



Chung Cheng High School (Yishun) Student Handbook (Year 2017)

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SCHOOL CREST AND MOTTO

School Crest



<p>三角形代表董，教，学三位一体：象征三方面齐心协力向上向善</p> <p>The three vertices of the triangle represent the main pillars of the school: the School Management Committee, the Staff as well as the Students. It symbolizes the synergy of their cooperation in achieving excellence for the school</p>	<p>红色代表校训：象征好学力行，自强不息。期籍此以激发莘莘学子发挥修身齐家，为国为民之崇高品格</p> <p>Red represents the school motto, symbolizing diligence and perseverance. It inspires our students to develop self-discipline and strength of character to put country before self.</p>	<p>白色代表纯洁：象征学识传授与人格培养并重。莘莘学子成为品学兼优的青年。</p> <p>White represents purity, symbolizing the passing on of knowledge and the development of moral character.</p>
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School Motto

好 学 力 行

hào

xué

lì

xíng

Success Through Diligence and Perseverance

VISION, MISSION & PHILOSOPHY

Our Vision

“A Premier and Prestigious School”
一所卓著优越的学府

Every Chung Cheng student is a competent and cultured individual that possesses Chung Cheng Spirit and strong moral character, and contributes to society.

中正学生是体现
中正精神的
正人君子
了解中外文化并
学有所成的社稷栋梁

Our Mission

To instill desired values in our students and develop their potential so that they will achieve excellence and contribute to the community, nation and the world.

Our Philosophy

有教无类

yǒu

jiào

wú

lèi

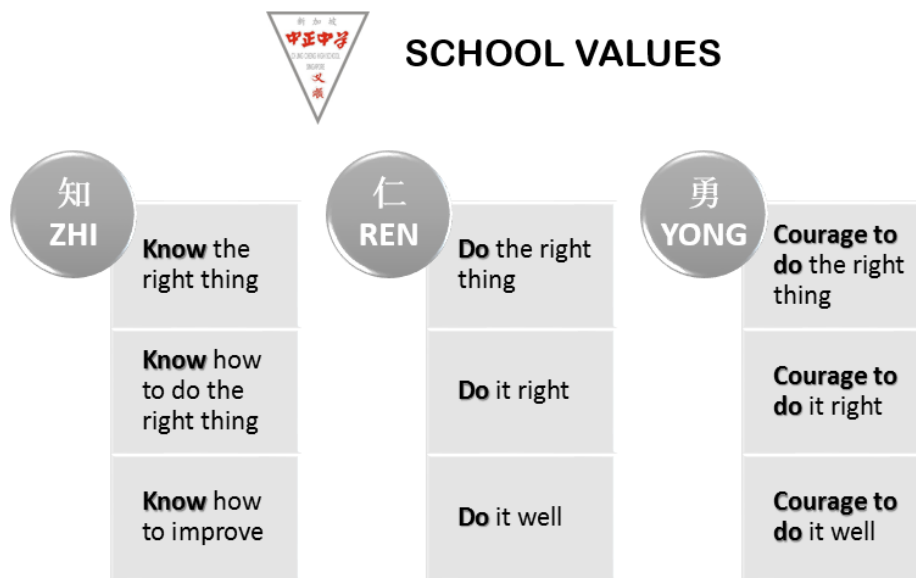
Every Student Matters

We value each individual and recognise that different learners have different learning needs and abilities. We adopt student-centred approaches in our teaching and learning.

Our School Values

“Knowledge engenders wisdom,
Desirable personal values engenders humanity
With wisdom and humanity one would then
Be able to act with true grit and courage
In the face of adversity and challenges
A mere consideration of material success
would amount to nothing
if one does not uphold A good value system”
- Confucius

Our core values guide us in our daily decisions and actions so that we will be exemplary in our behaviour.





Chung Cheng Spirit

Chung Cheng Spirit is a spirit that developed from the love for the school. Students must love and have a strong affection for Chung Cheng so that the spirit that developed through that can be uniquely called Chung Cheng Spirit.

Chung Cheng Spirit is our identity, an identity that all students are proud of which bonds everybody together to do their best to uphold the school's reputation and promote the school values.

Students should exhibit Chung Cheng Spirit in all areas of their lives like striving for excellence in their studies and CCA, doing their best for the interest of the school, actively participating and supporting school events, contributing to the school and eventually society and their alma mater even after graduation.



