

Information for Students

2023-2024

INSTRUCTIONAL HOURS (Face to Face Learning)

GRADE	MONDAY, TUESDAY, THURSDAY AND FRIDAY	WEDNESDAY
K1	11.15 am – 2.15 pm	9.45 am - 12.15 pm
K2	7.15 am – 11.15 am	7.15 am – 10.45 am
K3 – G2	7.15 am – 1.45 pm	7.15 am – 12.30 pm
G3-5	7.15 am – 2.45 pm	7.15 am – 12.30 pm
G6-12	7.00 am – 3.00 pm	7.00 am – 12.45 pm

Note: The first part of Kindy – G5 day is a devotional time.

LUNCH & BREAK TIME

CLASSES	DAYS	TIMES	
		BREAK	LUNCH
K1	Mon, Tue, Wed, Thu, Fri	As arranged by class teachers	-
K2	Mon, Tue, Wed, Thu, Fri	As arranged by class teachers	-
K3	Mon, Tue, Wed, Thu, Fri	As arranged by class teachers	As arranged by class teachers
G1 – G5	Mon, Tue, Thu, Fri	9:00-9:45 am	12.00 – 12.45 pm
G1 – G5	Wed	9:00-9:45 am	11.15 am – 12.00 pm
G6 to G8	Mon, Tue, Thu, Fri	9.30 – 10.00 am	12.35 – 1.15 pm
G6 to G8	Wed	10.00 - 10.30 am	-
G9 to G12	Mon, Tue, Thu, Fri	9.50 - 10.10 am	12.35 - 1.20 pm
G9 to G12	Wed	10.00 - 10.20 am	-



Attendance & Punctuality

Students are expected to regularly attend class every school day as designated on the official SPH calendar. This may include school events such as school celebrations, field trips, retreats, home concerts, chapels to name some examples. Excused absences may be approved as a result of administrative action, or due to an accident, emergency or illness.

Students are expected to have an attendance record exceeding **85% over** the school year and should not miss more than 5 days in the year due to team events and non-compulsory trips.

START OF THE DAY

Grade 6 to Grade 12 Students are expected to be in class by 7.00 am

Kindy 2 to Grade 5 Students are expected to be in class by 7.15 am

Kindy 1 Students are expected to be in class by 11.15

Junior School (JS) students arriving after 7.15 am must go to the Administrative Office/TU Office (1st floor, room 101) to get a LATE hall pass. **Middle & High School (MS & HS) students arriving after 7.00 am** must go to the MS & HS Office (4th floor, room 415) to get a LATE hall pass.

LEAVING THE SCHOOL EARLY

Students may not leave campus at any time during the day without prior arrangement (e.g. written request from a parent/guardian or picked up by a parent/guardian). With the written request from a parent/guardian, students leaving the school early must first get permission from their class teacher and then sign out at the Administrative/TU Office (room 101) for K – Grade 5 students or MS & HS Office (room 415) for grades 6-12 students. The designated staff will then provide a hall pass with an administrator's signature for leaving the campus.

ABSENCE

Parents should either phone the school (29056439 or 29056789 extensions 143100/144005) on the day of the absence (**before 7.30 am**) or email to Ibu Audrey (audrey.widjaja@sph.ac.id) for Junior School or Ibu Widi (puji.widiasih@sph.ac.id) for Middle & High School. Additionally, parents may also submit an attendance excusal letter for their child's absence through ManageBac.

END OF THE DAY

Students must leave school as soon as school is over unless the students are involved in after school activities. Students wishing to participate in after school activities must be present in school throughout that day. Any exceptions to this policy may only be made by the administrators.



DROP OFF / PICKUP POINT

Detailed information on drop-off and pick-up of students will be shared with parents as we approach the beginning of the school year.



AFTER SCHOOL PROGRAM AND EXTRA-CURRICULAR ACTIVITIES

We are looking forward to restarting a robust After School Program and extra-curricular activities. We plan to send out information on program offerings at the starting of the school year. Information will be made available on the [parent portal](#).



Student Conduct

A vital part of our community is the respect we have for one another. Students need to be friendly and courteous in all interactions with administrators, staff, security personnel, cleaning staff, cafeteria staff, other adults and fellow students. In our school building, we want to create a welcoming environment and we encourage all members of our community greet visitors and offer assistance if needed.

