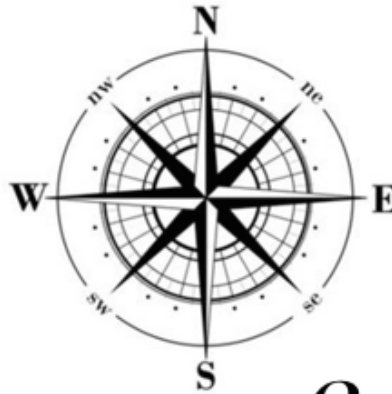




The

EXPL



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Schoolhouse

Application Package

The Explore School House Admission Policy

The Explore School House offers grade 1-6 students a gifted program based on standards set by the US National Association for Gifted Children (NAGC). After grade 6, students can choose to go to an American Middle School or International Baccalaureate Middle Years Program or University's Early Entrance Program.

Parents, guardians and/or any persons with parental responsibility for the student or who have paid any fees or given instructions in relation to the student (a 'Parent') of a student or prospective student of the School are asked to sign the relevant section of the application form in recognition of their acceptance of these conditions.

The school caters for students who have the following attributes:

- An age appropriate fluency in English language (speaking, reading, writing and comprehension);
- A positive attitude to learning;
- The ability to thrive in a high achieving environment;
- Individual learning needs which can be largely met without significant additional adult support;
- Gifted or highly talented;

Students are required to reside with at least one parent. The Explore School House will only consider students living with a legal guardian under exceptional circumstances e.g. both parents are deceased.

Enrolment is not automatic. The Admissions Policy is designed to ensure that the students who attend have the capacity to thrive within, and benefit from, all that The Explore School House offers.

The completed application together with the full set of supporting documents will be passed to the Head of School for review. The outcome of which will be:

- Approved
- Request for further information*
- Declined

** Requests for further information may be for an assessment and/or interview.*

The assessments are to ensure the student's educational needs can be met within the school setting and in an ability appropriate class.

Where there is some evidence of additional educational need, opportunities will be provided to discuss the child's educational development in more detail, and for the school to carry out appropriate assessments, before an offer of a place can be made.

Progression within The Explore School House

Very occasionally, as students progress through one year group, it may become apparent that The Explore School House is not able to provide the most appropriate educational setting that is in the best interests of the student. In this rare event parents will be thoroughly consulted with and supported in identifying a more suitable placement.

Students Requiring Additional Support

The Explore School House has only limited resources to cater for students whose learning needs can only be met with significant support. It is in the interests of all concerned, and particularly of the students themselves, that all who are admitted to The Explore School House are able to enjoy high levels of success and thrive within the high achieving environment.

Parents of children who have a history of requiring any additional educational support are required to bring to the attention of the school detailed information regarding their child's specific learning needs. This information should include: previous school reports, SENCO (Special Educational Needs Coordinator) reports, copies of previous Individual Education Plans (IEPs) and any reports from outside professionals (e.g. educational psychologist, speech and language therapist, occupational therapist). Parents are also strongly advised to discuss possible application prior to making a formal application to ensure that the school is in a position to meet the needs of the student.

Failure, at the stage of application, to declare accurately and fully the extent of a child's individual learning needs may result subsequently in parents being asked to withdraw their child because the school is unable to meet his or her learning needs. This is a situation that we are anxious to avoid, particularly as it may impact adversely on the child's self esteem and future learning.

Ability Group Entry

Students will be placed in the appropriate ability group after Teacher's assessment.

Waiting List Priority

The Explore School House gives priority to the following categories of students:

1. Children of employees (applicable to full time permanent staff)
2. Other groups
 - Siblings (who have been in the school for at least one term)
 - Former The Explore School House students
3. Normal Waitlist

Separation or Divorce

The Explore School House policy in cases of separation or divorce is to treat each parent equally unless there is evidence of a Custody Agreement or Court Ordered Restrictions.

