



Stamford American
INTERNATIONAL SCHOOL



WELCOME PACK

WOODLEIGH CAMPUS
GRADES 1 - 12

WELCOME

Welcome to the Stamford American Community!

To help you get ready for the first day of school, this Welcome Pack includes all the essential information you'll need.

Have any questions? We're here to help!

Feel free to reach out to us at **+65 6653 2949**
or **admissions@sais.edu.sg**



IN THIS WELCOME PACK, YOU WILL FIND DETAILS ON:

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ENROLMENT REQUIREMENTS

The following tasks must be completed for your child to start school.
Please ensure they are submitted before their first day!

- ☐ Completed Forms:
Student Contract, Health Declaration, Pre-Course Counseling
- ☐ Copy of Valid Visa, please see below for requirement based on your visa type:
Student Pass Visa or Long Term Visit Pass - Digital copy in PDF format
Dependent Pass - Copy of front and back of card
Immigration Exemption Order - Copy of FIN number paperwork issued by Ministry of Foreign Affairs
Permanent Resident - Copy of valid Re-entry Permit
- ☐ Invoices Paid
- ☐ Parents Local Contact Phone and Address <or> local Guardianship details; please complete this [form](#) for updates
- ☐ Emergency Contact - A third person that is not a parent and contactable in case of emergency
- ☐ Immunization Record copy (proof of 4 DTP Shots + 2 MMR required)
- ☐ Latest Academic Transcripts from most recent completed school year



If you have any questions about these checklist items, please contact your **Admissions Manager**.
Or you can contact the Admissions Office at
+65 6653 2949 or admissions@sais.edu.sg



ONLINE PARENT PORTAL - MYSTAMFORD

MyStamford is Stamford's online parent portal, where you can find information about school uniforms, catering, transport, after-school activities, school news, events, and more.

If you have already signed your student contract, your account will be activated within 3-4 business days. If you've missed the activation period, please submit a request using the provided link in the email. Please check your email inbox or spam/junk mail for the activation link.

① Go to [MyStamford Parent Portal](#)

② Be sure you are on the **Parent Login Page**

③ **Activate account** - look for the green button at the bottom of the page

④ Your username is the **email address that you provided to the school**

⑤ After account activation, you will receive a **link via email** to set your password to login



Stamford American
INTERNATIONAL SCHOOL

If you encounter any issues with MyStamford, please email ict.support@sais.edu.sg

IMPORTANT LINKS

[MyStamford](#)



THE SCHOOL DAY

SEMESTER DATES

Semester 1:
August 14, 2024 -
December 13, 2024

Semester 2:
January 6, 2025 -
June 11, 2025

SCHOOL HOURS

Grades	Campus	Start	End	Days
Grade 1 to 5	Woodleigh	8.25am	3.05pm	Mon, Tue, Thu & Fri
		8.25am	2.45pm	Wed
Grade 6 to 12	Woodleigh	8.25am	3.50pm	Mon, Tue, Thu & Fri
		8.25am	3.30pm	Wed

2024/2025 SCHOOL TERM DATES

SEMESTER 1	SEMESTER 2
Jul 22: PCS Asynchronous Online Classes Begins	Jan 1: New Year's Day
Aug 2: PCS Orientation & Meet The Teacher	Jan 6: New Student Orientation (all divisions & PCS)
Aug 5: PCS First Day of School	Jan 7: Quarter 3 Begins (all divisions & PCS)
Aug 9: National Day	Jan 29 - 31: Lunar New Year
Aug 12: School Orientation Day (all divisions)	Feb 17: Professional Development
Aug 14: First Day of School (all divisions)	Mar 27 & 28: Learning Conferences*
Sep 30: Professional Development	Mar 31: Hari Raya Puasa
Oct 17 & 18: Learning Conferences*	Apr 1 - 6: Spring Break
Oct 21 - 25: Fall Break	Apr 7: Quarter 4 Begins
Oct 28: Quarter 2 Begins	Apr 17: Professional Development
Oct 31: Deepavali	Apr 18: Good Friday
Nov 8: Professional Development	May 1: Labour Day
Nov 28 & 29: Thanksgiving	May 2: Professional Development
Dec 13: Semester 1 Ends	May 12: Vesak Day
Dec 16 - Jan 6: Winter Break	Jun 5: Last Day of PCS Semester
Dec 25: Christmas Day	Jun 6: Hari Raya Haji
*Formerly called Parent Teacher Conferences (PTC)	Jun 11: Last Day of School (Half-day)

CAMPUS SECURITY

At Stamford, the safety and security of our students are our top priority. Therefore, we have implemented strict measures to ensure that all staff, students, parents, guardians, and helpers have the necessary identification to enter the campus and wear it at all times.

