



ST JOSEPH'S INSTITUTION JUNIOR

A Lasallian School of the De La Salle Brothers

Parent Handbook

2025



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St Joseph's Institution Junior

Our Lasallian Mission

Enabling youth in a Lasallian community to learn how to learn and to learn how to live; empowering them to be men of integrity and men for others.

Our Vision

Our school's vision is to develop each boy to be their BEST:

Belief in Self
Excellence in all
Service to Others
True to One's Faith

Our Lasallian Values

Our School Values are based on the values of the De La Salle Brothers, that is, Faith, Service and Community.

Faith

Our work is a call from God, a vocation. We believe in our ability and in the ability of others to learn and grow. We believe God will bless us with the necessary gifts for our purpose.

Service

Faith demands a response to serve. We give zealous service in our life, and pay special attention to the last, the lost and the least.

Community

We build a fraternal community, sharing a common mission and vision. We carry out our mission together and by association.

Our Motto

Our school motto, *Ora et Labora*, which is Latin for "Pray and Work" reflects the life of Saint Joseph. The motto calls upon Josephians to be in communion with, and to be guided by God through prayer, and to always work conscientiously in learning and growth, and in service to God, especially in uplifting the last, the lost and the least amongst us. This is also in line with the Lasallian Spirit of Faith and Zeal.

Contacting the School

Address	No. 3 Essex Road, Singapore 309331
Office Tel No	6255 2700
Facsimile	6255 7455
Email	sjjunior@moe.edu.sg
Website	https://www.sjjunior.edu.sg

Other contact numbers for your information:

School Bookshop	Pacific Bookstore Tel: 90919426 (9am-3pm)
School Uniform	Jeep Sing Fashion 4012 Ang Mo Kio Ave 10 TechPlace 1 #01-09 S(569628)
School Transport	RS Transport Services Website: https://rstransport.com.sg Email: contact@rstransport.com.sg Tel: 6251 0281/ 6251 0283
After school care	Pro-Teach Education Group Pte Ltd Email: sjj@pro-teach.com

School Hours

1. School hours:

- a. Monday – Friday: 7.30am to 1.30pm (Pupils are to report for assembly by 7.20am. Names of consistent latecomers will be recorded for disciplinary action.)

2. School gate opening hours:

- a. Main gate:
 - i. Monday – Friday: 6.30am to 6.30pm
 - ii. Closed between 12.30pm to 1.45pm to facilitate dismissal
 - iii. Saturday: 6.30am – 5.00pm
 - iv. Closed on Sunday
- b. Moulmein gate:
 - i. Monday – Friday (Term time): 6.30am to 7.30am, 1.30pm to 2.30pm
 - ii. Closed at all other times
- c. Derbyshire gate:
 - i. Monday – Friday (Term time): 6.30am to 7.30am, 1.30pm to 2.30pm
 - ii. Closed at all other times

3. School general office operating hours:

- a. Monday – Friday: 7.00am to 5.00pm
- b. Monday – Friday (School holidays): 8.00am to 5.00pm
- c. Closed on Saturdays, Sundays and Public Holidays

Morning Drop-off

By private vehicles

- The School strongly encourages all vehicles to drop off and pick up pupils within the school compound. Refrain from dropping or picking your son/ward along Essex Road, Derbyshire Road or Moulmein Road.
- All vehicles must follow directions/instructions of Security Officers and school personnel when entering school compound.
- Follow instructions and move towards the end of the lane or close to the vehicle in front; do **not** stop in the middle of the lane.

- To ensure a smooth and safe drop-off, encourage your son to get ready before entering the school gate by:
 - Moving to the left side of the vehicle (if seated at back row);
 - Getting ready all belongings such as bags, water bottles etc.;
 - Opening doors only after vehicle has come to a complete halt.
- Parents are discouraged from coming out from your vehicle to assist your son. Teachers / school staff are on standby to assist with alighting where necessary.
- Once out of the vehicle, pupils are to proceed quickly towards the nearest teacher who will guide with crossing the lanes.
- Vehicular gantry will be lowered at the start of flag raising at 7.20am, all students are to alight at the main school gate and walk in by foot.

By foot/public transport

- Walk carefully and obey traffic rules at all times.
- Parents who accompany boys to school are to leave them at the gates, refrain from entering into the school compound with the boys.

Dismissal

Waiting during dismissal

- Parents/guardians are allowed into the school by foot via the main gate after 1.15pm and will proceed to wait at the designated waiting area.
- Once your son / ward is on hand, you are advised to proceed out of the school premise as soon as possible.
- Should you need to venture beyond the waiting area, please proceed back to the Security Post to obtain a visitor pass (see section on visiting the school)
- Private vehicles are only allowed into the school after 1.45pm to pick up students; after all school buses have left the premise.
- All students awaiting parents'/guardians' vehicle pickup should gather at the bus bay, and to board the vehicle immediately once it arrives.

