



STUDENT HANDBOOK 2026-27

OWIS Nanyang Campus



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Student Handbook 2026 to 2027

This handbook sets out the key expectations, routines and support structures for students and families at OWIS Nanyang. It should be read together with the linked guidelines, policies and appendices.

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1. Welcome

Welcome to OWIS Nanyang. This handbook helps students and parents understand how the school operates and what we expect from all members of our community. It brings the most important whole school information into one place. Stage specific operational detail is set out in the appendices.

2. About OWIS Nanyang

OWIS Nanyang is a private education institution in Singapore. The school serves students from Early Childhood to Grade 12 and offers a pathway from the IB Primary Years Programme to Cambridge courses in Secondary and the IB Diploma Programme in Grades 11 and 12.

Item	Details
School name	One World International School, Nanyang Campus
Address	21 Jurong West Street 81, Singapore 649075
Main telephone	+65 6914 6700
General email	frontdeskny.owissin@globalschools.com
Website	www.owis.org/sg

3. Home of the OWIS Otters and Kindness

OWIS Nanyang is home of the OWIS Otters. We want students to be curious, kind, resilient and ready to support one another. Being an Otter means learning with purpose, showing character and contributing positively to the community.

Our vision and mission guide the way we learn, lead and work together.

Vision

Our vision is to provide world class affordable education with a strong emphasis on values, collaboration, creativity and service to others.

Mission

Our mission is to develop inquiring, compassionate and reflective lifelong learners who respect all cultures and care for our world.

Kindness

Kindness sits at the centre of school life. We expect students to treat others with care, speak respectfully, include others and make choices that strengthen the community. Kindness is not separate from high expectations. It shapes how we learn, lead, compete and resolve difficulties.

The key words below help students understand what this looks like at each stage of the school.

Section of school	Key words
Early Childhood and Primary	Respectful, Mindful, Safe
Secondary and IB Diploma	Integrity, Responsibility, Respect

These key words should be visible in classrooms, referred to in conversations with students and reflected in daily routines and behaviour expectations.

4. Key Contacts

Please contact the most relevant person below in the first instance. Some contact information is still being checked and may be updated before publication.

Area	Role	Name	Email
School leadership	Head of School	James Sweeney	hosny.owissin@globalschools.com
Parent communications and onboarding	Parent Communications	Areena Raksanit	cs1ny.owissin@globalschools.com
Operations	Operations Lead	Daryl Singh	op1ny.owissin@globalschools.com
Transport	Transport Liaison	Jeffrey Seah	transportny.owissin@globalschools.com
Admissions	Admissions	Ayush Kalani	ayush.kalani@globalschools.com
Finance	Finance	Anupam Konhar	financeny.owissin@globalschools.com
Early Childhood and Primary	Head of Early Childhood and Primary	Rashmi Tourani	vp1ny.owissin@globalschools.com
Early Childhood and Primary	Head of Student Affairs	Mathia Maslamani	cdr7ny.owissin@globalschools.com
ECAs	ECA Coordinator	Christopher Stone	cdrecany.owissin@globalschools.com
Secondary	Head of Secondary	Joanne Branicki-Tolchard	vp2ny.owissin@globalschools.com
Secondary Pastoral	Senior Coordinator Pastoral	Katie Adler	cdr3ny.owissin@globalschools.com
IB Diploma Programme	IB Diploma Programme Coordinator	Sanhita Roy	cdr2ny.owissin@globalschools.com

5. Academic Year and Reporting

The school calendar can be downloaded from the school website: [OWIS calendar](#)

The school year runs across two semesters. Students do not attend on Singapore public holidays, designated staff professional development days and scheduled Parent Teacher Consultation days.

Parents receive information about student progress through Parent Teacher Consultations and written reports.

A whole school parent orientation is held at the start of the academic year and at the start of Semester Two for new joiners.

Parent Teacher Consultations take place during both semesters.

A mid-year report is issued in Semester 1.

An end of year report is issued in Semester 2.

If a student has joined the school shortly before a reporting point, the school will provide a settling-in update rather than a full report. If a student leaves before the end of the semester, the school will issue a leaver report.

