

HEATH HOUSE

International School Singapore

Student Handbook

Your Guide to Life at Heath House Singapore

"Give me a place to stand and I will move the Earth." — Heath House School Ethos

Campus	Singapore
Academic Year	2025 – 2026
Curriculum	Cambridge International
Member of	Global Schools Holdings Pte. Ltd. (GSG)

A Note to Our Students

Welcome to Heath House International School Singapore!

We are so glad you are here. This school has been built especially for you — a place where you can work hard, play hard, make brilliant friends, and discover what you are truly capable of.

Whether this is your first day at a new school or you have been with us for years, this handbook will help you understand how our school works and what we expect from you — and what you can expect from us.

At Heath House, every one of us has a responsibility to make this a school we are proud of. The most important thing you can do is be yourself, be kind, and give everything your best effort.

Now let's get started.

Work Hard. Play Hard. Grow Together.

Our School Values

At Heath House, everything we do is guided by our eight school values. You will earn recognition for showing these values in your day-to-day school life.

Respect

For oneself, for others, and for the wider community.

Individual Confidence

Every child is known, supported, and encouraged to shine.

Sportsmanship

Fair play, teamwork, and gracious competition.

Responsibility

Ownership of one's learning, actions, and community.

Kindness

Thoughtfulness and empathy in every interaction.

Resilience & Grit

Perseverance through challenge and a growth mindset.

Good Manners

Courtesy and consideration at all times.

Tolerance

Celebrating diversity and embracing different perspectives.

"A happy child is a learning child." — Heath House School Philosophy

When you arrive at Heath House, you become part of a community that expects you to live these values — not just talk about them. Your teachers will notice when you demonstrate them, and you will have the chance to earn recognition for being the kind of person Heath House is proud of.

Your School Day



HEATH HOUSE
INTERNATIONAL SCHOOL
— SINGAPORE —

A TYPICAL DAY

at Heath House Singapore

BALANCED • PURPOSEFUL • INSPIRED

PRIMARY (CPP)		
9:00 – 9:20		Homeroom & Leadership
9:20 – 10:00		Period 1
10:00 – 10:40		Period 2
10:40 – 11:20		Recess
11:20 – 12:00		Period 3
12:00 – 12:40		Period 4
12:40 – 1:00		Recess
1:00 – 1:20		Lunch
1:20 – 2:00		Period 5
2:00 – 2:40		Period 6
2:40 – 3:20		Period 7

SECONDARY (CLSP)		
9:00 – 9:20		Homeroom & Leadership
9:20 – 10:00		Period 1
10:00 – 10:40		Period 2
10:40 – 11:20		Period 3
11:20 – 11:40		Snack
11:40 – 12:20		Period 4
12:20 – 1:00		Period 5
1:00 – 1:20		Recess
1:20 – 1:40		Lunch
1:40 – 2:00		Reading & Reflection
2:00 – 2:40		Period 6
2:40 – 3:20		Period 7

HOW OUR TIMETABLE BENEFITS OUR STUDENTS

- Daily Homeroom & Leadership**
Building relationships, character and confidence every day.
- Dedicated Outdoor Play**
Movement, fresh air and time to connect and recharge.
- Protected Lunch & Social Time**
Healthy meals and positive peer connections.
- Seven Academic Learning Blocks**
Focused learning and academic rigour.
- Staggered Breaks for Student Wellbeing**
Thoughtful scheduling to reduce crowding.
- Leader in Me in Action**
Developing leadership, responsibility and lifelong values.



RESPECT
We value and care for others.



KINDNESS
We show empathy and compassion.



RESPONSIBILITY
We take ownership and do what's right.



CONFIDENCE
We believe in ourselves.



RESILIENCE
We persevere and embrace challenge.

Every day at Heath House is an opportunity to learn, lead and thrive.

Being on time matters — not just for you, but for the whole class. When you arrive late, it disrupts learning. Aim to arrive each day ready and on time.

Learning at Heath House

The Cambridge Curriculum

You will be learning through the Cambridge International Curriculum — one of the most respected programmes in the world. This means your qualifications and the skills you develop here are recognised by schools and universities globally.

