

PERSONAL PARTICULARS

A) STUDENT DETAILS

Name: _____ NTIL-Registered: *Yes / No

Home Address: _____

_____ *BC/ FIN/ PP No.: _____

Citizenship: *Singaporean / Permanent Resident/ Other (specify): _____

Phone Nos.: _____ (Home) _____ (Mother) _____ (Father)

School Van Driver's Name, Mobile No., Vehicle No.: _____

Urdu Teacher's Name & Contact No.: _____

Student Medical Condition / Allergy: _____

B) MAINSTREAM SCHOOL DETAILS

School Name: _____

School Address: _____

Class: _____ Stream: *Standard / Foundation / IP / Express / NA / NT

School Teacher's name: _____ Contact No: _____

School / Teacher's Email: _____

C) EMERGENCY CONTACT DETAILS

Parent / Guardian Name: _____

Relationship to Student: _____ Contact No: _____ (Mobile)

Address (If different from Part A): _____

Parent Email: _____

** please circle accordingly*

URDU DEVELOPMENT SOCIETY (S'PORE)

INFORMATION/ RULES & REGULATIONS

1 DAY/ TIME/ DURATION

Day : Saturday only

Time : 8:30 am – 1:00 pm (Primary 1 to Pre-Uni)
9:00 am – 12:30 pm (Pre-Primary)

Recess : 20 minutes break between 10:00 am to 11:45 am

Duration : From first week of January to end-October

Public Holiday : No class if a designated public holiday falls on a Saturday.

All except pre-primary students are to report to school by 8:20 am. Students will assemble at their designated assembly area and proceed to their class with their class teacher. Parents are kindly requested to fetch their children promptly at the end of the day.

2 PARENTS NOT ALLOWED ON PREMISES EXCEPT OFFICE

The UDSS Management **RESTRICTS** parents from entering the school/ language centre except for valid reasons. Ministry of Education has emphasised on student safety and security during school hours therefore parents/ guardians are **STRICTLY NOT ALLOWED** to go to their child's classroom without permission.

If you need to see your child/ward or any teacher during the school hours, you must report to the UDSS Office. We appreciate your strict adherence to our policy of checking in at the UDSS Office when you are in school for any reason. We appeal to parents not to loiter within the school premises unnecessarily especially during curriculum time as you may distract your child/ward while he/she is studying.

Parents can visit the office for valid reasons only (registration, payment, submission of important documents or discussion with Management).

3 CARS NOT ALLOWED TO PARK AND WAIT IN SCHOOL

Parents who drive are not allowed to park and/or alight from their vehicles to chat with their acquaintances. You may park and alight when you need to visit the Office.

Only vehicles driven by parents of students are allowed into the school premise to drop and fetch their child. All students are to alight/board at the school's foyer. There will be staff to assist students.

Parents are reminded to mind the traffic situation when driving to the weekend language centre. Be considerate and refrain from unnecessary honking, parking at undesignated areas, or causing a traffic pile-up by leaving your car unattended.

4 PARENTS COMMUNICATION WITH STAFF

We do appreciate constructive feedback however; some parents misuse this communication medium and complain on trivial matters which result in time wastage. Kindly keep your calls and messages to the teacher's, Level Coordinators or Administrator to reasonable hours or as advised.

Parents should not contact the teacher's during school hours on Saturday. If there are any pressing matters, kindly contact the school at 6338 2710.

You are advised to fully utilise this student Diary to keep a track of weekly homework and other instructions given by the class teacher or circulars from the UDSS.

4.1 Change/s in Particulars

Should there be any changes in the student particulars (eg. Citizenship, NTIL-registration, home address, parents/home contact number, bank account details, mainstream school etc.), please do submit a written notice to the school or drop us an email at udssg@udss.org.sg to notify us of the new detail/s.

5 MONTHLY FEES / REGISTRATION FEES / EXAM FEES / GIRO / ETC.

5.1 Monthly School Fees for NTIL-registered students

All NTIL-registered students from Primary 1 to Pre-University who are Singapore Citizens (SC) or Singapore Permanent Resident (SPR) will pay **S\$40/month**. International students will pay **S\$50/ month** in addition to **S\$400/ annually which is non-refundable**.

Class / Citizenship	SC	SPR	International
Pri 1 – Pre-Uni	40/mth	40/mth	50/mth + 400 (annual)

School fees for all students will be payable from January to December annually. The fees structure will change over time per MOE guidelines and we will keep you informed through a circular.

