



# *DPS INTERNATIONAL SCHOOL*



## *Pre-Course Counselling*



**DPS INTERNATIONAL SCHOOL**

36 Aroozoo Avenue

Singapore 539842

Office Phone: +65 6285 6300 (5 Lines) / +65 6285 7273



# *About DPS International School*

DPS International School, Singapore, was founded in 2004 with the objective of meeting a growing need of the Indian expatriate community for a world-class school that incorporates the best practices of Indian and western educational institutions.

DPS International School is an exceptional centre for learning. It's not just a structure of brick and mortar but an institution where children can build their future by using all the available facilities and develop their personalities to the full potential.

The school campus is a clean, green expanse of 240,000 square ft. and is centrally located. The infrastructure of the school building encompasses the educational block, the residential block, the parent's lounge and the canteen. The educational block is equipped with spacious and well ventilated classrooms with modern teaching aids. The school has state-of-the art facilities for students in each sphere.



## *Our Mission*

DPS will continue to be a happy school for its students and enablers, facilitating curricular and co-curricular knowledge to a brimful measure thus enabling them to be future ready and able leaders.

## *Our Vision*

DPS aspires to live by our motto “CARPE DIEM”, seizing each moment to shape the learning environment of the future, applying all acquired knowledge with scientific reasoning, humanity and wisdom for a happier society.

## *Our Values*

To be a **CLASS** apart

**CARING** – An Inclusive and Supportive Environment.

**LEARNING** – Grooming Life Long Learners.

**ACHIEVING** – Achieving Milestones and Setting Benchmarks.

**SHARING** – Sharing Our Joys, Dreams and Goals.

**SOCIAL RESPONSIBILITY** – Building a Better Future Today.

**Our Motto : Carpe Diem - Seize the moment**



# *School Registration/Affiliations:*

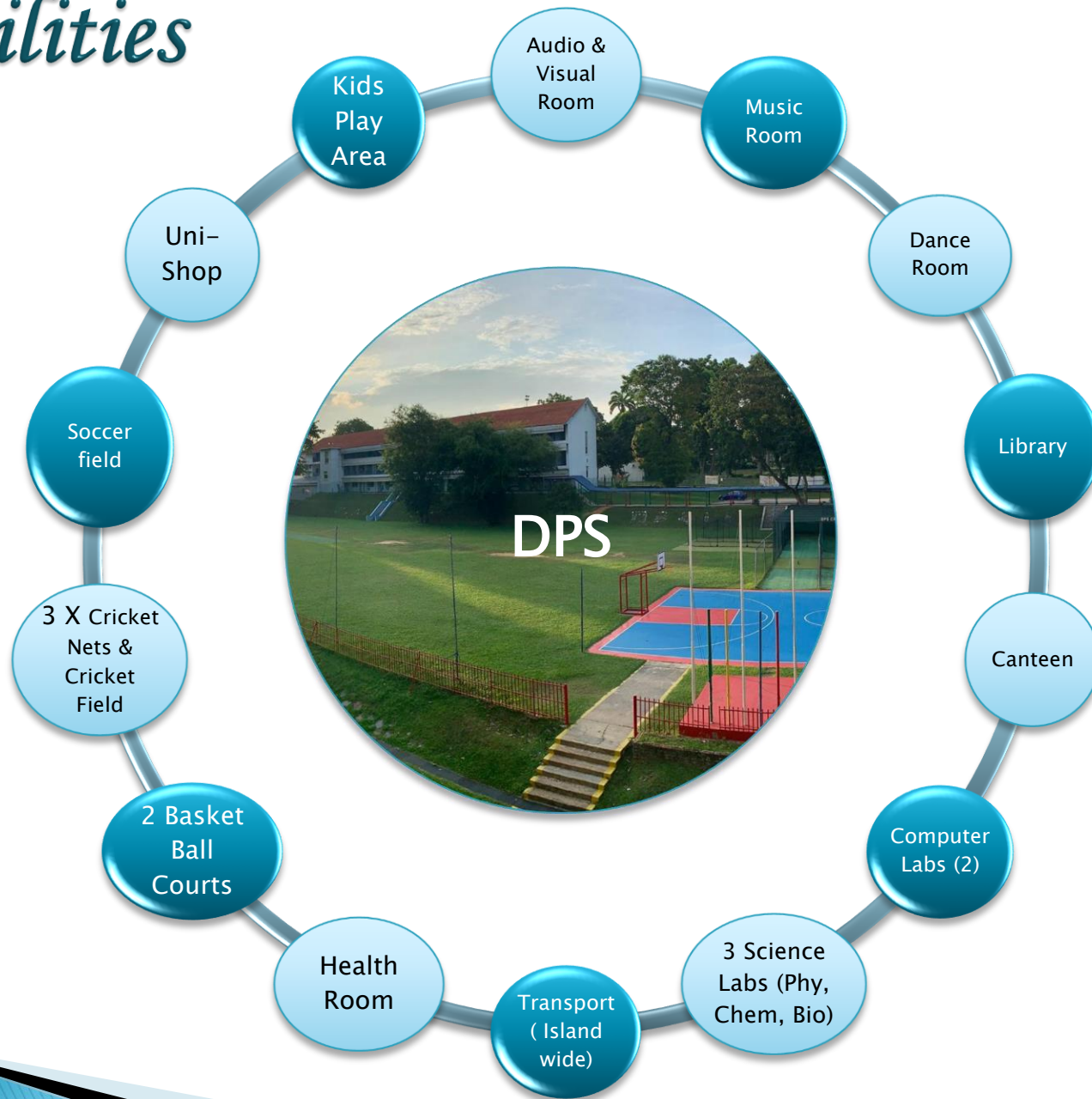
## Registration:

- ▶ Ministry of Education(Reg. No. -2056)
- ▶ CISCE – (Reg.No. SG001)
- ▶ CAIE(Reg No.SG 567)
- ▶ CPE Registration No : 201109459N  
Period of Registration: 22 August 2020 to 21 August 2024

## Curriculum/Affiliation:

- ▶ We are affiliated to Ministry of Education (reg. No 2056) , the Council or CISCE Board (Reg.No.SG001) and CAIE (Reg. No.SG567).
- ▶ DPS International School offers the curriculums prescribed by the **CISCE (Council for the Indian School Certificate Examinations)** from Grades 6 to 12 ( ICSE/ISC) and CAIE (Cambridge Assessment International Education) from Grades 8 to 12 ( IGCSE/AL) adapting the prescribed content to the needs of the future generation of learners in a globally competitive society.

