



Knightsbridge House International School

A large, faint, light-red version of the school's shield logo is centered in the background of the page. It contains the same four symbols as the smaller logo: a crown at the top, a bird/flame in the bottom-left, and a globe in the bottom-right.

Student & Parent Handbook

2023/2024



Knightsbridge House International School

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Knightsbridge House International School

Vision and Mission Statement

Vision

We strive to be the leader in affordable high-quality international education.

Mission

Knightsbridge House International School will deliver high-quality affordable international education in a nurturing and inspiring environment.

The Knightsbridge House International School Education Experience (School Curriculum)

Here at Knightsbridge House International School, students have the unique opportunity to experience a special curriculum that caters to the individual in an inclusive and innovative way. We believe that every student is unique and with a strong educational foundation coupled with life skills, will become an active global citizen in the future. We aim to empower our students and help them maximise their potential to the fullest.

Above all, students will be equipped with values, skills and knowledge to help them navigate and take on future challenges and grow to become a positive and future-ready contributing member of our society.

Primary School Overview of Subjects Offered:

Primary School Subjects		
English Specialist Modules for those that elect to have IPC Humanities subjects taught in English	Core subjects taught	Mandarin Specialist Modules for those that elect to have IPC Humanities subjects taught in Mandarin
International Curriculum covering Humanities subjects of History and Geography. Taught in English.	<ul style="list-style-type: none"> ● English ● Arts ● ICT ● IPC - Science and Humanities ● Mandarin ● Mathematics ● Physical and Social Education 	International Curriculum covering Humanities subjects of History and Geography. Taught in Mandarin.



Middle School overview of Subjects Offered: Lower Secondary Curriculum Course:

Grade 7 & Grade 8	
1. English	
2. Mandarin	
3. Mathematics	
4. Science	
5. Global Perspectives	
6. Computing	
7. Digital Literacy	
8. Physical Education	

Personalised Learning Pathway (PLP)

The school had a learning support programme called the Personalised Learning Pathway (PLP). This programme is offered to students who may be not at the expected grade level. The PLP is not intended to be a long-term solution to a learning difficulty and is an option to raise an individual student's academic levels over a short-term period.

School Procedures

The following are the school procedures which every KBH student needs to know and follow:

Start/ End of School Day & Daily Attendance

Students should be in their respective Homeroom rooms by the latest 9 am on all school days. Any student who arrives at school after 10:30 am shall be considered as absent, except for valid reasons such as medical leave or Short-term Absence From School (SAFS).

The school day ends at 3:30 pm. Bus students are dismissed first, followed by students attending ECA's, then children who walk home or who are being collected by parents/guardians.

Absences

If students are absent due to illness, parents are required to notify the school Receptionist at +65 83996449 AND message the Homeroom Teacher via Class Dojo by no later than 8:30 am. Upon return to school, a valid document such as a medical certificate (if any) must be submitted to the Homeroom Teacher within a week.



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Short-term Absence from School (SAFS) and Long term Absence from School (LAFS)

Parents need to inform the Homeroom Teacher if a student has to leave the school during curriculum hours for pre-arranged medical, embassy, ministry, or other such appointments. The student should proceed to the Reception to have the early release recorded before leaving the school premises on the day of the appointment. Parents/Guardians will be required to sign out the Student from school.

For long term absences from school longer than 1 week, the Homeroom Teacher and the Head of School must be informed. There will be no reduction in school fees or bus fees when a student is absent.

Leaving the School during Curriculum Hours

Students must remain in-campus at all times during curriculum hours as reflected in their timetable, including break, lunchtime or free periods (if any). If a student is unwell, he/she can seek permission from the teacher to rest at the unwell holding station.

If any student becomes ill or develops a fever, cough, or runny nose during the school day, the parents are required to collect the student from the school once they have been notified. Until the students are collected, they will be taken care of at our unwell holding station. The student should proceed to the Reception to have the early release recorded before leaving the school premises.

Medications

Students are not allowed to self-administer medications at school. This includes but it is not limited to throat lozenges, cold medicine, antibiotics and allergy medicine. If your child needs to have medicine during school, please follow these steps:

1. Notify your child's Homeroom Teacher.
2. Medical information is provided during admission in the Medication Authorisation Form, if there are any changes, it is the parents/guardians responsibility to inform the Homeroom Teacher in writing and to provide a new Medical Authorisation Form.
3. Please provide all required medicines to the Homeroom teacher, clearly labelled with the student's name and grade along with instructions.

