

# PROSPECTUS



**ST FRANCIS**  
**METHODIST SCHOOL**

ESTD 1960

## PRINCIPAL'S MESSAGE

Welcome to St Francis Methodist School (SFMS).

From our beginning 60 years ago, we are today an established educational institution of choice among the international community. We have achieved this on the backs of our school pioneers, especially our honorable founder Mrs Harriet Doraisamy, and education partners who have worked hard to build the school from a size of 27 students to where we are today. We have indeed come a long way.

We are proud to provide our students with quality education, fuelled by our core values: Purpose-driven, Courage, Integrity, Humility and Respect. We strongly subscribe to the scriptural verse from Proverbs 22:6, "Direct your children onto the right path, and when they are older, they will not leave it". This verse epitomises our Vision - A vibrant international learning community where lives are inspired and changed through the Word of God.

We offer a wide range of courses that cater to, and will satisfy, the most discerning student and their parents. Our holistic education prepares our students academically and character-wise for the world, and to be internationally minded. To empower our students to thrive in society, we help mould their character with key skills and competencies, such as creativity, critical thinking, collaboration, emotional intelligence, service orientation, communication and interpersonal skills. This is clearly articulated in our Mission - To provide a nurturing environment where students grow in wisdom, build strength of character and develop competencies.

We celebrated our 60th anniversary last year. We celebrate significant milestones that included the ground-breaking launch of our Cambridge Primary Programme in March 2019 and International Baccalaureate Diploma Programme (IBDP) in January last year. The Primary Programme has exploded in growth, while our first batch of IBDP students blossomed under the guidance of our trained and dedicated teachers. We thank the Lord for His blessings and provision that we can nurture many students to prepare them for their next phase of life.

We are also proud of our school's robust administration and infrastructure that have enabled us to withstand the onslaught of the Covid-19 pandemic. We ensured uninterrupted lessons with the successful implementation of our Home-based Learning (HBL). Although the HBL is a mode of teaching and learning that is new to us and most educational institutions, we persevered and adapted well through the joint effort of our teachers and corporate staff, particularly our IT team. We were able to harness the HBL effectively and efficiently to ensure our students' learning continued, while lessons remained interactive and productive. The HBL has played a crucial role in steering the school toward digital transformation and independent learning to benefit our students.

It remains our Mission to create a lasting and positive impact on these young lives. By providing a nurturing environment, with the help of our caring trained teachers and a rich intercultural community, we desire to see our students grow in wisdom, build strength of character, and develop future-ready competencies.

We invite you to join us and walk this life-changing journey through your child's formative years here at St Francis Methodist School. Your child will be in good hands.

**Mr Wong Lok Oon**  
*Principal*

## WHY SFMS?

### Quality School, Quality Education

SFMS has consistently achieved the 4-year EduTrust Certification, a quality assurance scheme administered by Singapore's Committee for Private Education (CPE). This accolade distinguishes SFMS as a school that continually provides high-quality education services and innovations that lead to positive student outcomes.

#### OUR VISION

A vibrant international learning community where lives are inspired and changed through the Word of God.

#### OUR MISSION

To provide a nurturing environment where students grow in wisdom, build strength of character and develop competencies

#### CORE VALUES

- **Purpose-Driven**  
Living our lives with passion, perseverance and meaning, guided by the Word of God
- **Courage**  
Having the drive and determination to overcome challenges as we pursue our dreams
- **Integrity**  
Using our moral compass, we act bravely and honourably, doing the right things even when no one is looking
- **Humility**  
Having a teachable and generous spirit, we recognise that we are all part of a greater cause and to seek to serve the school and the community
- **Respect**  
Showing care and compassion for the community and the environment, and appreciating that everyone is unique and special



## Rich Heritage

SFMS was founded by Mrs Harriet T Doraisamy in 1960 and later came under the umbrella of the Methodist Church in Singapore (MCS) in 1995. From its beginnings as a girls' school with only 27 students, SFMS is an established and recognised co-educational school today that is home to students of diverse nationalities.