# Facilities



# Communication



# School Hours



## Kindergarten

**Morning Session: 9:00 AM to 12:00 PM (Monday – Friday)**

**Afternoon Session: 12:15 PM to 3:15 PM (Monday – Friday)**

## Grade-1 to 12

**9:00 AM to 3:30 PM (Monday – Friday)**



# School Term



## **School Terms (ICSE/ISC)**

Academic Year – April to March

- ▶ April–Sept Term I
- ▶ Oct – March Term II

## **School Terms (IGCSE/A Level)**

Academic year – Jan to Dec  
(Grade 8 – April to Dec)

- ▶ Jan –May Term I
- ▶ July –Nov Term II

## **School Vacations and Break**

- ▶ June Summer Vacation
- ▶ September -end Term-I break
- ▶ December Winter Vacation
- ▶ March-end Term-II break



# Dress Code



## Kindergarten (Girls)

- ▶ Uniform: Chequered beige tunics and chequered pinafore with beige shirt.
- ▶ Black Velcro Shoes with beige school socks.

## Kindergarten to Grade 5 (Boys)

- ▶ Uniform: Chequered beige shirt with plain beige shorts. Shirt to be properly buttoned & neatly tucked in.
- ▶ Black Shoes with beige school socks.

## Grade 1 to Grade 7 (Girls)

- ▶ Uniform: Plain beige shirt with chequered skirt. Shirt to be properly buttoned & neatly tucked in
- ▶ Black Shoes with beige school socks.

## Grade 6 & Grade 7 (Boys)

- ▶ Uniform: Chequered shirt with plain beige pant. Shirt to be properly buttoned & neatly tucked in.
- ▶ If a belt is worn, it should be black with simple buckle.
- ▶ Black Shoes with beige school socks.

## Girls [Grade 8 upwards (CAIE & CISCE)]

- ▶ Uniform: White shirt with school logo and black pleated skirt.
- ▶ Black shoes with white socks.

## Boys [Grade 8 upwards (CAIE & CISCE)]

- ▶ Uniform: White shirt with school logo and black trouser.
- ▶ If a belt is worn, it should be black with simple buckle.
- ▶ Black Shoes with white socks.

*Uniform is  
issued from  
School  
Unishop*

# PE Uniform Instructions



## Kindergarten (Boys & Girls)

- ▶ Orange T-shirt with navy blue collar, properly buttoned & neatly tucked in.
- ▶ Navy blue shorts.
- ▶ White velcro shoes with white socks. No casual shoes.

## Classes 1 to 12 (Boys & Girls)

- ▶ White T-shirt with house colour collar.
- ▶ T-shirt to be properly buttoned and neatly tucked in.
- ▶ Black shorts.
- ▶ White shoes with white socks.

## Kindergarten to Grade 12 (Girls)

- ▶ Hair should be of shoulder length. If longer than shoulder length, it should be tied neatly with black hair band or black hair ties with clips. No colouring of hair is permitted.
- ▶ A pair of simple and identical ear studs are to be worn. No dangling or large earrings are allowed.
- ▶ Nails to be cut short and no nail enamel.

## Kindergarten to Grade 12 (Boys)

- ▶ Short and neat hair. No colouring of hair is permitted.
- ▶ No sideburns or moustache. (Grade 6 and above students)
- ▶ Nails to be cut short.