5.1a An NTIL student is approved by MOE to study an NTIL Mother Tongue-in-lieu and is either enrolled as a (A) full-time primary, secondary or pre-university student in a Government school, Government-Aided School, Independent School or Specialised School; or (B) is a Singapore citizen or permanent resident of Singapore enrolled as a full-time secondary or pre-university student in a Privately Funded School.

5.1b International NTIL students are classified as neither a (A) Singapore citizen nor a (B) permanent resident of Singapore, or a student (C) who is enrolled in Privately Funded School (Anglo-Chinese School (International), Hwa Chong International School, St. Joseph's Institutional International) and (D) Madrasah. Students not approved by MOE to study an NTIL or those enrolled in a Private Education Institution (PEI) will also be classified as an International student.

5.2 Monthly School Fees for pre-primary students

The monthly school fee for all pre-primary students will be **S\$50**, payable from January to December.

5.3 School fees collection by GIRO

The school fees will be collected through GIRO based on the following cycle. This is to facilitate the fees collection process, workload on the Admin team and to avoid the year-round collection of fees.

February	Deduction for January and February
March	Deduction for March and April
April	Deduction for May and June
May	Deduction for July and August
June	Deduction for September and October
July	Deduction for November and December

5.4 GIRO Fees Deduction – Existing Students

All students' school fees must be paid through GIRO for convenience and time factors. Students who are still not on the GIRO scheme can obtain a GIRO application form from the Office. The GIRO form must be duly completed and submitted within **two (2) weeks**. The management reserves the right not to accept any student who does not submit the GIRO application except for students who opt to make full cash payment for the whole year.

Penalty – Non-submission of GIRO form

If the form is not returned after two weeks of collection, a penalty of S\$5 shall be imposed for every week after the deadline. In the 4th week, the Management reserves the right to suspend the student until the form is submitted.

5.5 GIRO Fees Deduction -New Students

New students must pay **two (2) months** fees in advance and submit the GIRO forms within the first two (2) weeks of enrolment. If the GIRO form has still not been submitted by the end of the deadline given, the Urdu Society reserves the right not to accept the student unless fees is full paid for in cash for the year.

5.6 GIRO Transaction and Penalty

We will perform the GIRO deduction within 15 days of the month for the respective 2 months (see 5.3). Any unsuccessful GIRO transaction carries a penalty of S\$5. The student is then required to pay the fees in cash/cheque for that month including the S\$5 fine.

Should the student fail to pay the fees by the last Saturday of that month, we will attempt to deduct the preceding months' fees and the S\$5 fine in the following month. A second failed attempt would result in an additional penalty of S\$10. Student is required to pay the preceding month's outstanding fees and the **S\$15** fine.

After **three (3) consecutive failed attempts** to deduct will result in the student's name being removed from the register. A re-registration fee will need to be paid as well as the outstanding fees and total penalties.

5.7 One-time Cash/ Cheque/ NETS Payment of Fees

It is the Management's policy **NOT TO ACCEPT** monthly fees payments. Fees shall be paid either through GIRO or one-time cash/ cheque/ NETS payment for the entire year. Those who do not settle their arrears by the first Saturday of each month, they are liable to a **S\$5 penalty per month**.

We appeal to all parents who are not using GIRO for fees payment to fill and submit the GIRO form for processing. We invite parents to discuss with the management if they face any problem/s doing so.

5.8 Registration Fee – Non-Refundable

A non-refundable registration fee of **S\$40** is applicable to all new students and for all those who are re-enrolling.

5.9 Annual Exam Fee – Non-Refundable

A one-time annual exam fee will be collected at the start of each year together with other necessary payments. All students must pay the exam fee regardless of their NTIL registration. This amount is strictly non-refundable.

5.10 Language Books/ Stationery Costs

All payments for Urdu language books and stationeries etc. must be paid for at the start of each academic year or upon registering. There will be no refunds provided if student leaves before fulfilling both terms.

5.11 Pre-primary Academic Materials Cost

The academic materials cost for pre-primary students are collected at the beginning of the year. Refund for any academic material will only be made for an **entire unutilised Semester**. No refund will be given for remaining weeks of

existing semester. (eg. a student who is withdrawing in March will receive the refund for 2nd semester's books only. No refund will be given for the remaining weeks in the 1st semester).

