

APSN SATONG School

STUDENT HANDBOOK 2024

CLASS: _ _ _ _ _



PERSONAL PARTICULARS Name: Class: _____ Form Teacher: Medical History / Allergies (if any): IN CASE OF EMERGENCY, PLEASE INFORM: Name of Parent / Guardian: _____ Relationship to Student: Contact No.: _____(HOME) _____(HP) Address:

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The National Flag



The National Flag consists of two equal horizontal sections, red above white.

A white crescent moon occupies the upper left red section.

Next to the moon are five white stars arranged in a circle.

Red: Stands for universal brotherhood and equality of man.

White: Symbolises pervading and everlasting purity and virtue.

The **crescent moon** represents a young nation on the ascendant, and the **five stars** depict Singapore's ideals of *democracy, peace, progress, justice and equality.*

Our Pledge

We, the citizens of Singapore, pledge ourselves as one united people, regardless of race, language or religion, to build a democratic society, based on justice and equality, so as to achieve happiness, prosperity and progress for our nation.

National Anthem

MAJULAH SINGAPURA

Mari kita rakyat Singapura Sama-sama menuju bahagia Cita-cita kita yang mulia Berjaya Singapura

Marilah kita bersatu

Dengan semangat yang baru

Semua kita berseru

Majulah Singapura

Majulah Singapura

ONWARD SINGAPORE

Come, fellow Singaporeans

Let us progress
towards happiness together

May our noble aspiration bring Singapore success

Come, let us unite
In a new spirit
Let our voices soar as one
Onward Singapore
Onward Singapore

Our Vision

One APSN, Empowered Lives.

Our Mission

- Empowering persons with special needs to become active contributors of society.
- Inspiring the community and building its capabilities towards an inclusive society.

Our Core Values

Respect

Consideration and regard for the rights of different stakeholders in the best interest of the organisation.

Resilience

Ability to withstand setbacks with determination to persevere and adapt positively to challenges.

Integrity

Doing what is right and upholding corporate values with accountability.

Commitment

Focus and dedication to undertake responsibilities in our work towards APSN's Vision and Mission.

Our Motto



School Information

School Hours (Secondary)

Day	Monday	Tuesday	Wednesday	Thursday	Friday	
Flag Raising & Pledge Taking	7:45 am	7:45 am	7:45 am	7:45 am	7:45 am	
School Hours	8:00 am to 1:00 pm	8:00 am to 1:00 pm	8:00 am to 12:30 pm	8:00 am to 12:30 pm	8:00 am to 11:30 am	
Recess	Secondary 1 & 2: 9:30 am to 10:00 am					
Recess	Secondary 3 & 4: 10:00 am to 10:30 am					

School Hours (Primary)

Day	Monday	Tuesday	Wednesday	Thursday	Friday
Pledge Taking	12:15 pm	12:15 pm	12:15 pm	12:15 pm	12:45 pm
School Hours	12:30 pm to 5:15 pm	12:30 pm to 5:15 pm	12:30 pm to 5:00 pm	12:30 pm to 5:00 pm	1:00 pm to 5:00 pm
Pages	F	2:30 pm to 3:00 pm			
Primary 5 & 6: 2:30 pm to				n	3:00 pm to 3:30 pm
Flag Lowering	5:15 pm	5:15 pm	5:00 pm	5:00 pm	5:00 pm

School Fees

- \$20/month (For Singaporeans/ Permanent Residents)
- *\$4160/month (For International Students) *as of FY23 (Subject to changes periodically)
- Parents are strongly encouraged to pay school fees via GIRO.

Parents Teachers Conference

• Teachers will schedule conferences with parents thrice in the school year.

Parents' Network

 The Parents' Network was started in 2019 for parents to Connect, Care and build a community of parents who collaboratively contribute to the growth and well-being of our children and their families. Do write to us at ks.ap@apsn.org.sg if you would like to be part of our growing Parents' Network.

Medical History

Students with any medical conditions (e.g. asthma, heart problem) must inform
their Form Teacher of their condition and produce medical letters for exemption
from any physical activities in the school, where applicable, including Physical
Education (PE) lessons.

De-registration

- A student can be de-registered up to a maximum of two times.
- Valid reasons must be given for each de-registration.