## Note: Parents are requested to ensure that-

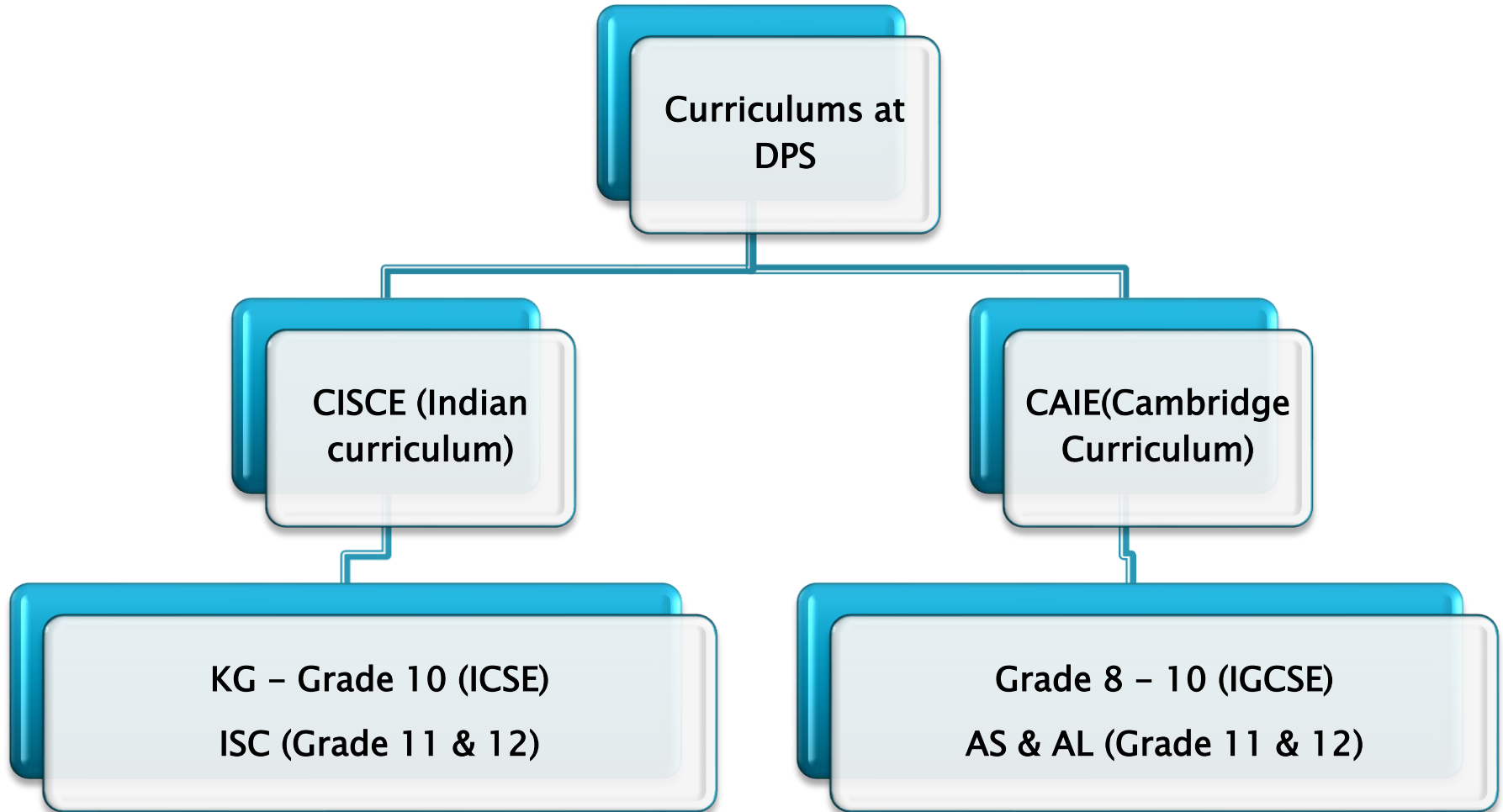
- ▶ Students should come to school in proper uniform.
- ▶ The uniform must be neat and ironed.
- ▶ Shoes with laces/ buckles/ Velcro are preferable.
- ▶ Canvas/ sport shoes are worn only for ECA and P.E.

# Academic Pathway

*Preschool – Secondary : Course Information*



# Curriculums offered at DPS



# Courses Offered



1.	Pre Nursery
2.	Nursery
3.	Kindergarten 1
4.	Kindergarten 2
5.	Montessori 1
6.	Montessori 2
7.	Montessori 3
8.	Grade 1
9.	Grade 2
10.	Grade 3
11.	Grade 4
12.	Grade 5
13.	Grade 6
14.	Grade 7
15.	Grade 8
16.	International General Certificate of Secondary Education (IGCSE) Foundation Grade 8
17.	Indian Certificate of Secondary Education (ICSE) Grade 9
18.	International General Certificate of Secondary Education (IGCSE) Grade 9 "O" Level
19.	Indian Certificate of Secondary Education (ICSE) Grade 10
20.	International General Certificate of Secondary Education (IGCSE) Grade 10 "O" Level
21.	Indian School Certificate (ISC) Grade 11
22.	General Certificate of Education (GCE) Grade 11 "AS" Level
23.	Indian School Certificate (ISC) Grade 12
24.	General Certificate of Education (GCE) Grade 12 "A" Level

# Grade 1 & 2 – Compulsory Subjects

<u>Academics</u>	<u>Activity based learning</u>
English	Co-curricular activities (CCA)
Mathematics	Extra-Curricular activities (ECA)
Environmental Science	Art
Second Language ( Hindi/ Tamil/ French)	Dance
Computer Applications	Music
	Speech & Drama, Value Education
	Physical Education
	Library



# Grade 3 to 5 Compulsory Subjects

<b>Academics</b>	<b>Activity based learning</b>
English:	Co-curricular activities
Mathematics	Extra-Curricular activities
Science	Art
Second Language ( Hindi/ Tamil/ French)	Dance
Social Studies	Music
Computer Applications	Speech & Drama, Value Education
	Physical Education
	Library



# Secondary (ICSE)

## Grade 6 – 8 Compulsory Subjects



<b>Academics</b>	<b>Activity based learning</b>
English:	Co-curricular activities
Mathematics	Extra-Curricular activities
Science	Art
Second Language ( Hindi/ Tamil/ French)	Dance
Social Studies	Music
Third Language ( Hindi/ Mandarin/ French)	Library
Computer Applications	Physical Education

# Grade 9 & 10 (ICSE)



<b>Group I</b>	English
	Second Language (Hindi / French / Tamil)
	History, Civics & Geography
<b>Group II</b>	Mathematics
	Science (Physics, Chemistry, Biology)
<b>Group III</b>	Computer Applications/Economic Applications
<b>Activity Based Learning</b>	ECA, Library, Physical Education

# ISC Grade 11 & 12



<b>Group I</b>	English
<b>Group II</b>	Mathematics, Physics, Chemistry, Biology, Computer Science, Accounts, Business Studies, Economics, Commerce ( Any four subjects can be opted by the student)
<b>Activity Based Learning</b>	ECA, Library, Physical Education

# Secondary (IGCSE) (Grade 8-10)



<b>Block 1</b>	English (Compulsory)
<b>Block 2</b>	Second Language (Hindi / French / Tamil) (Any one is compulsory)
<b>Block 3</b>	Mathematics (Compulsory)
<b>Block 4</b>	Physics / Chemistry / Biology (All are compulsory subjects)
<b>Block 5</b>	History / Geography / Accounting (Any one is compulsory)
<b>Block 6</b>	Information and Communication Technology / Business Studies (Any one is compulsory)
<b>Block 7</b>	Environmental Management / Economics (Any one is compulsory)
<b>Activity Based Learning</b>	ECA, Library, Physical Education