Vomiting and Temperature Taking

If your child has vomited, please keep them off school for 48 hours so as not to spread germs to others. A temperature of 37.5 degrees or above will mean that your child must stay at home until they are better. We will do temperature taking at school should the need arise. For Students aged 5 - 6 years of age, there will be daily temperature checks.



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Head Lice

For students with head lice, please keep them out of school until their hair/ scalp have been treated. Please inform the school immediately so that we can check for lice on the other students and inform the parents of students in the appropriate classes. Please do not send the students to school until all the egg casings have been removed. To stop the spread of head lice we request boys and girls with long hair to tie it up.

Lost and Found

It is the responsibility of our students to keep their valuables with them at all times. Should a student lose or find something in the school or suspects that his/her valuable(s) has been stolen, a report should be made at the Receptionist immediately. The school is not responsible for any missing items that have been left unattended or lost due to negligence.

Use of Mobile Phones in School

During the school day, students MUST switch off their mobile phones AT ALL TIMES. They may not access their mobile phones at all during the school day. The mobile phone will be confiscated if found to be in use during the school day, even at break times. Students may not bring electronics or toys for playtime. The School is not responsible for any lost and/ or broken electronics or toys.

Parents/guardians who need to contact their child/ward during curriculum hours for urgent matters can call the Administration Office at 83996499.

Use of Computing Devices in School

The use of computing devices such as laptops to enhance teaching and learning is encouraged. Students should be responsible when using any of the school's laptops or their computing devices and adhere to the guidelines below and e-safety policy at all times.

- Students are only allowed to use computing devices during lessons when permission is granted by their teacher.
- **Gaming, instant messaging and accessing social networking sites** are not permitted at all during school hours or anywhere on the school campus either during or after school hours.
- Students are to abide by the E-safety policy which includes the following:
 - Students are not to access, bring, download and/ or share any indecent and inappropriate materials, including pornographic materials, digital or otherwise, on their mobiles, laptops or any computing or storage devices
 - Use of torrents or any bandwidth intensive applications is also not allowed.
 - Any attempt to compromise the security of the school's network, such as hacking and deliberate spreading of viruses, is prohibited and will be treated as a major offence which may be treated as a violation of Singapore law.



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- Students are expected to practise responsible and ethical use of the internet. They should not engage in activities which are unlawful, malicious or discriminating in nature, such as cyberbullying, posting of misleading information, compromise their own privacy and identity or those of others.

Due to the limited power points in school and to prevent overloading of the power supply, students are required to charge their personal devices fully before bringing it to school.

Students are also expected to prioritise their devices usage so that they have sufficient power to last through the day. For example, viewing videos on the laptop generally drains the battery faster than working on word processing documents.

Students are responsible for the security of their own devices. The school will not be held liable for any loss, theft or damage of the students' personal devices.

School-Parent Communication

The official communication platforms between the school and parents include Class Dojo and emails. Teachers are not obliged to share their personal contact information, such as handphone number, home address, personal emails or social media sites with students or their parents. Parents/guardians should visit Class Dojo regularly for school-related information.

If you have any queries or concerns, please email the respective Homeroom Teachers who will then redirect your queries or concerns to the relevant parties. If you would like to discuss any aspect of your child's education in more detail, please schedule an appointment with the teacher ahead of time. We welcome the opportunity to discuss any concerns parents have.

Extra-curricular Activities

Extra-curricular activities (ECA's) play an important role within the school. ECAs start at 3:30 pm and end at 4:30 pm. A wide range of activities are offered, including sports, the arts, clubs, clubs, languages, and societies.

Teachers organise activities according to their expertise and interests, students' interests, time and resources. Students will benefit tremendously by attending; self-discipline is learnt, good sportsmanship, respect for oneself and others, involvement as a member of the school community and the opportunity to build on learning in the classrooms.



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The House System

Every student and every member of staff is a member of a 'House'. The House System is led by student leaders who are known as the House Captain. The House system is carefully designed and organised to foster the spirit of friendly competition and community and creates numerous co-curricular, academic and leadership opportunities as well as collaboration between the older and younger students.

There are 3 Houses:

- Crown
- Knights
- Phoenix

Code of conduct

At Knightsbridge House International School, our primary focus is the academic, social and emotional development of every student. We seek to build within each child a love of learning, a sense of responsibility, self-discipline, a positive self-image, and respect for others. Students are expected to make positive behaviour choices that promote their safety, the safety of others, and a productive learning environment.