6. School Day and Timetable

Students are expected to arrive on time and be ready to learn from the official start of the school day. A transition bell sounds five minutes before the end of each lesson in Secondary and IB Diploma.

Stage	Official School Day
Early Childhood and Primary	8:55 am to 3:20 pm
Secondary	8:45 am to 3:35 pm
IB Diploma Programme	8:45 am to 3:35 pm, with additional lessons or commitments when required

EC/ Primary timetable

Time	Session
8:55 am to 9:00 am	Registration
9:00 am to 9:50 am	Period 1
9:50 am to 10:20 am	Break
10:20 am to 11:10 am	Period 2
11:10 am to 12:00 pm	Period 3
12:00 pm to 12:50 pm	Lunch
12:50 pm to 1:40 pm	Period 4
1:40 pm to 2:30 pm	Period 5
2:30 pm to 3:20 pm	Period 6

Secondary and IB Diploma timetable

Time	Session
8:45 am to 8:55 am	Registration
8:55 am to 9:00 am	Transition
9:00 am to 9:50 am	Period 1
9:50 am to 9:55 am	Transition
9:55 am to 10:45 am	Period 2
10:45 am to 11:15 am	Break
11:15 am to 12:05 pm	Period 3
12:05 pm to 12:10 pm	Transition
12:10 pm to 1:00 pm	Period 4
1:00 pm to 1:45 pm	Lunch
1:45 pm to 1:50 pm	Transition
1:50 pm to 2:40 pm	Period 5
2:40 pm to 2:45 pm	Transition
2:45 pm to 3:35 pm	Period 6

7. Attendance and Punctuality

Attendance Guidelines

Regular attendance is essential. Students are expected to attend school consistently and should maintain at least 90 percent attendance across the academic year.

Parents must inform Reception at frontdeskny.owissin@globalschools.com and the homeroom teacher or tutor on the first day of any absence.

Where possible, planned absence should be requested in advance using the [school leave request process](#).

Students absent for three days or more due to illness should provide medical documentation on return.

For contagious illness, the school may require a fit for school note before readmission.

Students who arrive late must report to the office so that attendance can be updated correctly.

8. Arrival, Dismissal and Collection

Arrival and dismissal must follow school procedures so that students remain safe and supervised.

Parents using private vehicles should use the designated drop off arrangements only.

Vehicles must not wait or park on campus unless authorised.

If a student needs to leave early, a parent must inform the office and obtain an early dismissal slip.

Security will not release a student without the required authorisation.

Parents must collect students on time. There is no open-ended supervision after the end of the school day. Due to ongoing events after school, families should depart from campus by 3:45 pm unless attending an approved school activity.

Stage specific routines for arrival, collection, independent dismissal and bus departure are set out in Appendix A and Appendix B.

9. Lunch and Snacks

We're moving to FlexiSchools as our new canteen ordering platform. From this term, parents can use FlexiSchools to order meals and snacks for their child, right from a phone or computer.

Setting up an account is simple. [View the FlexiSchools sign-up guide](#) for step-by-step instructions.

If you have any questions, please contact the school office.

Students may bring a healthy packed snack and lunch from home if they prefer.

The school is nut free.

Students must not bring glass bottles or glass lunch containers.

Water bottles should contain plain water only.

Students cannot use cash to buy food in school.

Stage specific arrangements for eating spaces, supervision and lunch routines are set out in the appendices.

10. Health, Safety and Medical

Student health and safety are a shared responsibility between home and school. Parents must keep the school informed of any relevant medical information, allergies or ongoing health needs.

Students who are unwell should remain at home.

The school may ask parents to collect a student who has a fever or shows signs of a potentially contagious illness or injury.

In a medical emergency, the school may call an ambulance and will contact parents as quickly as possible.

Emergency contact details must be accurate and up to date at all times.

Detailed medical procedures, return to school expectations and insurance information are set out in Appendix F.

11. Safeguarding

OWIS is committed to safeguarding and promoting the welfare of every student. All concerns about the safety or wellbeing of a student should be reported immediately.