5.12 Completion of full payment before assessment

All outstanding school fees and/or payments for books, materials, exam fee, penalties etc. for the year **MUST** be paid at least **two (2) weeks** prior to respective classes bi-annual assessments/Prelims, failing which the Management reserves the right to bar the student from sitting for the assessment.

The Management also reserves the right not to re-enrol any student who has outstanding dues for the existing/prior year. UDSS can take legal action against any parent whose child's dues are not paid by the last day of the school. All such legal charges, including the letter of demand will be paid for by the parent.

6. Insurance – Non-Refundable

All students will be insured by UDSS. The insurance policy for existing students will be effective by 1st week of February. The details are as follows:

Premium per student	: S\$4.00 per annum
Area of coverage	: Accidents incurred in the school premise during school hours
Period covered	: Jan – Oct of the year (no pro-rate)
Coverage	: Accidental death - S\$25,000.00 Permanent total disability - S\$25,000.00 Medical expenses - maximum S\$2,000.00

[Per student per annum (Jan – Oct) includes both in-patient and out-patient expenses.]

A premium of S\$4.00 is included in the book list. The insurance for new students will be effective after **two (2) weeks** of payment of premium.

Ad-hoc Excursion Trips – Non-Refundable

We will insure all participating students on our excursions (where applicable).

Premium per student : S\$2.00 per trip

Area of cover	: Accidents incurred during the trip – from beginning to end of the trip
Period covered	: Day of the excursion
Coverage	: Accidental death - S\$10,000.00 Permanent total disability - S\$10,000.00 Medical expenses - max. S\$500.00 (In-patient and out-patient treatment)

The premium of S\$2.00 will be collected together with the payment for the excursion. The insurance will be effective one (1) week after payment of premium.

7 COMMON SEMESTRAL ASSESSMENTS

The dates for the common Semestral Assessments are determined by the BTTSAL and internally for non-NTIL students. Please note that the Society is not permitted to allow any student to sit for the exam on any other day or time other than the date and time finalised and communicated. An entry proof will be issued to NTIL-registered students informing of the venue and timings of the exam.

8 PARENT – TEACHER MEETING/ VIEWING OF EXAM SCRIPTS

There will be a viewing of exam script for NTIL-registered students as well as a parent – teacher meeting to discuss the student’s progress and/or to collect student’s individual performance. The venue, date and time will be advised at a nearer date.

9 FINAL MARKS DISTRIBUTION

The top three positions for each level will only be computed after the completion of SA2/ Prelim results. Students who meet the following criteria are eligible to attain the top positions:

- Student is NTIL-registered for both annual assessments (Primary 1 – Pre-Uni)
- Student has sat and passed both annual assessments
- Student who falls within the age group of that class but is not NTIL-registered

Class/ Exam	SA1	SA2/ Prelims	Total
Pre-Primary	30%	70%	100%
Primary 1	30%	70%	100%
Primary 2	35%	65%	100%
Primary 3 – 6	50%	50%	100%
Secondary 1 – 4	50%	50%	100%
Pre-University	50%	50%	100%

10 PUNCTUALITY & ATTENDANCE

10.1 Reporting time

The reporting time for all students, except pre-primary, is 8:20 am. Students who arrive after 8:30 am are considered late. Students arriving **after 8:30 am** will be marked as **late**. Students who arrive after **8:45 am** will be marked as **absent**. Excuses will not be entertained. Please cooperate with the school in sending the right message to the students that curriculum time and punctuality is important.

10.2 75% Compulsory Attendance

Students must achieve a minimum of 75% attendance to be eligible to sit for each of the Semester Assessment/Prelims. Please note that other than illness, which should be accompanied with a medical certificate, students are expected to be in school during term time. Students who need to attend activities in their mainstream school must submit a letter from their school or provide their UDSS class teacher with their school teacher's name and details of activity involved in. The UDSS Management will call to verify.

The school will grant leave only on compassionate grounds, such as a bereavement in the family. Vacation should be planned within the school holidays.

10.3 Three Consecutive Weeks of Absence without Notification of Absence

Any student who is absent for three consecutive weeks without any medical certificate and/or where appropriate, a letter from parent/ guardian, will be deemed to have withdrawn from the school. To re-register, the student must pay the registration fee of S\$40.00. However, Urdu Society has the liberty to reject the application, if necessary.

