



Bukit Timah Campus
New Intake Induction Program Checklist
- Cambridge Primary (Year 1-5)
- Cambridge Primary with Cambridge Primary Checkpoint (Year 6)

Class : _____

Name: _____

S/N	Task/ Procedure	Description	Checked
About their programme / lesson			
1	Title of course	Cambridge Primary (Year 1-5) Cambridge Primary with Cambridge Primary Checkpoint (Year 6)	
2	Awarding Body	Cambridge Assessment International Education (CAIE)	
3	Academic level	Primary Level	
4	Language used	English	
5	Scope of study	Cambridge Primary syllabus	
6	Mode of study	Lectures, tutorials, discussions, interactive lessons and games	
7	Course structure- Subject sequence	7 or 8 subjects depending on the level taken with any sequence	
8	Subject structure & requirements	English Mathematics Social Studies Music Art Physical Education Science* *For Year 3 and above Optional Subjects Tamil Chinese Hindi French	
9	Class Periods	4 sessions per school day, 20 sessions per week (Total: 22.5 contact hours per week)	
10	Mode of assessments	Internal: Quarterly Tests External: Optional Cambridge Primary Checkpoint Test (at the end of Year 6) - only applicable for examinable subjects	
11	Graduation Requirements	Pass the year-end examinations of the respective year to proceed to the following academic year	
12	Pathway	Cambridge International General Certificate of Secondary Education (IGCSE) Lower Secondary with Cambridge Lower Secondary Checkpoint	

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13	Period of giving award	Year 1 to Year 5: Certificate of completion will be issued not more than 3 months from the announcement / confirmation of results by DIMENSIONS International College Year 6: Statement of Achievement will be issued not more than 3 months from Cambridge Primary Checkpoint Test by Cambridge Assessment International Education	
14	Teacher – student ratio	1 : Classroom allowable capacity	
15	Entry Requirement	Completion of Cambridge Primary at their respective level or equivalent qualifications	
16	Age	Year 1: At least 6 years old Year 2: At least 7 years old Year 3: At least 8 years old Year 4: At least 9 years old Year 5: At least 10 years old Year 6: At least 11 years old	
<u>Operation Hours</u>			
17	Operating Hours of Administration Office	Mon-Fri 9am to 6pm ; Sat 9am to 1pm	
18	Operating Hours of our Library	Ground Floor (Block B) from 9.15am - 5pm	
19	Contact number of School	Tel : 6875 0555	
<u>Attendance taking and leave application</u>			
20	Attendance taking	Attendance will be taken by the teachers.	
21	Leave Application	Students leave will only be approved for very compassionate reason or when the students is unwell and can produce the medical certificate.	
22	Travelling out of Singapore	When students are travelling back hometown, they must submit the leave application for the time of travelling with all supporting documents and letter of undertaking from parents that they will not hold the school responsible for the lessons missed.	
<u>School Regulations and Disciplinary</u>			
23	Punctuality	All students must turn up for lesson on time, if not risk attendance not being marked and warning letter will be given	
24	Warning Letter	Please note that warning letter will be given once students' attendance falls below 90%. School is not responsible for reminding students on the attendance record.	
25	Dress Code	All students must come in proper uniform during lesson. Students have to wear covered shoes. Primary 1 and 2 students to wear slip-on shoes without laces due to safety reasons.	
26	Consumption of food and drinks	Strictly no food & drink in classroom	
27	Cleanliness	No littering in classrooms and school compound. Please keep toilets clean. Please do not throw glass bottles in the dustbins placed outside of classrooms	
28	Personal belonging	Do not leave your personal belonging unattended in the classroom, school will not be held responsible should anything be lost.	
29	Usage of handphone/ electronic devices	No usage of handphone and any other electronic devices during the lesson	
30	ICA Requirement	90% of attendance is compulsory, if not warning letter will be given. Students pass will be cancelled for students who absent for consecutively 7 days without notice	

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31	Minimum attendance to sit for examinations	Students (both international and local) must achieve an attendance rate of 80% and above in order to qualify for examinations.	
32	Disciplinary	No fighting and quarrelling in the school compound. No chatting and sleeping in class during lessons. Students are not allowed to leave the lessons earlier unless approved by the school.	

Acknowledged by Student:

Student Name:

Date: