

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: 3 August 2018 – 2 November 2020

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

Learning Areas	Size	Seating Capacity
Classroom 1	25.1 sqm	16 Students
Classroom 2	27.4 sqm	12 Students
Classroom 3	35.9 sqm	16 Students
Indoor Gym	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 m² 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

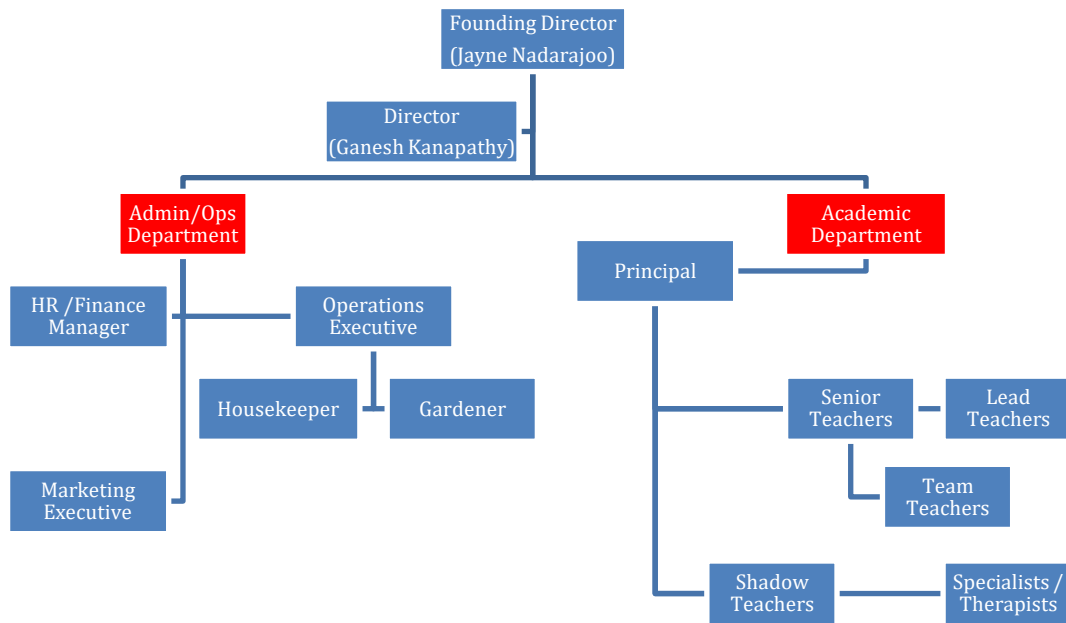
Board of Directors: Ms Jayanti Nadarajoo, Mr Ganesh Kanapathy

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) Sukhbinder Colebourne

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.



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

Module
Area of Learning: Visual and Performing Arts
<ul style="list-style-type: none"> • Module: Dance
<ul style="list-style-type: none"> • Module: Music
<ul style="list-style-type: none"> • Module: Art
<ul style="list-style-type: none"> • Module: Drama



Area of Learning: English Literacy

- Module: Speaking and Listening
 - Auditory Functioning
 - Auditory awareness
 - Auditory attention
 - Auditory location
 - Auditory discrimination
 - Receptive Language
 - Intentional Stage
 - Pre-intentional Stage
 - Expressive Language
 - Intentional Stage
 - Pre-intentional Stage

- Module: Reading
 - Visual functioning
 - Visual awareness
 - Visual attention

- Module: Writing
 - Pre- Writing
 - Writing strategies and expression

Area of Learning: Numeracy

Module:

- Number
- The operations
- Money

Module: Spatial Relations

Module: Measurement

- Length
- Mass
- Capacity
- Time

Module: Probability



Area of Learning: General Studies
• Module: Self and Relationships
• 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
Area of Learning: Physical Education and Sport
• Module: Gross Motor Movements <ul style="list-style-type: none">○ Sitting○ Crawling○ Standing○ Walking○ Running○ Jumping○ Hopping○ Skipping○ Climbing○ Forward roll
• Module: Ball Skills
• Module: Bike Education
• Module: Trampoline Usage
• Module: Wheelchair Mobility <ul style="list-style-type: none">○ Manual Wheelchair○ Electric Wheelchair
• Module: Minor Games

