



CPE Registration No: 200823490E

Registration Period: 20 May 2022 to 19 May 2026

Affiliated to: Central Board of Secondary Education, India

Cambridge Assessment International Education, UK

STUDENT HANDBOOK



#3, Hu Ching Road, Singapore - 619 651

Ph: +65 6265 2342, +65 6265 8610 Hotline: +6590405969

Fax: +65 6265 2341

Email: info@yuvabharathi.sg

Website: www.yuvabharathi.sg

CONTENTS

1. INTRODUCTION.....	3
2. AIMS (student portal)	7
3. FACULTY LIST.....	7
4. CODE OF CONDUCT.....	7
5. DISCIPLINE.....	9
6. ATTENDANCE.....	9
7. ACADEMICS.....	9
8. ASSESSMENT.....	9
9. AWARDS.....	10
10. EXTRA CURRICULAR ACTIVITIES.....	11
11. STUDENT SUPPORT SERVICE.....	11
12. PARENT SUPPORT GROUP.....	11
13. QUALITY, HEALTH AND SAFETY STANDARDS	11
14. CHILD PROTECTION: HEALTH & SAFETY.....	11
15. FIRE DRILL.....	12
16. FEE PROTECTION SCHEME & MEDICAL INSURANCE.....	12
17. TRANSFER, WITHDRAWAL & REFUND.....	12
18. TRANSPORT.....	12
19. DISPUTE RESOLUTION POLICY.....	12

1. INTRODUCTION

- YBIS is affiliated to CBSE (Central Board of Secondary Education, New Delhi)
- Cambridge Assessment International Education, UK

Academic Schedule:

Montessori and Kindergarten	Session:1 9.00 a.m. to 12.00 p.m. Session:2 12.30 p.m. to 3.30 p.m.
Class 1 to 12, CP1 to IGCSE 1	9.00 a.m. to 3.30 p.m.
Reporting time to School	8.45 am

School Location map and Working hours

The School Location and contact details is made available in the link given below

<https://www.yuvabharathi.sg/index.php/contact-us>

Working days (Mon – Fri) : 8.45 a. m – 4.30 p.m.
Saturdays : 8.45 a. m – 12.30 p.m.

The school is closed on Sundays and Public holidays

Contact Details:

For all matters related to the school administration and academics, school Office Contact details are as below:

- Landline : +65 62652342 (office hours)
- Hotline : +65 90405969
- Facsimile : +65 62652341
- e-mail : info@yuvabharathi.sg

Other Useful Numbers:

- Police 999 (toll free)
- Fire & Ambulance 995 (toll free)
- Non- Emergency Ambulance 1777
- Singapore General Hospital 6222 3322
- CPE Student Services Centre 6592 2108

1.1. School Prayer

1.1.1 Morning Prayer

Almighty God,

I thank you for this new dawn.

Help me to renew my strength and multiply my knowledge.

Empower me to achieve my goals and do my duties sincerely.

Fill me with love and wisdom to serve others and become a shining star of Yuvabharathi.

1.1.2 Evening prayer

Almighty God,

I thank you for this day,

I am grateful for the knowledge I acquired.

Kindly shower your blessings on everyone around me.

1.2. SCHOOL PHILOSOPHY

1.2.1 Motto

Initiating Inquiry

1.2.2 Vision

Focus on centrality of activities and innovative practices through thematic links.

1.2.3 Mission

To resound values enshrined in our culture that adapt to scientific and social challenges.

1.2.4 Core Values and Cultures

- Committed to the highest standards of ethics and integrity.
- Dedicated facilities for dynamic and rewarding learning experiences.
- Collaborative relationship with the community that adds value to the school system.