CHUNG CHENG SPIRIT



Love Chung Cheng

Learn

Strive

Improve

- Sec 1: Growing the Chung Cheng Heart*
 - Sec 2: Developing the Chung Cheng Spirit*
 - Sec 3: Strengthening the Chung Cheng Spirit*
 - Sec 4: Living the Chung Cheng Spirit*
-

SCHOOL SONG

校歌

庄右铭 词 施育艺 曲

曰吾中正， 至大至刚；
yuē wú zhōng zhèng zhì dà zhì gang

矗立星洲， 巍巍昂昂；
chù lì xīng zhōu wēi wēi áng áng

华夏声教， 广披炎荒；
huá xià shēng jiāo guǎng pī yán huāng

欧印文明， 他山之长；
ōu yìn wén míng tā shān zhī cháng

好学力行， 知耻是倡；
hào xué lì xíng zhī chǐ shì chàng

日新月异， 不息自强；
rì xīn yuè yì bù xī zì qiáng

止于至善， 万国同光；
zhǐ yú zhì shàn wàn guó tóng guāng

大哉中正， 悠久无疆。
dà zāi zhōng zhèng yōu jiǔ wú jiāng

NATIONAL EDUCATION MESSAGES

Singapore is our homeland: This is where we belong.
We treasure our heritage and take pride in shaping our own unique way of life.

We must preserve racial and religious harmony.
We value our diversity and are determined to stay a united people.

We must uphold meritocracy and incorruptibility.
We provide opportunities for all, according to their ability and effort.

No one owes Singapore a living.
We find our own way to survive and prosper, turning challenge into opportunity.

We must ourselves defend Singapore.
We are proud to defend Singapore ourselves, no one else is responsible for our security and well-being.

We have confidence in our future.
United, determined and well-prepared, we have what it takes to build a bright future for ourselves, and to progress together as one nation.

SCHOOL CURRICULUM

Sec 1E/2E & 1N(A)/2 N(A)	Sec 1N(T)/2 N(T)
English Language Higher Chinese Language Higher Malay Language Mother Tongue (CL/ML) Mathematics Science Geography History Literature Visual Arts Food and Nutrition Design & Technology	English Language Mother Tongue (CL/ML) Mathematics Science Computer Applications Social Studies Visual Arts Food and Nutrition Design and Technology

Note: Subject-based Banding applicable for N(T) and N(A) English Language, Mother Tongue, Mathematics and Science

Sec 3E/4E	Sec 3N(A)/4N(A)/5N(A)	Sec 3 N(T)/4 N(T)
English Language Higher Chinese Language Mother Tongue (CL/ML) Mathematics Additional Maths Physics Chemistry) Biology Science (Bio,Chem) Science (Phy,Bio,) Humanities <i>(Social Studies + choice of Elective Geography, Elective History, Elective English Literature)</i> <i>Electives: choose 1</i> <ul style="list-style-type: none"> • Computing • Art • Geography • English Literature • Design & Technology 	English Language Mother Tongue (CL/ML) Mathematics Additional Maths Science (Phy,Chem) Humanities <i>(Social Studies with choice of Elective Geography, Elective History or Elective Literature)</i> <i>Electives: choose 1</i> <ul style="list-style-type: none"> • English Literature • Art • Design & Technology • Principles of Accounts 	English Language Basic CL/ML Mathematics Science Computer Applications <i>Electives: choose 1</i> <ul style="list-style-type: none"> • Art • Elements of Business Skills

Non Examinable Subjects

- Social Studies (NT)
- General Music
- Physical Education

Values-In-Action Programme

This programme aims to nurture students to be socially responsible and to help them understand that every Singaporean has a role in enhancing the well-being of the community and the country. It is compulsory for all students to complete at least 6 hours of community involvement per year. It is hoped that this exposure will spur students to develop a life-long habit of community involvement. VIA activities include fund raising efforts for charity, visiting homes and environmental conservation efforts.

Learning Journeys

This programme provides opportunities for students to visit various organisations to better understand how Singapore has overcome her constraints to achieve world-class standing, and to take pride in her achievements. The learning journeys also provide students with first-hand exposure to the richness of the various culture and traditions of our multi-racial society.

NE Quiz

All Secondary 4 students will have to pass the National Education (NE) Quiz to determine their knowledge of Singapore and their understanding of national issues before they progress to the next stage of education. This requirement affects all students, including all foreign students and Singapore Permanent Residents.