## Unique Learning Experience

SFMS has always believed in a holistic education that caters to every student's academic, spiritual, physical, social and emotional needs. As such, we provide a nurturing learning environment, offer unique opportunities for every student to excel through appropriate educational pathways, and equip them with life skills and strength of character to succeed in this rapidly changing world. Our students are part of a vibrant international learning community where their lives are inspired and changed through the Word of God.

Our team of highly competent and qualified teachers – many of whom have been certified by the National Institute of Education (NIE), Singapore's teacher training institution – is dedicated to and purposeful in mentoring every student to help them achieve their fullest potential.



## Multiple Academic Pathways and Programmes

SFMS offers multiple academic pathways and programmes to meet the different needs and aspirations of our students. These pathways lead to broad-based, rigorous and widely recognised pre-university qualifications, providing our students with excellent admissions opportunities to both Singapore and international universities.

## Comprehensive Student Development Programmes

SFMS desires our students to not only achieve academic excellence but also develop into fine young men and women of exemplary character. The school has developed programmes which aim to impart the requisite values to students, share the Word of God, involve students in community projects, develop discipline, and equip them with essential leadership skills.

## Well-equipped Facilities and Spaces

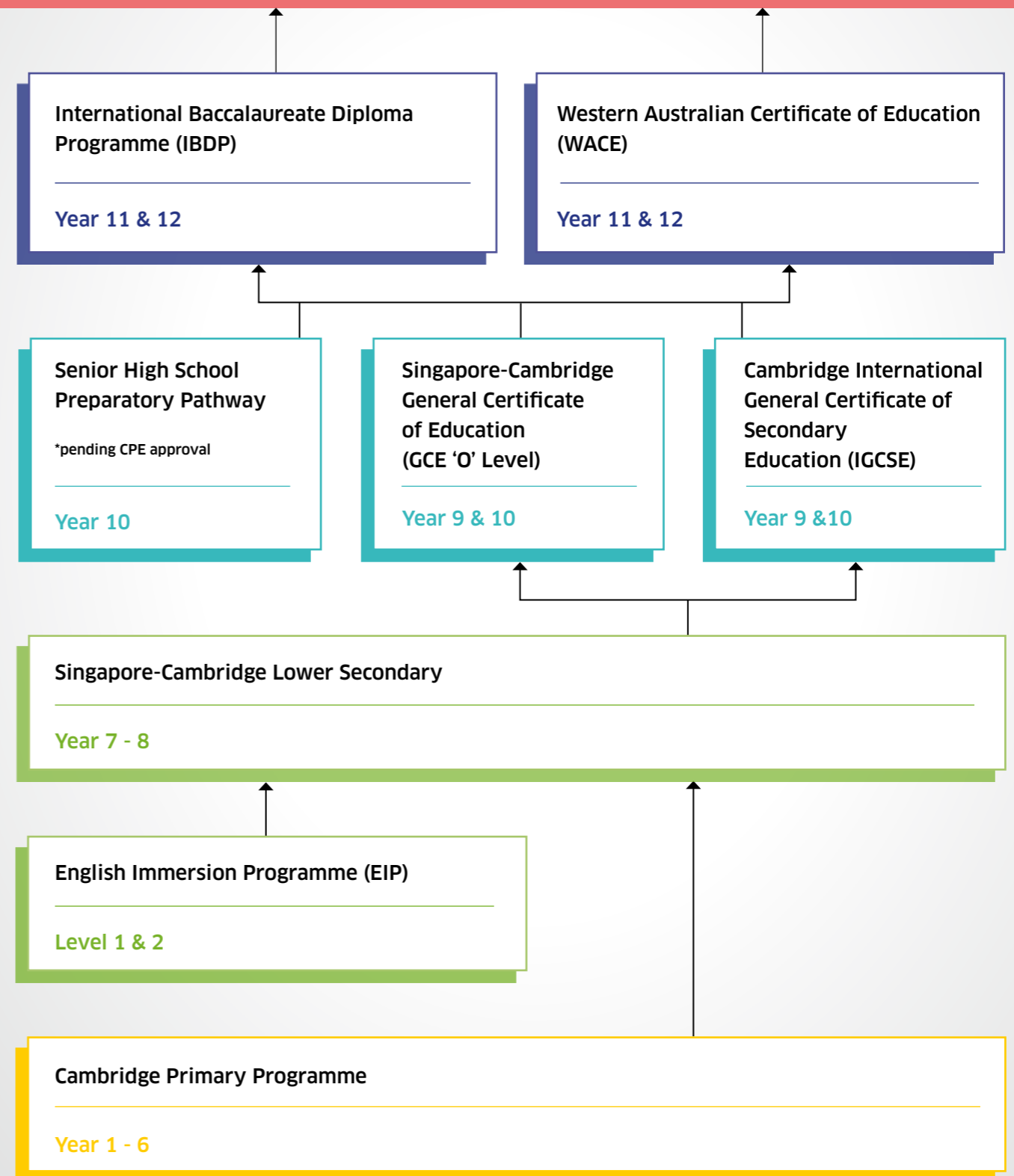
SFMS is equipped with multiple facilities, such as air-conditioned classrooms, a learning resource centre, science and IT laboratories, and a multi-purpose hall to meet the varying needs of our students.

