



# ST. JOSEPH'S INSTITUTION INTERNATIONAL ELEMENTARY SCHOOL

## Student Support Services

### APPROACH

#### **1. Providing a range of student support services to meet the needs of students and enhance their educational experience**

##### **a. List of Comprehensive Services Available in the School:**

- **For all new students and their parents**

- i. Orientation Programme

- **For all Current & Enrolled Students**

The School aims to provide all students with an academic education of the highest standards through the provision of these services: i. School Counsellor

- ii. Students' Expeditions and Activities

- iii. Co-Curricular Activities

- iv. Library Access, ICT Suite, Swimming Pool, Indoor Sports Hall, Music Room, Art Room, Chapel and Playground, and others as specified in the School Website.

- v. Personalize updates to parents on admission matters / students' progress which includes:

- (1) Informing parents on student admission matters

- (2) Informing parents on student issues, including attendance rate, behaviour, academic performance, etc.

- vi. **Student Progress Reports (Refer to Manual: Student Assessment)**

To note: This comprehensive list of student support services is not meant to be exhaustive. The School undertakes the responsibility to continually improve on ensuring that all students' welfare and needs are well taken care of and will do so by school-student engagements through the various student touch points as listed.

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b. For enhancing overall Student Experience

- In ensuring that the School provides for an exceptional student experience, it undertakes to provide the following services:

- i. Monthly review of students' attendance ([Refer to Manual: Monitoring of Student Behaviour](#))
- ii. Student Surveys ([Student Satisfaction Survey](#) / [Wellbeing Survey](#) / [PASS Survey](#) / [New Parent Survey](#)) ([Refer to Manual: Student Satisfaction Survey](#))
- iii.

Dispute resolution process ([Refer to Manual: Feedback and Complaints](#))

- iv. Student intervention ([Reference to Manual: Monitoring of Student Attendance and Behaviour Policy](#))
- v. Academic Support and Pastoral Care ([Reference to Manual: Monitoring of Student Learning](#))

**2. Institute programmes to develop students holistically and enhance their experiences**

- a. Various models and frameworks would be created and continually reviewed to ensure that the School has sufficient programmes to develop students holistically
- b. Programmes that develop students holistically in Elementary School include:
  - Character Development Programme
  - CASS (Character, Activity, Sport, Service) Programme

**3. Communicate up-to-date information regarding student support services and programmes to students**

- a. Communication of the list of student support services and programmes will be through the [School Prospectus](#), [School's official website](#), [Weekly Newsletter](#) and also notices given to students to create awareness of these programmes.
- b. These notices can be in the form of verbal communication and / or email given to students/parents.

**4. Reviewing the student support services and programmes for continual improvement**

- a. The student support services and programmes process would be reviewed on an [annual basis](#) using the platforms of Internal Reviews (carried out by process owners) and Internal Assessments (carried out by [QA Department](#)).

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## Process

Write-up: Process Steps & Details		Documentation / (Responsibility)
<b>1. Providing a range of student support services to meet the needs of students and enhance their educational experience</b>		
1.1 The range of student support services developed would need to meet the needs of students and to enhance their educational experience.		

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<p>1.2 The list of student support services and its process is listed as such: -</p> <ul style="list-style-type: none"> <li>• <u>Organizing Student Activities</u> <ul style="list-style-type: none"> <li>i. The <b>Elementary Parent Support Group (EPSG)</b> is a voluntary group of parents with the common goal of wanting to contribute to the SJI International Elementary School community. Support is provided through a range of activities and services for SJI International Elementary School students, teachers and parents. The EPSG organises social events, fundraises for both school projects and class-specific charities, provides a communication channel back to the school for parents' questions and queries, supports all the performing arts projects in the form of assisting with costumes, make-up, props, set and graphic design and filming, and actively works on health and nutrition initiatives. Subcommittees are formed as needed by the EPSG to support events. Activities organised will be published via the weekly <b>Newsletter</b> to parents and via the EPSG website <a href="#">here</a>.</li> </ul> </li> <li>• <u>Co-Curricular Activities</u> <ul style="list-style-type: none"> <li>i. Elementary School offers a range of Co-Curricular Activities (CCAs) for children from Prep 1 to Grade 6. They can choose from Sporting CCAs, Visual Arts CCAs, Performing Arts CCAs, Academic CCAs, Environmental CCAs, ICT CCAs and more. More information on sports in SJII Elementary School can be found in the <b>Sports Handbook for Parents</b>, <b>CCA Booklet</b> and <b>Weekly Newsletter</b>.</li> </ul> </li> <li>• <u>Academic and Pastoral Support</u> <ul style="list-style-type: none"> <li>i. These are covered in <b>Operation Manual: Monitoring of Student Learning</b></li> </ul> </li> <li>• <u>Student Attendance and Conduct</u> <ul style="list-style-type: none"> <li>i. These are covered in <b>Operation Manual: Monitoring of Student Behaviour</b></li> </ul> </li> </ul>	<p><b>Newsletter</b> (Curriculum Manager)</p>
<p><b>2. Institute programmes to develop students holistically and enhance their experiences</b></p> <p>2.1 The School will develop holistic programmes that are aligned and integrated to its overall student learning framework to develop students holistically.</p>	