The NE Quiz will be conducted before the students sit for their GCE 'O' or 'N' Level examinations. Secondary 5 students who have passed the NE Quiz do not need to sit for it again when they attempt their GCE 'O' Level examinations, unless they want to improve on the scores they attained when they were in Secondary 4.

PE Grade

Students will be assessed in PE in four areas:

- NAPFA test
- Attitude (attendance and attire)
- Skills (practical)
- Knowledge on games and health matters (quiz)

SCHOOL ASSESSMENT

Rationale of Assessment

Assessment is an integral part of teaching and learning. Assessments provide on-going diagnostic data on student strengths and learning difficulties so that teachers can review and improve instruction. Performance data obtained also helps the school to make decisions regarding student progression. Frequent, rigorous assessments support students in developing personal discipline and responsibility.

Frequency of Assessment

The School Assessment Committee, under the purview of the Instructional Program Team, is the body responsible for planning school-wide assessments. Notification of examination dates is sent to parents early in the year. The school involves parents / guardians to support and monitor their children's learning. We provide termly reports to parents on the children's learning and meet up with parents whose children may need additional support in any facet of their development.

Types of Assessment

Formal assessments we use include examinations, tests, practical exams, course work and written assignments. Informal assessments are also a regular feature in our classrooms and these include teacher observation of student learning, random questions to dip-stick the level of understanding, class presentations as well as self and peer evaluation of learning.

Continuous Assessment (CA)

CA may comprise formal or informal components and is a routine in our classrooms. As a guideline, the school requires all Secondary 1 to 2 subjects to incorporate alternative modes of assessments which focus on non-traditional exam skills such as research, communication, collaboration and creativity. Such assessments will constitute up to 20% of CA1 and / or CA2 marks. This is also in line with the school philosophy of valuing learner diversity and allowing space for students to demonstrate learning and understanding through alternative performance tasks.

Semestral Assessment (SA)

Two formal examinations are scheduled at the end of each semester. For the Sec 4 Normal classes, the formal examinations are conducted in May and in August. For the Secondary 4 Express and 5 Normal classes, students sit for examinations in May and at the end of Term 3. All semestral assessments may be considered evaluative as well as formative in nature.

Weighting of CA and SA Components

The overall performance of a student is based on the weighting specified below:

Semester	Weighting*	
	Continual Assessment (CA)	Semestral Assessment (SA)
I	15 %	25%
II	15 %	45%
Semester I & II	30 %	70%
Total	100%	

Assessment of Lower Secondary Modular Subjects

To help Lower Secondary students manage the academic demands of 10 subjects and to provide a more balanced and enjoyable school experience, we provide modular learning for selected subjects for Secondary 1 and 2 students. The modular curriculum is shown in the table below. The weighting of these subjects will be computed based on 30% CA and 70% SA. For Geography and History, 65% of the marks will be CA-based while the remaining 35% will be SA-based.

Semester 1

Secondary 1 Exp /NA	Geography	Literature	Food & Nutrition
Secondary 2 Exp /NA	History	Visual Arts	Design & Technology

Semester 2

Secondary 1 Exp /NA	History	Visual Arts	Design & Technology
Secondary 2 Exp /NA	Geography	Literature	Food & Nutrition

Grading System

'O' Level Grades	Marks	'NA' Level Grades	Marks	'NT' Level Grades	Marks
A1	≥75	1	≥75	A	≥75
A2	70 – 74	2	70 – 74	B	70 – 74
B3	65 – 69	3	65 – 69	C	60 – 69
B4	60 – 64	4	60 – 64	D	50 – 59
C5	55 – 59	5	50 – 59	U	0 – 49
C6	50 – 54	U	0 – 49		
D7	45 – 49				
E8	40 – 44				
F9	0 – 39				