Group Accident Insurance Scheme

• This group accident insurance scheme for our students is to insure them against unforeseen accidents which may occur only in Singapore during school hours and school organised activities The insurance also covers students while they travel to and fro from school and home. It provides Accident, Death and Permanent Disability Insurance for \$10,000 each, and a Medical Reimbursement Benefit for up to \$5,000 (due to necessary medical treatment for accidental injury). The annual premium is covered by the school.

Contacts

Emergency Contact:

 Parents are to inform the school office in writing of any changes in address or phone numbers so that the school has accurate and up-to-date information of all students. All parents must provide a contact phone number (home, work, mobile, etc.) where they can be reached during the school day in the event of an emergency.

School Contact:

• For any queries, you may contact the school through the following:

Tel: 6445 8027 Fax: 6645 6313

Email: ks@apsn.org.sg

School Uniform Suppliers: United Uniforms Manufacturers Pte Ltd

• Blk 168 Toa Payoh Lor 1 #01-1034 Singapore 310168.

School Bus Vendor:

The contact person for the school transport is Mr. Tony Yeo.
 (Contact Number: 9858 8099)

 All students must observe safety rules and pro-social behaviour while boarding, travelling and alighting from the school bus.

Co-Curricular Activities (CCAs)

Primary Level

Semester 1

CCA	Day	Time	Venue
Deskbells (Pri 4)	Wed	10:15 – 11:30 am	
Artist Inc. (Pri 5)	Wed	10:15 – 11:30 am	School
Art Club (Pri 6)	Wed	10:15 – 11:30 am	

Semester 2

CCA	Day	Time	Venue
Bocce (Pri 4)	Wed	10:15 – 11:30 am	School
Athletics (Pri 5)	Wed	10:15 – 11:30 am	Heartbeat @ Bedok
ICT (Pri 6)	Wed	10:15 – 11:30 am	School

Co-Curricular Activities (CCAs)

Secondary Level

CCA	Day	Time	Venue
	Sp	orts & Uniformed G	Group
Soccer	Tue	1:30 – 3:30 pm	The Ark at Changi Business Park
Athletics	Wed	1:00 – 3:00 pm	School Compound/ Bedok Stadium
Swimming	Wed	1:00 – 3:00 pm	Heartbeat @Bedok
Scouts	Wed	1:00 – 3:00 pm	School Compound/ Outside School
Bowling	Thu	1:30 – 3:30 pm	Singapore Swimming Club
		Performing Arts	
Dance Choir	Tue	1:30 – 3:30 pm	School
Circus Arts	Thu	1:00 – 3:00 pm	SCHOOL
		Visual Arts & ICT	-
Robotics	Tue	1:30 – 3:30 pm	
Digital Arts & Photography	Wed	1:00 – 3:00 pm	School
KS Arts Biz	Thu	1:00 – 3:00 pm	

School Rules

Attendance and Punctuality

Students are required to attend school regularly and punctually.

Any student who is unable to attend school must have a valid Medical Certificate or produce a letter from his/her parents/guardians to the Form Teacher.

Early Dismissal

Should a student be unwell during school hours, the Form Teacher will contact the parents/guardians to fetch the student home. The form for Early Dismissal has to be completed at the General Office before the student leaves.

Absence during Assessment

Students may sit for a make-up test as scheduled with valid reasons such as medical reasons, supported by necessary documentation.

Prohibited Items

Prohibited and dangerous items (e.g. cigarettes, e-cigarettes, sharp instruments, metal sharp-edged objects such as pen-knives and long scissors and sharp-handled combs) brought to school will be confiscated.

Students are not allowed to bring expensive items (e.g. gold, jewellery, electronic games or personally-owned digital gadgets such as iPads or Smartwatches). Students are also advised not to bring large sums of money to school. Materials or articles containing pornographic or offensive and inappropriate content are strictly prohibited.

Mobile Phones

Students are strictly not allowed to use mobile phones within the school premises and during lessons. Students are to be responsible for the safekeeping of their mobile phones.