Your subjects at Heath House Singapore include:

- English Language & Literature
- Mathematics
- Sciences
- Humanities
- Languages
- Visual Arts, Music & Drama
- Physical Education
- Computing
- PSHE (Personal, Social, Health and Economic Education)

Your Individual Education Plan (IEP)

Every student at Heath House has their own Individual Education Plan, or IEP. This is a personalised plan that your teacher creates just for you, setting out your learning goals and how your teachers will support you to achieve them. Your IEP is reviewed regularly — because you are always growing.

How We Assess Your Progress

Your teachers will check in on your learning all the time — through class activities, discussions, projects, and tests. At the end of each term, your parents will receive a written report about your progress. You will also have the chance to speak with your teacher about how you are doing.

Homework

Homework is a chance to practise and extend what you have learned in class. It should be completed on time and to the best of your ability. If you are struggling, speak to your teacher — we would always rather help you than have you struggle in silence.

Attendance Expectations

At Heath House, we expect all pupils to aim for 100% attendance however we do understand that this is not always possible. If your child's attendance percentage falls below 90% over the academic year without good reason, parents will be requested to meet with the Head of School. Please see the Attendance Policy for further information. If parents wish to take their child out of school during term time due to family circumstances, please complete the 'Leave of Absence' Form which must be completed.

Whilst parents should go on holiday during the allocated holiday periods during the school year, the school recognises that there may be occasions where you need to take your child out of school for extenuating family circumstances. Families are advised not to plan to take holidays within the school

term. All requests for permission to take time off during the school term must be made in writing to the Head of School via the 'Leave of Absence' Form.

Curriculum Outline

You will receive a letter from your child's teacher with the curriculum outline for the term for your child's year group at the beginning of every term. These are shared by homeroom teachers and specialist teachers on campus.

School Rules

Our school rules are based on our values. They are simple, fair, and designed to make Heath House a place where everyone can learn and feel safe.

Respect & Kindness

- Treat everyone — students, teachers, and visitors — with respect and kindness at all times.
- No bullying, name-calling, or unkind behaviour of any kind.
- Celebrate differences — our school community includes people from many countries and cultures.

Safety

- Walk, don't run, in corridors and classrooms.
- Do not bring dangerous objects or substances to school.
- Follow the instructions of any adult in the school community.
- Stay within designated school areas during the school day.

Learning Environment

- Come to class ready to learn — with your books, equipment, and a positive attitude.
- Listen carefully when teachers or classmates are speaking.
- Do not use mobile phones during the school day without teacher permission.
- Take care of school property — treat books, equipment, and facilities with respect.

Uniform

We wear our uniform with pride. Your uniform is part of your identity as a Heath House student. It should be:

- Clean, neat, and complete every day.
- Worn correctly — shirts tucked in, shoes polished, laces tied.
- PE kit worn only during PE lessons, not around school.

Nails

- Children's finger nails and toe nails must be kept clean, short and trimmed at all times and free of nail polish whilst at school.

Hair

- Should girls need to put their hair up, please could a plain blue or grey hair tie/hairband be used. Boys' hair should be kept fairly short, neat and tidy - at the very least, their neck and ears to be kept clear.
- Students may dye their hair, provided the colour remains within the range of natural tones. Unnatural or fashion colours are not permitted.

Jewellery

- Girls may wear small, plain studs in their ears. Parents must understand that this is at their own risk. Necklaces, rings, bangles, nail polish or any other form of body art (transfers and pretend tattoos) are not permitted. Children may wear an analogue watch to school. Smart watches are not permitted to be worn as they are a distraction in class.

Mobile Phones

- Children are not allowed to bring a mobile phone to school unless they are walking to and from school alone and have sought permission from their parents AND the school. Mobile phones are to be handed in to the homeroom teacher at the beginning of the day and will be handed back at the end of the day, before departure.

Water Bottles

- All children should bring a water bottle with them to school each day. Water bottles should ideally be reusable. Parents should clearly name their child's water bottle. Children are not permitted to use metal water bottles as not only can they be too heavy for young children to manage they have the potential to cause serious harm when dropped on fingers and toes. Water bottles should ideally have a sports top or a lid which includes a flip up straw for the child to drink from. Children will have their bottle refilled throughout the day as required.

