



Stamford American
INTERNATIONAL SCHOOL



WELCOME PACK

WOODLEIGH CAMPUS

GRADES 1 - 12

WELCOME

Welcome to the Stamford American family!

To help you prepare for the first day of school, this Welcome Pack contains all the useful information you'll need to know.

Still have a question? We're here to help!
Don't hesitate to contact us on **+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 must be completed in order for your child to begin school.
Please be sure to submit before their first day of school!

- ☐ Tuition fees paid
- ☐ Student Contract, Health Declaration Form, Pre-Course Counseling forms submitted
- ☐ Complete Immunization Record submitted
- ☐ Pass/Visa details submitted (Student Pass ID, Dependent's Pass IPA or ID, Re-entry permit or refer to Immigration Exemption Order FIN paperwork) – including copy of the front and back of pass
- ☐ Emergency local contact number and local address (These should not be the parents of the student)
- ☐ Parent/Guardian/Student photos submitted (required for Security IDs, please see Campus Access section)
- ☐ Local contact number and address (parents)

If you have changed your address, email and/or phone number, please email admissions@sais.edu.sg

If you have any questions regarding any of these checklist items, please do not hesitate to contact your **Admissions Manager**. You can also reach the Admissions Office at +65 6653 2949 or via email at admissions@sais.edu.sg.



PARENT ONLINE PORTAL — MYSTAMFORD

myStamford is Stamford's online parent portal. Here you will find everything you need to know about school uniforms, catering, transport, after-school activities as well as school news, events and more.

If you have already signed the contract, your account will be activated after 48 hours. If you forgot to activate and the activation has lapsed, you can submit a request with the link provided to activate your account. Please look out for the activation link in your spam/junk inbox.

- 1 Go to: myStamford.edu.sg
- 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 **e-mail address that you provided to the school**
- 5 After you've activated your account, you will receive a **link via email** to set your password to login



Should you have any difficulties with myStamford, please email ict.support@sais.edu.sg

IMPORTANT LINKS

[myStamford](https://myStamford.edu.sg)



THE SCHOOL DAY

SEMESTER DATES

Semester 1:
August 14, 2023 - December 15, 2023

Semester 2:
January 9, 2024 - June 6, 2024

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

2023/2024 SCHOOL TERM DATES

SEMESTER 1	SEMESTER 2
Aug 9: National Day	Jan 1: New Year's Day
Aug 10: School Orientation Day	Jan 8: Professional Development
Aug 14: First Day of School	Jan 9: Quarter 3 Begins
Sep 15: Professional Development	Feb 10 - 13: Lunar New Year
Sep 29: Global Be Well Day	Mar 8: Professional Development
Oct 6: Professional Development	Mar 27 & 28: Learning Conferences**
Oct 12 & 13: Learning Conferences**	Mar 29: Good Friday
Oct 16 - 20: Fall Break	Apr 1 - 5: Spring Break
Oct 23: Quarter 2 Begins	Apr 8: Quarter 4 Begins
Nov 10: Professional Development	Apr 10: Hari Raya Puasa
Nov 12 & 13: Deepavali	Apr 19: Professional Development
Nov 23 & 24: Thanksgiving	May 1: Labour Day
Dec 15: Semester 1 Ends	May 23: Vesak Day
Dec 18 - Jan 5: Winter Break	Jun 6: Last Day of School
Dec 25: Christmas Day	Jun 17: Hari Raya Haji

CAMPUS SECURITY

At Stamford, we take security very seriously and want to ensure that all parents, guardians, helpers, as well as students and staff, have proper identification needed to enter campus.

SECURITY ID CARDS

Students from Grades 5-12 are required to have a student ID Card. Student ID cards will be issued on the first day of school.

Parents, Guardians and Helpers are required to have a Family Security Card. **Family cards are limited to 3 per household.**

How to Apply

You can apply for Family Security Cards on **myStamford**. Please submit your Card ID application by **20 December 2023**, in order for them to be ready during Orientation Day. Any submission after 20 December 2023, please collect from the Community Engagement Center.

► Photo Requirements

To apply for ID, you will need a digital passport-style photograph. This must be:

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

► Vehicle Access

Vehicles must be registered and car decals must be displayed on the front windshield of your vehicle in order to gain access onto both campuses. Please apply before 20 December 2023 for your car decal to be ready for collection during orientation day. Any submission after 20 December 2023, the Community Engagement Center will reach out to you, once ready.



If you have any questions regarding 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 works with local bus contractor Woodlands Transport Solutions (WTS) to provide bus services at Woodleigh.