SECURITY ID CARDS

Students from Grades 5-12 are required to have a student ID Card.

Parents, Guardians and Helpers are required to have a family ID card. **Every household is entitled to a maximum of 3 ID cards.**

► How to Apply

Please apply for your ID cards on [MyStamford](#). **Family IDs will be take up to 14 days to process and an email with collection details will be sent once ready. Student IDs will be issued to the students for Grades 5 -12 from the school office.**

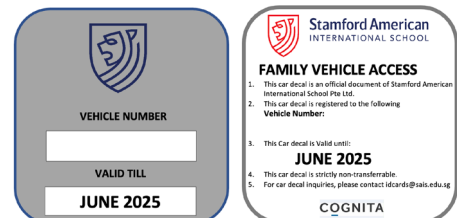
► Photo Requirements

To apply for a Stamford ID card, you need to provide a digital passport-style photograph that meets the following criteria:

- In color, taken against a white background
- In JPG format
- Taken within the last 3 months
- Show the full face

► Vehicle Access

All vehicles entering our campuses must be registered, and car decals must be displayed on the front windshield. **Car decals can be applied on [MyStamford](#) and an email with collection details will be sent once ready.**



If you have any questions about Campus Access, please email idcards@sais.edu.sg



IMPORTANT LINKS

[ID Card Application](#) | [Woodleigh Car Decal Application](#)

GETTING TO AND FROM SCHOOL

BY CAR

The Woodleigh campus is located at **1 Woodleigh Lane** and entrance for cars including those wishing to park is via **Gate 1**.

BY PUBLIC TRANSPORT

► By MRT:

Woodleigh MRT is located on the **North East Line**. Take **Exit B**, walk straight and **turn right on Woodleigh Lane**.

► By Bus Numbers:



BUS TRANSPORTATION

Stamford offers door to door bus transport services with local bus transport provider: Woodlands Transport Solutions (WTS).

To guarantee your child's seat on the bus from the first day of school, please take note of the following:

- Registrations process is compulsory for all new riders.
- There will be a 2-week processing time from the time of application.



Woodlands Transport Solutions

WTS Bus Fares are posted on **MyStamford**. Fares are invoiced quarterly, based on the distance to/from school. **Please submit your WTS application for your child here.**

WTS can be reached by phone at **+65 6602 4145** or email at **transport@sais.edu.sg**

IMPORTANT LINKS

[Woodleigh Bus Application](#) | [WTS Bus Fares](#)



STAMFORD NURSING DEPARTMENT

The Stamford Nursing Department collaborates closely with the school administration to foster an environment that prioritizes optimal wellness and safety for all students. The Health Center offers personalized healthcare for students needing immediate attention, while also promoting health education and encouraging healthy lifestyles within the Stamford community.

Roles and Responsibilities of the Nursing Department:

- To develop and implement emergency response plans for all children with moderate/ severe allergies and medical concerns
- To monitor students' immunizations
- To act as a resource for students, parents and staff
- To provide individual health counseling by servicing emotional and physical health needs, and to refer any appropriate professional community resources as needed
- To evaluate and monitor communicable diseases
- To work closely with the Ministry of Health to ensure standard best practices
- To conduct health-related classroom instruction
- To provide educational and promotional activities for healthy lifestyles of our students and staff



IMPORTANT LINKS

[Parent & Guardian Responsibilities](#)

[Allergy Management](#)

[Allergy Awareness FAQ](#)

SCHOOL UNIFORMS

School uniforms are a mandatory requirement for all school students in Singapore. Students must arrive in their school uniforms on the first day of school.

UNIFORM REQUIREMENTS

Please refer to the **graphics on the following page** for a guide to optional and required uniform items for various school sections.

- ▶ **Shoes and Socks:** Students may wear any closed-toe shoes (typically sneakers or trainer shoes) and socks in any color.
- ▶ **Baseball Cap:** As an alternative to the blue school hat, students at the Woodleigh campus may wear the Stamford baseball cap. The Stamford baseball caps are available for purchase from the **Lion's Den** (PTA online store). Any items purchased from the Lions Den will be sent home with the student once school commences. Students may wear a hat from home for their first week of school whilst waiting for delivery.