10.4 Early Dismissal of Students

The Management will only allow for early dismissal on medical and emergency grounds. The Management may require proof of medical treatment sought. Any other reasons will not be acceptable. We request parents' co-operation as classes are held weekly.

10.5 Attendance in Class in the Morning & Immediately After Recess

Some students do not report to class at the beginning of the day and just after recess. Teachers are unable to start or continue with the lessons and this disrupts the flow of the lesson delivery. Students who do not report to their respective class at the start of the day or after recess will be subjected to the punishment as indicated in the **Table of Offences & Course of Action**.

10.6 Washroom Pass

Students are to obtain a Washroom Pass from their respective class teacher before they go to the washroom. This is to ensure that teachers can keep a tab on their students and to deter students from loitering in the school's premise during lesson time.

11 UNIFORM & PERSONAL GROOMING

11.1 School Uniform

Students are to wear the prescribed school uniform and modification to the uniform is not allowed. Please approach the UDSS Management for details on purchasing the school uniform.

Girls	Boys
<ul style="list-style-type: none">▪ Grey button-down, collared <i>kameez</i> with UDSS logo on pocket▪ Plain white cotton trouser▪ Plain white cotton <i>dupatta</i>▪ Strictly plain white, covered school shoes OR black, covered school shoes (with no colourful stripes or fanciful coloured-laces) and plain white socks	<ul style="list-style-type: none">▪ White short-sleeved shirt with UDSS logo on pocket▪ Plain grey shorts (Pre-Primary to Pri. 4)/ grey trousers (Pri 5 to Pre-Uni)▪ Strictly plain white, covered school shoes OR black, covered school shoes (with no colourful stripes or fanciful coloured-laces) and plain white socks

Shirt must be tucked in and well-buttoned at all times. All boys are strictly not allowed to wear colourful t-shirts beneath their shirt. Unless necessary, only white t-shirts are allowed. Students who wear footwear other than those specified above will need to produce a valid medical certificate from the doctor explaining their condition. Otherwise, students who flout the rule will be disciplined as the Management deems fit.

11.2 Accessories & Grooming

Girls can wear a small and simple ear stud. No other forms of jewellery are allowed. Hairstyles should be neat, tidy and simply styled. Neither coloured/ fanciful manicures nor use of cosmetics is allowed.

Boys are not allowed to wear ear stud/s, any kind of body piercings and any other accessories. Boys should be clean shaven and no beards, goaties/ sideburns are allowed. Side of hair should not touch ears and hair length should be above their collar.

Fringes should not touch eyebrows. Coloured or highlighted hair is not permissible for any student. Students are not allowed to spot tattoos, whether temporary or permanent. Always maintain a high level of personal hygiene.

12 DISCIPLINE OF STUDENTS

Students have shown lack of discipline in several areas. Please refer to Table of Offences & Course of Action for a detailed breakdown on the disciplinary action which will be taken against students who do not comply with the school rules. If the incident is of a serious nature, the Management will not hesitate to suspend or expel student without warning.

13 CHEATING DURING EXAMINATION / CLASS TEST / MOCK EXAM

Any student caught cheating during an exam/ class test/ mock exam will have his/ her answer script taken away and awarded an immediate failure. Their regular school will be notified of the incident. A two (2) weeks suspension, depending on the nature of the incident, will also be meted out.

14 POSSESSION OF MOBILE PHONES & OTHER DEVICES

Students who carry mobile phones, hand-held games, electronic/video games, and MP3 players are to responsibly keep their gadgets and devices away during school hours. This is done to prevent students from being distracted, disrupting the ongoing lesson and to act as deterrence to theft.

Any student found not complying with the above shall have the item/s confiscated. The confiscated item will only be returned at the end of the current semester.

14.1 Possession of Balls/ Bats/ Hockey Sticks or any other equipment

Students are to hand over the abovementioned to their Class Teacher/ authorised personnel or leave it in the Office before going to their respective class. If any student is found not complying with this rule, the item/s will be confiscated and returned at the end of the current semester.

15 CONSUMPTION OF FOOD & DRINKS

Students are not allowed to consume any food or drinks beyond the school canteen. Only bottled plain water is permitted in classrooms.

16 CLEANLINESS OF CANTEEN & CLASSROOMS

All students are required to maintain the cleanliness of their classrooms and assigned eating area in the canteen. Students tend to leave their litter behind expecting the cleaners to clean after them. To avoid receiving complaints from the school's management, students are advised to refrain from leaving their empty utensils and/or bottles in the canteen or classroom.