Road Safety Rules



Students are required to observe road safety rules at all times, when entering and leaving the school. Students are to walk on pavements, use traffic lights, overhead bridges or zebra crossing when crossing the roads. Students are required to wait at the front porch, if they are being picked up by parents or

caregivers. Students on school bus are only allowed to board the bus under supervision of the bus drivers.

Respect for Others and Authority

 Students are required to be polite and display appropriate social behaviours to others.



- Students are to show respect to the Principal, all staff of Katong School, visitors, volunteers and external instructors by greeting them with appropriate body language and tone of voice.
- The staffroom and general office are out of bounds to all students, unless accompanied by a staff member.



 Students are only allowed entry to special rooms such as Computer Labs, Library, STEM Room, Art Room and Music Room if accompanied by a staff member. Students are to follow rules shown in the respective special rooms.

- Students are expected to show respect for public and school property. Any deliberate acts to damage school equipment or property will be considered acts of vandalism.
- Bullying of any sort (e.g. physical, verbal, emotional, cyber) will not be tolerated.

Disciplinary Measures

The school expects all students to make responsible decisions, maintain high standards in personal conduct with respect for self and others. Should a student violate the school rules, the students will be subjected to one of the following measures.

- 1. Restorative Practices to build and maintain healthy relationships.
- 2. Counselling
- 3. Group or individual therapy by Allied Professionals
- 4. Community Service to promote positive contribution and engagement
- 5. Safety Time-out from School

Involvement of Parents/Guardians

 Parents/guardians will be informed by the school about the student's inappropriate behaviour. Close home-school partnership is critical to guide students to exhibit the desired behaviour.

Involvement of Police

• The school reserves the right to involve the police in cases where students' actions are considered illegal and a compromise to school safety and security.

Demonstrating Pro-Social Behaviours of Being Safe, Responsible and Respectful in Katong School

A) Movement Before and During Assembly

BE SAFE: Be Aware of Your Surroundings at the Foyer

- 1. Walk along the pathway.
- 2. Sit on the benches while waiting for the next instruction.
- 3. Be aware and alert of what's happening in your surroundings.
- 4. Listen and follow duty teachers' instructions.



BE RESPONSIBLE: Be Punctual for Flag Raising Ceremony

Secondary Students:

- 1. Report to school on time no later than 7:40 am.
- 2. Seat in your class line
- 3. Get ready for flag raising ceremony at 7:45 am.

Primary Students:

- 1. Report to school on time for assembly period no later than 12:10 pm (Monday to Thursday) and 12:40 pm on Friday.
- 2. Sit in your class line.
- 3. Get ready to recite the national pledge at 12:15 pm (Monday to Thursday) and at 12:45 pm on Friday.

BE RESPECTFUL: Listen Attentively during Assembly Time

Pay attention to the speaker by following the 'Ready to Learn' rules.

- 1. Sit properly and face the speaker.
- 2. Keep my hands and feet to self.
- 3. Be quiet.
- 4. Listen attentively.
- 5. Raise your **hand** to answer or ask questions.



B) Movement After Assembly and In Between Classes

BE SAFE: Move in an Orderly Manner During Transition in Between Classrooms

- 1. Carry all personal belongings with you.
- 2. Walk together as a class.
- 3. Observe appropriate distance while walking along the corridor.
- 4. Watch your steps while going down/up the staircase.
- 5. Keep hands and feet to self.
- 6. Use appropriate volume (quiet voice)
- 7. Use polite language.
- 8. Follow teacher's instructions.

BE SAFE: Enter and Exit Classroom in an Orderly Manner

- 1. Walk in a single row.
- 2. Observe safe distance.
- 3. Keep hands and feet to self.
- 4. Enter/exit classroom by the designated doors.

C) Movement During Recess

BE SAFE: Appropriate Behaviour in the Canteen

- 1. Walk at all times.
- 2. Queue up when buying food.
- 3. Eat at your class-assigned table.
- 4. Clean up after eating.
- 5. Go back to your class line after recess.

BE SAFE: Practise Good Hygiene when Eating

- 1. Wash hands with soap before and after eating.
- 2. Consume your own food and drink only.
- 3. Eat clean food only.
- 4. Use clean utensils.
- 5. Wash and dry mouth after eating.