Application Checklist

Name of Applicant:

Date of Application:

Please note that for an application to be active on our waitlist, we must be in receipt of the items listed 1 (a), (b) and (c). All applications require approval by the Head of School. Approval of an applicant can be given at the time of application or nearer to the date of entry for applications made over 12 months in advance of entry into the school.

1. REGISTRATION	TICK	FOR OFFICIAL USE ONLY
(a) Fully completed Student Application Form with a passport sized photo of the student	<input type="radio"/>	
(b) Copy of Passport identification of Student and Parents	<input type="radio"/>	
(c) Enrolment fee of S\$2,500 is required for the application to be active on our waitlist. (Please indicate if this is being paid by cheque or Bank Transfer and include the student's name. Please note S\$2,000 is refundable should you withdraw before an offer is made).	<input type="radio"/>	
(d) Signed Council of Private Education Advisory Note.	<input type="radio"/>	
(e) Personal Data Collection Statement	<input type="radio"/>	

2. IMMIGRATION	TICK	FOR OFFICIAL USE ONLY
(a) Singapore Citizen: All Singapore Citizens require Ministry of Education (MOE) approval to study at TES. To comply with the Singapore Government regulations this must be declared on the Application Form.	<input type="radio"/>	
(b) Born in Singapore – Please provide a copy of the student's Birth Certificate.	<input type="radio"/>	
(c) Copy of the student's immigration status (i.e. Dependent Pass/Student Pass/Permanent Resident Re-entry Permit/Singapore Citizenship Certificate). Students holding a Long Term Visit Pass are not permitted to study at TES.	<input type="radio"/>	

3. APPROVAL	TICK	FOR OFFICIAL USE ONLY
(a) The student's last two years school reports from the previous school. Reports to be submitted in English only.	<input type="radio"/>	
(b) Confidential Education Report Form; please ask your child's current school to complete and return this form directly to the Admissions Department.	<input type="radio"/>	
(c) Gifted Assessment Report	<input type="radio"/>	
(d) Any reports and/or evaluations relating to special educational needs.	<input type="radio"/>	

Confidential Education Report

Name of Applicant:	School Name:
Date of Birth:	Current Year/Grade:

We have received an application for the above student to join Year _____. To assist in the admissions process, we would be extremely grateful if you would complete this form and return it to the school by email at admission@theexploreschool.org.

1. Referee	
(a) Name of Referee	
(b) Position Held	
(c) Date	
(d) How long have you known the child?	
(e) How long has the child attended your school?	

2. Student's Language			
(a) Is English the student's first language?			
(b) Is English the language used at home?			
(c) In what other languages is the student proficient?			
(d) To what standard? <i>(Please circle the most appropriate level.)</i>	Beginner	Intermediate	Advanced

3. Academic Performance (Please attached results):			
(a) English		(b) Mathematics	
(c) Verbal/ Non-Verbal Scores e.g. CAT 4 Test Results		(d) Science	
(e) Other Assessment Results			

4. Attributes <i>(Please tick the box that best relates to the student)</i>	Excellent	Good	Satisfactory	Poor
(a) Attitude/ Behaviour				
(b) Attendance/Punctuality				
(c) Organisation				
(d) Initiative				
(e) Communication Skills				
(f) Team work				
(g) Proficiency in written English				
(h) Proficiency in spoken English				
(i) Proficiency in Technology/ICT				
(j) Overall academic ability				

Please circle the attribute(s) that describe the characteristics of the student.

Confident	Creative	Capable	Conscientious	Caring	Verbal Communicator	Sporty	Musical	Artistic
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Please indicate any particular areas of strength.

Please indicate any particular areas for development

Does the student have any special educational needs identified by a professional? E.g. Learning Difficulties/Gifted and Talented? If yes, please give further details e.g. information and reports relating to Learning Support/Speech Therapy/Individual Education Plan (IEP)/Educational Psychology/Occupational Therapy.

Does the student have any history of depression or anxiety related problems? Has the student required counselling or support?

Is there anything about the family dynamics that would be helpful for us to know? E.g. Parental conflict, separation, divorce, over protective, absent parenting, parents travel a lot.