Visiting the School / Seeking Early Release

Visitors

- All visitors must enter/exit the school via the main gate (kindly note main gate opening hours).
- All visitors (including parents/guardians of pupils) are required to sign in at the guard house and obtain a visitor pass before proceeding to the General Office. Visitor pass must be displayed at all times when in school compound.
- All visitors are required to report to the General Office before proceeding to any other parts of the school.
- No visitor, including parents/guardians are allowed to enter into classrooms or rooms reserved for teaching and learning without explicit permission from the school.
- Parents/guardians bringing pupils out from school before dismissal time must obtain an early release form at the General Office to be handed over to the Security Officer before exiting. Pupils are **not** allowed to leave the school on their own prior to official dismissal.

Visiting the Bookshop

Bookshop

- Pupils are encouraged to make purchases personally at the bookshop instead of asking parents/guardians to do so on their behalf.
- Should there be a need for parents/guardians to make purchases at the bookshop, you are only allowed in after 1.30pm. Parents are to sign in as a visitor at the guard post.

Parking in School Premises

Parking in school

- Only authorized and/or permitted vehicles are allowed to park in the school premise only if there are available lots on a first-come-first serve basis.
- All vehicles must stop at the gate for security clearance. Kindly inform the Security Officers your purpose of visiting the school and obey traffic direction/parking instructions given by the Security Officers and school authorized personnel.
- Once vehicle is safely parked, visitors are required to return to the guard house to obtain visitor passes.
- Vehicles must leave the school compound after intended purpose of the visit is achieved. Vehicle owners are not supposed to park their vehicles and leave the school compound.
- Vehicles must comply with the speed limit of 15km/hr when moving within the school compound.

Parent Volunteers

- Only parents of existing pupils can sign up to be our Parent Volunteers (PVs). For ad-hoc school programmes or activities that require the assistance of PVs, the school will recruit PVs by posting up more details and online registration forms on both the school website (in “Volunteer Services” under the tab “For Parents”) and school Facebook page (<https://www.facebook.com/sjijunior>).
- Only parents who volunteer on regular basis (eg. school programmes that are ongoing in the entire academic year) will be issued a PV Pass upon successful application through the respective teacher in-charge. Parents who volunteer for ad-hoc programmes or activities will sign in at the guard house and obtain a visitor pass.
- Once the application is approved, staff in charge of the activity/programme requiring support from PVs will be the liaison officers to their assigned PVs.
- The PV Pass is only valid for the current year and is strictly non-transferable.
- The PV Pass is for identification purpose as well as to allow PVs to gain access into certain areas of the school. However, it is still mandatory for PVs to register their attendance at the guard house before proceeding for his/her respective duties.
- PVs are required to display PV Passes clearly at all times while in the school premises.
- The PV Pass allows a PV to purchase food and drinks from the school canteen on days when he/she is volunteering.
- PVs should only be in school on days when the intended service is to be rendered and should not remain in the school beyond the time of service rendered.
- PVs are discouraged from parking their cars in the school beyond the duration of the activity.
- PVs who wish to terminate their involvement during the year will have to submit a withdrawal form to the staff in charge and return the PV Pass to the school.

The school retains the right to revoke any PV Pass as we deem fit.

Consumption of Food in School and Healthy Meal in School Programme (HMSP)

- All food must be consumed in the canteen.
- Boys staying back after school hours are strongly encouraged to buy their lunch from the canteen.
- Should you need to hand home-cooked lunch to your son/ward during dismissal, please do so at the designated waiting area
- No handing over/consumption of fast food is allowed unless special permission is obtained from the school.
- Refrain from feeding the boys in school, they should learn to eat on their own
- All main meals offered in the school canteen will consist of the 4 main food groups - brown rice / wholemeal breads and alternatives, meat and alternatives, fruits and vegetables

Every set meal offered must be purchased in its entirety without any omission unless special permission is granted by the School on medical grounds.

Personal Data Protection Act

Please note photographs and videos of attendees collected at events, gathering or briefing organised by the school may be used for publicity and outreach purposes. If you have any objections, please inform the school staff. The school looks forward to your support and cooperation on this matter.

School Uniform and PE Attire

School Uniform

- Pupils are to wear the prescribed school uniform and modification to the uniform is not allowed.
- The school uniform comprises a white shirt and khaki shorts.
- School badges and name tags must be sewn onto the school shirt.
- Pupils must wear their school tie every morning for assembly. Shirt collars must be buttoned when ties are worn. Ties can be removed once they are in class. However, on days when they have PE, they can come to school in their PE attire.
- Pupils are not allowed to wear T-shirts inside their school uniform.