With the Bukit Timah Nature Reserve next to the school, students are also surrounded by greenery and ample opportunities to learn beyond the classroom.

## Excellent Accessibility

The Hillview MRT Station is just next to the school. Conveniently located along Upper Bukit Timah Road, SFMS is also easily accessible by car, bus or on foot.

## Universities Worldwide



## Cambridge Primary Programme (Year 1-6)

The Cambridge Primary Programme is designed to help students nurture a love for learning and prepare them for educational success. Through a wide range of subjects, students will achieve good grounding in language, numeracy and problem-solving skills. They will also benefit from the rigour of quality local teaching, cultural practice and international exposure of the Cambridge Primary Programme. Responsibility for self and others will be developed through daily interaction and different learning experiences. Students who graduate from our Cambridge Primary programme are curious and caring learners, confident communicators, and gracious members of society.

### COURSE OBJECTIVE

The Cambridge Primary Programme helps students build a strong foundation in subject disciplines and knowledge and develop sound character and values.

### MINIMUM ENTRY REQUIREMENTS

- ▶ 6 - 12 years old
- ▶ Completed previous year level
- ▶ Satisfactory performance in the SFMS Admission Test and/or interview
- ▶ Level-appropriate proficiency in the English Language

### INTAKES

Year-round  
(subject to vacancies available)

### COURSE DURATION

6 years

### COURSE OFFERINGS

- ▶ English
- ▶ Chinese
- ▶ Mathematics
- ▶ Science
- ▶ Global Perspectives and Maker space
- ▶ Music
- ▶ IT Skills
- ▶ Visual and Performing Arts
- ▶ Physical and Health Education
- ▶ Christian Education
- ▶ Character and Values Education
- ▶ Student Service Learning
- ▶ Outdoor Education
- ▶ Co-Academic Programme
- ▶ Student Leadership



## English Immersion Programme (EIP) 1 & 2

The English Immersion Programme (EIP) is designed to help students improve their English and prepare them for further studies in our Secondary level academic programmes. The EIP covers the four skills in English Language learning, namely reading, writing, listening and speaking. It aims to help students achieve the minimum proficiency in English required for them to learn more effectively when they join the secondary level classes.



### COURSE OBJECTIVE

The English Immersion Programme helps students become confident users of the English Language.

### MINIMUM ENTRY REQUIREMENTS

- ▶ 11 - 14 years old (EIP 1), Completed Year 6 or at least 5 years of formal Primary education
- ▶ 13 - 15 years old (EIP 2), Completed Year 7 or its equivalent
- ▶ Satisfactory performance in SFMS Admission Test and/or Interview

### INTAKES

Year-round  
(subject to vacancies available)

### COURSE DURATION

1 year

### COURSE OFFERINGS

- ▶ English
- ▶ Mathematics
- ▶ Science
- ▶ IT Skills
- ▶ Visual and Performing Arts
- ▶ Physical and Health Education
- ▶ Christian Education
- ▶ Character and Values Education
- ▶ Student Service Learning
- ▶ Outdoor Education
- ▶ Co-Academic Programme
- ▶ Student Leadership



## Singapore-Cambridge Lower Secondary (Year 7 & 8)

The Singapore-Cambridge Lower Secondary curriculum is a broad-based programme that sets the foundation for students in languages, mathematics, science and the humanities. The programme prepares students for higher learning at Upper Secondary level.