- Module: Modified Sports

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

Name	Qualification	Qualification awarded by	Courses / Modules deployed	Full-time / Part - time
Sukhbinder Kaur	Bachelor of Arts, NUS.	National University of Singapore. B.A -History, Political Science and Philosophy. Post graduate Diploma in Education, SENco.	Principal.	Full-Time
Krithika Venkatraman	Masters in Education, NIE-NTU, 2019	NIE- NTU Educational Inquiry. Human development. Early Intervention. Curriculum Design and Development.	Lead Teacher, Early Years. In charge of classroom management, development of Early years curriculum, with focus on Moderate learning Difficulties.	Full Time

Fitriah Abu Samah	Higher Nitec in Business Administration	ITE, Singapore Business Communication, Business Marketing and administration.	Teaching Assistant, Early Years.	Full-Time
Laurente Marivic Molina	Bachelor of Science in Physical therapy, 2002	Pamantasan Ng LUNGSOD NG Manila, 2002 B.A in Physiotherapy; Trained ABA Therapist.	Lead Teacher, Foundation 1, Develop directed attention for pupils with ASD, write up Individual Learning Plans, develop shared attention for specific learning goals.	Full- Time
Muhammad Amir Bin Rawi	Diploma in Food Service, 2011	Nanyang Polytechnic, Established guidelines in Food hygiene and practise.	Classroom Assistant, Foundation 1, assist in development and write up of individual learning plans, assist in classroom management.	Full-Time

<p>Nur Afiqah Farhana Binte Zainal Abidin</p>	<p>Bachelor of Science (Psychology), 2017</p>	<p>Sussex University Foundation Psychology Foundation in Counselling. Research Methods and design in Psychology. Social Psychology and Individual Differences.</p>	<p>Lead Teacher, Foundation 2, Lead, manage and assess pupils with specific learning difficulties. Development of ILP and track progress. In charge of overall classroom management.</p>	<p>Full-Time</p>
<p>Ms Pooja</p>	<p>Cache Level 4</p>	<p>Teaching assistant College, London. Support of pupils with Special Educational Needs, working with families and other professionals.</p>	<p>Co-Lead, Foundation 2. Assist in classroom support and in assessing pupils learning requirements and needs.</p>	<p>Full Time</p>
<p>Nur Amalina Binti Ohrallayali</p>	<p>Bachelor of Science (Psychology) 2016</p>	<p>The Australian National University Clinical and Health Psychology, Psychology and Social Science Research.</p>	<p>Lead Teacher, Pathway 3, Development of curriculum for Complex Learning needs, Post 16s</p>	<p>Full-Time</p>

Ms Zana	Advanced Diploma in Child Psychology	Atrium School of Arts and Sciences. Counselling, Education Psychology and Cognitive Psychology.	Co-Lead in Pathway 3.	Full-Time.
Muhammad Shafiq Bin Samil	Diploma in Nursing	Nanyang Polytechnic, 2018 Registered Nurse.	Pathway 3, Shadow Teacher, Assist in specific Pupil support, complex needs.	Full- Time
Clairah Nathan	B.A, Childhood studies and Disability Studies.	Northumbria University, 2017 Disabilities, Families and Lifestyle. Global Perspectives of Childhood and Youth.	Lead teacher, Pathway 4, Transition 5 & 6, Transition, Curriculum Co-Ordinator.	Full-Time
Ms Rekha	Graduate Diploma in Counselling Psychology	College of Allied educators, 2018 Counselling Methods, Counselling Ethics, Skills, Developmental Psychology.	Pathway 4/Transition 5 &6. Co-Lead. Vocational Training. Classroom support, assist in writing ILP and pupils support in learning needs. Development of Pastoral and Personal Care Curriculum.	Full-Time