We teach and model positive behaviour including listening, cooperation, and mutual respect. We encourage students to make independent decisions and act responsibly towards others and with property. When this occurs, we believe that a very positive and productive learning environment will result, enabling students to strive for excellence.

School Behaviour Policy

The following rules apply in our School:

- Be Respectful;
- Be Responsible;
- Be Kind.



 Knightsbridge House International School Behaviour Policy					
Behaviours	Learning spaces	Assemblies	Cafeteria, playground, bathrooms and hallways	Online and using technology	Wider community
Be <i>respectful</i>	<ul style="list-style-type: none"> Listen carefully Care for learning spaces Ensure your behaviour allows the teacher to teach and your classmates to learn 	<ul style="list-style-type: none"> Listen actively Participate fully Be mindful of those around you 	<ul style="list-style-type: none"> Bin waste thoughtfully Respect personal space Care for the common environments we share with others 	<ul style="list-style-type: none"> Follow school rules as it relates to computer use at KBH. Be mindful of the online language used 	<ul style="list-style-type: none"> Proudly represent KBH Be aware of your impact on others
Be <i>responsible</i>	<ul style="list-style-type: none"> Be ready to learn Adopt an open attitude to learning 	<ul style="list-style-type: none"> Embrace our school values Be open to new experiences 	<ul style="list-style-type: none"> Respond to staff directions. Make good decisions 	<ul style="list-style-type: none"> Be aware of your digital footprint PAUSE (positive, accurate, useful, supportive, ethical) before you post. 	<ul style="list-style-type: none"> Do what is right even when no one is looking Wear uniform correctly Be a role model
Be <i>kind</i>	<ul style="list-style-type: none"> Use manners Consider others points of view Be inclusive 	<ul style="list-style-type: none"> Offer to assist Appreciate the gifts of others 	<ul style="list-style-type: none"> Care for others Be mindful of your words and actions 	<ul style="list-style-type: none"> Manage your screen time Foster positive online communities 	<ul style="list-style-type: none"> Use manners Lead through service

Behaviour Consequences

The consequential measures and interventions adopted by the School will reflect the severity of each case and on the need to redirect and to reinforce positive behaviour.

In the event that a student's conduct (within or outside school, or in cyberspace) is prejudicial to the school or members of the school community, he/she shall be considered for disciplinary action. The severity of an offence is dependent on its nature, and the impact on self, others and the larger community. When listing out behaviours these are provided for example purposes only and examples are not exhaustive.

Behaviour consequences and action taken by the school are recorded on the student's school record. A student's school record detailing their conduct whilst at Knightsbridge may be disclosed to third party schools at time of student transfer if consented to by parents.