BE RESPONSIBLE: Clean Up After Eating

- 1. Bring used plate and cutlery to the return station.
- 2. Scrape leftovers from the plate into the dustbin
- 3. Put plate and cutlery into the correct containers.
- 4. Wipe the canteen table and bench clean.
- 5. Wash and return cleaning materials after use.

Refor String

BE SAFE: Play Safely

- 1. Use outdoor equipment correctly.
- 2. Share and take turns when using the outdoor equipment.
- 3. Use gentle touches.
- 4. Follow the teacher's instructions.



D) <u>Movement During and After Lessons</u>

BE RESPONSIBLE: Be on time for assembly/lessons/breaks/recess

- 1. Line up and walk with the class after recess and other lessons.
- 2. Enter or exit classroom in an orderly manner.
- 3. Return to the assigned seat and get ready for the lesson.
- 4. Ask for permission before going out of the classroom to use the toilet.
- 5. Return promptly after using the toilet or break.
- 6. Listen and follow the teacher's instruction.

BE RESPECTFUL: Use Polite Language

Use polite language at all times when talking with adults and peers

Here are different situations where we use polite language:

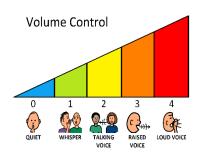
- 1. Requesting or asking for help
- 2. Seeking clarifications
- 3. Complimenting someone
- 4. Conversation in a conflict (disagreement / argument)



BE RESPECTFUL: Use Appropriate Volume

Here are the different voice levels we use in school:

- Quiet Voice (e.g., assessment, independent work)
- Soft voice (library, pair work activity)
- Talking voice (sharing ideas in class)
- Raised voice (outside open spaces)
- Loud voice (when someone is hurt or in need of help)



E) Movement Outside of School

BE RESPONSIBLE: Exhibit Appropriate Behaviours when Outside of School

- 1. Carry your personal belongings with you.
- 2. Keep EZ-link cards and wallets inside the bag.
- 3. Follow safety rules when walking at the sidewalks or crossing the road.
- 4. Follow safety rules when taking any public transport.
- 5. Use gentle touches.
- 6. Observe a safe distance from others.
- 7. Use polite language.
- 8. Use appropriate voice level.

Remember to uphold the image of Katong School at all times by being SAFE, RESPECTFUL and RESPONSIBLE.

Standards of Work Performance (SWP) & Standards of School Performance (SSP)

All students will be assessed on the various performance areas in the SWP (for secondary) and SSP (for primary) throughout the year. The performance areas are key in helping students achieve the Living, Learning and Working outcomes, as well as their Individualised Education Plan (IEP) or Individualised Transition Plan (ITP).

S/N	Performance Area /	Performa	nce Criteria
	Standard	Primary Levels	Secondary Levels
1	Attendance & Punctuality Demonstrates competent attendance and punctuality behaviours	Attends school everydayReturns punctually from breaks	 Attends school everyday Appears punctually in school Returns punctually from breaks
2	Dress and Hygiene Demonstrates competent dress and hygiene behaviours	Dresses in appropriate attireAppears well groomed	Dresses in appropriate attireAppears well groomed
3	Relating with Others Demonstrates competent interpersonal behaviours	 Behaves politely and appropriately Works well with others Interrupts appropriately 	 Behaves politely and appropriately Works well with others Interrupts appropriately Speaks in appropriate volume
4	Work Behaviours Demonstrates competent vocational behaviours	Performs routine activitiesStays on tasksCompletes work assigned	 Starts tasks promptly Performs routine activities Stays on tasks Completes work assigned
5	Self-Regulation Demonstrates competent self-regulation behaviours	 Accepts instruction and correction Manages negative emotions 	 Accepts instruction and correction Manages negative emotions

School Attire

- White short sleeved shirt/ blouse with school badge
- School shirt/blouse neatly tucked in
- Dark blue shorts for primary and dark blue pants for secondary boys
- Dark blue skirt covering the knees for girls
- White school shoes with plain white socks
- School tie to be worn every Monday
- Students are to wear the prescribed uniform. Modification of the uniform is not allowed





PE Attire

- School PE t-shirt
- Dark blue track pants or dark blue shorts
- White shoes and plain white socks