Timetable

- All children are provided with their class timetable on the first day of the academic term. Please kindly familiarise yourself with it and ensure that the correct sports kit is worn on the days listed. A copy of the timetable will be emailed to parents at the beginning of the academic year.

Contacting the school

- The school encourages daily communication between parents and teachers in the child's journal. Should you need to talk to your child's teacher for any reason, the school has an open-door policy, and teachers are available to talk to parents outside of the formal parents' evenings allocated by the school. You should arrange meetings with your child's teacher either through the journal or via the school office.

Meetings with Teachers

- Parents are encouraged to keep open lines of communication with their child's teacher. The Senior Leadership Team at Heath House also have an 'open door' policy for all parents and staff. If a parent requests to meet with a teacher in person or to speak with them over the phone, the teacher will take brief minutes of the conversation. The teacher will outline the topic(s) discussed and note down any actions that are to be taken. The minutes will be passed on to the Head of School who will discuss them with the teacher if necessary. The minutes of the meeting will then be stored in the individual child's file in the school office for future reference if needed.

Good manners cost nothing — and they mean everything.

Behaviour & Consequences

When Things Go Well

Heath House celebrates positive behaviour. When you demonstrate our values, you can earn:

- Gold Star certificates for showing our school values.
- Class commendations and special mentions in assembly.
- End-of-term awards and celebrations.
- Student leadership opportunities (from Year 3 onwards).

When Behaviour Falls Short

We believe in giving students the chance to reflect and make better choices. When behaviour does not meet our standards, we will:

1. Talk with you about what happened and why.
2. Give you the chance to make it right — through a restorative conversation or action.
3. Contact your parents to work together on a solution.
4. Use formal consequences (such as loss of privileges or time in reflection) for repeated or serious behaviour.

Bullying

Bullying is never acceptable at Heath House — not in person, online, or in any other form. If you are being bullied, please tell a trusted adult immediately. If you see someone else being bullied, speak up or tell an adult. You will always be taken seriously and treated with care.

School Life & Activities

Co-Curricular Activities

One of the best parts of Heath House is all the activities available beyond your lessons. We encourage every student to try something new and find their passion.

- Sports: Football, Basketball, Swimming, Athletics, and more.
- Performing Arts: Drama productions, Music concerts, Dance.
- Creative Arts: Visual Art, Craft, and Design.
- Academic Clubs: Chess, Debate, Computing, Reading.
- Community Service and Sustainability projects.

Student Council

From Year 3, students can stand for election to the Student Council — the official voice of students at Heath House. Student Council members help shape school life by sharing ideas, organising events, and working with teachers and leadership to improve the school experience for everyone.

Form Captains

Each half term the form teacher selects a Form Captain within their class. The Form Captain acts as a role model and promotes positive behaviour and good manners amongst their peers. The role introduces leadership skills to children from a young age – indeed, Kindergarten have a Form Captain – and encourages children to act as ambassadors for their class. All Form Captains receive a badge to wear during their time in the role. Please assist the school by ensuring your child wears their badge with pride on their school uniform, and kindly returning it to the form teacher at the end of each half term. Lost badges will incur a £10 charge for replacement.

School Captains

School Captains and one Vice Captain are elected at the end of the Summer Term, and this is announced in the Awards Ceremony. These children are always voted in by their peers in Upper School. The School Captains carry out important jobs on behalf of the School. Amongst other things, they act as role models to the younger children, analyse suggestions from the suggestion box and make speeches at school events. They are also encouraged to take initiative and organise charitable events.

Houses

Upon entry to the school, a child is placed in one of the 6 houses. They are: Apollo, Athene, Demeter, Hera, Poseidon and Zeus. Siblings are always in the same house. These 6 houses compete against each other through inter-house competitions (talent shows and gym/sports comps). The Plus Points (please also see Plus Points section) that children accumulate throughout the term get added together contributing to their house total. The winning house holds the cup for the year. There are 6 members of Prep Year 6 who have the responsibility of the role of House Captain and house meetings are held regularly.