Lim Meng Keng Department Store

Student uniforms may be purchased from Lim Meng Keng Department Store (Lims) which is located in Holland Village.

Address: #02-18 Holland Road Shopping Centre (Above Cold Storage)
211 Holland Avenue, Singapore 278967
Phone: +65 6468 3655

Operating Hours:

Monday-Saturday, 10.30am to 7.15pm
Sunday and Public Holidays, 10.30am to 6.00pm

Online Ordering

All uniforms are available for order online. Please visit Lim's **online store** to browse uniform options as well as sizing charts. Purchases can also be delivered directly to your home.

Lion's Den

The **Lion's Den** is a store, run by PTA volunteers, is the place to purchase all popular Stamford caps, hoodies and other merchandise.

Visit our physical store at Adams B1 when school reopens.





UNIFORM GUIDE

GRADES 1-5



Stamford students are expected to maintain a personal appearance that reflects respect for the school and the international community. Therefore, all students should wear the complete school uniform at all times, including during field trips and while on the school bus.

Uniform Items

- Navy Polo Shirt
- Junior Navy Shorts or Skort
- Red PE T-Shirt
- Navy PE Shorts
- School Hat - mandatory for outside activities
- Swimsuit or Swim Shorts (mandatory for G1-G5)
- Swim Rashie (mandatory for G1-G5)
- Backpack (optional)





UNIFORM GUIDE

GRADES 6-12



Stamford students are expected to maintain a personal appearance that reflects respect for the school and the international community. Therefore, all students should wear the complete school uniform at all times, including during field trips and while on the school bus.

Uniform Items

- White Polo Shirt
- Senior Navy Shorts or Skirt
- Navy Trousers (optional)
- House T-Shirt
- Red PE T-Shirt (Grade 6-10)
- Navy PE Shorts (Grade 6-10)
- School Hat - mandatory for outside activities
- Swimsuit or Swim Shorts (optional)
- Swim Rashie (Grade 6-10) (optional)
- Backpack (optional)





MEALS AND CAFES

GRADE 1 TO GRADE 12 AT THE WOODLEIGH CAMPUS

At the Woodleigh Campus, there are two cafes where students can buy food and beverages during recess and lunchtime. Students may either bring meals from home or purchase them from the on-campus food services provider, Sodexo.

Elementary students have the option to pre-order their food, while Secondary students are encouraged to buy directly from the cafe counters.

Students should also bring a water bottle labeled with their full name and homeroom/advisory class code.

STAMFORD CAFES

Sodexo, Stamford's food services provider, is one of the leading catering company for schools worldwide. Their mission aligns with the Stamford Food Philosophy: **"Healthy Food, Healthy Kids and a Healthy Planet"**

1 Cashless Payment System

At Stamford's cafeterias, students can use the Stamford Student Card for convenient, cashless payments. Parents can top up the payment account online via [MyStamford](#) or at the cash kiosks located in the campus cafeterias. It is recommended that parents add a minimum of S\$20 for the first day of school.

2 Semester Meal Plans

Semester meal plans are available as a pre-paid option for students in Grade 1 to Grade 5 only. Enrollment for the Semester Meal Plan can be completed online via [MyStamford](#).

3 Pre-Order Meals

Pre-order meals are available for students from Grade 1 to Grade 5. All orders must be placed by 8am on the day of the meal. Parents can choose meals, including beverages and snacks, for their elementary students. For students in Grades 6 to 12, pre-ordering is not available, but the three food counters provide a high degree of flexibility in lunch choices.

If you have any questions on Meals and Cafes, please reach out to Sodexo at
sodexo@sais.edu.sg or
+65 6602 7263

IMPORTANT LINKS

[Sodexo](#) | [Online Top Up](#)
[Semester Meal Plans](#)

CO-CURRICULAR ACTIVITIES AND ATHLETICS

MUSIC

Students interested in booking music lessons or joining ensembles are encouraged to visit the Music Department section on [MyStamford](#) or email musiclessons@sais.edu.sg for more information and to inquire about availability.

DRAMA

Stamford produces eight theater productions each academic year for students from Kindergarten 2 to Grade 12. For details of previous performances, please visit the Theater Production on [MyStamford](#). Information on upcoming productions and rehearsal schedules will be provided once school begins.