Ms Anjum Mehra Nath	B'Ed in Special Education, 2003	SNDT, Mumbai University Learning Disability, Mental Retardation and CP.	Vocational Coach for Post 16 year olds to access experience and learning at the work place.	Part-Time
Kenneth Ngo	Bachelor of Arts	(MAGNA CUM LAUDE) Abilene Christian University. Music, Drumming and Singing.	Whole School Music Specialist	Part Time
Daryl Duane Van Hale	Bachelor of Science	Valley City State, US Social Welfare Science. Developmental Disabilities.	Centre Manager, ASPIRE. SEN Centre.	Full-Time

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.

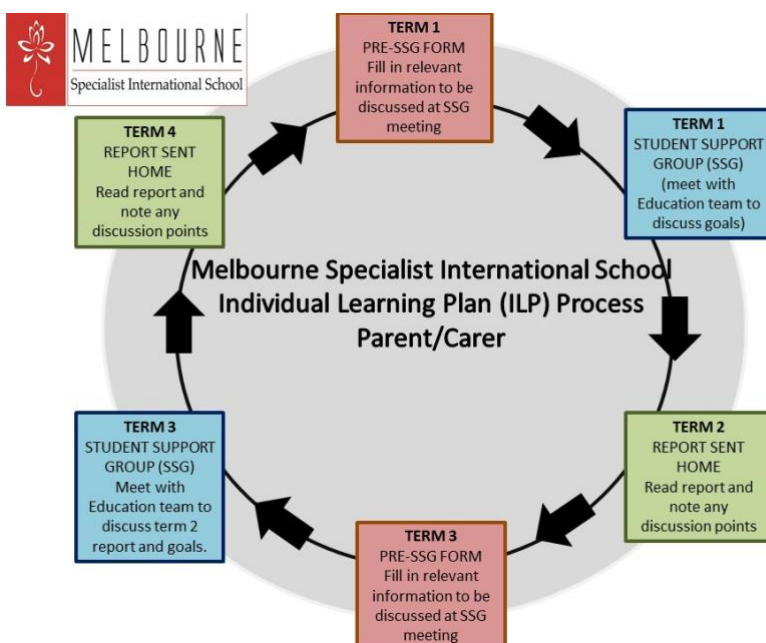
Purpose of our student assessments

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.

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-

Term 1	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.
Term 2	Mid-year student reports written and sent home at the end of term.
Term 3	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.
Term 4	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 - 8th January to 21st June

Semester Two - 18th July to 13th December

Term Three – 11th July to 23rd September

Term Four – 3rd October to 16th 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	
1. Pre-kindergarten (Age 3 - 5 Years)							
- 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
2. Kindergarten / Early Years (Age 5 - 6 Years)							
- 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
3. Foundation Yr 1 (Age 7 - 8 Years) Foundation Yr 2 (Age 8 - 9 Years)							
- 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
4. Pathways Yr 3 (Age 10 - 13 Years) Pathways Yr 4 (Age 14 - 15 Years)							
- 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
5. Transition Yr 5 (Age 16 - 18 Years)							
- 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
6. Transition Yr 6 (Age 18 - 21 Years)							
- 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

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

Morning Half Day

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



Other fees	Fees Before GST	GST (7%)	FEES INCL.GST
1. One Time Payment			
Application fee	\$ 1,200.00	\$ 84.00	\$ 1,284.00
Pre-Admission Assessment fee -PSYNAPTICA	\$ 980.00	\$ 68.60	\$ 1,048.60
2. Annually			
- 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
Total other fees annually	\$ 3,980.00	\$ 278.60	\$ 4,258.60

Other Services Provided (Optional) - Note : 16 sessions per semester	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