# *GCE AS/AL (Students choose any four subjects from the list of subjects offered)*

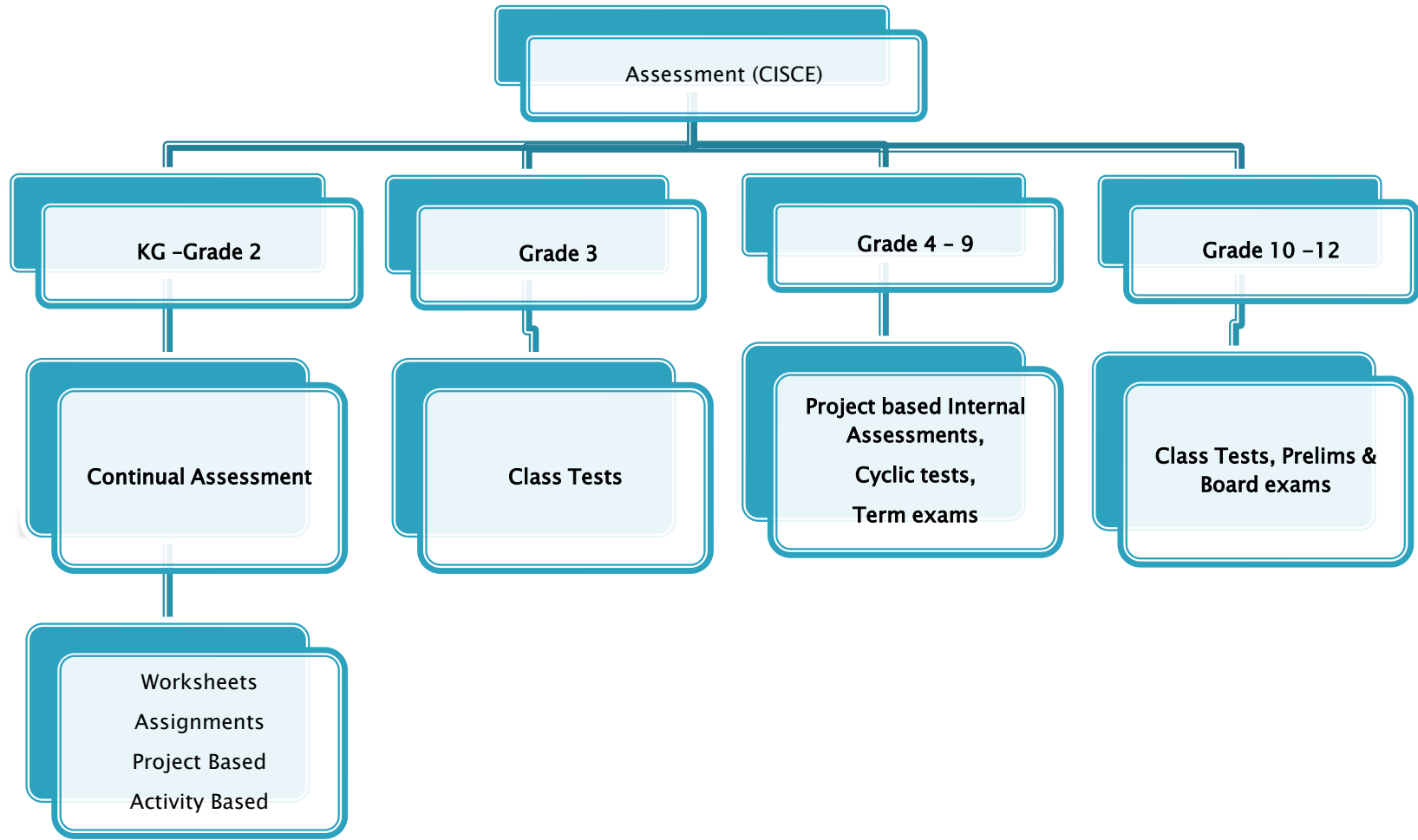
## **SUBJECTS**

English (compulsory) , Physics , Biology , Chemistry , Computer Applications , Mathematics, Accountancy, Business Studies, Economics.