### COURSE OBJECTIVE

This course provides students with a good foundation in a range of subjects to enable them to progress to any of the pathways at the Upper Secondary level.

### MINIMUM ENTRY REQUIREMENTS

- ▶ 12 - 15 years old (Year 7)
- ▶ 13 - 16 years old (Year 8)
- ▶ Completed Year 6 or PSLE or at least 5 years of formal Primary education
- ▶ Pass equivalent Year 6 English at ESL Level or pass in SFMS Admission Test and/or Interview

### INTAKES

Year-round  
(subject to vacancies available)

### COURSE DURATION

2 years

### COURSE OFFERINGS

- ▶ English
- ▶ Chinese
- ▶ Geography
- ▶ Science
- ▶ Mathematics
- ▶ Language Arts (Enhance Literacy)
- ▶ Global Perspectives
- ▶ Entrepreneurship
- ▶ IT Skills
- ▶ Visual and Performing Arts
- ▶ Physical and Health Education
- ▶ Christian Education
- ▶ Character and Values Education
- ▶ Student Service Learning
- ▶ Outdoor Education
- ▶ Co-Academic Programme
- ▶ Student Leadership

## Cambridge International General Certificate of Secondary Education (IGCSE) (Year 9 & 10)

Offered by Cambridge Assessment International Education (CAIE), the Cambridge IGCSE is recognised by leading universities and employers worldwide and is an international passport to progression and success. Developed over 25 years ago, it is tried, tested and trusted by schools worldwide.

### COURSE OBJECTIVE

Offering a variety of routes for learners with a wide range of abilities, the course also supports students whose first language is not English to become proficient in the English language. The course equips students with skills in creative thinking, inquiry and problem-solving, and provides them with a good foundation to progress to any of the pathways at the Pre-Tertiary level.

### MINIMUM ENTRY REQUIREMENTS

- ▶ 13 - 17 years old
- ▶ Completed Year 8 or its equivalent
- ▶ Satisfactory performance in the SFMS Admission Test and/or interview

### INTAKES

Year-round  
(subject to vacancies available)

### COURSE DURATION

2 years

### COURSE OFFERINGS

- ▶ English - First Language (EFL)
- ▶ English as a Second Language (ESL)
- ▶ Chinese - First Language
- ▶ Mathematics
- ▶ Mathematics - Additional
- ▶ Chemistry
- ▶ Biology/Physics\*
- ▶ Accounting\*
- ▶ Geography/Business Studies\*
- ▶ Physical and Health Education\*
- ▶ Foundation Chinese
- ▶ Christian Education
- ▶ Character and Values Education
- ▶ Student Service Learning
- ▶ Co-Academic Programme
- ▶ Student Leadership

\*Elective Subjects

\*Subject will only be offered if minimum class size is met.

## Singapore-Cambridge General Certificate of Education (Ordinary Level) (GCE O-Level) (Year 9 & 10)

The Singapore-Cambridge GCE O-Level is a two-year programme that prepares students to be proficient in one or two languages, mathematics, science and humanities. The Singapore-Cambridge GCE 'O' Level programme is jointly examined by the Cambridge Assessment International Examination (CAIE), the Ministry of Education (MOE), Singapore and the Singapore Examination and Assessment Board (SEAB).

### COURSE OBJECTIVE

The course provides students with a good foundation in a broad range of subjects to enable them to progress to any of the pathways at the Pre-tertiary level.