Maximum mark: 100

Passing mark: 50

Promotion Criteria

Course	Level	Requirement
Express	Sec 1, 2	Pass EL and obtain 50% overall
	Sec 3	Pass EL and 2 other subjects
Normal (Academic)	Sec 1, 2, 3	Pass EL and 2 other subjects, or pass 4 subjects. Sec 1 & 2 N(A) students who have achieved an average of 70% or higher may be laterally transferred to the Express course
	Sec 4	A pass in EL, a pass in Mathematics, a pass in at least 3 other subjects. The total aggregate of EMB3 (EL, Mathematics and 3 other best subjects) must not exceed 19 points to be eligible for the 'O' Level Course.
Normal (Technical)	Sec 1	Pass 2 subjects, including EL or Mathematics. Sec 1 N(T) students who achieve an average of 70% or higher in their Overall and deemed able to cope with the N(A) Course may be laterally transferred to the 2 N(A) stream
	Sec 2, 3	Pass 2 subjects, including EL or Mathematics. Sec 2 & 3 N(T) students who achieve an average of 70% or higher in their Overall and deemed able to cope with the N(A) Course may be laterally transferred to the N(A) stream of the same level (e.g. Sec 2 N(T) to Sec 2 N(A))
	Sec 4	Students who achieve Grade A for both English and Mathematics, and Grade B or better for one other subject at the N(T) level in one sitting may be laterally transferred to the 4 N(A) stream

Absence from Tests and Examinations

A student who is absent from a test/examination without a medical certificate will get zero mark for that test. Letters of excuse from parents or guardians are not acceptable.

Progress Reports

Report Books

After all major examinations, students will be issued with a Holistic Result slip inserted into the report book which will show how they performed in the examination. The report books must be signed by parents and returned to the form teachers. The school regards parental involvement and home support as essential in helping students improve in studies and conduct.

School Graduation Certificate

GCE 'O' and 'N' students will be issued School Graduation Certificates by MOE after they collect their national examination results.

Nurturing Self-directed Learners

The school encourages students to develop the capacity for lifelong learning through:

1. Providing regular, purposeful homework;
2. Engaging students in setting realistic yet challenging academic targets and monitoring their progress after each major assessment;
3. Communicating expected learning outcomes / criteria for assessment to students;
4. Promoting the use of self and peer assessment activities;
5. Providing constructive feedback for student self-reflection and improvement; and
6. Celebrating the effort and achievement of deserving students.

Homework

Purpose of Homework

The school believes that regular, purposeful homeworkⁱ is an essential component of effective teaching and quality learning.

Homework is given to:

- provide opportunities for students to practise or apply skills learnt;
- reinforce learning and deepen understanding of content taught;
- extend learning and prepare for new learning;
- develop good study skills and habits; and
- cultivate self-discipline and responsibility for own learning

Homework also provides parents with:

- timely information on the learning progress of their child; and
- the opportunity to be involved in the child's learning.

Responsibilities of the School

The School will:

1. coordinate homework load across departments by determining the amount of homework to be set by each department for each level / stream;
2. monitor and moderate the amount of vacation homework across departments;
3. set purposeful homework that supports student learning;
4. refer students with poor homework habits for intervention and supervision at the school's Homework Corner; and
5. keep parents informed and seek their support if their children display poor homework habits.

Responsibilities of Students

Students will:

1. understand the task or activity to be completed before leaving the class;
2. bring home all required notes and books to complete their work;
3. plan and organize time for homework;
4. complete homework to the best of their ability and submit the work on the agreed day;
5. seek help from the subject teachers if there are doubts;
6. check with classmates and the monthly homework planner on the class notice board if they are absent from school; and
7. complete corrections to improve their learning.

Responsibilities of Parents

Parents are encouraged to:

1. show interest in the child's work;
2. help the child to develop good study habits by providing a conducive environment for learning at home;
3. monitor the child's activities to ensure there is sufficient time to study and participate in family or recreational activities;
4. monitor homework completion;
5. encourage the child to complete his own homework; and
6. speak with teachers regarding homework concerns.

Target Setting

The school encourages students to take responsibility for their own learning and to cultivate a mindset of excellence. Thus, all students are guided through a target setting process. Students are encouraged to work towards attaining their targets or to exceed performance expectations through diligent and unremitting effort.

Reward and Recognition for Academic Excellence

1. CCHY seeks to nurture students with the spirit to strive and excel in all aspects of school life. In the academic domain, we help students to set targets and monitor their attainment of these targets. It is our wish to help each student to achieve value-added results at the end of their educational journey with us. To celebrate the academic achievements of our students, various awards are presented at the end of each academic year.

2. There are 2 categories of awards: Academic Colours and Roll of Honour. Academic Colours are given to recognize the significant effort made by students to value-add to their expected results. There are three levels of awards – Gold, Silver and Bronze. Academic Colours are given regardless of the conduct of the student. This serves as an affirmation for all segments of the student population.