ACTIVITIES & ATHLETICS

Stamford offers a comprehensive co-curricular program to cater to the diverse interests of our students. There are three main ways to get involved as a Stamford Lion:

1. Activities Options

- Grades 9-12 have Clubs, and further information can be [found here](#). Please contact erik.richardson@sais.edu.sg for more information.
- Grades 1-8 have CCAs, and further information can be [found here](#). Please contact cca@sais.edu.sg for further details.

Season 1: Sep 2 to Nov 8, 2024 / **Season 2:** Nov 25 to Feb 21, 2025 / **Season 3:** Mar 4 to May 17, 2025

2. Athletic Options

SAIS has representative sports teams from Under 8 to Under 19. Teams compete in the ACSIS League as per this [Season of Play Schedule](#).
Season 1: Aug 19 to Oct 30, 2024 / **Season 2:** Nov 4 to Feb 17, 2025 / **Season 3:** Feb 18 to May 16, 2025

3. Lions Academies

The [Lions Academies](#) are fee-based, year-round, professionally coached sporting experiences for students of a variety of abilities and ages. Five sports are offered in the Lions Academy program: Badminton, Gymnastics, Golf, Tennis, and Swimming.

EXTRA-CURRICULAR TIMINGS

Below is a general guideline to after-school activity hours.

Grades	Campus	Start	End
Grade 1 to Grade 5	Woodleigh	3:10PM	Single Block - 3:50PM Double Block - 4:30PM
Grade 6 to Grade 8	Woodleigh	3:55PM	Single Block - 4:35PM Double Block - 5:15PM

IMPORTANT LINKS

[Music Department](#)
[Theater Production](#)
[Athletics](#)



IMPORTANT LINKS

[About the PTA](#) |
[PTA Connections](#) |
[PTA Lions Den Store](#)

STAMFORD PTA

The aim of the Parent Teacher Association (PTA) is to foster engagement and unity within the Stamford community by promoting connections among parents, students and staff, through various activities and events.

PTA Connections

We look forward to meeting you! The PTA offers various ways to connect: Parent Connection Groups cater to specific interests, and we have Country Ambassadors for those seeking connections from home. You can learn more about these opportunities [here](#) or contact us at PTA.Welcome@sais.edu.sg.

Additionally, our Buddy Program pairs you with an established Stamford family to assist with questions and facilitate your transition. Information about Grade Level PTA WhatsApp Groups can be found [here](#).

Volunteering and Events

Throughout the year, the PTA coordinates events and activities to unite the Stamford community. But we can't do it without you. We rely entirely on volunteers to make this possible. Whether you have a lot of time or just a little, and whatever skills you can contribute, we encourage you to get involved so that the PTA can flourish.

If you're interested in discovering more about volunteer opportunities with the PTA, please visit our [volunteering page](#) and connect with the team that interests you.

FINAL CHECKLIST

This list is a compilation of important links to our website and myStamford for easy reference.



<u>MyStamford</u>	Go to the MyStamford parent portal and activate your account.
<u>Contact Details</u>	Ensure the school has the most up to date parent contact information.
<u>ID Cards</u>	Parents, Guardians, Helpers and Students from Grades 5 - 12 are required to have a Security ID Card.
<u>Car Decals</u>	All vehicles entering our campuses must be registered, and car decals must be displayed on the front windshield.
<u>Bus Transportation</u>	Registration process required for all new riders. Please note that there will be a 2-week processing period for registration submitted after the closing deadline.
<u>School Uniforms</u>	School uniforms can be purchased from Lims physical store at Holland Village or via their online store.
<u>Meal Plans & Meals Pre-order</u>	Semester meal plans and meal pre-orders are only available as a pre-paid option for students in Grade 1 to Grade 5 only.
<u>Account Balance & Top Up</u>	Parents can top up your child's account online or at the cash kiosks located in the campus cafeterias.
<u>PTA</u>	The PTA is an organization run by parent volunteers. All parents are welcome all to join the PTA.
<u>School Fees</u>	Finalize your child's school fees with our Finance Team. View Stamford's school fees and fee schedule on MyStamford.



Stamford American
INTERNATIONAL SCHOOL

1 Woodleigh Lane
(Off Upper Serangoon Road),
Singapore 357684

T: +65 6653 2429 (Admissions)
E: admissions@sais.edu.sg
W: www.sais.edu.sg



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