1.2.5 School wide Learner Outcome

Inquisitive learners who

- Are open minded and inquisitive
- Initiate an active role in critical thinking and exploring possibilities
- Reflects, refines and thrives for self - development for lifelong learning

Effective communicators who

- Receive, process, interpret and express ideas confidently using bilingual skills
- Make connections between concepts and learn beyond boundaries
- Communicate through multiple creative methods academically and artistically

Collaborators who

- Appreciate and show care and concern
- Work interdependently and synergically in teams, respecting other's view
- Learn from and contributes to the learning of others

Global Citizens who

- Initiate an active role in community and encompass diverse culture
- Are committed to highest standards of ethics and integrity
- Adapt to constant changing world

School Calendar

For school calendar, click on the link below:

<http://ybis.aimsapp.com/studportal>

Communication Mode

- For all routine communications use only official e-mail - info@yuvabharathi.sg.
- Communications through telephone is for emergency only.
- Official meeting with the Director / Principal on working days is viable with a prior appointment.

2. AIMS (student portal)

The school Academic Information Management System (AIMS) is built on a leading Internet technology.

All students can access through the Student Portal the following features:

Homepage:

Announcements

My Accounts

- Update Particulars (Change of Address, Email IDs, contacts & blood group, Visa Status & Validity Date)
- Invoice
- Receipts
- Insurance Policy and Certificates

For more details: <http://ybis.aimsapp.com/studportal>

3. FACULTY LIST

Our academic staff are competent, qualified and dedicated. This, along with our emphasis on continuous staff training and development, helps to ensure that your child obtains an excellent international education.

The faculty list is made available in the following link:

<https://www.yuvabharathi.sg/docs/static/faculty.pdf?v=2>

4. CODE OF CONDUCT

Student Code of Conduct is developed to educate students about their civic and social responsibilities.

Dress Code:

Students should comply with the school dress code on all days when they are in the school campus. The school dress code is as follows:

Girls:

- White & Grey designer frocks with a red belt (Montessori to Class 5, CP1 to CP5).
- Low waist Grey pinafore with a white shirt and a red belt (Class 6 to Class 12, CLS1 to IGCSE 1).
- Bloomers or inner tights in grey colour is compulsory.
- House T- shirts (dry fit) & black shorts to be worn on PE, Yoga & ECA days.
- Hair to be well- groomed or plaited if the length is below shoulder level.
- One small stud (non-dangling) earring is allowed.
- Make up or nail polish is not permitted.
- Nails must be kept short and clean.
- Simple black shoes with white socks to suit all school activities to be worn.

Boys:

- White shirt tucked in with grey shorts (Montessori to Class 5, CP1 to CP5).
- White shirt tucked in with grey full pants. (Class 6 to Class 12, CLS1 to IGCSE 1).
- House T- shirts (dry fit) & black shorts for Class 1 to 12 to be worn on PE, Yoga & ECA days.
- Hair to be cut short and well groomed.
- Simple black shoes with white socks to suit all school activities to be worn.

Arrival and dispersal**A. Arrival of Students**

- Students are required to report to school 15 minutes before the commencement of classes.
- Students who avail the school transport will disembark at the school foyer and proceed to their respective classroom.
- Students who commute on their own or parent drop off will enter school by the side gate and proceed to their respective classroom.
- All school gates will be closed 5 minutes before the start of school.

B. Dispersal of Students

- Students who avail the school transport will proceed to the Bus Bay and board the bus.
- Parent pick up and students who commute on their own will exit by the side gate.
- In the event of rain, parents may be allowed to wait at the school auditorium to receive their child.

The classes will be conducted according to the timetable. Daily timings are subject to adjustment each year to accommodate any changes made to the school timetable.

5. DISCIPLINE

https://www.yuvabharathi.sg/docs/static/discipline_policy.pdf

6. ATTENDANCE

- Daily attendance is marked twice a day - Forenoon and Afternoon. The school encourages all its students to be regular and punctual for its daily classes. Details of Attendance policy is made available on the following link:

http://yuvabharathi.sg/docs/static/attendance_policy.pdf

7. ACADEMICS

Academic Program

The school is affiliated to two established worldwide educational curricula:

- Central Board of Secondary Education, New Delhi, India.
- Cambridge Assessment International Education, UK.