Vocational Education Attire

Food & Beverage (F&B) Attire

- School Uniform
- Chef Cap
- Apron
- White shoes and plain white socks





Hard Skills (HS) Attire

- School PE t-shirt
- Dark blue track pants
- White shoes and plain white socks

Fingernails

- Trimmed and clean
- No nail colouring is allowed



Hairstyles

Boys

- · Hair should be short and neatly combed
- Hair should not touch the ears, eyebrows or collar
- Sideburns should be short
- No facial hair is allowed





Girls

- Hair should be short and neat
- · Hair should not touch the eyebrows
- Long fringe should be pinned up with either dark blue or black hairclips





• If hair length touches the shoulders, hair should be plaited or tied with black or dark blue ribbons/hairband





^{*}No fanciful haircuts are allowed. Hair must not be tinted or dyed. No shaving, or cropping the sides and back

^{*}No make-up is allowed

Personal Data Protection Act (PDPA)

Association for Persons with Special Needs ("APSN") recognises the importance of having effective privacy protections in place and is committed to compliance with Singapore's Personal Data Protection Act 2012 and its regulations (collectively, "PDPA").In this Privacy Policy, "personal data" shall have the same meaning ascribed to it in the PDPA.

APSN may collect, use, store or otherwise process personal data within the framework of PDPA in situations where: (a) consent, as provided under the PDPA, is given or deemed given by the data subject; or (b) consent of the data subject is not required pursuant to the PDPA.

APSN (KS) collects and process information, including images about its students, applicants and potential applicants including academic, administrative, management, financial aids, security and safety reasons. Information is shared between schools and centre with APSN, and is used for a full range of student administration including academic, alumni relations, employment relations and support services. It is also shared with government agencies, statutory bodies or non-government agencies authorized to carry out specific government services or duties, or to meet statutory obligations. Publication or release of information that is customary by APSN (KS), including but not limited to award of prizes, medals and student or graduation status.

You may have certain rights under the PDPA that you may exercise in relation to your personal data. Please note that in some cases APSN is not required to comply or fully comply with your request. You may refer to the PDPA for more information.

If you have any queries in relation to this Privacy Policy, or if you wish to make a complaint about the handling of your personal data by APSN, please contact APSN's Data Protection Officer using the following contact details:

By e-mail: dpo@apsn.org.sg

By post:

Association for Persons with Special Needs (Attention: Data Protection Officer / PDPA) 900 New Upper Changi Road Singapore 467354

<u>Amendments</u>

APSN reserves the right to make changes and/or corrections, from time to time, and without notice, to this Privacy Policy.

Governing law and dispute resolution

This Privacy Policy shall be governed by and construed in accordance with the laws of the Republic of Singapore, and any claims or disputes of whatever nature arising out of or in connection with this Privacy Policy shall be subject to the exclusive jurisdiction of the courts of the Republic of Singapore.

School-Based Awards

MOE provides funding to Special Education (SPED) schools to establish school-based awards. It is to recognise and encourage students from SPED schools for their achievement and progress.

Nomination Criteria

A) Compulsory Eligibility Criteria

- 1) The student must be a Singaporean citizen.
- 2) The student must have a good conduct. By this, it means the student must not have committed any major offences against the school rules. Student must also consistently show punctuality (at least 95%) and a valid attendance rate of at least 95%.
- 3) The student must be enrolled as the school student before 30 June of the year of award.

B) School-based Awards

S/N	Category	Quantum*	Secondary Eligibility Criteria*
1	Functional Academic Award (FAA) - Literacy	\$150	FAA recognises students who achieve outstanding performance
2	Functional Academic Award (FAA) - Numeracy	\$150	in Literacy and/ or Numeracy
3	Good Progress Award (GPA)	\$250	GPA recognises significant progress in academic performance for Functional Literacy and Numeracy
4	Student Talent, Achievement and Recognition (STAR) Award	\$300	STAR Award recognises students' outstanding achievement in non-academic areas, in terms of participation and achievement (E.g. In CCA)
5	Model Student Award (MSA)	\$100	MSA recognises students' outstanding display of school core values of Respect, Resilience, Commitment and Integrity, in all areas from academic performance to non-academic performance