Any further information which may be of use in placing this student in our school; e.g. achievements and contributions made both inside and outside of school, special talents, family circumstances, parental involvement, well-being, health, etc.

School Stamp:

Application for Admission

Please attach a photograph

STUDENT'S PARTICULARS *(Please complete in capital letters)*

Family Name		Nationality		Ethnicity			
First		Child's first language					
Middle		Child's second language					
Preferred Name		Is your child proficient in spoken English?		Yes	<input type="radio"/>	No	<input type="radio"/>
Singapore Address (where applicable)		Is your child proficient in written English?		Yes	<input type="radio"/>	No	<input type="radio"/>
		Languages spoken at home					
		Gender		Yes	<input type="radio"/>	No	<input type="radio"/>
Date of Birth (DD/MM/YY)		Country of Birth		Home No.			
Passport No. (Please attached copy of passport)				Expiry Date (DD/MM/YY)			
FIN/NRIC No. (Dependant Pass/Student Pass/Singapore Permanent Resident/Singapore Citizen) <i>(Delete as appropriate)</i>				Expiry Date (DD/MM/YY)			
Singapore Citizen Please note that Ministry of Education approval is required for all Singapore Citizens.		Yes	<input type="radio"/>	No	<input type="radio"/>	If Dual Nationality, please state:	

PARENT 1 PARTICULARS *(Please complete in capital letters)*

PARENT 2 PARTICULARS *(Please complete in capital letters)*

Married	<input type="radio"/>	Separated	<input type="radio"/>	Divorced	<input type="radio"/>	Widowed/ Widower	<input type="radio"/>
If Separated or Divorced, is there a Custody Agreement or Court Ordered Restrictions in place? Please attach a copy to the application				Yes	<input type="radio"/>	No	<input type="radio"/>
Relationship to Student				Relationship to Student			
Family Name		First		Family Name		First	
Address				Address			
Nationality				Nationality			
FIN/NRIC No. (Dependant Pass/Student Pass/Singapore Permanent Resident/Singapore Citizen) <i>(Delete as appropriate)</i>				FIN/NRIC No. (Dependant Pass/Student Pass/Singapore Permanent Resident/Singapore Citizen) <i>(Delete as appropriate)</i>			
Occupation		Company Name		Occupation		Company Name	
Email		Office Tel		Email		Office Tel	
Mobile		Home Tel		Mobile		Home Tel	
Does Parent speak English?		Yes	<input type="radio"/>	No	<input type="radio"/>	Does Parent speak English?	
		Yes	<input type="radio"/>	No	<input type="radio"/>		

PERMISSION TO DISCUSS APPLICATION WITH THIRD PARTY – only complete if required. *(Please complete in capital letters)*

Step-Parent/Agent/Relative/Company (Please give details)		Mobile	Email
Name		Parent Signature	
Relationship			

MAILING ADDRESS *(Please complete in capital letters)*

Name and Address of Previous Schools

From

Name of Siblings	Date of Birth (DD/MM/YY)	Gender	Present School & Country	Remarks

Is your child currently placed correctly for his/her age?

Has your child ever been suspended or asked to leave school? If so please elaborate.

Does your child have any physical disabilities, social/learning difficulties or long term medical issues? (Please include information on depression, anxiety or stress related issues).

Has your child ever received any form of learning support and/or has your child ever been assessed by or referred to an Education Psychologist or any other specialists concerned with child development? If yes, please provide details and a copy of all the relevant report(s).

Do you have any general comments about your child that you wish to place on record? E.g. Interests/particular achievements?

To: The Admissions Team
 The Explore School House Pte. Ltd.
 Clementi Arcade #02-06
 41 Sunset Way
 Singapore 597071

Dear Sir,

I understand and accept the policy and conditions governing enrolment and admission of my child into The Explore School House and I acknowledge that withholding relevant information relating to my child’s immigration status, medical, educational or emotional needs may affect my child being offered or maintaining a place at The Explore School House. I declare that to the best of my knowledge all of the information which I have supplied in this Application Form is full and accurate. I undertake to inform The Explore School House immediately of any change in the particulars to this application or of my wish to withdraw it.