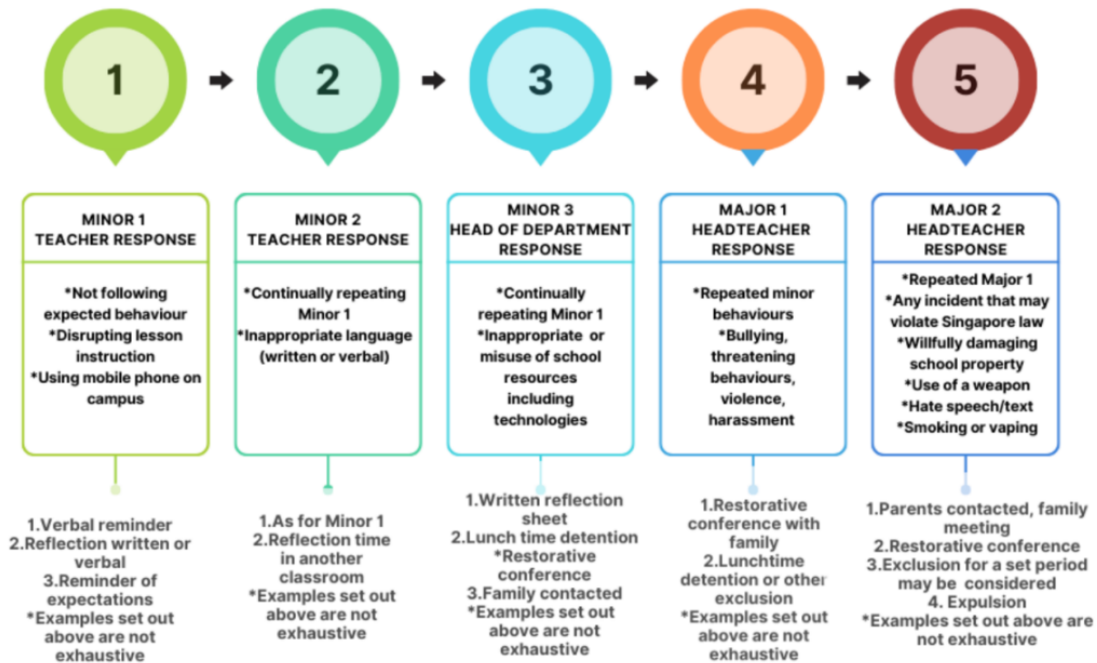
Expulsion

A student may be formally expelled from the School if it is proved on the balance of probabilities that the student has committed a grave breach of school discipline or a criminal offence or has threatened or endangered the life or security of other students and staff or members of the school community. Consistent and unremediated bullying will also constitute grounds for expulsion. Expulsion is reserved for the most serious breaches and the grounds for expulsion are not limited and will be adapted depending on the circumstances and severity of the conduct. The School's Principal shall act with procedural fairness in all such cases and will be required to obtain the consensus of the Academic Board before expulsion. In the event of expulsion there will be no appeal and no refund of fees.



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Knightsbridge Behaviour Consequences





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Knightsbridge Uniform and Personal Presentation

It is important that our students look their best and act positively. This means taking steps regarding personal hygiene, being properly attired, and conducting himself/ herself in a way that befits his/ her status as a Knightsbridge ambassador.

Our uniform is a source of our pride and our sense of community. Our school uniform is an ensemble of the following:

- Red-white Polo shirt with Knightsbridge House Crest is mandatory.
- KBH Quick Dry sports shirts are mandatory.
- Khaki shorts or skort with the Knightsbridge House International School label are mandatory.
- Red uniform socks or plain black socks.
- Knightsbridge House peak cap for outside play is mandatory.
- Covered black school shoes that are comfortable and have a closed toe for foot protection. No coloured laces or colours permitted on the school shoes.
- KBH Boater hats are mandatory.
- KBH hoodies are mandatory.

Uniform Etiquette:

- Please do not send your child to school wearing jewellery, makeup or nail polish (1 stud earring is allowed in each ear).
- Hair for boys and girls should be tied up if it falls below the collar. This is primarily to alleviate the risk of contagious agents such as head lice spreading throughout the student population.
- Uniforms should be clean, free from stains and wrinkles.
- Please label all uniform pieces, bags, water bottles and lunch boxes with your child's name.
- If you wish your child to wear leggings or a headscarf, please use plain white, red, or black (without designs).

Please note that incidents of wearing the incorrect school uniform will constitute a Minor 1 offence which may escalate to a more severe offence and attract more serious consequences if repeated after numerous warnings. Repeated uniform infractions will be recorded on a student's record of conduct.

Parent Conduct

Parents/ Guardians are also required to uphold the good name and reputation of the school online and offline. Any disparaging or negative comments made by the Parent (or which in the opinion of the school



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has been made by the Parent/Guardian or a party related to the Parent/Guardian) which may bring the school, students or its officers into disrepute or which may defame the school, or its officers, student, or from which a negative inference may be drawn about the school, its officers and students, will result in immediate expulsion of the student. The school also reserves its rights to claim damages for any defamatory comments or loss of reputation caused.

Guidelines and Etiquette on the Use of School Facilities

We share common spaces where we work and learn as a community. The upkeep and safety of the common spaces depends on the commitment and co-operation of the Knightsbridge community. It is our responsibility to keep our common and learning spaces clean, maintain a pleasant environment, and exercise safety. The following are guidelines for all students to observe when using the facilities and spaces:

For all learning spaces, students should:

- Be punctual for all scheduled classes, rehearsals and/or practice.
- Keep the learning space and the surrounding areas clean and tidy at all times.
- Return all apparatus and equipment to its rightful place after use, and not remove any material or equipment without permission.
- Refrain from bringing personal tools or equipment without permission from Faculty, particularly sharp-pointed/edged tools.
- Ensure that corridors and pathways are not obstructed.
- Be environmentally friendly and switch off lights, fans and/or air conditioning, and to close the door after use.
- Turn off all mobile phones and beeping devices during **lessons**.
- Report **to the Receptionist** should something be found faulty or broken.
- Practise personal responsibility and do not leave personal belongings unattended.