Our professionally qualified and experienced teachers are ably guided and supported by coordinators, Principal and Management to provide students with opportunities to derive enjoyment from their learning journey.

The details of the courses and subjects offered, subject modules and assessment details is made available in the following link

<https://www.yuvabharathi.sg/index.php/courses-1>

8. ASSESSMENT

A. Assessment Pattern and Schedule

Assessment at YBIS happens all through the year both formally and informally. Students are assessed in both Scholastic & Co-scholastic areas / Core & Wider Curriculum. It helps in a holistic development giving room for improvement and enhancement of knowledge and skills.

For Assessment details & Assessment schedule login to the individual AIMS Student Portal:

<http://ybis.aimsapp.com/studportal/frmLogin.aspx?strLoginPg=1>

Academic Honesty Policy is made available on the school website.

http://yuvabharathi.sg/docs/static/academic_honesty_policy.pdf

B. Promotion Policy

CBSE

- The school follows a 'no retention policy' for Preschool, Class 1 to 8. Upon parent request the student can continue in the same class to equip oneself to be able to get adapted to the next level curriculum.
- Students from classes 9 to 11 will have to meet the minimum qualifying marks (33% per subject) to be promoted to the next level.
- For promotion to Class 12, a student should get 33% in each subject. It is important to pass theory and practical/project separately to be considered a pass.
- Attendance requirement: Minimum of 75% for regular students and 90% for those students on Student Pass.

CAMBRIDGE ASSESSMENT INTERNATIONAL EDUCATION

- Cambridge Primary CP1 to Lower Secondary CLS3 The school follows a 'no retention policy' for CP 1 - CLS 3.
- Upon parent request the student can continue in the same class to equip oneself to be able to get adapted to the next level curriculum.
- A student getting grade 'E' in one or more subjects will be given a retest to improve grades.
- Qualifying Grade: 'D' and above in all subjects.
- For Cambridge IGCSE, the grades awarded are A*-G, with A* being the highest.
- Performance below the standard of grade G is not reported on the certificate.
- Attendance requirement: Minimum of 75% for regular students and 90% for those students on Student Pass.

C. Assessment Appeal Policy

YBIS believes in fair and transparent means for providing Assessment results. Assessment appeal policy is intended to provide a formal means for appealing the outcome of an assessment result(s).

For details, please log in to:

http://yuvabharathi.sg/docs/static/assessment_appeal_policy.pdf

9. AWARDS

The following awards are given to students to encourage and motivate them to excel:

- a. Proficiency Award – for Academic Excellence
- b. Sports – Award for Excellence in Sports
- c. Star Kid Award – for Excellence in Character and Demeanour
- d. Certificate of Achievement – 100% Attendance

CRITERIA FOR PROFICIENCY AWARD

- Proficiency awards are given annually.
- Every year the top three students from each level are selected for proficiency awards.
- Ranking for proficiency is calculated based on the written examination marks obtained by the students in the following subjects:

Class	Subjects
1 to 2	English, Math, EVS, II Language
3 to 5	English, Math, Science, EVS, II Language
6 to 9	English, Math, Science, Social Science, II Language
11	English, Math, Physics, Chemistry, Biology, Computer Science, Accountancy, Economics, Business Studies
10 & 12	Based on CBSE Board Examination Results
CP1 & CP2	English, Math, Science, II Language
CP3 to CLS3	(English, Math, Science) paper 1 & 2, II Language
IGCSE 1	English as First Language, Math, Coordinated Science, Economics, Information & Communication Technology, II Language
IGCSE 2	Based on International General Certificate for Secondary Examination Results

- Only marks of students who appear for the assessment at school on the scheduled dates will be considered for proficiency.
- Students who miss the school-based assessment for medical reasons or on valid grounds will be allowed to take the Examination / Assessment on a later date. However, these marks will be reflected in the Achievement / Progress report but will not be considered for proficiency.