Plus Points

Heath House has a rewards system known as 'Plus Points'. When a child completes their homework or achieves very good class work, Plus Points ranging from 1 to 5 will be awarded, 5 being the most for a truly excellent piece of work. Points are also awarded for good behaviour, manners, helpfulness, kindness and for general positive reinforcement. In the same way that Plus Points are awarded for good behaviour, Minus Points are given for negative behaviour or bad manners. The Plus Points are added up weekly and then termly. Prizes are given to the children who have collected the most points. The points are also accumulated over the term and contribute to the House Points Cup awarded every year. Individual classes may also adopt other reward schemes to complement the plus points, such as 'Good to Be Green'. Further information is available from the class teacher.

School Events

Throughout the year, Heath House hosts a range of memorable events including, but not limited to:

- Sports Day
- Cultural Celebrations
- Annual Arts & Drama Showcase
- Charity and Community Service Days
- International Days
- End-of-Year Celebration Assembly

Assemblies

In addition to the weekly Monday assemblies for pupils and teachers, which are either held by the Head of School or a visiting speaker, each class hosts their own assembly for their parents to come and watch. These assemblies take place on a Wednesday at 8.50am on a specified date every term. There is the opportunity to stay after the class assembly has finished and have a chat with the other parents.

Awards Ceremony

Children are commended for various achievements throughout the term however the following awards are presented at our annual awards ceremony on the penultimate day of the Summer Term:

Certificate of Excellence – awarded to children who have achieved excellence in any of the subjects taught

Certificate of Progress – awarded to children who have made progress in any subject taught

Civility Prizes – awarded to the most polite and well behaved child in every class

Plus Points Prizes – awarded to the winner of the most points in each class

Birthdays

Children may bring a cake/sweets on their birthday to share with their class at break time. Should you wish to provide your child with such items, please ensure they are nut free and sesame free. (No candles allowed).

Physical Education (PE) and Exercise

At Heath House, children actively participate in regular physical exercise. It is vital for a child to be fit and maintain a level of fitness in our ever developing sedentary society. Physical education (PE) is an

essential part of the curriculum and just as important as any academic subject. Children must participate regularly and make sure they are wearing the PE kit to school on the correct days. Children who are unable to participate for medical reasons must bring a letter of explanation from their parents or the doctor.

Newsletters

Throughout the academic year, communication between home and school is supported through regular class newsletters. Cambridge Primary Programme (CPP) Homeroom Teachers publish a newsletter each week, providing families with updates on learning, upcoming events, celebrations, and important reminders. In the Cambridge Lower Secondary Programme (CLSP) and Secondary School, Homeroom Teachers publish newsletters on a biweekly basis, ensuring that parents remain informed about curriculum developments, student achievements, and school activities.

Looking After Yourself

If You Are Struggling

School can sometimes feel difficult — academically, socially, or emotionally. At Heath House, you never have to face that alone. Here are some people you can talk to:

- Your class teacher — always the first person to speak to.
- The School Counsellor — available for private conversations.
- The Head of School — the Head has an open-door policy and welcomes students.
- Any trusted adult on staff.

There is no problem too small to share and no concern that will be dismissed. Asking for help is a sign of strength.

Physical Health

If you feel unwell at school, go to the school office and inform a member of staff. Do not try to push through if you are genuinely sick — rest and recovery matter. Your health comes first.

Using Technology Responsibly

You will use technology as part of your learning at Heath House. This comes with responsibility:

- Use school devices and platforms only for school purposes.
- Be respectful and kind in all online interactions.
- Never share personal information online.
- The use of social media platforms during school hours is prohibited.
- Report anything taking place online that makes you feel uncomfortable to a trusted adult.

Health, Safety and Security

Accidents, Emergencies and Head Injuries

All staff are paediatric first aid trained. In the event of any accident, emergency or head injury, parents are informed and the appropriate action is taken. Small bumps to the head which occur during the course of the school day (common with this age group) are recorded on a head injury form and a copy of this form goes home with the child, together with a visible 'I bumped my head, keep an eye on me' sticker. Copies of the forms are retained in the child's personal school file.

Incidents

Should your child be involved in an incident or accident at school, depending on the severity you will either receive a telephone call immediately or a behaviour/ injury note will be sent home at the end of the day.

Allergies

The school medical forms completed by parents may not necessarily include up to date information, therefore should your child have recently developed an allergy please kindly inform the school immediately. Allergies and intolerances seem to be on the increase. At Heath House there is an allergy photo chart in each building notifying staff of all the children with an allergy. Children are expected to know and understand their allergy and the school looks to parents to help with this and provide in date asthma pumps, EpiPens and creams where necessary. We recommend a brightly coloured waist bag to carry any of the above items for immediate access. Heath House is a NUT FREE SCHOOL.

