

## CPE REGISTRATION INFORMATION

As required by the Private Education Regulations

### a) The Registration Number of the Private Education Institution

*Melbourne Specialist International School*

*Registration Number: 201421721H*

*Period of Registration: 24 October 2016 – 2 August 2018*

### b) & c) The name and addresses of all registered premises of the Private Education Institution

*Melbourne Specialist International School*

*75c Loewen Road, Loewen Gardens, Singapore, 248853*

### d) The Registered Premises:

*75c Loewen Road, Loewen Gardens, Singapore, 248853*

### e) Learning Areas, Floor Areas and Capacity of Each Classroom

<b>Learning Areas</b>	<b>Size</b>	<b>Seating Capacity</b>
Classroom 1	25.1 sqm	16 Students
Classroom 2	27.4 sqm	12 Students
Classroom 3	35.9 sqm	16 Students
Dance Room	17.43 sqm	10 Students
Classroom 5	35.79 sqm	12 Students
Classroom 6	23.38 sqm	12 Students
Life Skills Room	34 sqm	12 Students
Therapy Room	6.6 sqm	1 Student

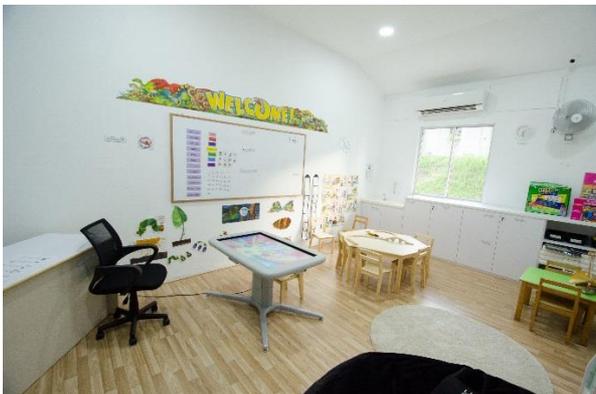
The school's building is a single story building that is enclosed in its own-gated surroundings. It has a total floor area of 309.92 m<sup>2</sup> with five classrooms, one dance room, one life skills room, one therapy room, one reception area and toilets for the physically challenged and common toilets for the general public.



CLASSROOM



CLASSROOM



CLASSROOM



CLASSROOM



DANCE/MUSIC STUDIO



LIFE SKILLS KITCHEN

f) Specialist Facilities and Equipment

The School provides specialist facilities including:

- Gymnasium (Gymnastics and Dance)
- Life Skills Classroom/ Kitchen
- Dance/Music Studio
- Enclosed yards for Play Areas, Sports Ground and Basketball/Netball half Court for play, lessons and Physical Education activities

g) The name of every Manager of the Private Education Institution

Board of Directors: Ms Jayanti Nadarajoo, Mr Ganesh Kanapathy

h) The name of every member of the Academic Board and The Examination Board of the PEI

Academic and Examination Board:

- 1) Jayanti Nadarajoo
- 2) Ganesh Kanapathy Junior
- 3) Van Hale Daryl Duane

i) The organisational structure of the PEI, and the names of the persons having charge of or responsibility for every school, or department or faculty thereof, and every other section of the PEI. These details can be provided upon request, please email admissions@msis.edu.sg

j) The names of the courses which Melbourne Specialist International School provides the PEI has the permission of the Council to offer or provide under section 43(1) of the Act, and the modules or subjects thereof:

### Course Title: Visual and Performing Arts Programme

<b>Module</b>
<b>Area of Learning:</b> Visual and Performing Arts
<ul style="list-style-type: none"> <li>• Module: Dance</li> </ul>
<ul style="list-style-type: none"> <li>• Module: Music</li> </ul>
<ul style="list-style-type: none"> <li>• Module: Art</li> </ul>
<ul style="list-style-type: none"> <li>• Module: Drama</li> </ul>
<b>Area of Learning:</b> English Literacy
<ul style="list-style-type: none"> <li>• Module: Speaking and Listening <ul style="list-style-type: none"> <li>○ Auditory Functioning <ul style="list-style-type: none"> <li>▪ Auditory awareness</li> <li>▪ Auditory attention</li> <li>▪ Auditory location</li> <li>▪ Auditory discrimination</li> </ul> </li> <li>○ Receptive Language <ul style="list-style-type: none"> <li>▪ Intentional Stage</li> <li>▪ Pre-intentional Stage</li> </ul> </li> <li>○ Expressive Language <ul style="list-style-type: none"> <li>▪ Intentional Stage</li> <li>▪ Pre-intentional Stage</li> </ul> </li> </ul> </li> </ul>
<ul style="list-style-type: none"> <li>• Module: Reading <ul style="list-style-type: none"> <li>○ Visual functioning <ul style="list-style-type: none"> <li>▪ Visual awareness</li> <li>▪ Visual attention</li> </ul> </li> </ul> </li> </ul>
<ul style="list-style-type: none"> <li>• Module: Writing <ul style="list-style-type: none"> <li>○ Pre- Writing</li> <li>○ Writing strategies and expression</li> </ul> </li> </ul>
<b>Area of Learning:</b> Numeracy



Module: <ul style="list-style-type: none"><li>○ Number</li><li>○ The operations</li><li>○ Money</li></ul>
Module: Spatial Relations
Module: Measurement <ul style="list-style-type: none"><li>○ Length</li><li>○ Mass</li><li>○ Capacity</li><li>○ Time</li></ul>
Module: Probability
<b>Area of Learning:</b> General Studies <ul style="list-style-type: none"><li>● Module: Self and Relationships</li></ul>
● Module: Daily Living
● Module: Personal Safety
● Module: School and Pedestrian Safety
● Module: Eating and Drinking Skills
● Module: Dressing Skills
● Module: Personal Hygiene and Grooming
● Module: Nutrition
● Module: Technology
<b>Area of Learning:</b> Physical Education and Sport <ul style="list-style-type: none"><li>● Module: Gross Motor Movements<ul style="list-style-type: none"><li>○ Sitting</li><li>○ Crawling</li><li>○ Standing</li><li>○ Walking</li><li>○ Running</li><li>○ Jumping</li><li>○ Hopping</li><li>○ Skipping</li></ul></li></ul>

<ul style="list-style-type: none"> <li>○ Climbing</li> <li>○ Forward roll</li> </ul>
<ul style="list-style-type: none"> <li>● Module: Ball Skills</li> </ul>
<ul style="list-style-type: none"> <li>● Module: Bike Education</li> </ul>
<ul style="list-style-type: none"> <li>● Module: Trampoline Usage</li> </ul>
<ul style="list-style-type: none"> <li>● Module: Wheelchair Mobility <ul style="list-style-type: none"> <li>○ Manual Wheelchair</li> <li>○ Electric Wheelchair</li> </ul> </li> </ul>
<ul style="list-style-type: none"> <li>● Module: Minor Games</li> </ul>
<ul style="list-style-type: none"> <li>● Module: Modified Sports</li> </ul>

k) & l) The names of deployed teachers, courses they are teaching and qualifications can be provided upon request, please email [admissions@msis.edu.sg](mailto:admissions@msis.edu.sg)

m) Information on the courses referred to in subparagraph (j) including

i) The manner in which every course will be taught

Early Years – Individual Learning Plans that include play based learning using Dance, Music Art and Drama, delivered in full time courses with the options of 2, 3 or 5 days per week.

Pre- kinder – Individual Learning Plans that include play based learning using Dance, Music Art and Drama, delivered in full time courses with the options of 2, 3 or 5 days per week.

Kindergarten Individual Learning Plans that include play based learning using Dance, Music Art and Drama, delivered in full time courses with the options of 2, 3 or 5 days per week.

Foundation – Individual Learning Plans that include play based learning using Dance Music Art and Drama delivered full-time.

Pathways - Independent and Guided Learning including Individual Learning Plans that include play based learning using Dance Music Art and Drama, delivered full-time.