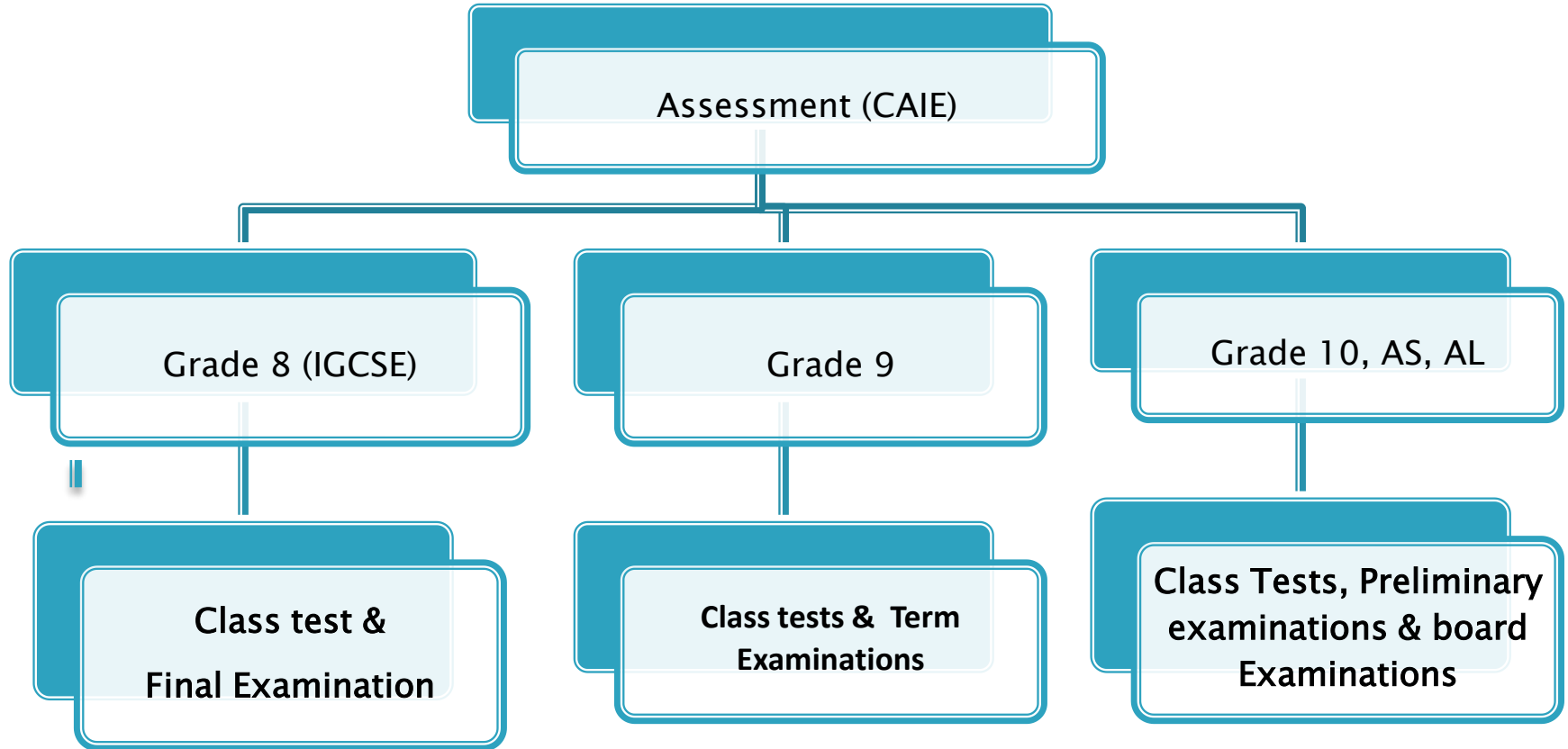
## **Activity Based Learning**

ECA, Library, Physical Education

# Assessment Pattern - CISCE



# Assessment Pattern - CAIE





# Promotion Policy



## ▶ Grades 1 to 3:

All students are promoted based on continual assessments. Regular monitoring will be done in the classes by way of worksheets and assignments. A continuous evaluation procedure is implemented throughout the year.

## ▶ Grades 4 and upwards:

Only students who have appeared for all tests and Examinations and who have passed in all subjects will be eligible for promotion.

A minimum of 40% marks in each subject and in aggregate in each term is required to qualify for promotion to next class.

Internal assessment marks are counted for final aggregate.

# Academic Awards

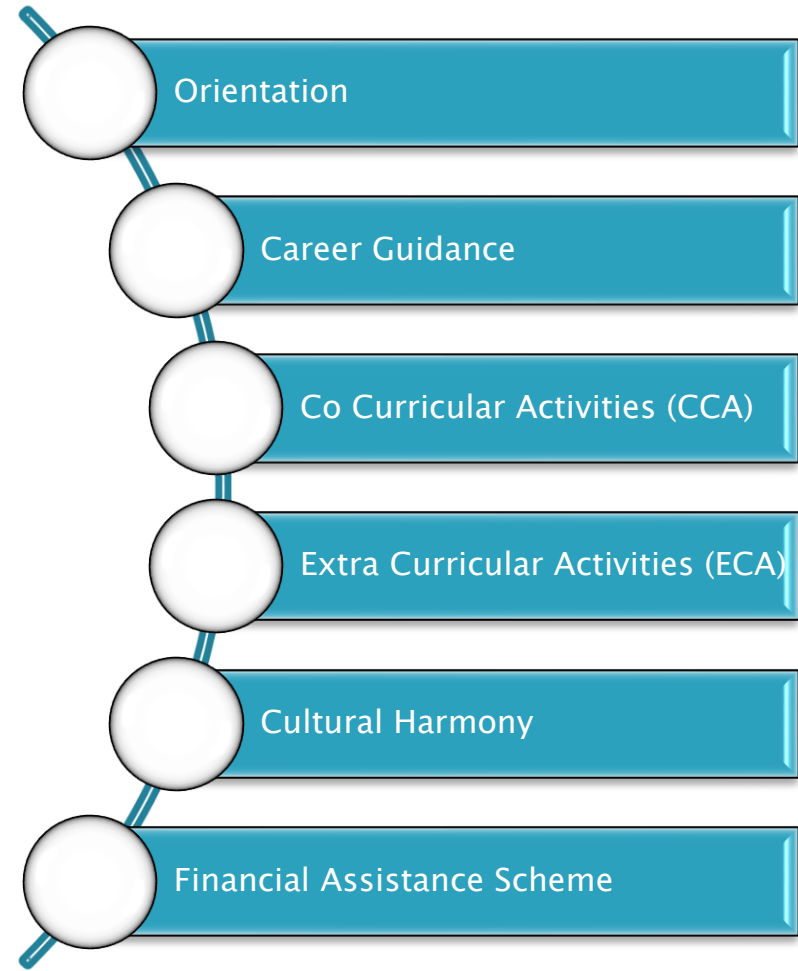
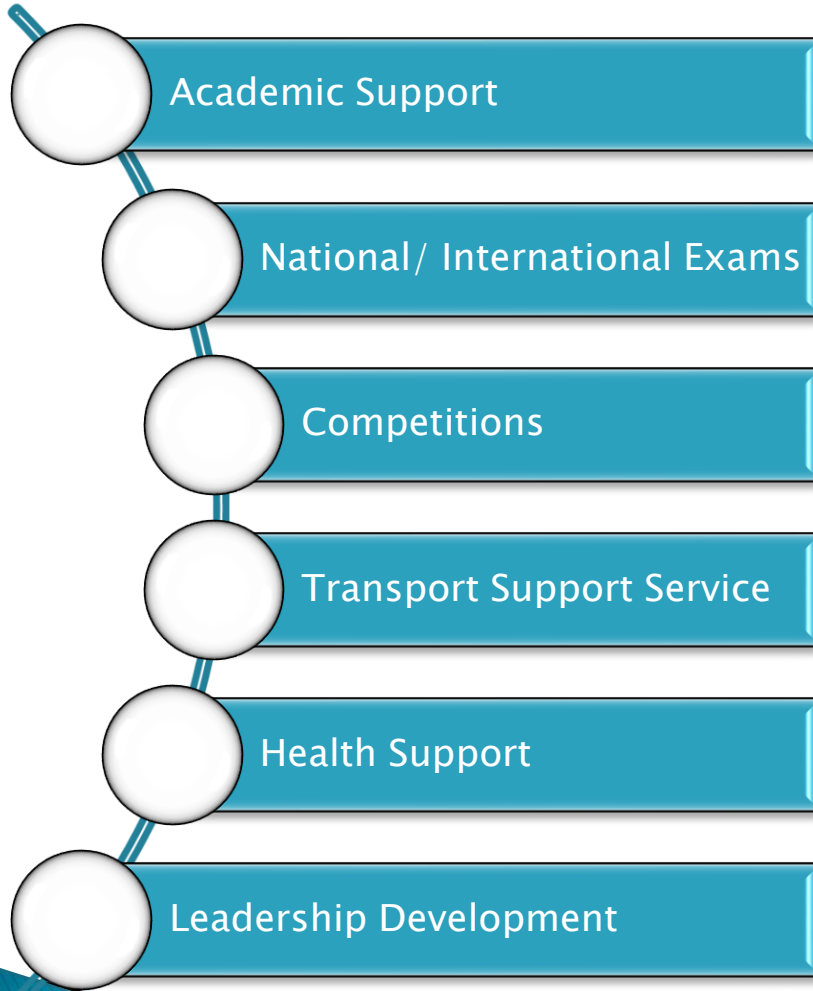
## Scholar Badges & Merits:

- Awarding a Scholar Badge is an honored DPS tradition. In all DPS schools. It is awarded from Grade 4 onwards, to students getting 80% and above as the final aggregate.
- **Criteria for selection:**
  - 80% and above in aggregate with 40% in every other subject
  - A pass in Graded Subjects is a must to qualify for a Scholar Badge
- **Silver Badge:**
  - Will be awarded to a student who fulfills the Scholar Badge criteria for 3 consecutive years
- **Gold Badge:**
  - Will be awarded to a student who fulfills the Scholar Badge criteria for 6 consecutive years.

**Merit Certificate Prizes:** will be awarded class wise -

- Subject Proficiencies
- Rank Certificates/ Prizes

# Student Support Services



# List of Student Support Services



## Academic Support

- Pre- Course Counselling /Orientation
- Student Portal
- Parent Teacher Meeting (PTM)
- Library
- Practice Worksheets
- Academic year Planner
- In-depth Project based/ Activity based learning

## National/International Examinations

- Science Olympiad Foundation
- International English Olympiad
- National Science Olympiad
- National Cyber Olympiad

## Competitions

- Inter school and Intra School activities
- National Competitions
- Competitions are in both Scholastic and co-scholastic.

# List of Student Support Services

## Transport Support Service(Outsourced)

- Island-wide transport available
- One way transport service available

## Health Support

- Health Check-up
- Eye Check-up
- Dental Check -up
- Medical Insurance (Link)

## Leadership Development

- **Student Council**
- Camps/ Leadership Programs
- Community Involvement Programs and club activities
- **House activities/ Prefects**



# *List of Student Support Services*

## Cultural Harmony

- Cultural Exchange Programs

## Financial Assistance Scheme

- Sibling Discount

## Academic Orientation

- New student Orientation
- Course Change Orientation

## Career Guidance

- University Visits/ Orientation on Higher Education
- University Applications/ Placements/University Entrance Tests
- Careers Talks

# List of Student Support Services

## Cocurricular Activities – CCA

Origami	Discovery	SAS(Serious about science)	Mathemagic	Business Club
Handwriting	Word Smith	Culinary Art	Literary Club	Creative Canvas
Young Chef	Choir	Budding Artists	Painter's Palette	Community Service
Go Green	Debate	Sand Art	Business Club	Web Designing

## Extra Curricular Activities – ECA

Robotics	Chess	Music & Instruments
Abacus	Cricket	Modern Dance
Yoga	Soccer	Classical Dance
Badminton	Taekwondo	Vocal Music





# *Student Admission Process*

DPSIS started its operation in Singapore on 19th April 2004. At school, our earnest desire is to nurture the young fertile minds by positive development through excellent academic and extra curricular inputs.

The school ensures that students coming from diverse communities, regions, backgrounds and professions are given a common platform and equal opportunities. Students of all nationalities are welcome to take admission in the school. Singapore citizens, however, will be required to seek approval from the Ministry of Education.

The school follows:

- 1) CISCE curriculum- Academic Year - April to March*
- 2) CAIE curriculum – Academic Year ( Grade 9 -12) - Jan to Dec*  
*( Grade 8 IGCSE – April – Dec)*

Currently, the school has classes from Pre-Nursery, Nursery and Kindergarten to Grade 12.

We encourage you to make an appointment with the admin office before you visit the school for admission.



# Admission Process

- Step 1:** Fill in the Online Enquiry Form or approach school.
- Step 2:** School Admission department will contact the aspirant parent within two working days.
- Step 3:** Admission counsellor will explain the enrolment process
- Step 4:** Followed by assessment test (if required), subsequent procedure will be communicated.
- Step 5:** A formal interaction with the Vice Principal/Principal.
- Step 6:** Admission to the school will be subject to:
- Age Criteria
  - Result of the Assessment Test.
  - Previous Grade Academic result.
- Step 7:** On confirmation for admission, all applications are to be accompanied by an application processing fee (link), this is non-refundable. This fee will, however, be adjusted towards Registration fee, Tuition fee & other components.
- Step 8:** Subsequently Advisory Note and student contract will be formalized.