Students are responsible for the school environment e.g.: keeping the grounds and buildings free from litter or graffiti. **Chewing gum is not allowed at the school.** Cleaning up after lunch or break is expected.

Electronic items such as video game systems are not to be brought to school. If seen or used during school hours, they will be confiscated and kept for one week. In specific instances and with prior teacher permission, some electronic items may be brought to school/class. The use of a computer (laptop or tablet) is restricted to schoolwork only throughout the day. Expectations on devices will be addressed by homeroom teachers as they introduce the BYOD (Bring Your Own Device) policy.

Handphones may not be used during the school day unless permission is granted from a staff member. When a hand phone is used or seen within school hours without permission, it will be confiscated.

Students are expected to participate appropriately in all activities including chapel, assemblies, field trips, retreats, seminars, mission service learning, etc. Student participation in all school activities necessarily include conduct in accordance with the school's code of conduct.

Students are expected to **arrive to each class on time**.
Students must have a hall pass to leave the classroom during class time.

Physical Education (PE) is compulsory for all students in K-G10 and an integral part to the curriculum. Students must provide a note from his/her parents to the PE teacher if they are unable to participate in PE classes.

When disciplinary consequences are given, the immediate goals are always to:

- Prevent future inappropriate and possibly harmful behaviour
- Rebuild relationship where they have been damaged
- Bring a positive change to students' attitude



Equipment and Facilities

Textbooks are the property of SPHKV and are loaned to the students. Students are responsible to use school property correctly. Students are charged for damage or loss of texts or library books. The replacement cost is two times the cost of the damage/lost item.

The school **bookstore** is available for students needing to purchase general school supplies or uniform items. As of now, we are serving the parents and students through the [online bookstore](#).

The computer labs may be used only under the supervision of teacher or ICT personnel.

There are separate science labs for general science, biology, physics and chemistry. They are to be used only under the supervision of a teacher or lab assistant.

All sports facilities will be available and require teacher supervision. Exceptions for G9-12 students may be granted with teacher approval. Students must follow the safety rules and guidelines established by the PE Department. The use of sports facilities during break/lunch time is encouraged but requires the teacher's supervision at all time.

The school **library** is a quiet place to study and do research. Students using the library must be accompanied by a teacher or staff member and adhere to strict safety protocols. Students using the library must follow the resource circulation guidelines and directions established by library personnel. The library is open from 7.00 am to 3.15 pm.

The **health centre** is available for students during school hours. Students will only be admitted to the health centre if they have an appropriate hall pass/given permission by their teachers. If a student is too ill to return to normal classes, parents will be notified to pick up their child.

Lockers are provided and assigned to each student. School lockers, like school textbooks, are loaned to students but are still school property. Lockers must be cared for and used correctly. Students are liable for damage due to misuse. The outside of the lockers may not be decorated unless approved by the class teacher. At the end of the school year, the locker must be emptied and cleaned and in good condition. Lockers may be inspected as required and without prior notice.

Students are responsible for their own personal belongings. **Valuable items** such as musical instruments may be stored in the classrooms (with teacher's permission) during the school day.



Field Trip and Mission Service Learning

Field Trip/Retreat/MSL play important role in the school program, thus, they are programs with compulsory attendance. All students are required to participate, unless the activity is categorized as an optional field trip. The cost for optional field trips may vary, depending on the transportation, program cost, and number of participants.

A Field Trip/Retreat can range from a one-day trip or a multi-day overnight trip depending on the grade and age level. Day trips and retreats are compulsory, and the cost will be borne by the school.



HOMEWORK

Homework is a normal part of school life, and it is also part of the learning process for each student. Even if no homework is assigned, students should always review the material that has been covered in class and spend between 20-30 minutes independently reading or reading with a parent.



PARENT ID CARD

Every new family will be issued a **parent ID card** providing entrance into the school area. This ID must be always visible/available when the parent is on campus.



School Uniform and Student Appearance

SPH seeks to maintain its reputation as a high standard and disciplined school and requires students to adhere to the established dress code. The school also wants to ensure that clothing, jewellery or personal appearance does not cause a distraction to the learning process or create social competitiveness.

School uniforms must be worn on each school day or school event, unless permission has been granted to wear special clothing. Students must wear proper school uniform at all times.