Illness

Please telephone or email the school on the morning of the day your child falls ill. Kindly keep in contact with the school to advise on the recovery of your child. If the illness is contagious please inform the school immediately. If you do not call the school, we will contact you.

Medication

Should your child need regular prescribed or non-prescribed medication, please complete a medication form (available in the school office and in the foyer of every building) and include full instructions on when and how to administer it. Parents take full responsibility of providing this information. Medication MUST be clearly labelled with the child's name. Staff will not administer any form of medication without completion of the appropriate form. Please note, staff will not administer any medication unless it has been prescribed and evidence is provided.

At an appropriate age the school expects asthmatic children who need to use inhalers to be responsible for these themselves. All forms of prescribed, life-saving or "emergency" medication such as Epi-Pens and inhalers will be stored in individual first aid waist-bags, stored alongside the first aid bag of the class. Please ensure that Epi-Pens and inhalers are labelled with your child's name, are in date and replaced when required. We encourage children to carry these in a brightly coloured waist bag/ pouch on their person.

Nuts

Heath House is a nut free school. This applies throughout every school building and includes school trips. Should you wish to provide your child with a cake or sweets on their birthday please ensure they are completely NUT FREE. Thank you for your co-operation.

Data Protection

Heath House has a number of policies and procedures in place in order to ensure data protection for all children and their parents as well as to make sure we are compliant with the Singapore's Personal Data Protection Act 2012 (PDPA), together with any subsidiary legislation, advisory guidelines, and regulations issued by the Personal Data Protection Commission (PDPC). All parents are asked to read all policies relating to data protection on acceptance of a space at Heath House and are then asked to sign the Consent Form along with all other registration forms prior to their child attending Heath House. Further information on data protection can be found in the schools policies which are available on the school's website or in hard copy, free of charge, from the school office.

Photographs

Children are photographed individually and with siblings, by professional school photographers, once a year. The whole school photograph and class photographs are also taken every year. In addition, children are also photographed during lessons, on school trips and these photos are used for display work, the newsletter and on the school website.

Emergency Contact / Update Form

Please ensure that you complete an Emergency Contact Form, sent out digitally at the beginning of every new academic year and return to the School Office as soon as possible so that the school records can be kept up to date. Please also ensure that the information at the front of your child's journal is also kept up to date.

Safeguarding/Child Protection

This School is committed to safeguarding and promoting the welfare of children and expects all parents and staff to share this commitment. The School has a duty of care to pupils and all members of the school community. There is a comprehensive Safeguarding Policy in place, and training programmes for all staff. The Senior Leadership Team of Heath House are fully trained in Safeguarding and undergo 'Designated Teacher' training regularly.

Security

Please note that the arrival to and departure from school of any child registered at Heath House has to be with the knowledge and consent of the parent and teacher. Please kindly advise the school in advance, by phone, or by email if your child is going home with another parent/guardian/relative or friend. If the school office has not been informed of a change the child is not permitted to go until it has been verified.

Parents are respectfully asked to remain outside or within the main office space of the school when dropping off or collecting their child. This is to ensure the safety and security of all children. Should parents need to speak with their child's teacher, they are welcome to ask to do so and will then be invited into respective meeting rooms. If any parents wish to see the Head of School, please let a member of staff know and you will be contacted as soon as possible.

Children have been advised that they are not allowed to go beyond the school doors/lifts once they have entered their school building. The school building has secure entry systems and CCTV security cameras recording outside 24/7.

Talk to the Teacher Box

This is a box in which individual children can post personal concerns. There is a 'Talk to the Teacher' and this box is opened by the Head of School who then decides on the appropriate course of action to address each concern.

Quick Reference

School Hours	9:00 AM – 3:20 PM
Uniform Help	School Office
Lost Property	School Office
If You Feel Unwell	Tell your teacher, go to the School Office, or approach the School Nurse
Worried About Something?	Speak to your teacher, counsellor, or the Head of School

You belong here. Work hard, play hard, and make us proud.