# Admission Criteria

Eligibility (Age as on 1 <sup>st</sup> April)	Grade	Admission Test	Interview
2 + Years	Nursery	N. A	Yes
3 Years	Kindergarten 1	N. A	Yes
4 Years	Kindergarten 2	Yes	Yes
5 Years	Grade 1	Yes	Yes
Subsequent years	Grade2-Grade-11	Yes	Yes



# *Admission Procedure*

*For Enrolment of Student*

## Step-1

Admission Criteria to be fulfilled

Valid Visa

Eligible entry level qualification

50% score in the admission test

# *Admission Procedure*

## Step-2

Understanding & Signing Pre -Course Counselling

## Step-3

Complete the Application form

Submitting with relevant Documents

# *Admission Procedure*

## Step-4

Complete and sign the following :-

1. Advisory Note

2. Student Contract

Upon signing the above-mentioned documents, proceed for payment (1<sup>st</sup> Instalment through Cash/Nets, subsequent through GIRO)

# Admission Procedure

## Step-5

The school will provide the following

Student Admission confirmation letter

Study Material (Books & Stationary)

Uniform

Copy of Student Contract and Invoice

Almanac ( Student Handbook)

School transport details(if availing)

Student and Parent Intranet portal details and class dojo details



# Documentation

You are requested to send following documents to complete your ward's admission procedure: (Scanned /Hardcopy)

- Passports copy of the child.
- Passports copy of the Father.
- Passports copy of the Mother.
- Photograph of the child
- Photograph of the Father
- Photograph of the Mother
- Copy of Birth Certificate of the child
- NRIC/IC copy of the Father
- NRIC/IC copy of the Mother
- NRIC/IC copy of the child
- Transfer certificate
- Marksheet Copy
- Vaccination Card Copy
- GIRO FORM (Hardcopy only )

DPS is committed to maintaining the confidentiality, security and integrity of the personal data provided for you as per PDPA.  
[https://dps.edu.sg/html/Privacy\\_Policy.htm](https://dps.edu.sg/html/Privacy_Policy.htm)

Please take a note school will not be able to issue the login credentials for INTRANET communication system, if any of the above-mentioned document is not submitted.



# Payment Policy

Mode of fee payment to the school:

- 1. GIRO:-**In case a GIRO payment when processed by the school does not clear/ bounces a penal charge of S\$100+GST will be applicable.
- 2. INTERNET BANKING/ ONLINE TRANSFER:-**School encourages payments by Internet Banking/ Online transfers. For setting up of online banking account, parents may either contact the school accounts executive or the concerned bank. While setting up online transfer account, kindly make sure that in “Payment Reference - Student Enrolment Number” is written.
- 3.CASH PAYMENTS:-**The school discourages fee payments by cash. For this reason, a 2% handling and administrative charge on the amount deposited will be levied.

# Payment Schedule

## CISCE CURRICULUM ( KG – 12)

Installment Schedule	Amount (S\$)	Due Date
1 <sup>st</sup> Installment (3 months)	As per invoice	30 <sup>th</sup> March
2 <sup>nd</sup> Installment (3 months)	As per invoice	29 <sup>th</sup> June
3 <sup>rd</sup> Installment (3 months)	As per invoice	29 <sup>th</sup> Sept.
4 <sup>th</sup> Installment (3 months)	As per invoice	30 <sup>th</sup> Dec.

## CAMBRIDGE CURRICULUM (CAIE)

### a) IGCSE Foundation Grade 8

Installment Schedule	Amount (S\$)	Due Date
1 <sup>st</sup> Installment (3 months)	As per invoice	30 <sup>th</sup> March
2 <sup>nd</sup> Installment (3 months)	As per invoice	29 <sup>th</sup> June
3 <sup>rd</sup> Installment (3 months)	As per invoice	29 <sup>th</sup> Sept.

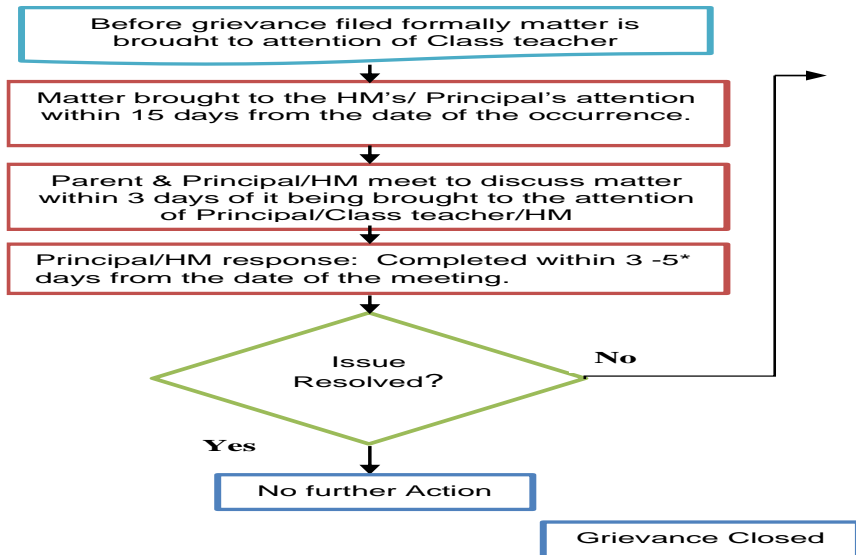
### b) Grade 9, 10, 11 &12

Installment Schedule	Amount (S\$)	Due Date
1st Installment (3 months)	As per invoice	30 <sup>th</sup> Dec
2nd Installment (3 months)	As per invoice	30 <sup>th</sup> Mar
3rd Installment (3 months)	As per invoice	29 <sup>th</sup> June
4th Installment (3 months)	As per invoice	29 <sup>th</sup> Sept