S/N	Category	Quantum*	Secondary Eligibility Criteria*
6	WPLN Award	\$400	WPLN Awards are given to Secondary 4 students who attained at least • WPL (Reading) – SOA 3, • WPL (Listening) – SOA 3, • WPN (Numeracy) – SOA 2
7	The Lee Kuan Yew Exemplary Student Award (LKY-ESA)	\$600	LKY-ESA is given to a student who has risen above the odds to become an exemplary role model to his/ her peers through his progress and contributions in academic and non-academic areas

^{*}Quantum and eligibility criteria are subject to review and changes



APSN operates four Special Education (SPED) Schools (APSN Chaoyang School, APSN Katong School, APSN Tanglin School and APSN Delta Senior School) for students aged 7 to 21 and an APSN Centre for Adults for persons aged 18 and older, benefiting over 1,200 beneficiaries each year.

The APSN Schools and Centre adopt a holistic approach in its curriculum, comprising academic, vocational and social skills which are important for open employment and lifelong learning. APSN seeks to enable persons with special needs to be active contributors of the society and is committed to inspire and build capabilities of its partners and community to lead and advocate an inclusive society.



For more information on APSN Pathways, please scan the QR code or visit:

https://www.apsn.org.sg/admission-procedures/



For more information on admission criteria to Delta Senior School, please scan the QR code or visit:

https://www.apsn.org.sg/apsn-delta-senior-school

Yearly Calendar 2024

January							
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				

February							
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11	12	13	14	15	16	17	
18	19	20	21	22	23	24	
25	26	27	28	29			

	March						
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31							

	April						
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28	29	30					

May						
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June						
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30						

July						
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	August							
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29	30						

October						
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	November						
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December							
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29	30	31					

Public Holiday

School Holiday

School Term Break

School Terms for 2024

Semester 1

Term I	2 January (Tuesday) to 8 March (Friday)
Term 2	18 March (Monday) to 24 May (Friday)

Semester 2

Term 3	24 June (Monday) to 30 August (Friday)
Term 4	9 September (Monday) to 15 November (Friday)

School Vacation for 2024

Semester 1

Between Terms 1 and 2	9 March (Saturday) to 17 March (Sunday)
Between Semester 1 and 2	25 May (Saturday) to 23 June (Sunday)

Semester 2

Between Terms 3 and 4	31 August (Saturday) to 8 September (Sunday)
At the End of School Year	16 November (Saturday) to 31 December (Tuesday)

Scheduled School Holidays for 2024

Chinese New Year	Tuesday, 13 February
Youth Day	Sunday, 30 June (The following Monday, 1 July will be a scheduled school holiday)
Teachers' Day	Friday, 30 August
Children's Day (for primary schools and primary sections of full schools only)	Friday, 4 October

Public Holidays for 2024

	New Year's Day	Monday, 1 January
Term I	Chinese New Year*	Saturday, 10 February
		Sunday, 11 February
	Good Friday	Friday, 29 March
Term 2	Hari Raya Puasa	Wednesday, 10 April
	Labour Day	Wednesday, 1 May
	Vesak Day	Wednesday, 22 May
Term 3	Hari Raya Haji	Monday, 17 June
Term 5	National Day	Friday, 9 August
	Deepavali	Thursday, 31 October
Term 4	Christmas Day	Wednesday, 25 December
* Monday, 12 Feb will be a public holiday and Tue, 13 Feb will be a school holiday		









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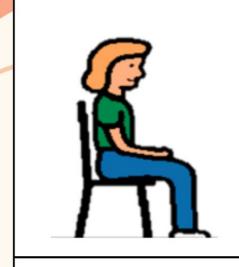


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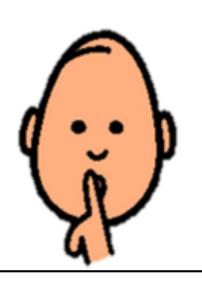


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READY TO LEARN RULES

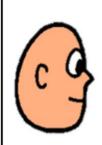






GOOD SITTING HANDS AND FEET TO SELF

MOUTH QUIET











EYES LOOKING

EARS LISTENING RAISE HAND TO SPEAK OR ASK FOR HELP Empowered Lives for



an Engaged Community



and Inclusive Society



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Katong School

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Singapore 467354

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