School uniforms must be purchased from SPH Bookstore. Please consider buying more than one set of the uniform (including PE uniform as PE classes may run more than once a week).

PE UNIFORM

Full SPH PE uniform (PE shirts and shorts) must be worn for all Physical Education (PE) classes. Bathing suits are compulsory when swimming (Girls must wear a modest one-piece bathing suit; Boys must wear a modest bathing suit). The PE Department can give further details and clarification.

JACKETS

SPH jackets and jackets offered by Student Council SPHKV are the only acceptable jacket for students from Kindergarten-Grade12. Grade 12 students are additionally allowed to wear their class sweaters.

THEME SHIRT

Once released, students must wear the school Theme Shirt each Wednesday along with the following neat, casual wear: **Kindergarten-Grade 5** boys may wear knee-length pants or full-length pants with closed-toe shoes, **Grade 6-Grade 12 boys** must wear full-length pants with closed-toe shoes, **Girls** may wear full-length pants or skirt worn below knee and closed toe shoes. Pants must be neat and appropriate (formal or business casual); pants with rips or tattered ends or are tight fitting and other similar pants are not permitted.

SHOES

Black shoes are part of the uniform. For safety and protection, shoes must be closed-toed and closed heels with laces or Velcro enclosures and girl's shoes may not have heels. Some white on the midsole and logo is acceptable.

SKIRTS/DRESSES (FOR GIRLS)

Length of skirt/dress must be below the knee. During active play, it is strongly recommended that girls wear appropriate shorts under their skirts.

JEWELRY

Limited to small, inexpensive amounts such as a thin bracelet, simple ring, tiny necklace or one pair of tiny earrings (boys may not wear earrings). Whenever items such as jewelry become obvious, it detracts from the school "uniform" and will be addressed.

HAIR

Hair should be worn as suitable for a conservative business setting. Girl's hair, if longer than shoulder length, should be put in a ponytail during Science labs and PE classes. Boy's hair must be trimmed above the collar, eyebrows and ears. **Hair coloring is not permitted.** NO facial hair is allowed.

MAKE-UP/NAIL POLISH

No make-up/nail polish is allowed.

BODY PIERCING/TATTOO

No visible body piercing/tattoo is allowed.

SCHOOL BAGS

Students may use their own bags to carry school supplies, bags with trolleys, offensive writing or pictures are not permitted.

GENERAL APPEARANCE

Students are to come to school dressed in a clean and tidy uniform. It is expected for the school uniform, whenever and wherever it is worn, to be worn correctly. When students are in public, even at the mall, and are in uniform they represent the school. To represent the school in a sloppy manner shows disrespect or disregard to the school community.

In all areas of student appearance, the school administrators or teachers reserve the right to determine appropriateness and the consequence for student appearance violation. In most cases, students will be corrected immediately. This may include purchasing appropriate uniform elements from the bookstore or the students may be sent home as disciplinary action.



Bookstore Information

Uniform and school supplies can be purchased online at SPH bookstore through this link:

<https://www.bookstore.sph.ac.id/sph-kemang-village> 

Please follow the instruction on the website and for further information, please contact:

Ibu Findy, WhatsApp: +6281382618683 (business hours)

Onsite bookstore opening hours: 13:00 - 15:00 PM (Mon-Fri, by appointment)



Contact Information

Should you have any further questions please contact:

ADMISSIONS: For general information about school



Devina Mangke

✉: devina.mangke@sph.ac.id

☎: 021-29056789 ext. 142310

☎: [+62 812-8368-2158](tel:+62812-8368-2158)



Clifford Mandang

✉: clifford.mandang@sph.ac.id

☎: 021-29056442 or 021-29056789 ext. 142300

☎: [+62 812-8368-2158](tel:+62812-8368-2158)

FINANCE: For school fees and payment



Lidya Purnama Sari

✉: lidya.sari@sph.ac.id

✉: finance-kv@sph.ac.id

☎: 021-29056789 ext. 142100

TU: Student attendance information and help desk



Arsiyana Kusumarani (Achi)

✉: arsiyana.kusumarani@sph.ac.id

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HEAD OF ACADEMICS:



Carol Souisa

✉: carol.souisa@sph.ac.id

☎: 021-29056789 ext. 143000

PRINCIPALS:



Hana Tjong
Junior School Principal

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James Howard
Middle and High School Principal

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