### INTAKES

Year-round  
(subject to vacancies available)

### COURSE DURATION

2 years

### MINIMUM ENTRY REQUIREMENTS

- ▶ 15 - 19 years old
- ▶ Obtained at least a pass in 3 subjects at Year 8 or its equivalent including Maths and Science/Social Studies
- ▶ Pass equivalent Year 8 English at ESL Level or pass in SFMS Admission Test and/or interview

### COURSE OFFERINGS

- ▶ English
- ▶ Chinese (Higher Chinese)
- ▶ Mathematics
- ▶ Additional Mathematics\*
- ▶ Chemistry
- ▶ Biology/Physics\*
- ▶ Principles of Accounts
- ▶ Geography/Chinese Literature\*
- ▶ Physical and Health Education
- ▶ Foundation Chinese
- ▶ Christian Education
- ▶ Character and Values Education
- ▶ Student Service Learning
- ▶ Co-Academic Programme
- ▶ Student Leadership

\*Elective Subjects

\*Subject will only be offered if minimum class size is met.

## Senior High School Preparatory Pathway (Year 10) (pending CPE's approval)

The Senior High School Preparatory Programme is designed to equip students with the skills they need to succeed in the Western Australian Certificate of Education (WACE) or International Baccalaureate Diploma Programme (IBDP).

The pathway provides a distinctive learning experience in preparation for both the WACE and IB programmes, via a broad range of subject offerings infused with WACE and IBDP elements. Students will develop an international mindset and hone core skillsets fundamental in both these programmes, such as the requisite inquiry, cognitive, research, thinking, language, writing, and self-management skills.

### COURSE OBJECTIVE

The pathway provides students with the learning opportunities to develop and hone essential skills to progress to and succeed in the Western Australia Certificate of Education (WACE) or International Baccalaureate Diploma Programme (IBDP).

### MINIMUM ENTRY REQUIREMENTS

- ▶ 14 - 18 years old (Year 10)
- ▶ Completed Secondary 3 or equivalent
- ▶ Satisfactory performance in SFMS Admission Tests & Interview

### INTAKES

Year-round  
(subject to vacancies available)

### COURSE DURATION

1 year

### COURSE OFFERINGS

- ▶ First Language English
- ▶ Chinese
- ▶ Mathematics
- ▶ Chemistry
- ▶ Biology\*
- ▶ Physics\*
- ▶ Accounting/Geography\*
- ▶ Business Studies
- ▶ Learning Theory
- ▶ iCARE
- ▶ Physical and Health Education
- ▶ Christian Education
- ▶ Co-Academic Programme
- ▶ Student Leadership

\*Elective Subjects

\*Subject will only be offered if minimum class size is met.



## International Baccalaureate Diploma Programme (IBDP) (Year 11 & 12)

The International Baccalaureate Diploma Programme (IBDP) was established in Geneva in 1968 to provide a globally minded, internationally-respected, university entrance qualification for students studying outside of their home countries.

The IBDP is an academically and personally challenging two-year programme that is today reputed for excellence and acknowledged as a superior pre-university qualification. It provides students of different linguistic, cultural and educational backgrounds with the intellectual, social and critical perspectives necessary for the evolving adult world that lies ahead.

Employing a progressive approach that adopts Theory of Knowledge, the Extended Essay and Creativity, Activity, Service as core subjects, IBDP provides students with opportunities to clarify their values and passions, and develop attitudes and competencies to make sound judgements and wise choices, so that they can succeed at school and beyond.

The IBDP also provides the opportunity to develop both disciplinary and inter-disciplinary knowledge that meets the rigorous standards set by institutions of higher learning around the world.

### Group 1 - Language and Literature

- ▶ English Language and Literature (HL/SL)
- ▶ Chinese Language and Literature (HL/SL)

### Group 2 - Language Acquisition

- ▶ English Language B (HL/SL)
- ▶ Chinese Language B (HL/SL)
- ▶ Chinese Language/Mandarin Ab initio (SL)

### Group 3 - Individuals and Societies

- ▶ Geography (HL/SL)
- ▶ Business Management (HL/SL)
- ▶ Environmental Systems and Societies (SL only)

### Group 4 - Sciences

- ▶ Biology (HL/SL)
- ▶ Chemistry (HL/SL)
- ▶ Physics (HL/SL)
- ▶ Environmental Systems and Societies (SL only)

### Group 5 - Mathematics

- ▶ Mathematics: Applications and Interpretation (HL/SL)
- ▶ Mathematics: Analysis and Approaches (HL/SL)