Safeguarding role	Name	Email
Designated Safeguarding Lead	Katie Adler	cdr3ny.owissin@globalschools.com
Deputy Designated Safeguarding Lead	James Sweeney	hosny.owissin@globalschools.com

The handbook should be read alongside the full [Safeguarding Guidelines](#), which sets out reporting procedures in detail.

12. Behaviour and Relationships

We expect students to behave in a way that supports learning, safety and positive relationships. Kindness, respect and responsibility are expected in classrooms, around the campus, online and during all school activities on and off campus.

Positive Culture

The school uses positive reinforcement and clear expectations to support behaviour.

Students are expected to treat others with respect and to act with integrity.

Restorative conversations are used where appropriate to rebuild trust and repair relationships.

Bullying

Bullying, including cyberbullying, is not accepted. Students should report concerns to a trusted adult. The school will take reports seriously, assess safeguarding risk and investigate appropriately in line with the Anti-Bullying Guidelines and Safeguarding Guidelines.

Exclusion

Temporary or permanent exclusion may be used for serious breaches of school expectations or where repeated behaviour has not improved despite support.

Items Not Permitted at School

- Drugs
- Alcohol, including food containing alcohol
- Cigarettes, vapes and related items
- Knives or any item that could be used to cause harm
- Pornographic material
- Lighters and matches
- Chewing gum
- Firearms, including imitation, toy or replica weapons

13. Technology and Personal Devices

Technology is used to support learning, communication and organisation. Students are expected to use school systems, school devices and personal devices responsibly, respectfully and safely.

Secondary and IB Diploma students may bring a mobile phone to school, but it must be switched off and handed in during morning registration. Mobile phones are stored securely during the school day and returned at dismissal. Students must not keep a mobile phone on their person, in a bag, in a locker or hidden elsewhere during the school day.

Smart watches may be worn, but they must not be used for calling, messaging, internet access, notifications or any other communication function during school hours.

All communication with home during the school day must go through Reception or the school office. Parents should not contact students directly during the school day.

Misuse of mobile phones, smart watches or other personal devices may be managed under the Mobile Phone and Smart Watch Guidelines, Safeguarding Guidelines, Anti-Bullying Guidelines, Behaviour Guidelines, Academic Honesty Policy or acceptable use guidance, depending on the concern.

Students and parents should read the separate Mobile Phone and Smart Watch Guidelines for the full Secondary and IB Diploma expectations.

14. School Life and Opportunities

Students are encouraged to take part in the wider life of the school. These opportunities help students build confidence, relationships and a sense of belonging.

ECA programmes provide opportunities in sport, the arts, science, technology and other areas of interest.

Student leadership opportunities include the Student Council, House Captains and service initiatives.

The House system supports belonging, teamwork and healthy competition.

Assemblies, cultural events and community celebrations are an important part of school life.

Students may also take part in instrumental tuition and other enrichment opportunities when offered.

Details of current ECA and enrichment offers are shared separately during the academic year.

15. Communication with Parents

The school values direct and respectful communication with parents. Parents should contact the relevant teacher or leader promptly if there is a concern or question.

Parents may request a meeting when needed.

Email is an important communication channel for school matters.

Toddle and ManageBac are used for key updates, learning information and progress information, depending on the stage.

Parent Teacher Consultations are scheduled during the year to discuss progress and next steps.

Where a matter is urgent or relates to safety, parents should contact the school office directly.

16. Additional Needs

OWIS aims to support students with a range of learning and language needs within the limits of the school's resources. Support may include classroom differentiation, English as an Additional Language provision, learning support, counselling referral and collaboration with families.

The school works with parents to determine whether the student's needs can be supported effectively within the school setting.

English as an Additional Language support is not optional where the school has determined that a student requires it. Students may only exit EAL once this has been confirmed by the EAL Coordinator.

EAL Q and A: [linked guidance document](#)

17. Complaints, Concerns and Feedback

We encourage parents to share any questions or concerns early so they can be addressed promptly and collaboratively.

In most cases, the first point of contact should be your child's class teacher, form tutor or the relevant member of staff.