I further undertake:

1. To pay each term’s school fees by the due date as stipulated by the School.
2. To inform the School of my wish to withdraw in accordance with withdrawal deadlines.
3. To keep the school informed of any changes to my child’s immigration status in line with Singapore Government regulations.
4. Students and parents are expected to embrace the values of the school and to support the school by attending relevant Orientations, Parent/Teacher Conferences, Field Trips, Curriculum Information Sessions and Parents-Teachers Association (PTA) activities.
5. To inform the school if there are any changes to the family status i.e. separation or divorce.

I enclose herewith my Singapore cheque for \$2,500 (or bank draft for the equivalent sum) payable to ‘The Explore School House Pte. Ltd.’ as payment of the Enrolment Fee to register my child on the waitlist. (The Enrolment Fee is non refundable once an offer of a place has been made. This fee contributes towards the administrative cost). Please note \$2,000 is refundable should you withdraw from the waitlist before an offer is made.

I would like to enroll my child on the waiting list for the term commencing: _____

Signature of Parent 1		Signature of Parent 2	
Dated		Dated	

FOR OFFICIAL USE	
Registration No.:	
Enrolment Fee Received & Date:	
Head of School’s Approval:	
Place Offered/Not Offered:	

CONDITIONS GOVERNING ENROLMENT AND ADMISSIONS

All parents are requested to note that enrolment and admission to The Explore School House Pte. Ltd (the 'School') are subject to the conditions set out below. Parents, guardians and/or any persons with parental responsibility for the student or who have paid any fees or given instructions in relation to the student (a 'Parent') of a student or prospective student of the School are asked to sign the relevant section of the application form in recognition of their acceptance of these conditions. Applications are valid from the date of application until a place becomes available in the School. The application for admission can be deferred for a maximum period of one year from the date of a place becoming available, following which a new application and enrolment fee will be required.

1. This application should be submitted with full payment of the enrolment fee as stated in the Fee Schedule. No invoice for the enrolment fee will be issued in advance. A receipt will only be given upon request to acknowledge payment.

2. This application is made on the understanding that the child (also referred to as the 'applicant') has a sufficient command of English and, moreover, is fully able to participate in and benefit from the school curriculum without extensive individual assistance. The School does not provide an English as an Additional Language (EAL) programme.

If information relevant to the extent of the child's educational, emotional, social or health needs has not been made apparent to the School on the date of admission, the School reserves the right to ask any Parent to withdraw the child, based on the School's assessment (in its sole discretion) that the School is unable to meet such needs.

3. Upon receipt by the School of the fully completed application and full payment of the enrolment fee, the applicant will be considered for enrolment. All applicants who satisfy the entry requirements may be (i) offered a place in the School or (ii) if there is no place immediately available, placed on the waiting list.

4. The Parent accepts that placement of the applicant into a particular subject level group as determined by the applicant's ability as assessed by the teacher.

5. Offer of a place and acceptance by payment of term fees:

a. Upon the School's offer of a place, the Parent must accept the offer in writing or by e-mail (the 'Confirmation of Acceptance') by the date specified in the offer letter issued by the School (the 'Letter of Offer'), together with a payment of the school fees for the first two months, otherwise the offer is deemed withdrawn.

If, for any reason, a Parent cancels an acceptance after providing a Confirmation of Acceptance, the first two months' school fees paid will be retained by the School as liquidated damages to the School as a consequence of failure to take up the school place reserved for the student, and the Parent accepts and acknowledges such amount of liquidated damages to be a genuine pre-estimate of loss suffered by the School.

b. Offers made after the start of term: If a place is offered after the start of term, the school fees for the month that has commenced, in addition to the fees for the following month, will be payable when the Parent accepts the offer.

c. The conditions on the Letter of Offer form part of these admission conditions ('Admission Conditions').