### COURSE OFFERINGS

- ▶ Theory of Knowledge (Core)
- ▶ Creativity, Activity, Services (CAS) (Core)
- ▶ Extended Essay (Core)
- ▶ Christian Education
- ▶ Character and Values Education
- ▶ Student Service Learning
- ▶ Student Leadership

### MINIMUM ENTRY REQUIREMENTS

- ▶ 16 - 19 years old
- ▶ Completed secondary education with a pass in at least 5 IGCSE subject or equivalent
- ▶ Satisfactory performance in SFMS admission tests and/or interview

### INTAKES

January - February

### COURSE DURATION

2 years

Important: Some subjects may not be offered due to insufficient student enrolment in the subject. In addition, it is not always possible to accommodate all subject combinations due to scheduling conflicts. Every effort will be made to accommodate students' preferences but students may be required to modify their subject choices when necessary.

### COURSE SUBJECTS

To earn the full diploma, a student must take 6 subjects, at least 3 at Higher Level (HL), in addition to the three core elements central to the philosophy of the programme - Theory of Knowledge, Extended Essay and Creativity, Activity, Service.

### COURSE OBJECTIVE

The IBDP emphasises international-mindedness as it prepares students for university and life in a global society.

Nurtured to have the courage to ask challenging questions, the humility to learn how to learn, the confidence to grow their sense of identity, and the respect for differences in cultures and opinions, IBDP graduates are inquirers, thinkers and skilled communicators; special individuals who are knowledgeable, open-minded, principled, reflective, balanced, and caring risk-takers who will chart new paths in the world.



## Western Australian Certificate of Education (WACE) (Year 11 &12)

The Western Australian Certificate of Education (WACE) Year 11 and 12 is an internationally recognised qualification awarded by the School Curriculum and Standards Authority (SCSA), an independent statutory authority that is responsible to the Western Australian Minister for Education. The programme offers both breadth and depth through the study of a range of subjects. All WACE graduates will meet the literacy and numeracy standards set by the SCSA.

### COURSE OBJECTIVE

The WACE course provides a broad-based foundation in content and skills development to prepare students for undergraduate study at university. By incorporating coursework into the curriculum, the course develops inquiry and writing skills in students, regardless of their native language. Upon graduation, students can apply to universities worldwide, including those in Singapore, the US, the UK and Australia.

### MINIMUM ENTRY REQUIREMENTS

- ▶ 15 - 19 years old
- ▶ Obtained at least a C grade or Pass in all four core subjects at year 10 or its equivalent
- ▶ Pass in SFMS Admission Test and/or interview or equivalent international Test or IELTS score of at least 4.5

### INTAKES

Year-round  
(subject to vacancies available)

### COURSE DURATION

2 years

### COURSE OFFERINGS

- ▶ English/English as an Additional Language or Dialect (EALD)
- ▶ Chinese: First Language
- ▶ Mathematics Methods
- ▶ Mathematics Specialist\*
- ▶ Biology\*
- ▶ Chemistry\*
- ▶ Physics\*
- ▶ Accounting and Finance\*
- ▶ Business Management and Enterprise\*
- ▶ Physical and Health Education
- ▶ Christian Education
- ▶ Character and Values Education
- ▶ Student Service Learning
- ▶ Co-Academic Programme
- ▶ Student Leadership

\*Elective Subjects

\*Subject will only be offered if minimum class size is met.



COMPREHENSIVE  
**STUDENT  
DEVELOPMENT**

The inculcation of core values, and development of social and emotional learning (SEL) competencies are critical elements of the holistic education we seek to provide for each SFMS student.

To achieve this purpose, we adopt a schoolwide, systematic and sustainable approach. We are intentional and proactive in equipping our students with the right skills and knowledge, imbuing them with sound values, exposing them to different learning experiences, and providing them with the appropriate platforms and opportunities to apply their learning.

## Character and Values Education (CVE)

01

CVE is a curriculum to inculcate good character and develop sound values, through both structured learning experiences and incidental learning moments. Working closely with their Care Teachers, our students not only learn the right values, but also develop the right skill set and courage to act on those values.