If the matter requires further discussion or has not been resolved, you may contact the relevant Coordinator or Head of Early Childhood, Primary or Secondary.

Should additional support be needed, the matter can be referred to the Head of School.

18. Linked Policies and Appendices

Documents	Purpose
Safeguarding Guidelines	Full procedures for reporting and responding to safeguarding concerns.
Anti-Bullying Guidelines	Definitions, reporting routes, investigation process and student support.
Mobile Phone and Smart Watch Guidelines	Secondary and IB Diploma expectations for mobile phones and smart watches during the school day.
Academic Honesty Policy	Academic integrity expectations and procedures.

Appendices form part of this handbook and provide stage specific operational detail.

Appendix A: Early Childhood and Primary

Key words for Early Childhood and Primary: Respectful, Mindful, Safe.

A1. Uniform

Students must wear the correct school uniform. House shirts may be worn on Fridays and on designated house event days.

Item	Early Childhood	Primary
Daily uniform	PE uniform daily for comfort and movement	School uniform or PE uniform as required by the timetable
Shoes	Covered training shoes in white, blue, grey or black	Covered training shoes in plain white, blue, grey or black
Hat	Required for outdoor play and excursions	Required for outdoor play and excursions

Students should have all clothing and personal items clearly labelled.

A2. Arrival and dismissal

Students may arrive between 8:30 am and 8:55 am and should go directly to their class or designated area.

Early Childhood students must be collected from the classroom by a parent or designated adult.

Primary students should be collected from the designated collection point unless written permission for independent dismissal has been given.

Grades 1 and 2 must be accompanied by a parent, designated adult or approved Secondary sibling.

Grades 3 to 5 may leave independently only where written parental consent has been provided.

A3. Transition and movement

Early Childhood to Grade 4 students are accompanied by staff when moving around school.

Grade 5 students may transition independently where this privilege has been granted.

Students are expected to move calmly, quietly and safely at all times.

A4. Lunch and break routines

Early Childhood students may bring lunch from home or pre order lunch from the canteen.

Grade 1 students eat under staff supervision during the first semester. In the second semester, they transition to using designated eating areas independently before proceeding to play.

Grades 2 to 5 use the designated eating areas before play.

Students must follow adult instructions during break and lunch.

A5. Rainy weather arrangements

When outdoor play is not possible due to rain, haze or lightning, students must move immediately to the supervised indoor area identified by staff.

All students must follow duty staff instructions without delay.

A6. Bus arrangements

Bus students must follow staff instructions and board the correct bus promptly.

Younger students are escorted to the bus by staff.

All students must remain seated and wear seat belts where provided.

Appendix B: Secondary and IB Diploma

Key words for Secondary and IB Diploma: Integrity, Responsibility, Respect.

B1. Uniform

Students must wear the correct school uniform. House shirts may be worn on Fridays and on designated house event days.

Item	Secondary School Grades 6 to 10	IB Diploma Programme
Daily uniform	School uniform For Secondary students, the PE uniform should only be worn during PE lessons.	School uniform as required by the timetable
Shoes	Covered training shoes in white, blue, grey or black	Covered training shoes in plain white, blue, grey or black
Hat	Optional	Optional

B2. Arrival and dismissal

Students may arrive from 8:30 am and should report to the designated supervised area or tutor room as directed.

All students are expected to be ready for registration at 8:45 am.

Students may leave independently at the end of the school day unless another arrangement has been made.

Students should leave campus promptly after school unless they are attending an approved activity, support session or meeting.

B3. Daily routines

Students are expected to move promptly between lessons during transition times.

Students must bring the correct materials to each lesson and be ready to learn.

IB Diploma students generally follow the same timetable as Secondary. Additional lessons, study sessions or subject specific requirements may extend the day.

B4. Lunch and break routines

Students may use the canteen or bring a packed lunch from home.

Students must remain in authorised areas during break and lunch.

Students must keep shared spaces tidy and follow staff instructions.

B5. Personal responsibility

Students are expected to manage their time, belongings and deadlines responsibly.

