ONE WORLD INTERNATIONAL SCHOOL

STUDENT HANDBOOK 2026-27

OWIS Newton 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 Newton. It should be read alongside the linked guidelines, policies, and appendices.

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1. Welcome

Welcome to OWIS Newton. This handbook helps students and parents understand how the school operates and what we expect from all members of our community. It brings together the most important whole-school information into one place. Specific operational details are set out in the appendices.

2. About OWIS Newton

OWIS Newton is a private education institution in Singapore. The school serves students from Early Childhood to Grade 5. OWIS Newton is a candidate school for the PYP. This school is pursuing authorization as an IB World School. IB World Schools share a common philosophy- a commitment to high-quality, challenging, international education- that we believe is important for our students. There is a pathway from the IB Primary Years Programme to Cambridge courses in Secondary and the IB Diploma Programme in Grades 11 and 12 at the other campuses: Nanyang and Punggol.

Item	Details
School name	One World International School, Newton Campus
Address	Level 3, Centre 99 Bukit Timah Road, Singapore 229835
Main telephone	Newton's direct line: +65 8428 0267 All OWIS campuses: +65 6914 6700
Website	www.owis.org/sg

Our vision and mission guide how 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 keywords below help students understand what this looks like at each stage of the school.

- Respectful
- Mindful
- Safe

These keywords are visible in classrooms, referred to in conversations with students and reflected in daily routines and behaviour expectations.

3. 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	Angela Henderson	hosnt.owissin@globalschools.com
Office	Executive Assistant to Head of School	Nurul Rahman	eant.owissin@globalschools.com
Operations	Operations Lead	Hamzah	op3nt.owissin@globalschools.com
Transport	Transport Liaison	Jeffrey Seah	transportny.owissin@globalschools.com
Admissions	Admissions	Ayush Kalani	ayush.kalani@globalschools.com
Finance	Finance	Mohamed Riyaz	financepg.owissin@globalschools.com
Curriculum	Primary Years Programme (PYP) Coordinator	Irma Shahlan	cdrpypnt.owissin@globalschools.com
Pastoral Care	Behaviour Counsellor	Kumar Rajoo	cdr4nt.owissin@globalschools.com

4. Academic year and reporting

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

Parents receive information about student progress through Parent-Teacher conferences 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 conferences 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 joins 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.

The school calendar can be downloaded from the school website: OWIS calendar

5. School day and timetable

Students are expected to arrive on time and be ready to learn from the official start of the school day. The school building opens at 8:30, and students are supervised.

Grades	Official school day
Early Childhood - Grade 5	9:00 am to 3:20 pm

Timetable

Time	Session
8:30 am to 9:00 am	School opens
9:00 am to 9:40 am	Period 1
9:40 am to 10:20 am	Period 2
10:20 am to 11:00 am	Period 3
11:00 am to 11:40 am	Snack and Play
11:40 am to 12:20 pm	Period 4
12:20 pm to 1:00 pm	Period 5
1:00 pm to 1:40 pm	Lunch and Play
1:40 pm to 2:00 pm	Reading
2:00 pm to 2:40 pm	Period 6
2:40 pm to 3:20 pm	Period 7
3:20 pm to 4:20 pm	Optional Extra-curricular Activities (ECA) *if applicable*

6. Attendance and punctuality

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 the office and the homeroom teacher by 8:45 am on the first day of any absence.

Where possible, for planned and extended absences, please use the Temporary Leave Form.

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

For a 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.

7. Arrival, dismissal and collection

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

Parents using private vehicles and wishing to park in the Alfa Centre's carpark can complete a parking request: OWIS Newton Parent Parking.

If a student needs to leave early, a parent must inform the office.

Security will not release a student without the required authorisation.

Parents must collect students on time. There is no supervision after the end of the school day. Due to ongoing after-school events, families should depart campus by 3:30 pm unless attending an approved school activity.

8. Lunch and snacks

OWIS Newton does not have a canteen. Parents/guardians must provide lunch and snacks.

Outside food deliveries will not be accepted.

The school is **NOT** nut-free.

Students must not bring glass bottles or glass lunch containers.

Water bottles should contain only plain water.

9. Birthday Food

Children love to celebrate their birthdays with their peers at school. However, so that these celebrations do not interfere with teaching time, the classroom teacher will advise a suitable time and date that food can be shared during a break period (not during class time).

Guidelines for children who would like to celebrate their birthday at school:

- Cakes must be single-serve, e.g., cupcakes, donuts, or similar, as they are easy to share and do not need cutting. Slab cakes are not allowed.
- Candles with a naked flame are not allowed. Battery-operated candles are acceptable.
- Food choices must be respected — allergies, sensitivities, and/or religion.
- Extra treats, drinks, toys, or loot/goodie bags must not be brought to school.