17 SUBMISSION OF ACKNOWLEDGEMENT SLIP

Many parents neglect to return reply forms by the deadline set. Teachers spend additional time calling to remind. Some replies are important as they involve logistic planning eg. data to the BTTSAL/ MOE and invitations to certain activities. Please do cooperate by submitting on requested date.

18 HOMEWORK DIARY

All parents are requested to read and acknowledge the student's Diary weekly. The Diary is a means of communication between parent, UDSS and class teacher. Parents are encouraged to communicate via the Diary.

19 FINANCIAL ASSISTANCE SCHEME

The Society will do its best to assist any family that faces challenges in paying the school fees. Please approach the Office to obtain the Financial Assistance Scheme application form. The processing of the application takes approximately four (4) weeks. The following information, including other details of the parent and family are required to assess the financial status before determining on the subsidy amount:

- Copies of NRIC/ passport;
- Latest CPF Statement;
- Latest Bank Account Statement;
- Latest Income Tax Receipt;
- Letter from employer confirming the last drawn salary;
- Proof of debt to another organisation/s.

20 PURCHASE OF ACADEMIC MATERIALS

Students who are not registered with the Society or are withdrawing from the school will not be entitled to purchase any curriculum books/ worksheets on/ after the date of withdrawal. However, they may purchase enrichment materials (if available) from the Society.




21 Non-NTIL Registered Student

Any student who is not NTIL-registered to learn Urdu shall be required to sit for an entrance test. Depending on the result, they will be assigned classes accordingly. Students in this category as well as adults cannot be enrolled in Primary 6, Secondary 4 and Pre-University classes due to the demands of the curriculum of the national exams. For the non-NTIL registered student, UDSS will prepare a separate examination paper and conduct it internally.

22 All the above are subjected to change/s, which will be notified via circular, in accordance to regulations/ instructions from:

- MOE
- BTTSAL
- UDSS

Table of Offences &

No.	Description of incident	1 st Incident
1	Personal grooming; improper uniform	Record in student diary
2	Lack of punctuality	Record in student diary
3	Not bringing books / other materials/ reply slip	Record in student diary
4a	Primary 3 to Primary 4: Incomplete Assignment/s	Record in student diary
4b	Primary 5 – Pre-Uni: Incomplete Assignment/s	Record in student diary & Teacher to speak to parent
5	Disrupting lesson verbally or physically; Missing from class	Record in student diary & Teacher to speak to parent
	Possession of mobile phone/s, and other devices	
7	Possession of bats/balls/etc. in school	
8	Consumption of food beyond the canteen	Record in student diary
9	Being rude, defiant or using foul language towards other student and/or staff	Record in student diary & Teacher to speak to parent
10	Stealing	*2 weeks suspension & report to police
11	Cheating during exam	Instant failure & *2 weeks suspension
12	Throwing furniture or other properties – no damage	*2 weeks suspension
	Fighting within school/ language centre premises	
	Smoking within school/ language centre premises	
15	Vandalising/ damaging any property belonging to UDSS/ language centre premises whether intentional/ accidental	

* Note: 2 weeks' suspension will not be considered as present, thus affecting 75% attendance requirement.

Course of Action

2 nd Incident	3 rd Incident	4 th Incident
Inform parents	Issue warning letter	*2 weeks suspension
Inform parents	Issue warning letter	*2 weeks suspension
Inform parents	Issue warning letter	*2 weeks suspension
Detain during recess to complete assignment/s and record in student diary	Inform parents	*2 weeks suspension
Detain during recess to complete assignment/s and record in student diary	Detain after school to complete assignment/s and inform parent	*2 weeks suspension
Detain during recess & record in student diary	*2 weeks suspension	

Confiscation of Item

Confiscation of Item

Detain during recess & inform parent	Expulsion
*2 weeks suspension	Expulsion
Expulsion	
Expulsion	
Expulsion	

Instant expulsion for all parties involved

Instant expulsion for all parties involved

Instant expulsion for all parties involved & compensation for destroyed/ damaged item/s

PARENT ACKNOWLEDGEMENT

I, _____, parent of
(Name of Parent)

_____ have read
(Student Name and Class)

and understood the rules and regulations of the UDSS' weekend language classes. In the event of my child's misbehaviour, the UDSS Management shall not be held liable for not having informed me of the consequence/s and I will accept the Management's actions.

Parent Signature

Date