Recreational Spaces

When using recreational spaces and particularly the public outdoor space, students should keep noise levels to a minimum, be mindful and respectful of the people nearby, and to always place safety first.

Supervision of students when they are outside campus premises in public spaces. Physical Education is conducted outside the campus in a public area in Connection One. Play breaks are also held outside twice a day, weather permitting. The students are always adequately supervised when in outdoor public spaces.



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Assessments

Assessment is an important part of a student's learning journey. Assessments inform students of their learning progress and be responsible for their own learning.

Students can reflect on the following questions based on their assessments:

- How well have I progressed in my learning?
- How can I improve on my learning?
- What actions do I have to take to make the improvements possible?
- Who can I work with to make these improvements?

Assessments are also used by our teachers and the school for the following purposes:

- Instructional curriculum needs (as teachers are also constantly learning from students to improve teaching processes)
- Placement and advancement (to determine readiness of a student for the next level of study)
- Selection (to determine the readiness of students to take on a particular programme)

Formative and Summative Assessments

Homework Submission

Homework is a form of formative assessment to help students identify and clarify gaps in learning. All homework should be submitted on time for teachers to evaluate and provide feedback on. If a student encounters any problem, he/ she should actively seek help from the subject teachers.

Staff Professional Development and Staff Qualifications

All of our staff have either a Degree or Diploma in Education or are working towards obtaining either a degree or Diploma in Education. We are committed to developing our staff and to enriching their experiences as teachers. To this end we provide monthly professional development for our teachers.

School Calendar and School Holidays

Please see the school calendar for 2023/2024 attached setting out school holidays and important school events and school assessment dates.

Field Trips and Excursions

Field trips and excursions are vital components of the KBH experiential learning programme. We aim to enrich our students by engaging them in activities and excursions which are off campus, curriculum



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related and are fundamental to their holistic development. No student will be permitted to attend an excursion or field trip without submitting the Excursion Consent Form.

Tuition Fees and Bus Fees for 2023/2024

Tuition Fees and Refund for 2023/2024 can be found here: [Tuition Fees and Refunds 2023/2024](#)

Bus Fees for 2023/2024 can be found here: [Bus Fees](#)

Registration for School Bus

School Bus registration is essential before joining the school bus.

Bus Service and Routes information is found here: [Bus Service and Routes details](#) Unless Parents register for the school bus they will be permitted to join the school bus. School Bus Registration is done here: [Registration for School Bus](#)

General Information

School Address Knightsbridge House International School 167 Jalan Bukit Merah Connection One Tower 4 #02-15 Singapore 150167
School Mainline Number 8399 6449
Email Address Admissions@kbh.edu.sg
Website https://www.kbh.edu.sg/
Opening Hours 8.15 am - 5pm (Mon-Fri)



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Version History

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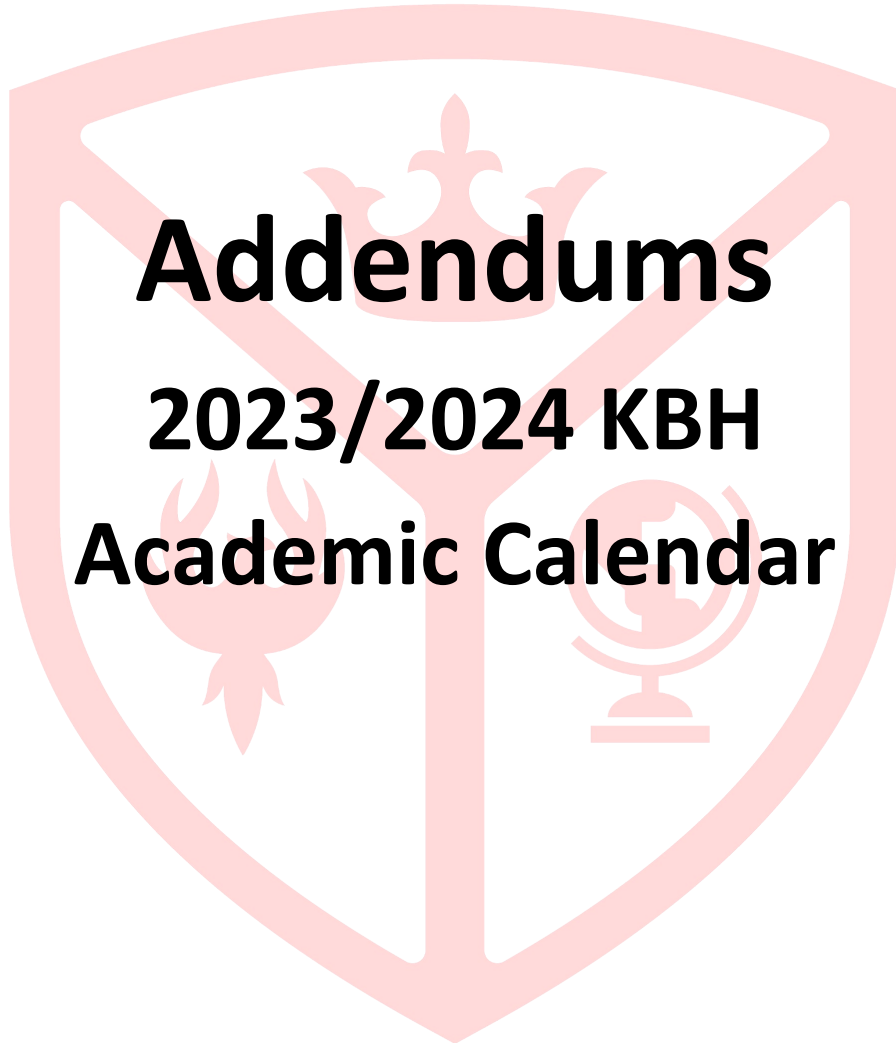
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Vo2/Rev 00		Head of School	15 September 2023	