3. Criteria for Academic Colours: *based on overall results

	Bronze	Silver	Gold
Lower Sec and Upper Sec (Sec 1 – Sec 3 Exp)	0.1 to 0.49 grade better than expected overall MSG	0.5 to 0.99 grade better than expected overall MSG	1 grade above expected overall MSG
Lower Sec and Upper Sec (Sec 1 – Sec 3 NA)	Meet expected overall MSG	0.1 to 0.4 grade better than expected overall MSG	0.5 grade and above expected overall MSG
Lower Sec and Upper Sec (Sec 1 – Sec 3 NT)	EMB1 6 points	EMB1 5 points	EMB1 4 points

4. Criteria for Roll of Honour: *based on overall results

Principal's List	Head's List
<p>Top 5% in each level: Lower Sec – based on level position (Overall) Upper Sec – based on L1B5 / L1B4 / EMB3 / L1B2 Express: Top 10 NA: Top 4 NT: Top 2</p> <p>Awardees are expected to display school values and be exemplary in their behaviour.</p>	<p>Top student for each subject in each level To obtain this award, students must attain a score of 70% and above for Overall in the subject</p>

REQUIREMENTS FOR ADMISSION INTO JUNIOR COLLEGES/ CENTRALISED INSTITUTES/POLYTECHNICS/ITE

Aggregate Types Computation Criteria

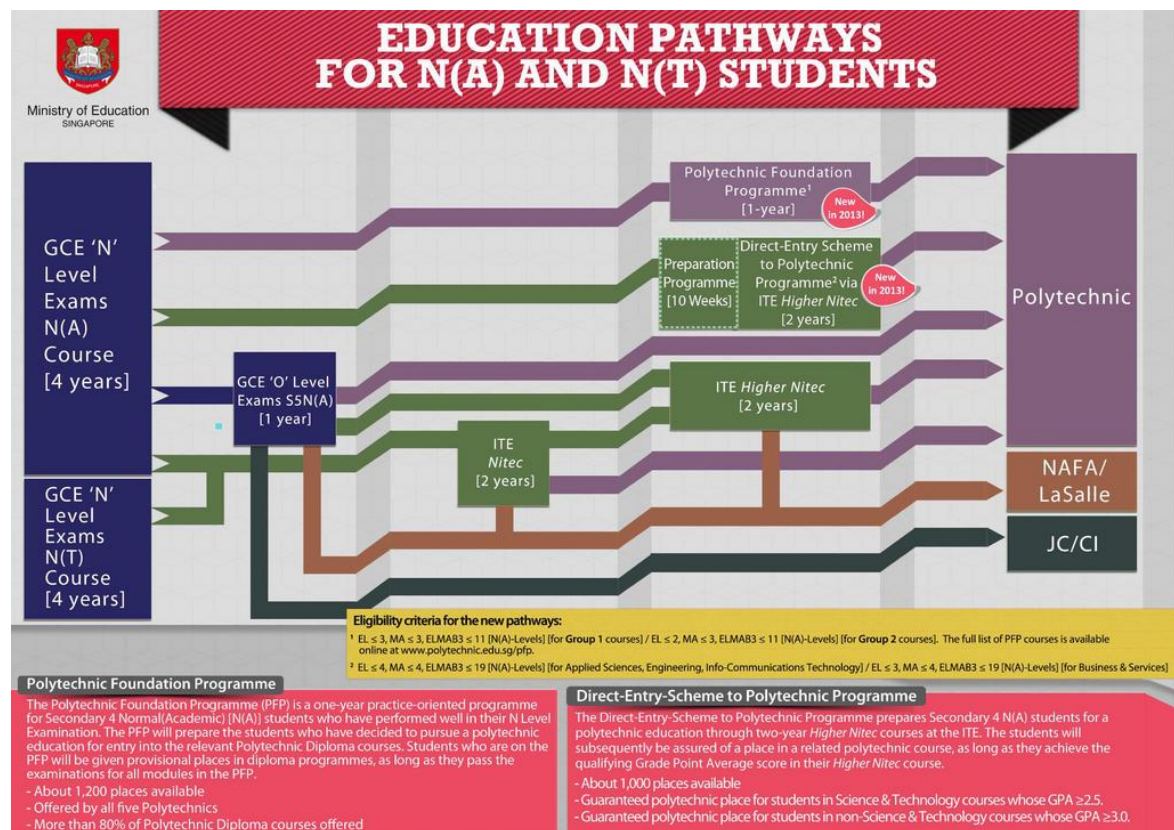
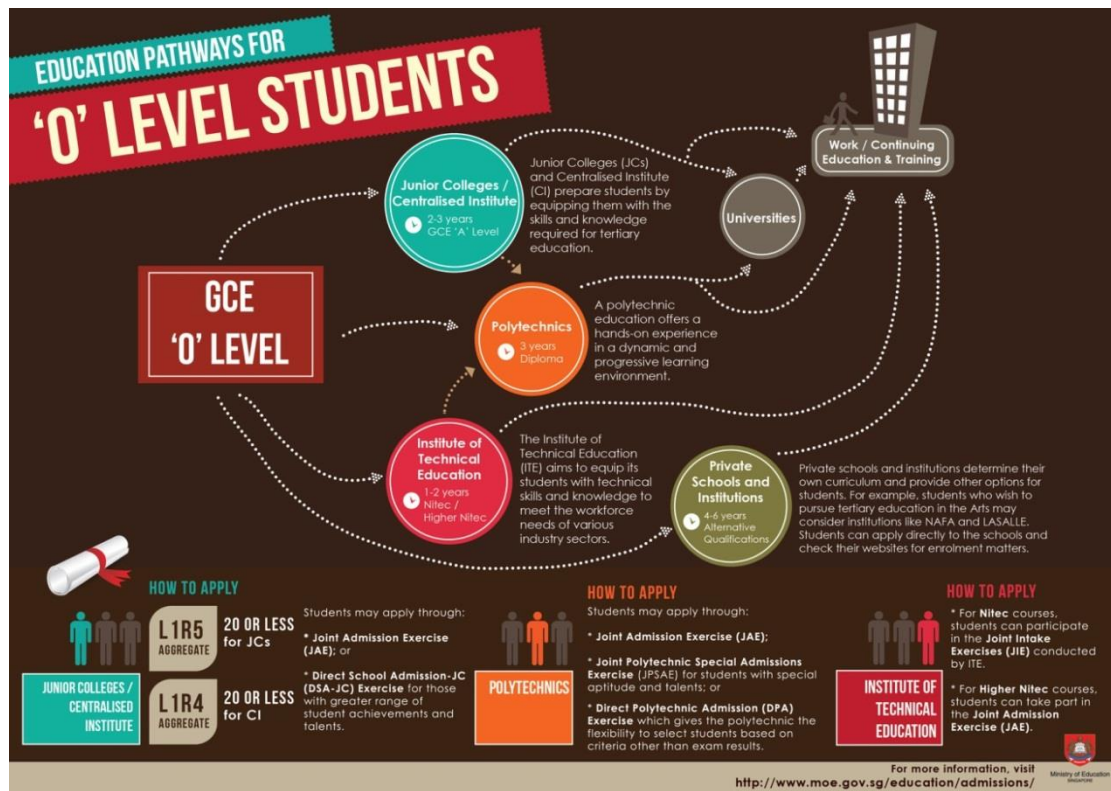