Transition - Independent and Guided Learning including Individual Learning Plans that include play based learning using Dance Music Art and Drama plans help personalise the education experience for each child, delivered full-time.

ii) The requirements for enrolment and graduation in respect of every course

To enrol your child you need to fill out a student application form, pay the registration fee and provide the school with information about your child, including:

1. Evidence of your child's date of birth, e.g. Birth certificate
2. Immunisation status certificate
3. Medical diagnosis
4. Health and welfare information
5. Your child's travel options, e.g. Private car, school bus etc.

All enrolments will also require the completion of the Melbourne Specialist International School privacy notice. Once your application has been received your child will be invited to spend a day with us. After this trial you will be notified in writing of the success of your application including a written report.

## Requirements for graduation

Students at MSIS are assessed **qualitatively**. The student reports will contain a description provided by the school, on the personal qualities of the student. The assessment will capture the student's strengths as an individual, as well as the areas where he/she has displayed growing maturity or development. Students who complete schooling with MSIS until the age of 18 receive a Certificate of Graduation.

iii) The manner in which every assessment or examination for every course will be conducted

## Melbourne Specialist International School- Assessment Summary Sheet

### Assessment definition

Assessment at MSIS is an ongoing process of gathering, analysing and reflecting on evidence to make informed and consistent judgements to improve the future of our students learning.

Purpose of our student assessments

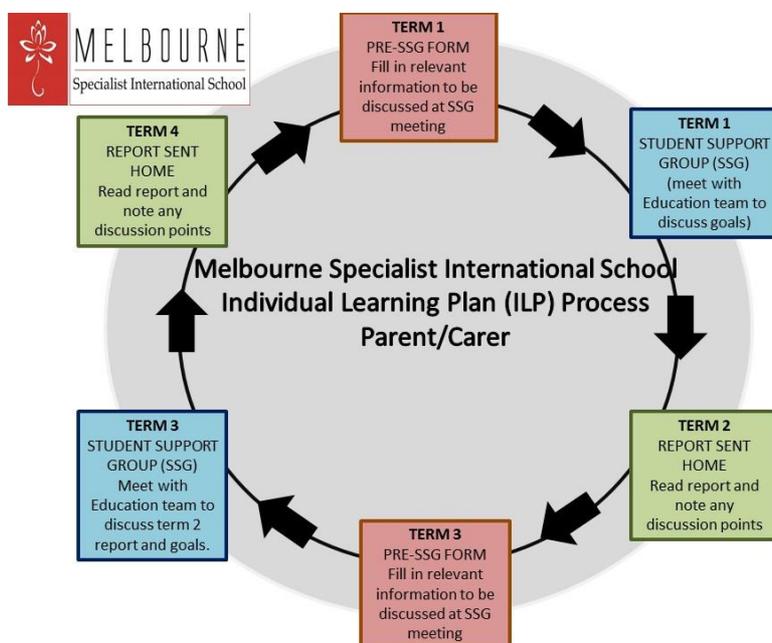
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Assessment for improved student learning requires a range of assessment practices to be used with three main purposes:

- Assessment FOR learning - occurs when teachers use inferences about student progress to inform their teaching

- Assessment AS learning - occurs when students reflect on and monitor their progress to inform their future learning goals
- Assessment OF learning - occurs when teachers use evidence of student learning to make judgements on student achievement against goals and standards.

Every student at MSIS will receive an Individual Learning Plan (ILP) that is developed through a Student Support Group Meeting (SSG) that outlines what Educational Objectives will be prioritised for that student for each academic year (see ILP Process below).



### Student Assessments Tools

Student assessments are made up of the following tools.

- Educational Objective Checklists
- Video footage
- Photographs
- Student Work Product
- Electronic portfolios (photographic evidence of student work backed up in school file for each student)
- Bi-annual student reports (Term 2 & Term 4)

Assessment and Reporting Cycle at MSIS:

**Student Support Group (SSG)/Report** cycle for each year is as follows-

<b>Term 1</b>	SSGs held in middle of Term 1- The priority at SSG is to establish and clarify the student's goals. ILP is written and sent home.
<b>Term 2</b>	Mid-year student reports written and sent home at the end of term.
<b>Term 3</b>	SSGs held at start of Term 3- The priority at SSG is to review progress consult parents on the report and clarify the student's goals. ILP is written and sent home.
<b>Term 4</b>	End of year student reports written and sent home at the end of term.