6. School Fees:

a. The School requires all students to have two months fees in place before the start of a school term. Upon acceptance, the Parent shall pay the two month fees in the last week of every two months.

b. In the event that school fees for Term 1 of the following academic year are billed before announcement of the revision of school fees, the additional school fees applicable will be included in the invoice for the following term's fees.

c. Parents undertake to pay school fees by the due date as stipulated by the School and to pay such increased fees from time to time. School fees do not include external examination fees and Parents agree to pay such fees for those examinations in which a student is entered.

d. School fees are calculated on an annual basis and split equally into 3 invoices, each in relation to one of the School's three academic terms.

e. Fees shall be the responsibility of each person who has signed a Letter of Acceptance, given a Confirmation of Acceptance, or any person who has parental responsibility for the student or has paid any fees or given instructions in relation to the student. The School may withhold any information or property while fees are unpaid.

An agreement with a third party to pay any fees or any sum due to the School shall not release Parents from any liability. The School reserves the right to refuse a payment from a third party.

f. Late Payment of School Fees

The School will impose a 10% late payment fee for fees not paid by stipulated due date.

g. Automatic withdrawal upon non-payment of fees:

A student will be deemed withdrawn from the School without notice if fees invoiced for the following term remain unpaid by the stipulated due date or the published withdrawal deadline, whichever is later.

CONDITIONS GOVERNING ENROLMENT AND ADMISSIONS

7. Basis for the Refund of the Enrolment Fee:

- a. Enrolment fee is a one-off payment required at application.
- b. A portion of the enrolment fee (currently equivalent to S\$500.00) will be retained and the balance will be refunded in the following circumstances:
 - (i) if the application is withdrawn by written notice before a place has been offered; or
 - (ii) if the School has given written notice to the applicant that it will not be prepared to offer a place to the applicant.
- c. The entire enrolment fee is non refundable where a place is offered to the applicant but not taken up irrespective of whether the offer is accepted or not.

8. Withdrawal:

A child may withdraw from the School by giving a written notice of withdrawal.

The written notice of withdrawal must be submitted to Admissions by the withdrawal deadline which is published on the School website and Parent portal, (the 'Withdrawal Deadline').

9. Basis of Refund of Advance Fees:

- a. Return of the Advance Fees (without interest) less any amounts which are due and payable:-

Where written notice of withdrawal is given by the Withdrawal Deadline and withdrawal is to take effect on either the last day of a half-term or the last day of a full-term, the Advance Fees, less any amounts which are due and payable to the School, will be returned in full (without interest).

- b. Retention of the Advance Fees (without interest)

In circumstances where written notice of withdrawal is not given by the Withdrawal Deadline, the School shall be entitled to retain a proportion of the Advance Fees paid in accordance with the provisions herein, and the Parent accepts and acknowledges such amount thereunder retained to be a genuine pre-estimate of loss suffered by the School as the result of the late withdrawal.

- (i) Retention of 50% of the Advance Fees (without interest)

Where written notice of withdrawal is not given in accordance with the above requirements, but is given between the Withdrawal Deadline and the last school day of the term then in session, an amount equivalent to 50% of the following term's fee plus the Goods and Services Tax payable on such amount retained (as calculated by reference to the statutory rate then applicable) will be retained by the School as liquidated damages to the School as a consequence of the failure by the Parent to give a notice of withdrawal in accordance with the School's requirements.

- (ii) Retention of 100% of the Advance Fees

Where written notice of withdrawal is given after the last school day of the term then in session, or where a student fails to start a new term and no written notice of withdrawal has been given by the start of a new term, 100% of the Advance Fees will be forfeited in lieu of notice as liquidated damages to the School as a consequence of the failure by the Parent to give a written notice of withdrawal in accordance with the School's requirements.,

- c. The refund of all or any part of the Advance Fees will be made as soon as practicable after it has become due to the individual(s), company or organisation by whom it was paid to the School, unless that party notifies the School in writing that the refund is to be made to a named Parent of the child or to that Parent's representative. In the case of payments paid by cheque, the refund will be made to the individual(s) company or organisation indicated as the drawer of the cheque.