L1R5 : For Junior College Course	
L1	First Language - English/ Higher Mother Tongue
R5	Relevant Subject 1 - Humanities/ Higher Art/ Higher Music/ Malay (Special Programme)/ Chinese (Special Programme)/ Bahasa Indonesia
	Relevant Subject 2 - Mathematics/ Science
	Relevant Subject 3 - Humanities/ Higher Art/ Higher Music/ Mathematics/ Science/ Malay (Special Programme)/ Chinese (Special Programme)/ Bahasa Indonesia
	Relevant Subject 4 - Any GCE 'O' Level subjects (except Religious Knowledge and CCA)
	Relevant Subject 5 - Any GCE 'O' Level subjects (except Religious Knowledge and CCA)

L1R4 : For Millennia Institute Course	
L1	First Language - English/ Higher Mother Tongue
R4	Relevant Subject 1 - Humanities/ Higher Art/ Higher Music/ Mathematics/ Science/ Malay (Special Programme)/ Chinese (Special Programme)/ Bahasa Indonesia
	Relevant Subject 2 - Humanities/ Higher Art/ Higher Music/ Mathematics/ Science/ Malay (Special Programme)/ Chinese (Special Programme)/ Bahasa Indonesia
	Relevant Subject 3 - Any GCE 'O' Level subjects or CCA (except Religious Knowledge)
	Relevant Subject 4 - Any GCE 'O' Level subjects or CCA (except Religious Knowledge)