i) The commencement date and end date of every course

**2018 School Year**

Semester One - 8<sup>th</sup> January to 21<sup>st</sup> June

Semester Two - 18<sup>th</sup> July to 13<sup>th</sup> December

Term Three – 11<sup>th</sup> July to 23<sup>rd</sup> September

Term Four – 3<sup>rd</sup> October to 16<sup>th</sup> December

ii) The terms or requirements of any industrial attachment  
Not applicable

n) The average teacher-student ratio for every course referred to in sub paragraph (j)

**Year Level 2018 Ratios**

Pre Kinder – Reception 1:4

Kindergarten – 1:4

Foundation – 1:4

Pathways – 1:4

Transition – 1:4

o) All fees that are payable by students for every course referred to in sub paragraph (j)



PROGRAMME FEES	1ST SEMESTER 2018			2nd SEMESTER 2018			Yearly Fee 2018
	8th January 2018-22nd June 2018			18th July 2018 - 14th December 2018			
Class	Course Fee	GST 7%	Total Course Fee	Course Fee	GST 7%	Total Course Fee	
<b>1. Pre-kindergarten (Age 3 - 5 Years)</b>							
- 5 Full Day	\$ 12,018.84	\$ 841.32	\$ 12,860.16	\$ 10,451.16	\$ 731.58	\$ 11,182.74	\$ 24,042.90
- 5 Morning Half Day	\$ 9,615.07	\$ 673.05	\$ 10,288.12	\$ 8,360.93	\$ 585.27	\$ 8,946.20	\$ 19,234.32
- 3 Morning Half Day	\$ 6,730.55	\$ 471.14	\$ 7,201.69	\$ 5,852.65	\$ 409.69	\$ 6,262.34	\$ 13,464.02
- 2 Morning Half Day	\$ 4,807.53	\$ 336.53	\$ 5,144.06	\$ 4,180.47	\$ 292.63	\$ 4,473.10	\$ 9,617.16
<b>2. Kindergarten / Early Years (Age 5 - 6 Years)</b>							
- 5 Full Day	\$ 13,220.72	\$ 925.45	\$ 14,146.17	\$ 11,496.28	\$ 804.74	\$ 12,301.02	\$ 26,447.19
- 5 Morning Half Day	\$ 10,576.58	\$ 740.36	\$ 11,316.94	\$ 9,197.02	\$ 643.79	\$ 9,840.81	\$ 21,157.75
- 3 Morning Half Day	\$ 7,403.60	\$ 518.25	\$ 7,921.86	\$ 6,437.92	\$ 450.65	\$ 6,888.57	\$ 14,810.43
- 2 Morning Half Day	\$ 5,288.29	\$ 370.18	\$ 5,658.47	\$ 4,598.51	\$ 321.90	\$ 4,920.41	\$ 10,578.88
- 5 Afternoon Half Day	\$ 9,915.54	\$ 694.09	\$ 10,609.63	\$ 8,622.21	\$ 603.55	\$ 9,225.76	\$ 19,835.39
- 3 Afternoon Half Day	\$ 6,940.88	\$ 485.86	\$ 7,426.74	\$ 6,035.55	\$ 422.49	\$ 6,458.03	\$ 13,884.77
- 2 Afternoon Half Day	\$ 4,957.77	\$ 347.04	\$ 5,304.81	\$ 4,311.10	\$ 301.78	\$ 4,612.88	\$ 9,917.70
<b>3. Foundation Yr 1 (Age 7 - 8 Years)</b> <b>Foundation Yr 2 (Age 8 - 9 Years)</b>							
- Full Day	\$ 14,422.60	\$ 1,009.58	\$ 15,432.19	\$ 12,541.40	\$ 877.90	\$ 13,419.29	\$ 28,851.48
- Morning Half Day	\$ 11,538.08	\$ 807.67	\$ 12,345.75	\$ 10,033.12	\$ 702.32	\$ 10,735.43	\$ 23,081.18
- Afternoon Half Day	\$ 10,816.95	\$ 757.19	\$ 11,574.14	\$ 9,406.05	\$ 658.42	\$ 10,064.47	\$ 21,638.61
<b>4. Pathways Yr 3 (Age 10 - 13 Years)</b> <b>Pathways Yr 4 (Age 14 - 15 Years)</b>							
- Full Day	\$ 15,023.55	\$ 1,051.65	\$ 16,075.19	\$ 13,063.95	\$ 914.48	\$ 13,978.43	\$ 30,053.63
- Morning Half Day	\$ 12,018.84	\$ 841.32	\$ 12,860.16	\$ 10,451.16	\$ 731.58	\$ 11,182.74	\$ 24,042.90
- Afternoon Half Day	\$ 11,267.66	\$ 788.74	\$ 12,056.40	\$ 9,797.97	\$ 685.86	\$ 10,483.82	\$ 22,540.22
<b>5. Transition Yr 5 (Age 16 - 18 Years)</b>							
- Full Day	\$ 15,624.49	\$ 1,093.71	\$ 16,718.20	\$ 13,586.51	\$ 951.06	\$ 14,537.57	\$ 31,255.77
- Morning Half Day	\$ 12,499.59	\$ 874.97	\$ 13,374.56	\$ 10,869.21	\$ 760.84	\$ 11,630.05	\$ 25,004.62
- Afternoon Half Day	\$ 11,718.37	\$ 820.29	\$ 12,538.65	\$ 10,189.88	\$ 713.29	\$ 10,903.18	\$ 23,441.83
<b>6. Transition Yr 6 (Age 18 - 21 Years)</b>							
- Full Day	\$ 16,225.43	\$ 1,135.78	\$ 17,361.21	\$ 14,109.07	\$ 987.63	\$ 15,096.70	\$ 32,457.92
- Morning Half Day	\$ 12,980.34	\$ 908.62	\$ 13,888.97	\$ 11,287.26	\$ 790.11	\$ 12,077.36	\$ 25,966.33
- Afternoon Half Day	\$ 12,169.07	\$ 851.84	\$ 13,020.91	\$ 10,581.80	\$ 740.73	\$ 11,322.53	\$ 24,343.44