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2023/2024 Academic Year School Calendar

Jul 2023						
S	M	T	W	T	F	S
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2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

July 1-31 School Holidays
 31 July - 3 Aug All Teachers Professional Development

Jan 2024						
S	M	T	W	T	F	S
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Jan 1 New Year
 Jan 1-12 School Holidays
 Jan 12 New Student Orientation
 Jan 11-12 All Teachers Professional Development
 Jan 15 Start Term 3
 Jan 16-19 Mid Year Assessment

Aug 2023						
S	M	T	W	T	F	S
		1	2	3	4	5
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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

31 July - 3 Aug All Teachers Professional Development
 Aug 1-4 School Holidays
 Aug 4 New Student Orientation
 Aug 7 Start of Term 1
 Aug 9 National Day
 Aug 8 - 11 Baseline Assessment
 Aug 18 Meet The Parents

Feb 2024						
S	M	T	W	T	F	S
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Feb 9 CNY Concert (Early Dismissal)
 Feb 10-12 Chinese New Year

Sep 2023						
S	M	T	W	T	F	S
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Sept 1 Teachers Day Celebration
 Sept 22 STEM Focus Day

Mar 2024						
S	M	T	W	T	F	S
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10	11	12	13	14	15	16
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24	25	26	27	28	29	30

26 Mar Sports Day
 Mar 28 Student-Led Conferences
 Mar 29 Good Friday

Oct 2023						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Oct 6 Childrens Day Celebration
 Oct 13 Parent Teacher Conference
 Oct 16-20 School Holidays
 Oct 23 Start of Term 2
 Oct 27 United Nations Day Celebration

Apr 2024						
S	M	T	W	T	F	S
	1	2	3	4	5	6
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

April 1-5 School Holidays
 Apr 8 Start Term 4
 Apr 16 Hari Raya Puasa
 Apr 19 International Chinese Language Day
 Apr 23 World Book Day Celebration

Nov 2023						
S	M	T	W	T	F	S
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Nov 12-13 Deepavali
 Nov 10 Deepavali Celebration

May 2024						
S	M	T	W	T	F	S
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19	20	21	22	23	24	25
26	27	28	29	30	31	

May 1 Labour Day
 May 13-17 End of Year Assessment
 May 23 Vesak Day
 May 24 Vesak Day Celebration

Dec 2023						
S	M	T	W	T	F	S
					1	2
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10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Dec 21 Semester 1 Reports
 Dec 22 Winter Concert (Early Dismissal)
 Dec 25-29 School Holidays
 Dec 25 Christmas

Jun 2024						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

Jun 14 Hari Raya Celebration
 Jun 17 Hari Raya Haji
 Jun 20 Semester 2 Reports
 Jun 21 End of Year Awards
 June 24-25 All Teachers Year End Wrap Up
 June 24-28 School Holidays

School Holidays
 Public Holidays
 Start of New Term
 Teachers Professional Development, Training & Academic Preparation. All Teachers to attend

PTC / Student Led Conference/Reports
 School Events
 New Student Orientation
 Student Assessment Week