ELB4, ELR1B3 & ELR2B2 : For ITE Higher Nitec Courses					
Aggregate Type	ELB4-A	ELR1B3-B		ELR2B2-C	
EL	English	EL	English		EL
B4	Best 4 other subjects excluding CCA	R1	Elementary Mathematics Additional Mathematics Principles of Accounts	Elementary Mathematics Additional Mathematics	1st Group of Relevant Subjects
		B3	Best 3 other subjects excluding CCA	Biology Biotechnology Chemistry Combined Science Computer Studies Design & Technology Engineering Science Fundamental of Electronics Human & Social Biology Integrated Science Physical Science Physics Science (Chem, Bio) Science (Phy, Bio) Science (Phy, Chem) Science (Phy, Chem, Bio)	2nd Group of Relevant Subjects
			Best 2 other subjects excluding CCA		B2

		ELR2B2 : For Polytechnic Courses			
Aggregate Type		ELR2B2 -A	ELR2B2-B	ELR2B2-C	ELR2B2-D
EL		English			
R2	1st Group of Relevant Subjects	Art/Art & Design Business Studies Combined Humanities Commerce Commercial Studies Economics Geography Higher Art Higher Music History Intro to Enterprise Development Literature In English Literature In Chinese Literature In Malay Literature In Tamil Media Studies (English) Media Studies (Chinese) Music	Elementary Mathematics Additional Mathematics		
	2nd Group of Relevant Subjects	Additional Mathematics Art/Art & Design Business Studies Chinese Combined Humanities Commerce Commercial Studies Creative 3D Animation Design & Technology Design Studies Economics Elementary Mathematics Food & Nutrition Geography Higher Art Higher Chinese Higher Malay Higher Music Higher Tamil History Intro to Enterprise Development Literature In English Literature In Chinese Literature In Malay Literature In Tamil Malay Media Studies (English) Media Studies (Chinese) Music Principles of Accounts Tamil	Art / Art & Design Business Studies Combined Humanities Commerce Commercial Studies Economics Geography Higher Art Higher Music History Intro to Enterprise Development Literature In English Literature In Chinese Literature In Malay Literature In Tamil Media Studies (English) Media Studies (Chinese) Music Principles of Accounts	Add A Combined Science Additional Science Biology Biotechnology Chemistry Combined Science Computer Studies Creative 3D Animation Design & Technology Engineering Science Food & Nutrition Fundamentals of Electronics General Science Human & Social Biology Integrated Science Physics Physical Science Science (Chem, Bio) Science (Phy, Bio) Science (Phy, Chem) Science (Phy, Chem, Bio)	Add A Combined Science Additional Science Art / Art & Design Biology Biotechnology Chemistry Combined Science Computer Studies Creative 3D Animation Design & Technology Design Studies Engineering Science Food & Nutrition Fundamentals of Electronics General Science Human & Social Biology Integrated Science Higher Art Human & Social Biology Media Studies (English) Media Studies (Chinese) Physics Physical Science Science (Chem, Bio) Science (Phy, Bio) Science (Phy, Chem) Science (Phy, Chem, Bio)
B2		Best 2 other subjects excluding CCA			

PROGRESSION PATHS FOR SECONDARY SCHOOL



Education routes	Details	Award	Criteria
Polytechnic Foundation Prog (PFP)	1 yr foundation + 3 yrs poly	Diploma	ELMB3≤11 (EL, Math min grade 3)
Direct-entry scheme to Poly Prog (DPP)	2 yrs higher Nitec + 2 yrs poly	Diploma	ELMB3≤14 (EL, Math min grade 4)
Sec 5N	1 yr	GCE 'O' Level	ELMB3≤19
ITE	2 yrs Nitec + 2 yrs higher Nitec + 2/3 yrs poly	Diploma	3 GCE 'N' passes grade 1-5

CO-CURRICULAR ACTIVITIES (CCA)

1. The CCA Programme provides students with a platform to discover their interests and talents. They can fuel in our students a life-long love for a particular activity, be it a sport or a musical pursuit. This helps our students lead a balanced life in adulthood.
2. Each CCA has its specific objectives. For instance, Physical Sports (PS) develop robustness, fair play and team spirit in pupils. The Visual and Performing Arts (VPA) instil in students a sense of graciousness and an appreciation for the rich culture and heritage of a multi-racial society. Uniformed Group (UG) activities aim to make good citizens of students by inculcating in them self-reliance, resilience, discipline and a spirit of service to others. Clubs and Societies (CS) allow students to explore and extend their interests in wide ranging and specialised areas which may be knowledge-based or skills-based. Students are honed in information, communication and technical skills as they strive to grow their mastery of the specialised areas.
3. Students progressively develop CCA-specific knowledge, skills, values and attitudes through sustained participation in any of the CCA groups. CCA also offer excellent platforms for students to learn core values, social and emotional competencies and the emerging 21st Century Competencies.
4. All CCA emphasise social interaction by providing a common space for friendships and social integration amongst students of diverse backgrounds. Through CCA, students develop a sense of identity and belonging to the school.
5. CCA participation is compulsory for all students in secondary schools.