10. EXTRA CURRICULAR ACTIVITIES

Students have the opportunity to participate in a variety of extracurricular activities during their time at school. These activities help to hone innate skills and support students in social development by offering opportunities to mix with students of different age groups. The students are trained by special/experienced coaches. The details of ECA is made available in the link given below:

<https://www.yuvabharathi.sg/index.php/school-life/extra-curricular-activities>

11. STUDENT SUPPORT SERVICE

All students have a right to feel safe, supported and included in the school. The school provides a variety of student support services and facilities to meet their needs and enrich their educational experience. This involves our compassionate interest with their overall well-being, supporting students to integrate their studies with other aspects of life.

The details of the school support services are made available in the following link

<https://www.yuvabharathi.sg/index.php/home/root/school-life/student-support-services>

12. PARENT SUPPORT GROUP

The Parent Support Group (PSG) is a platform to share time and talent to help achieve the school's Vision, Mission, Core Values and Culture. This is a group of parents who help out in the school and organise school events. This partnership allows for both the home and school to mutually benefit from the support of each other.

13. SCHOOL ALUMINI

YBIS Alumni Association aims to promote a lifelong relationship amongst YBIS graduates and is a wonderful platform for them to exchange information and stay connected with each other while remaining unified in the spirit of global citizens.

14. QUALITY, HEALTH, AND SAFETY STANDARDS

YBIS is certified to ISO 9001:2015 (Quality Management System), ISO 45001:2018 (Safety and Health Management system) and is certified bizSAFE Star (Risk Management) to ensure quality and safety and health at our school.

15. CHILD PROTECTION: HEALTH & SAFETY

YBIS is committed to provide a safe and healthy environment to students and working staff as they carry out their daily school activities. School will ensure that everything possible and practicable is done to eliminate risks to health or safety and to provide hazard free learning environments.

YBIS has a zero tolerance for child abuse and is committed to acting in children's best interests and keeping them safe from harm. The School is committed to providing the necessary resources to ensure compliance with all relevant child protection laws and regulations and maintain a 'Child Safe Culture'.

https://www.yuvabharathi.sg/docs/static/child_protection_policy.pdf

16. PARENTS, VOLUNTEERS AND VISITORS CODE OF CONDUCT

All school staff are entitled to a safe and happy work environment in the best interests of our children as well as staff themselves.

It is expected that every parent, volunteer /visitor will model good values which includes but is not limited to:

- treat staff, students, and the school with respect.
- make appointments at a mutually convenient time to communicate your concerns in a constructive manner.
- behave in a manner that does not endanger the health, safety and well-being of themselves or others.
- respect points of view that are different from their own and refrain from actions and behaviour that constitutes harassment or discrimination.
- ensure that their actions, activities, conduct or communication do not bring any disrepute or undermine the reputation of the school, staff, or students.

FIRE DRILL

Fire Drill exercise is conducted twice a year to familiarise with the evacuation process in the event of a fire or other emergencies

Emergency Procedures: Fire Alarms and Fire Drills are taken seriously by everybody on the school campus. If the Fire Alarm sounds, it is treated as a genuine emergency.

17. FEE PROTECTION SCHEME & MEDICAL INSURANCE

<https://www.yuvabharathi.sg/index.php/home/cpe/cpe-regulations>

18. TRANSFER, WITHDRAWAL & REFUND

<https://www.yuvabharathi.sg/index.php/home/root/admission/refund-transfer-withdrawal-policy>

19. TRANSPORT

<https://www.yuvabharathi.sg/index.php/school-life/school-bus>

20. DISPUTE RESOLUTION POLICY

<https://www.ssg.gov.sg/cpe/student-services/dispute-resolution.html>