- d. In the event that there are any amounts due and payable to the School, the School, at its absolute discretion, reserves the right to deduct such amounts from the Advance Fees on the last day of a half-term or the last day of a full term and refund the remainder.

- e. In the event that the party who paid the Advance Fees cannot be traced after the School has used all reasonable endeavours, the School will be entitled to retain the Advance Fees, or that part of it that is refundable to the party who cannot be traced, for its own use.

- f. In the event of some incident or event occurring within or affecting Singapore such that the School is required by the relevant authorities of the Singapore Government or at the School's discretion to close during the currency and / or aftermath of such incident or event, the School will not be obliged to refund all or any part of the fees or Advance Fees.

10. Re-admission to the School:

Where a child has been withdrawn from the School and the Advance Fees have been refunded, no enrolment fee will be payable if the child is readmitted to the School in the term immediately following the term in which the withdrawal takes place. If the child is readmitted to the School more than one term after the term in which the withdrawal takes place, the full enrolment fee will be payable at the prevailing rate of readmission.

11. The School management may require at any time the withdrawal of a child from the School for any cause in his absolute discretion to be adequate. Adequate cause may include matters such as the child's misconduct or the child's inability to participate in and benefit fully from the school curriculum without extensive individual assistance. It may also include the failure at the stage of applying for a place in the School to declare accurately and fully the extent of the child's individual educational needs.

12. (Not applicable to Singapore Citizens and Permanent Residents) Admission to, and continued status as a student at, the School is conditional on the child possessing a valid Student's Pass or Dependent's Pass issued by the Immigration & Checkpoints Authority (ICA) of Singapore. As the validity of the Student's or Dependent's Pass may be affected by a change in the Parent's employment or by the expiry of an Employment Pass or any change in the Parent's Singapore immigration status, the Parent undertakes to keep the School informed on these matters.

CONDITIONS GOVERNING ENROLMENT AND ADMISSIONS

13. (Applicable to Singapore Citizens)

a. Under the Singapore Compulsory Education Act, all resident Singapore Citizens between the ages of 6 and 15 are required to complete primary education in national schools, unless exempted by the Ministry of Education (MOE). Parents are required to inform the School if their child is a Singapore Citizen prior to admission. In the event that Parents fail to notify the School that their child is a Singapore Citizen prior to admission, the School reserves the right to exclude the child from the School. In addition, Parents accept full responsibility and agree to indemnify the School for all loss suffered by the School including any financial penalties and/or related legal costs incurred as a result of the Parents failing to provide the School with such requisite information.

b. According to the Compulsory Education Act (Cap 51), where a child of compulsory school age born after 1 January 1996 and who is a citizen of Singapore residing in Singapore fails to attend regularly as a pupil at a national primary school or a designated school/be home-schooled (where exemption is granted), the parent/guardian of the child may be guilty of an offence. The penalties provided in the Act for a person convicted for the offence are a fine not exceeding \$5,000, or imprisonment for a term not exceeding 12 months, or both. (Reference: MOE's webpage <http://www.moe.gov.sg/initiatives/compulsory-education/>)

14. Where the need arises and the situation is such that the Parent cannot be contacted to give consent, the Executive Director may authorise the medical examination of a child, the calling of further medical or specialist advice or the removal of the child to a nursing home or hospital, all expenses thereby incurred being for the Parent's account.

15. The Parent accepts that the School cannot be responsible for any personal injury which the child may sustain at any time either within the school premises or elsewhere which is not attributable to the fault of the School, its officers or employees. The Parent also accepts that in no circumstances can the School be liable for any loss of or damage to property of any other kind whatsoever which the child may sustain.

16. Parents agree to abide by the School's prevailing 'Parents and Visitors code of conduct'. In the event of any breach of this code, the School reserves the right to remove the student from the School roll.

