portal at <a href="https://studentgpa.incomegroupins.com.sg">https://studentgpa.incomegroupins.com.sg</a></li> <li>Complete online claim form.</li> <li>Upload tax invoice(s), receipts (outpatient/inpatient claims) and required documents.</li> <li>Confirmation email will be sent to parents or students, and school administrator.</li> </ol>	
<b>Follow Up Claim Submission</b> <ol style="list-style-type: none"> <li>Go to Income's GPA portal at <a href="https://studentgpa.incomegroupins.com.sg">https://studentgpa.incomegroupins.com.sg</a></li> <li>Click on "New/Follow Up Accident Claim".</li> </ol>	
<b>Enquiry on Status of Claims</b> <ol style="list-style-type: none"> <li>Go to Income's GPA portal at <a href="https://studentgpa.incomegroupins.com.sg">https://studentgpa.incomegroupins.com.sg</a></li> <li>Click on "Check Claims Status".</li> </ol>	
<b>Required Documents</b> <ol style="list-style-type: none"> <li>For hospitalisation or day surgery, a copy of Inpatient discharge summary/ Day surgery form/ Attending physician's medical report.</li> <li>Police report, if applicable.</li> <li>If you have submitted a claim to any third party who has reimbursed your bills (e.g. other insurance policies/ insurers/ your employers), please submit copies of the following documents: <ol style="list-style-type: none"> <li>Reimbursement letter/ claim settlement letter from other source</li> <li>Copy of the Shield Plan's settlement letter if there is any payment by Medisave-approved Integrated Shield Plan.</li> </ol> </li> </ol> <p>Please note that the list of documents above is not exhaustive. Other documents may be requested if necessary.</p>	
<b>Please submit any hard copy claim documents to :</b> NTUC Income Insurance Co-operative Limited <b>(if required)</b> c/o 1 Commonwealth Lane, #02-13, One Commonwealth Singapore 149544	

## CONTACT DETAILS

### CLICK

on  
[www.income.com.sg](http://www.income.com.sg)

### CALL

our hotline at 6332 1133  
Mon – Fri  
8.30am to 8.30pm  
Sat & Sun – Closed

### ZONE REPRESENTATIVES

NORTH – Alvin Tan	91172222	<a href="mailto:alvin.tankc@income.com.sg">alvin.tankc@income.com.sg</a>
SOUTH – Edmund Tan	96673188	<a href="mailto:edmund.tankh@income.com.sg">edmund.tankh@income.com.sg</a>
EAST – Su Yixi	90220777	<a href="mailto:yixi.su@income.com.sg">yixi.su@income.com.sg</a>
WEST – Cary Pang	96390136	<a href="mailto:cary.pang@income.com.sg">cary.pang@income.com.sg</a>

## IMPORTANT NOTES

This is for general information only. The terms and conditions of Group Personal Accident Insurance for Students are found in the master policy contract.

This policy is protected under the Policy Owners' Protection Scheme which is administered by the Singapore Deposit Insurance Corporation (SDIC). Coverage for your policy is automatic and no further action is required from you. For more information on the types of benefits that are covered under the scheme as well as the limits of coverage, where applicable, please contact Income or visit the GIA/LIA or SDIC websites ([www.gia.org.sg](http://www.gia.org.sg) or [www.lia.org.sg](http://www.lia.org.sg) or [www.sdic.org.sg](http://www.sdic.org.sg)).

Information is correct as of January 2020.

## COLLEGE RULES

### 1 FULL ATTENDANCE

Victorians must attend all scheduled lessons and college functions. For attendance-taking purposes, students must tap in and out at the fingerprint modules located around the college when they arrive at the college and when they leave. Lessons are scheduled in 20-minute blocks. Listen out for a distinctive bell that signals the start and end of lessons. Students are to proceed quickly to the next venue.

### 2 REPORTING AND DISMISSAL TIME

Students must report by 8.40 AM on Monday, and by 8 AM from Tuesday to Friday. Victorians can leave the college earliest at 12.30 PM, provided they have no lessons. Otherwise, they must seek permission to do so.

### 3 ABSENCE & LATECOMING

During school term, attendance in college is compulsory. Victorians who are absent must be covered by medical certificates and / or official excuse letters. All late-comers must report to the main gate to tap in their attendance at the fingerprint module.

### 4 SCHEDULING

Victorians must not schedule personal appointments during curriculum time. Any activity involving external organisations must be approved by the Principal prior to taking leave. Victorians who seek to leave the country during curriculum time must obtain permission from the Principal in writing.

### 5 SAFETY

All students are not allowed to have in their possession any weapon. They are also not allowed to bring any weapon-like item which is used or intended to be used to cause harm to others. Any activity that compromises safety is not allowed, and students who resort to bullying will be severely dealt with. Cyclists are to dismount and push their bikes when they are in the school compound.

### 6 USE OF INTERNET & SOCIAL MEDIA

Be safe and responsible when using the internet and social media. The college views cyber-bullying as a serious offence. Unauthorised downloading of software and applications as well as gaming in the computer laboratories are strictly forbidden. Irresponsible use of digital devices may lead to confiscation and disciplinary action. Card games and gambling in all forms are also not allowed on college premises.

### 7 FOOD & BEVERAGES

Food and beverages are not to be consumed in classrooms, lecture theatres, laboratories and the library. Victorians should return all utensils after use and keep their surroundings clean.

### 8 ASSEMBLY

Assembly starts at 8 AM. Victorians who are Singaporean citizens must sing the National Anthem and take the Pledge. Victorians will take the Pledge with the right fist over the heart. Tuesday is Tie Day when the college assembles as one to sing the college anthem to remind us of our responsibilities as Victorians and uphold the spirit of community and excellence.

### 9 SCHOOL CUT-OFF TIME

The cut-off time for each day is 9 PM. All students must leave the college compound by that time. Staying overnight is not permitted.

### 10 ATTIRE | APPEARANCE

Wear only college-approved T-shirts. However, they are not to be worn in lecture theatres, tutorial rooms, science laboratories, computer laboratories and the library. Refer to next page for instructions on wearing college uniform.