To guarantee a seat on the bus, please take note:

- Registration for bus service will close on **26th December 2023**. If you are unable to register during this period, you will not be able to start the bus service on 9th January 2024. You will have to start from 15th January 2024 instead.
- This registration process is compulsory for new riders.



Woodlands Transport Solutions

WTS Bus Fares are posted on myStamford. Fares are invoiced quarterly and are 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

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



STAMFORD NURSING DEPARTMENT

The Stamford Nursing team works directly with school administration to provide an environment that promotes optimal wellness and safety for all students. The Health Center provides individualized quality healthcare for students requiring immediate care. In addition, the Health Center supports health education and promotes a healthy lifestyle for students, staff and families.

Services provided:

- 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 faculty, parents and students
- 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 standards of best practice
- 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](#) |

The Stamford Nursing team can be contacted at
nurse@sais.edu.sg

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 see the **graphics overleaf** for a guide to optional and mandatory uniform items for different school sections.

- ▶ **Shoes and Socks:** Students can wear any closed-toe shoes (most students choose trainers) and socks in any color.
- ▶ **BaseballCap:** As an alternative to the blue school hat, students at Woodleigh are permitted to wear a Stamford baseball cap. These are available to purchase from the [PTAonlineshop](#) once school has started for pick-up or delivery to students or at the Lions Den in Basement 1 on Monday, Wednesday and Friday after school. Students may wear a hat from home for their first week of school whilst waiting for delivery.

Lim Meng Keng Department Store

You can try on and collect school uniforms from our school uniform provider Lim Meng Keng Department Store (Lims) which is located in Holland Village. Lims is conveniently open on weekends and also on public holidays.

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

Operating Hours: Monday-Saturday, 10:30 am to 7:15 pm
Sunday and Public Holidays, 10:30 am to 6:00 pm

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 store, run by PTA volunteers, is the place to purchase the popular Stamford caps, hoodies and other merchandise. Visit us in **Adams B1** (opening hours on myStamford) or check out our [online store](#).





UNIFORM GUIDE

PRE K TO GRADE 5



The personal appearance of Stamford students should reflect a respect for the school and the international community so all students are expected to wear the full school uniform at all times including on field trips and on the school bus.

Please refer to this list of 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 (recommended for Pre-K to KG2, mandatory for G1-G5)
- Swim Rashie (recommended for Pre-K to KG2, mandatory for G1-G5)
- Back Pack (optional)





UNIFORM GUIDE

GRADES 6-12

The personal appearance of Stamford students should reflect a respect for the school and the international community so all students are expected to wear the full school uniform at all times including on field trips and on the school bus.

Please refer to this list of 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)
- Back Pack (optional)



MEALS AND CAFES

GRADE 1 TO GRADE 12 AT THE WOODLEIGH CAMPUS

Woodleigh students may choose to pack their own snacks and lunch, pre-order online (recommended for Elementary Students) or purchase directly from the cafe counters (recommended for Secondary Students).

WATER BOTTLES

Please provide your child with a refillable water bottle labeled with your child's name and class code.

STAMFORD CAFES

Sodexo is Stamford's Food Services Provider. It is a leading catering provider to schools around the world with a mission aligning with the Stamford Food Philosophy of **"Healthy Food, Healthy Kids and a Healthy Planet"**

1 Cashless Payment System

In the cafeterias managed by Sodexo, students can use their Stamford student card for easy-to-use, cashless payment. You may top up your child's account online via myStamford or at the cash kiosks located in the cafeterias on campuses. We recommend a minimum top of \$20 to your child's account prior to the first day of school.

2 Semester Meal Plans

Semester meal plans are a pre-paid purchase option for students in Grade 1 to Grade 5 only. Parents may sign up for Semester Meal Plan for their child, which includes a lunch meal for every day of the semester for great convenience & savings. You may sign up the Semester Meal Plan online via myStamford. Sign-ups after the cut-off date will be charged on a pro-rated basis.

3

Pre-Order Meals

Pre-order meals are available for elementary grades (Grade 1 to Grade 5). All orders are to be placed by 7am on the day of the meal. Parents can select the meals for Elementary students, including beverages and snacks. Pre-orders can be done on a daily, weekly, or monthly basis. There is no pre-order available for Grade 6 to Grade 12. Food offers include an exciting new Mix & Match concept, the Daily Delight, the Grab & Go counter, the Sandwich Counter and the Premium Counter which give students a high degree of flexibility in choosing a lunch.