17. The Contracts (Rights of Third Parties) Act of Singapore (Cap. 53B) does not apply to these conditions.

18. It is the Parent's responsibility to keep the School updated with relevant changes to contact data.

19. The School will not be bound legally by any verbal advice it has given.

20. The Admission Conditions shall be governed and construed in accordance with the laws of the Republic of Singapore.

21. All disputes, controversies, or differences arising out of or in connection with the child's enrolment and /or admission with the School which cannot be resolved as between the parties themselves, shall at the first instance be submitted to the Singapore Mediation Centre (the 'SMC') for resolution by mediation in accordance with the practices prescribed by the SMC. The parties agree to participate in the mediation in good faith and undertake to abide by the terms of any settlement reached.

Name : _____

Signature : _____

Date : _____

Regulation 25 (5) (b)
FORM 12
PRIVATE EDUCATION ACT
(No. 21 of 2009)
PRIVATE EDUCATION REGULATIONS
ADVISORY NOTE TO STUDENTS

This note is for a prospective student.

You are strongly encouraged to thoroughly research on the private education institution (PEI) conducting the course before signing up for any course. You should consider, for example, the reputation of the PEI, the teacher-student ratio of its classes, the qualifications of the teaching staff, and the course materials provided by the PEI.

By signing and returning the Student Contract (the "Contract"), you agree to the terms and conditions which will bind you and the PEI, if you accept the PEI's offer of a place in a course of study offered or provided by the PEI.

You should ask the PEI to allow you to read a copy of the Contract (with all blanks filled in and options selected) in both English and the official language of your home country, if necessary. For your own protection, you should review all the PEI's policies, and check carefully that you agree to all the terms of the Contract, including the details relating to each of the following sections, before signing the Contract:

- a. The duration of the course, including holidays and examination schedules, and contact hours by days and week;
- b. The total fees payable, including course fees and other related costs;
- c. Dates when respective payments are due;
- d. The refund policy in the event of voluntary withdrawal (by you) or enforced dismissal from the course or programme (by PEI);
- e. The Fee Protection Scheme you are subscribed to and its coverage;
- f. The dispute resolution methods available; and
- g. Information about the PEI's policies on academic and disciplinary matters.
- h. The qualification which will be awarded to you upon successful completion of the course.

If you have any doubt about the contents of the Contract, or if the terms are different from what the agent or the PEI have informed you previously, or advertised, you should always seek advice and/or clarifications before signing the Contract.

This portion below is to be completed by the signatory of the Student Contract, i.e. either the student, or if the student is below the age of 18, his parent or guardian.

I, _____, NRIC/Passport number _____,
(name of student/parent/guardian) (NRIC/passport number)

Have read and understood this advisory note before signing the Student Contract for myself / my ward **

(_____, (NRIC / passport) _____)
(name of ward)

with The Explore School House Pte. Ltd. .

(signature of student or parent / guardian)

Date: _____

**Please delete whichever is inapplicable.*

Personal Data Collection Statement

1. It is often essential for you and/or your child to provide to The Explore School House Pte. Ltd. (the 'School') data about yourself and your family or for the School to collect information about you and/or your child that is subject to applicable data protection or other similar laws in Singapore (your "Personal Data") from time to time in connection with your child's enrolment or prospective enrolment with us. Such Personal Data may include your and/or your child's identity documents, contact details, information concerning date of birth, marital status, nationality, racial or ethnic origin, past academic history, medical conditions, dietary restrictions, billing and bank information.

2. Such Personal Data is initially collected through the enrolment process. Other Personal Data is collected in the course of your child's time with the School. Personal Data may also be collected through your or your child's use of our email system or internet services for compliance with the School's Internet and Email Usage Guidelines.

3. Personal Data you and/or your child provide to the School may be collected, used, disclosed and otherwise processed for the following purposes:

3.1 determining eligibility for enrolment in the School;

3.2 assessing, monitoring and reporting on individual student performance, attendance and disciplinary records;

3.3 monitoring students' email communications and internet use in accordance with the School's Internet and Email Usage Guidelines;

3.4 supporting students' learning through curricula and extra-curricular activities including but not limited to outdoor trips and inter-school competitions;

3.5 providing pastoral care where appropriate;

3.6 providing healthcare and wellness services;

3.7 provision of online services such as the School's internet portals;

3.8 responding to your enquiries and/or feedback;

3.9 application of student passes where appropriate;

3.10 application for Ministry of Education approval for Singapore Citizens;

3.11 facilitating payment for goods and/or services provided by the School and/or a third party on the School's behalf including verification of bank and credit card details with third parties and using the Personal Data provided to conduct matching procedures against databases of known fraudulent transactions (maintained by us or third parties);
and

3.12 all other matters relating to your child's enrolment and education with the School as the School may consider to be necessary or appropriate.