Students are given a locker to keep personal items safe.

Students must represent the school positively on campus, online and during school events.

Where concerns arise, pastoral and academic staff will work with students and parents to provide support and set expectations.

Appendix C: Student Contract

The current student contract is issued separately and should be read together with this handbook.

Appendix D: Academic Honesty

The Academic Honesty Policy is issued separately and applies across the school, with age-appropriate expectations.

Appendix E: School Bus Terms and Conditions

Full school bus terms and conditions are issued separately. Families using the school bus service must read and follow them.

Appendix F: Medical and Insurance Information

Sickness, Accidents and Medical Care

If a student becomes unwell or is injured at school, they will be cared for by the school nurse. Parents will be contacted if necessary, and if a student needs to go home, they should be collected as soon as possible.

In a medical emergency, the school may arrange ambulance transport and will make every effort to contact parents immediately. Please ensure your emergency contact details are always up to date.

If your child has a medical condition, allergy or requires medication during the school day, please inform the school nurse and your child's teacher.

Students who suffer from asthma and need to bring inhalers to school must give them to the nurse for safekeeping, together with the instructions for use.

Students who require an EpiPen must provide one to the school together with a prescription from a Singapore-registered doctor.

As we have students with severe allergies, OWIS Nanyang is a **nut-free school**.

Students who are unwell or have symptoms of a contagious illness, including fever, vomiting, diarrhoea, influenza-like symptoms, conjunctivitis (pink eye), head lice or unexplained rashes, should remain at home.

If requested by the school, students may need medical clearance before returning.

Students must be fever-free for at least 24 hours or provide a doctor's certificate confirming they are fit to return to school.

Medical Agreements

- Students who become unwell or show signs of a contagious illness during the school day will be sent home.
- Students should obtain permission from their teacher before visiting the Medical Room unless it is an emergency.
- The school provides first aid and will only administer medication when prior authorisation and clear instructions have been provided.
- The school nurse maintains records of all treatments and parent communications relating to student illness or injury.
- The school nurse is available during school hours in line with school supervision timings.

Insurance Information

OWIS provides a student medical insurance scheme in line with EduTrust requirements. Families should refer to the current insurance provider information, certificate, benefits schedule and guidance issued by the school. Coverage and claims requirements may change from year to year.

F1. What is generally covered

Hospitalisation and day surgery are generally covered, subject to the terms of the insurance policy.

Eligible follow-up treatment may be covered where it is linked to hospitalisation or day surgery and falls within the policy timeframe.

Emergency outpatient treatment may be covered for accidents requiring emergency care within 24 hours of the incident.

F2. What is generally not covered

Preexisting conditions are not normally covered.

General outpatient treatment is not normally covered.

General Practitioner bills are not normally claimable unless the policy specifically allows this.

F3. How to start a claim

Parents should notify OWIS as soon as possible if they expect to make a claim.

Email cs1ny.owissin@globalschools.com or call +65 6914 6700.

Provide the student's full name as per NRIC or passport, NRIC or FIN number, school admission date, date of birth, gender, nationality and parent email address.

A welcome email from the current claims platform or insurance administrator is usually sent to the email address provided.

Parents should register on the current claims platform or web application after receiving the welcome email.

F4. Submitting documents

All required documents should be uploaded through the current claims platform within the required claim window.

The usual claim window is 30 days from the date of hospital discharge.

Bank details should be included for reimbursement.

Parents should keep original hospital bills and supporting documents.

F5. Reimbursement

The insurance operates on a reimbursement basis.

Parents or guardians pay the hospital directly first.

Eligible claims are reimbursed after documents are submitted and processed.

Claims are usually processed through the current claims platform once the complete documentation has been received.

F6. Claims assistance and provider contact

Contact	Details
School claims support	cs1ny.owissin@globalschools.com +65 6914 6700
Claims platform support	Details will be shared with families through the current provider or claims platform.
Insurance provider	Current insurance provider details will be shared with families each academic year.

Parents should check the current insurance documents for the exact scope of coverage, annual limits, ward entitlement, exclusions and reimbursement process.