**School Hours**

Full Day  
Morning Half Day

8:30 a.m. to 3:00 p.m.  
8:30 a.m. to 12:00 p.m.



# MELBOURNE

Specialist International School

Other fees	Fees Before GST	GST (7%)	FEES INCL.GST
<b>1. One Time Payment</b>			
Application fee	\$ 1,200.00	\$ 84.00	\$ 1,284.00
Pre-Admission Assessment fee -PSYNAPTICA	\$ 980.00	\$ 68.60	\$ 1,048.60
<b>2. Annually</b>			
- Registration fees	\$ 1,000.00	\$ 70.00	\$ 1,070.00
- Development fees	\$ 200.00	\$ 14.00	\$ 214.00
- Facilities fees	\$ 500.00	\$ 35.00	\$ 535.00
- Insurance	\$ 100.00	\$ 7.00	\$ 107.00
<b>Total other fees annually</b>	\$ 3,980.00	\$ 278.60	\$ 4,258.60

Other Services Provided (Optional) - Note : 16 sessions per semeste	BY SEMESTER	GST 7%	FEES INCL. GST
1 Occupational Therapy (\$132/Session)	\$ 2,112.00	\$ 147.84	\$ 2,259.84
2 Speech Therapy(\$170/Session, Excl. \$210 Int. Consul.)	\$ 2,930.00	\$ 205.10	\$ 3,135.10
3 Art Therapy (\$150/Session)	\$ 2,400.00	\$ 168.00	\$ 2,568.00
4 Osteopathy (\$145/Session)	\$ 2,320.00	\$ 162.40	\$ 2,482.40
5 Physiotherapy (\$185/Session)	\$ 2,960.00	\$ 207.20	\$ 3,167.20
6 Dietetics & Nutrition (\$170/Session)	\$ 2,720.00	\$ 190.40	\$ 2,910.40
7 Psychotherapy - (\$145/Session)	\$ 2,320.00	\$ 162.40	\$ 2,482.40