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 with a fever or 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 regarding a student's safety or well-being should be reported immediately.

Safeguarding role	Name	Email
Designated Safeguarding Lead	Kumar Rajoo	cdr4.owissin@globalschools.com
Deputy Designated Safeguarding Lead	Angela Henderson	hosnt.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 ways that support learning, safety, and positive relationships. Kindness, respect, and responsibility are expected in classrooms, around campus, online, and during all school activities, on or 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 investigate reports seriously and respond in line with school policy.

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

To maintain an environment conducive to learning, except for show-and-tell/show-and-share, students are encouraged to leave toys, games, trading cards, and valuables at home. When technology is required for school-related activities, the school will provide iPads on a sharing model.

- Students are not allowed to use mobile phones, smartwatches, or any other electronic devices during the school day unless directly related to a learning objective endorsed and understood by the teacher.
- Gaming is prohibited at school unless a teacher directs it for a specific learning purpose.
- Students are permitted to use electronic devices at the end of the school day to confirm pick-up arrangements.

Please note: *Photographing, video or audio recording of lessons, events, activities, students and staff, or any school business on a personal device is strictly prohibited.*

Please do not call, text, or email your child during school hours. Parents are requested to telephone the reception if they need to contact their child during school hours.

There are escalating consequences for the misuse of electronic equipment, as given below:

- The first time, the student is reminded of the rule and asked to put the electronic equipment away.
- The second time it is confiscated, the student may collect the device from their class teacher at the end of the school day.

- The third time the device is confiscated, the student must collect it from the Head of School.
- In the event of any subsequent confiscation, the parent will be asked to collect it from the school each time.

Please also note that students are expected to follow the OWIS code of conduct on their social media accounts, and any breaches will be investigated.

Students are strictly prohibited from opening any social media accounts referencing the school, its name, or school staff.

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 may include the Student Council, House Captains and service initiatives.

The House system supports a sense of belonging, teamwork, and healthy competition.

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

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

Details of optional after-school Extra-Curricular Activities (ECAs) are shared separately throughout 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 is used for key updates, learning information and progress information.

Parent-Teacher Conferences 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 exit EAL only after the EAL Coordinator confirms it.

EAL Q and A: linked guidance document

17. Complaints, concerns and feedback

The school wants concerns to be raised early and addressed clearly.

Raise the matter first with the class teacher or the relevant member of staff.

If the issue is not resolved, contact the Head of School: hosnt.owissin@globalschools.com

General feedback can be registered through the ticketing system in SmartLearn.

18. Linked policies and appendicesThis handbook should be read alongside the following main policies and documents.

Documents	Purpose
Safeguarding Guidelines	Full procedures for reporting and responding to safeguarding concerns.
Anti-Bullying Policy	Definitions, reporting routes, investigation process and student support.
Behavioural Policy Exclusion Policy	Whole school behaviour process, serious breaches and exclusion procedures.
Academic Honesty Policy	Academic integrity expectations and procedures.
School Bus Terms & Conditions	Detailed bus service conditions and operational expectations.

Appendices form part of this handbook and provide 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. Students should have all clothing and personal items clearly labelled.

Item	
Daily uniform	Sports uniform daily for comfort and movement
Formal uniform	School photos, presentations, and field trips
House Colour Shirts	Last Wednesday of the month *Students/Families are assigned a house colour upon enrollment*
Shoes	Covered training shoes
Hat	Required for outdoor play and excursions

A2. Arrival and dismissal

Students may arrive between 8:30 am and 8:55 am

- EC - Gr. 1 students go to the activity room
- Gr. 2-Gr. 5 students go to their homeroom or designated area.

Dismissal is at 3:20 pm

- EC - Gr. 1 students are dismissed from the Friendship Hall
- Gr. 2 - 5 students are dismissed from the Reading Nook

Grades 3 to 5 may leave independently with written parental consent.

A3. Transition and movement

Early Childhood to Grade 1 students are accompanied by staff when moving around school, including the toilets.

Grade 2-5 students may transition independently when this privilege has been granted.

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

A4. Lunch and break routines

EC - Grade 1 students eat under staff supervision.

Grades 2-5 use the designated eating area before play.

Students must follow adult instructions during break and lunch.

A5. Inclement weather arrangements

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

All students must follow the duty staff's instructions without delay.

A6. Bus arrangements

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

Students are escorted to the bus by staff.

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

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, the school nurse will care for them. 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. Medication will remain with the nurse.

Students who have asthma and need to bring inhalers to school must give them to the nurse for safekeeping, along 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.

Students who are unwell or have symptoms of a contagious illness, including fever, vomiting, diarrhea, 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 their teacher's permission 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 that meets 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.

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, the date of death, or the date expenses were incurred, whichever applies.

Bank details should be included for reimbursement.

Parents should keep the 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	+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.