4. In addition, Personal Data you and/or your child provide to the School may be collected, used, disclosed and otherwise processed for the following purposes:

4.1 conducting of statistical studies and analysis, either by the School or by a third party service provider;

4.2 supplying any goods and/or services which the School or its selected vendors may offer or may require from the School, including but not limited to bus services, food services, travel agents and hotels;

4.3 where appropriate, promoting the School to prospective students, including but not limited to the school's prospectus, magazine and website;

4.4 where appropriate, sharing of information on the School's Portal, for access by parents and employees;

4.5 sending promotional and marketing information by post, email and SMS about the school, activities and events as well as carefully selected third parties;

4.6 for registration to the School's Alumni and connection purposes between Alumni, for access by Alumni department and other Alumni as per their consent given at registration;

4.7 sending of event updates and other communications to the Alumni; and

4.8 all other matters relating to the operation of the School as the School may consider to be necessary or appropriate.

4.9 all other matters relating to the mission, function or operation of the School as the School may consider to be necessary or appropriate.

5. Personal Data provided to the School will generally be kept confidential but you hereby consent and authorize us to provide or disclose your and/or your child's Personal Data for the purposes stated in clauses 3 and 4 above to the following persons: 5.1 any person to whom the School is compelled or required to do so under law or in response to a request by a government agency;

5.2 any person where public interest or our interests require disclosure;

5.3 any third party service provider who provides administrative, telecommunications, computer, data storage, data processing or other services to the School, whether in Singapore or overseas;

5.4 any third party seeking academic references;

5.5 such sub-contractors or third party service or product providers as the School may determine to be necessary or appropriate, whether in Singapore or overseas; and

5.6 any other persons participating in outreach and engagement activities in support of the School, its mission and community, whether conducted by the School, its related entities, affiliates or appointees; and

5.7 any other persons to support your child's enrolment and education with the School as well as for the operation of the School as the School may consider to be necessary or appropriate.

Personal Data Collection Statement

6. You have the right to request access to and correction of information about you held by the School and you may:

6.1 confirm whether the School possesses or uses (within a year before the date of your request) your and/or your child's Personal Data;

6.2 request that the School corrects any error or omissions in your and/or your child's Personal Data;

6.3 request that the School makes information available about its policies and practices in relation to data protection;

6.4 request that the School makes information available about its processes to receive and respond to complaints that may arise with respect to data protection; and

6.5 withdraw, in full or in part, your consent previously given to the School. However, do note that withdrawal of consent may, in some instances, affect your or your child's enrolment prospects or ability to enjoy the benefits of your enrolment with us. Where applicable, the School will inform you of the likely consequences of withdrawing your consent, and the School will, as soon as reasonably practicable, respond to your request. In some instances, we may require a minimal fee or deposit to cover the incremental costs related to the request by you.

7. Written requests relating to your Personal Data or the School's policies, practices and processes in relation to data protection may be directed to:

The Data Protection Officer

The Explore School House Pte. Ltd.

Email: DataProtection@theexploreschool.org

I hereby confirm that, with effect from the date when I first provided any Personal Data to the School:

a) I have fully read and understood this Personal Data Collection Statement and the terms relating to the collection, use, disclosure and/or processing of my and/or my child's Personal Data by the School and I hereby consent to such collection, use, disclosure and/or processing of my and/or my child's Personal Data as described above;

b) I confirm that I have the consent of any relevant next-of-kin and family members for the use of their Personal Data in accordance with the purposes and in a manner described above.

Name : _____

Signature : _____

Date : _____