# Dispute Resolution

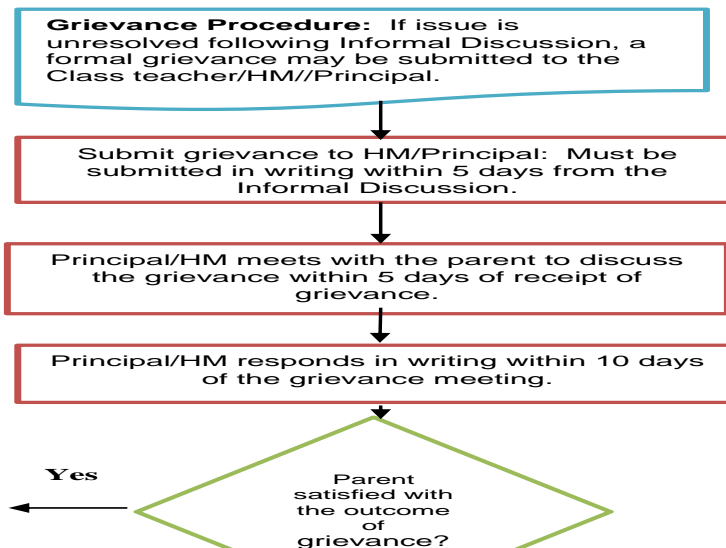


## Informal approach

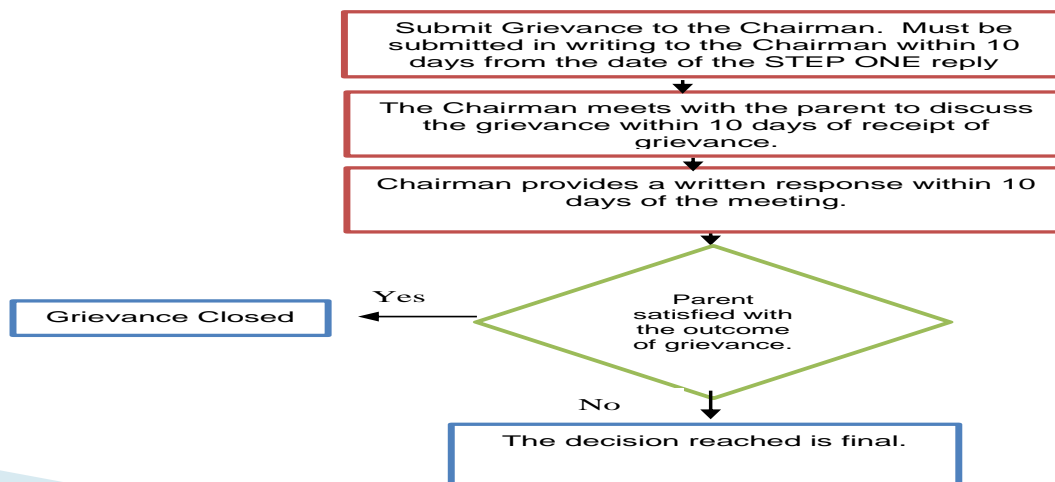


## Formal approach

### STEP ONE



### STEP TWO



# Course Withdrawal/Deferment /Refund Policy

## Withdrawal

- Refer to website
- [https://www.dps.edu.sg/html/adm\\_withdrawal.htm](https://www.dps.edu.sg/html/adm_withdrawal.htm)

## Deferment

- Deferment is not allowed in accordance with the policy of the school.

## Refund

- Refer to website
- [https://www.dps.edu.sg/html/adm\\_withdrawal.htm](https://www.dps.edu.sg/html/adm_withdrawal.htm)

# Course Transfer Policy



## COURSE TRANSFER POLICY:

### Transfer Policy

Course Transfer refers to a student request for a transfer to another course within DPS INTERNATIONAL SCHOOL.

2. Transfers will have to be approved by the Academic Board based on the academic demands of the new Course, the students' prevailing performance levels and suitability and residual months available after transfer.
3. Transfer between courses shall be approved and effected within first two months of the new course commencement date.
4. Transfer to another School ( in or outside the country) is not allowed as the school has only one operational campus in Singapore.  
(Transfer of Course within the School is allowed)

### Transfer Procedure

1. Students (or parents) seeking transfer shall make a written application for consideration by the school, stating the reasons for transfer.
2. The Academic Department including the relevant subject teachers shall evaluate the request based on the academic performance of the student, emotional and social suitability to the student.

DPS will provide pre-course counselling for the intended course.

4. The Principals/Head of Schools shall approve any transfer.
5. The transfer decision shall be communicated to the student/parent.
6. All transfer requests will be responded to within 7 working days from receipt of written transfer request
7. On acceptance by the parent/student, a revised contract shall be executed with the student along with the applicable fees for the new course.

## **Change of Course will allow students to transfer from one course to another within DPS in the same academic year:**

### **Case 1: Change from CISCE to CAIE Curriculum (or vice versa)**

*(Applicable for students Grade 8 and above)*

Students who have already registered with CISCE course (vice versa) are eligible to change to CAIE. Students who meet the necessary criteria may request transfer between the courses i.e., Indian Certificate of Secondary Education (ICSE) and IGCSE.

In the event of a change of course as mentioned above, a new Student Contract shall be executed between DPS and the Student to reflect the change of course and old student contract should be terminated.

### **Case 2: Change from one course to another within the same curriculum**

*(Applicable to all students of any Grade)*

Students are allowed to change the course within the same academic year (e.g. from Grade 2 to Grade 3) based on teacher/Principal recommendations or parent request.



# Acknowledgement

Read and understood the Pre-Course counselling document

Parent Name : \_\_\_\_\_

Signature: \_\_\_\_\_

Course applied for: \_\_\_\_\_