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## 2.2

Character Development Programme

At SJI Elementary School, the school adopts a holistic approach that integrates character development into every aspect of school life. Underpinning the character development programme is the Virtues Project, which is used at SJI Elementary School both as a vehicle to make the school values accessible for the children and as the basis of the behavior policy. The Virtues Project is based on the beliefs and virtues valued by diverse cultures and world religions. Its mission is to provide empowering strategies that inspire the practice of virtues in everyday life. The Virtues Project enables the school to address not only its Lasallian values - SMILES, but also to meet the personal development goals at the heart of the International Primary Curriculum.

## 2.3

CASS Programme

This programme is the school's own age-appropriate, version of the British Duke of Edinburgh Award or the International Baccalaureate's CAS programme and is designed to give students opportunities for development beyond academics in areas such as personal responsibility, the building of self-confidence, acquisition of new skills and to encourage a balanced lifestyle. CASS stands for Community, Activity, Sport and Service. The explanations below summarise the big picture for each section.

COMMUNITY	ACTIVITY	SPORT	SERVICE
Engaging within the community offers a chance to make a difference to people's lives and to use your own skills and experience to help your school and community. You can also have the opportunity to be involved in a project that you care about.	There's a hobby or activity to suit everyone, so choose something you are really interested in. Developing a skill helps you get better at something that captures your imagination and gives you the confidence and ability to use this skill both now and later in life.	Doing physical activity is fun and improves your health and physical fitness. You may already participate in a number of these sports in or outside school.	Volunteering within the local community gives you the chance to make a difference to the lives of local people, animals or the environment. There are many projects you might become involved with or you could start your own.

### 3. Communicate up-to-date information regarding student support services and programmes to students

#### 3.1 Students and their parents are informed of Student Support Services through a combination of the various platforms / materials or documents:

- School's Official Website
- School Prospectus
- School Noticeboard
- Weekly Newsletter
- CCA Booklet

School Official  
Website/School  
Prospectus/School  
Noticeboard  
(Communications  
Department)

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<p><b>4. Reviewing the student support services and programmes for continual improvement</b></p> <p>4.1 The review and the evaluation of effectiveness of the student support services and related programmes would be assessed through the outcomes as stated under the Systems and Review Section of this Manual.</p> <p>4.2 The student support services and programmes process would be reviewed through the following platforms: -</p> <ul style="list-style-type: none"> <li>Internal review by respective process owners using the <b>Internal Review Form</b></li> <li>Internal assessment by <b>QA Department</b> using the <b>Internal Assessment Report</b></li> </ul>	<p><b>Internal Review Form / Internal Assessment Report (QA Department)</b></p>
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## SYSTEMS & REVIEW

S/N	<b><u>SYSTEMS</u></b>  (Desired outcomes for integrated processes)	<b><u>REVIEW</u></b>  (Outcome indicators for evaluation of effectiveness of related Approach, Process and System)	Related processes that are integrated that leads to a desired outcome.
1	The range of student support services provided are able to meet the needs of students and enhance their educational experiences.	a. Overall average category rating (Student Satisfaction Survey) – Student Support Services	<ul style="list-style-type: none"> <li>Process for Student Support Services</li> <li>Process for Student Satisfaction Survey</li> </ul>

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