## Christian Ministry 02

As a Methodist school, the principles and ethos underpinning education in SFMS are guided closely by the Word of God. Through the daily morning devotions, weekly chapel sessions, Christian Values lessons and Christian Fellowship, our students discover life lessons that inspire and change their way of life.

## Discipline and Reward

SFMS believes that discipline is necessary to achieve one's goals and personal successes. Discipline is not limiting. Instead, it empowers the students to focus on their goals and persevere until they accomplish these goals. The SFMS Discipline and Reward policy encourages our students to develop the good habit of learning and steers them towards having integrity in everything they do.

03

## 04 Co-Academic Programme (Co-AP)

SFMS offers more than 10 different Co-Academic activities - in sports and fitness, arts and performance, and other special interests. These activities enable our students to participate actively in school life, pursue their passions, explore new interests, and develop critical social, emotional and leadership skills.

## Student Service Learning 05

SFMS provides service-learning opportunities where positive values are learnt, caught and practised. These service-learning projects include volunteering in local nursing homes and setting up libraries in Vietnam, among others. The students are involved in the entire process of each project, from planning to implementation to reflection.

## 06 Student Leadership

Student leadership in SFMS is based on the principle of Servant Leadership: "Serving with Humility, Leading with Integrity". Student leaders attend leadership camps and workshops to develop the necessary leadership skills and disposition to serve and lead the student body effectively. They will be given many opportunities to practise these skills. Student leaders include the Student Councillors, the Class Leaders, and the Co-AP Leaders.

## Physical Education, Arts and Technology (PAT) 07

The PAT curriculum cultivates the physical and aesthetics aspects of the students, and equip them with authentic learning experiences to develop a future-ready mindset and skills needed in the workplace of tomorrow. PAT also helps our students nurture their talents and further their interests in non-academic pursuits.



## School Counselling

SFMS' School Counsellor provides counselling support for students' mental health, and social and emotional development. The School Counsellor also works collaboratively with the teachers, parents and guardians, and when necessary, relevant external professionals and community agencies.

08

## Academic Counselling

SFMS' Academic Counsellor helps students identify and explore their strengths, interests and aspirations, and guides them in planning and making informed decisions on their education and career pathways.

09

## Overseas Student Exchange

SFMS organises overseas student exchange programmes with schools from many countries, including Japan, South Korea and Thailand. These programmes provide our students with opportunities to learn more about themselves, work together as a team, and develop greater global awareness and cross-cultural skills.

10

WACE

## STUDENTS' TESTIMONIAL

**Li Jingjing (China)**  
WACE Graduate  
Cambridge University (Natural Science)

"SFMS provided me with the platform to achieve things that are beyond my imagination. Here is where I was trained to be resilient and unyielding."



ATAR 99.5



ATAR 96.15

**Nur Farhanah Norashid (Malaysia)**  
WACE Graduate  
NTU, (Chemical and Biological Engineering)

"During my tenure in St Francis, I have grown to be more independent and empowered to make wise decision and plans. SFMS has helped me developed numerous important qualities, such as integrity, persistence and leadership."

**Li Jiawen (China)**  
IAL Graduate  
Hong Kong University with scholarship (Chemistry)

"St Francis Methodist School is a place full of enthusiasm and persistence. Here, teachers are responsible and knowledgeable. I really appreciate their time and patience. They taught me not only from the textbook but also life experiences."



3A\* 2A



3A\* 1A

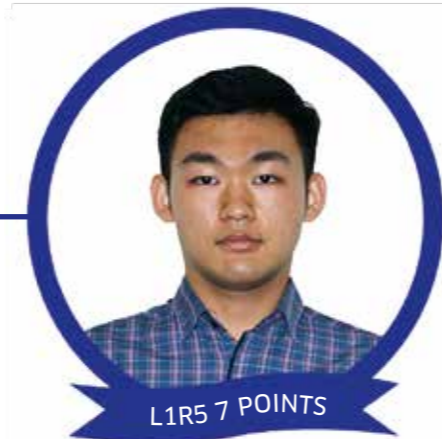
**Qiu Yang (China)**  
IAL Graduate  
University of Warwick (Bachelor of Economics)

"St Francis has always made me feel at home. Teachers and classmates were warm and friendly. The conducive learning environment allowed me to strike a balance between my studies and life in general."