If you have any questions about
Cafe meals, please contact
Sodexo at sodexo@sais.edu.sg
or +65 6602 7263

IMPORTANT LINKS

[Sodexo Information](#) | [Online Account Top Up](#) |
[Semester Meal Plans](#) |
[Meal Pre-Order](#)

CO-CURRICULAR ACTIVITIES AND ATHLETICS

MUSIC

Families interested in booking music lessons or joining ensembles are invited to visit the [Music Department](#) section of myStamford or email musiclessons@sais.edu.sg for further information and availability.

DRAMA

Stamford puts on eight Theater Productions every academic year for students in Kindergarten 2 to Grade 12. Please visit the [Theater Production](#) page for details of previous performances. Information on new productions and rehearsal schedules will be communicated once students have started school.

ACTIVITIES & ATHLETICS

Stamford has a comprehensive program designed to meet a wide variety of co-curricular student interests. There are three main ways to be involved as a Lion:

1. Activities Options

- Grades 9-12 have Clubs, and further information can be [found here](#). Please contact irissa.diallo@sais.edu.sg for more information.
- Grades 1-8 have After School Activities (ASA), and further information can be [found here](#). Please contact cca@sais.edu.sg for further details.

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 dates:** Ended
- Season 2 dates:** Dec 4, 2023 to Feb 23, 2024
- Season 3 dates:** Feb 11, 2024 to May 17, 2024

3. Lions Academies

Lions Academies are year-round, fee-based sport options catering to intermediate level and above.

- Lions Swim Academy** - Elementary, Middle, and High School students
- Lions Tennis Academy** - Elementary, Middle, and High School students
- Lions Gymnastics Academy** - Elementary and Middle School students only
- Lions Golf Academy** - Elementary, Middle, and High School students
- Lions Badminton Academy** - Elementary, Middle, and High School students

AFTER SCHOOL ACTIVITIES 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](#)



STAMFORD PTA

The goal of the Parent Teacher Association (PTA) is to engage and strengthen the Stamford community by facilitating connections between parents, teachers, students and faculty through activities and events.

PTA Connections

We can't wait to meet you! The PTA has many ways to connect: Parent Connection Groups are interest based and we have Country Ambassadors for those needing a connection to home. You can find out more about ways to connect [here](#) or reach out to PTA.Welcome@sais.edu.sg. By connecting with PTA Welcome or with your Country Representative, an active Stamford family can introduce you to the Stamford Community, where you can meet parents to help answer questions and ease the transition. And do sign up for one or two of our many Parent Connection Groups!

For Grade Level PTA Whatsapp Groups, you can find more information [here](#).

Volunteering and Events

Throughout the year, the PTA organizes events and activities to bring together the Stamford community. But we can't do it without you - the PTA is powered solely by volunteers. No matter how much or how little time you have or what skills you can bring, we encourage you to get involved so the PTA can continue to thrive.

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

IMPORTANT LINKS

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

FINAL CHECKLIST

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



myStamford	Please activate your myStamford account	https://www.mystamford.edu.sg
Contact Details	Ensure Stamford has the most up to date Parent Contact information. Any changes please fill up this form .	records@sais.edu.sg
ID Cards	Parents, Guardians, Helpers and Students G5-G12 are required to have photo Security ID Cards	https://mystamford.fireflycloud.asia/campus-access/security-id-cards
Car Decals	All parent vehicles entering and parking at the Woodleigh Campus require a car decal for identification	https://mystamford.fireflycloud.asia/campus-access/woodleigh-campus/woodleigh-car-decals/car-decal-application-form
Bus Transportation	Applications for bus transport should be lodged 2 weeks prior to your child's first day of school to allow processing and route planning	https://parent.schoolbus.solutions/
School Uniforms	School Uniforms can be purchased in store or online at Lims Uniforms	https://mystamford.fireflycloud.asia/uniforms-1
Meal plans	Semester meal plans can be pre-ordered online ready for the start of school	https://mystamford.fireflycloud.asia/cafe/semester-meal-plan
Lunch Orders	Students can pre-order daily meals online	https://mystamford.fireflycloud.asia/cafe/top-up-card-and-pre-order
PTA	Find out more about the PTA including volunteering and parent connection groups	https://mystamford.fireflycloud.asia/pta/about-the-pta
School Fees	Finalize school fees with the Stamford Finance Team	https://mystamford.fireflycloud.asia/finance



Stamford American
INTERNATIONAL SCHOOL

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

T: +65 6653 2949
E: admissions@sais.edu.sg
W: www.sais.edu.sg



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