PE Attire

- The PE attire consists of the school PE T-shirt and shorts. Name tag should be sewn onto the school PE T-shirt. Name tag is to be sewn on the right side of the chest (opposite the school badge).
- All T-shirts must be tucked in at all times.
- Pupils may wear PE or approved school T-shirts when coming to school on Saturdays and during the holidays. They are not allowed to wear slippers or sandals to school, even during school holidays. Any pupil not in proper attire will be sent home.
- For CCA days, the pupils will change into PE or CCA attire after school, if necessary.

Shoes and Socks

- Only school socks or plain white socks covering the ankles are allowed.
- Only all-white shoes are allowed.

*Please see pictures below.



General Appearance

Always maintain a high standard of personal hygiene.

Hairstyle

- Hair should be kept short, properly combed and kept neat to present a smart appearance
- The hair length must not touch the ears and the shirt collar.
- The hair must be sloped at the back.
- The fringe must not touch the eyebrows and must not cover the eyes.
- Dyeing of hair, tinting of hair and punk hairstyles are strictly prohibited.
- Pupils whose hair is deemed inappropriate by the school will be told to get a haircut.
- Pupils must remain clean shaven.

Fingernails

- Fingernails must be clean and cut short.

Miscellaneous

- The wearing of tinted glasses is not allowed unless under medical conditions.
Trendy spectacle frames are strongly discouraged.
- Jewellery and cosmetics are not allowed.

School Rules

All pupils are expected to show high standards of behaviour, both in school and outside school. When pupils misbehave in school / class, they will be dealt with by Form Teachers, subject teachers or referred to the discipline committee.

General Conduct

- Be courteous, respectful and considerate.
- Greet the Principal, teachers and all visitors to the school.
- Politeness is expected at all times.
- Be punctual for school lessons and all other activities.
- Be honest. Do not cheat, steal or alter official school documents.
- Move quietly, briskly and in an orderly manner. Do not run or loiter along the corridors or in the school canteen.
- Take pride in the school and in all work and assignments. Strive for the highest possible standards.
- Pupils are not to use smartphones and/or smartwatches during school hours including recess, CCA and after-school programmes (e.g. supplementary/enrichment/remedial lessons). Students who bring such devices are to power off their devices and put them in their lockers before the start of lessons each day. They can retrieve their devices after school ends. Students should bear the responsibility for the safekeeping of devices.
- Students are only allowed to use their mobile phone/iPad/smart watches to contact parents/guardian after school hours (this includes CCA or any other after school activities).

Flag-Raising Ceremony

- Pupils who are Singapore citizens must sing the National Anthem and take the Pledge. Pupils will take the pledge with the right fist placed over the heart.
- Attendance at the daily flag-raising ceremony is compulsory.
- Sing the National Anthem and recite the National Pledge with pride.
- Pay attention when announcements are made.

Recess

- Always queue for food, drinks and other services. Food and drink must be consumed only in the canteen.
- All used utensils are to be returned to the respective containers.
- No parents, domestic helpers or visitors are allowed in the school during recess, unless permission is sought and given by the school.
- To safeguard our pupils who may have certain food allergies and/or special dietary needs, birthday celebrations are not allowed.

Communication: From School to Parents

Parents Gateway (PG)

- Important information will be sent to parents via the Parents Gateway.

Pupil Handbook

- It is used by pupils to record homework assignments, activities, special events etc. Teachers may also use this to directly inform you of concerns or requests to meet you.

Emails / Telephone calls / ClassDojo

- Teachers may contact you via phone calls, emails and Class Dojo for a multitude of reasons: make enquiries, raise concerns, to make appointments etc. They will also send you regular classroom updates through these channels.

School Website <https://sjjunior.moe.edu.sg>

- Our website highlights the school's founder, history, programmes, events and achievements.

Parent Teacher Meetings

- PTMs are scheduled for parents to meet form and subject teachers to discuss the pupil's academic, social and emotional progress in school.

Communication: From Parents to School

Pupil Handbook / ClassDojo

- Parents wishing to write short notes / memos to teachers may do so in the Handbook or via ClassDojo. Teacher will reply likewise.

Emails

- Parents can post general concerns / suggestions to the generic school email account. These will be forwarded to the relevant school personnel.
- Parents will also be given the Form and Subject Teachers' email addresses. This platform can be used to seek clarification or make appointments. Teachers may not give an immediate reply but they will get back to you within 3 working days.