International 'A' Level

**Sun Mengqi (China)**  
O-Level Graduate  
(7 Distinctions, A2 in English)

"My dream is to enter medical school and SFMS has helped me get onto the right track. The unique teaching methods from each and every teacher had inspired me to think independently and work cooperatively."



**Lin Zuming (China)**  
O-Level Graduate  
(7 Distinctions)

"In SFMS we have a very small class size which enhanced my learning and made it more effective. Our teachers guided our studies, cleared doubts, and ensured we understood the curriculum."



**Bui Quynh Nhu (Vietnam)**  
IGCSE Graduate  
(5 Distinctions, A\* in English)

"At SFMS, teachers are kind and motivating. They've helped me grow not just academically but also holistically."



**Tung Shun Yiu Neo (Hong Kong)**  
IGCSE Graduate  
(7 Distinctions, A in English)

"As a scholar of SFMS, one of the most important things I have learned is that we should not only seek personal success but also the progress of others. Our ambition must be broad enough to include our aspirations and the needs of others."



## WHAT'S NEXT

### Enrolling at SFMS

SFMS warmly welcomes prospective students and parents to visit our school, and meet up with our admission officers to ask any questions they might have. Through these meeting sessions, we hope to:

- better understand students' interests and expectations;
- discuss students' aspirations and how SFMS can help to meet them;
- explain the various academic pathways and programmes; and
- provide details on the admission process and procedure, including the enrolment criteria and submission of various documents.

## STEP BY STEP GUIDE TO ADMISSION

- Step 1  Submit the following documents (via <https://sfms.openapply.com>)
- Application for Admissions Test (Form A)
  - 1 Full year result of the highest level completed. They must be both original and English translated copies (notarized translation)
  - Attend Pre-Course Counselling
- Step 2  Book a test date (2 working days in advance)
- Step 3  Pay the Admissions Test Fee (non-refundable)
- Step 4  Sit for Admissions Tests in English and Mathematics. Science Test is required for Pre-Tertiary programmes
- Step 5  Arrange and attend an Interview

### Eligible For Admissions

Letter of Offer, Confirmation of Acceptance, Course Application Fee Quotations will be issued to student / parents / guardian

- Step 6  Sign and return Confirmation of Acceptance together with
- Application for Admissions (Form B)
  - All documents required for Student's Pass Application
  - Course Application Fees of \$963 (GST inclusive)

To be completed within 7 days from Letter of Offer date

Student's Pass Application Begins

### Student's Pass Application is Approved

### PEI-Student Contract

2 sets of the Student Contract, Advisory Note and Letter of Understanding will be issued

- Step 7  Sign and return 1 set of the Student Contract, Advisory Note and Letter of Understanding.
- Step 8  Pay full course fee within 7 days from IPA date.
- Step 9  Receive a copy of the IPA from school (by email)
- Step 10  Complete admissions formalities in the school, verification of original document

### Not Eligible For Admission?

You may submit an appeal letter and request for an appointment via email

### Rejecting Our Offer?

Inform us in writing via email



**ST FRANCIS  
METHODIST SCHOOL**

www.**SFMS**.edu.sg



**BY MRT**

Downtown Line 2 – Hillview (DT3) Exit A



**BY BUS**

67, 75, 170, 171, 176, 178, 184, 961, 963, 970

**AFTER DAIRY FARM ROAD**

(Stop ID : 43069)

**HILLVIEW STATION**

(Stop ID : 43061)

**ST FRANCIS METHODIST SCHOOL**

492 Upper Bukit Timah Road, Singapore 678095

Tel : +65 6760 0889 | Fax : +65 6760 8032

Email : enquiry@sfms.edu.sg



facebook.com/sfms.singapore



@SFMS\_SG



st\_francis1960



@SFMS\_SG



St Francis Methodist School



 **Cambridge Assessment  
International Education**  
Cambridge International School



Government of **Western Australia**  
School Curriculum and Standards Authority



Cert No. : EDU-2-2028  
Validity : 28/10/2019 - 27/10/2023