6. List of CCA offered:

Clubs & Societies	Physical Sports	Uniformed Group	Visual and Performing Arts
<ul style="list-style-type: none"> • AVA Club • Entrepreneur Club • Green Club 	<ul style="list-style-type: none"> • Basketball (Boys) • Fencing • OutDoor Activities Club (ODAC) • Volleyball • Wushu 	<ul style="list-style-type: none"> • NCC-Air (Boys) • NPCC • Scouts • St John Brigade 	<ul style="list-style-type: none"> • Chinese Dance • Chinese Drama • Chinese Orchestra/ Guzheng • Choir • Festival Drums • International Dance • Lion Dance • Symphonic Band

CO-CURRICULAR GRADING SYSTEM

1. CCHY aims to provide a holistic education which supports students in discovering their strengths, interests and talents. To achieve this, we offer a range of co-curricular programmes. A framework to tie these together and recognise students' development is the LEAPS 2.0.
2. LEAPS stands for Leadership, Enrichment, Achievement, Participation and Service. Students' level of attainment for each domain is recorded and students are eventually given a grade of Excellent/Good/Fair upon graduation from secondary school.
3. A higher level of attainment will be awarded to student leaders for outstanding leadership and exemplary service to school. More details can be found in the school website.

Co-Curricular Attainment	Details
Excellent (2 bonus points)	Student who attains a minimum Level 3 in all four domains with at least a Level 4 in one domain.
Good (1 bonus point)	Student who attains a minimum Level 1 in all four domains with any one of the following: <ol style="list-style-type: none"> i. At least Level 2 in three domains; ii. At least Level 2 in one domain and at least Level 3 in another domain; or iii. At least Level 4 in one domain.
Fair	Student's attainment in co-curricular will not translate into any bonus points.

Admission to Institutes of Higher Learning

Junior College	Excellent Grade = 2 Bonus points Good Grade = 1 Bonus point
Polytechnic / ITE	Bonus points can be used
3 Year Centralised	CCA can be treated as a subject

PHYSICAL EDUCATION

1. The purpose of PE is to enable students to demonstrate individually and with others the physical skills, practices, and values to enjoy a lifetime of active, healthy living.
2. Students will learn at least 6 different physical activities, of which at least three are from games and sports (one from each game category, i.e., territorial-invasion, net-barrier and striking-fielding). CCHY's PE programme offers Badminton, Basketball, Floorball, Football, Softball, Track & Field, Volleyball, and Ultimate Frisbee modules.
3. Other than the physical activities being offered, students will experience Outdoor Education and, Physical Health & Fitness such as weight training, during PE lessons.

4. Expectations during PE:

Attendance

- PE being part of the curriculum is compulsory.
- Students can only be excused from PE lessons for one or more of the following reasons:
 - Medical reasons
 - Recovery from recent illness
 - Injury
- Students absent without a valid reason will face disciplinary action.

Attire

- Students are to be dressed in standard school PE Polo T-shirt, PE shorts and white shoes. No other T-shirts (including CCA T-shirts) will be allowed.

Equipment

- Only teachers are allowed to sign out equipment from the PE department.
- Borrowers / Users of school equipment will be responsible for any loss or damage. They will be required to replace the item if the loss or damage is due to negligence.
- All equipment must be returned to the PE department after use regardless of their condition.

General

- Students can be in 'half-uniform' attire, i.e. PE Polo T-shirt with school skirts/shorts/pants, during morning assembly on the day/s they have PE lesson/s.
- After PE lessons, students are not allowed to go to the Cafeteria for drinks unless under the supervision of their PE teacher.
- Students are not to loiter in the Cafeteria or along the corridor after PE lessons. They are to move quickly as a class back to the classroom.

NAPFA Fitness Award Requirements

Awards	Minimum scores
Gold	C grade in all 6 stations with a minimum of 21 points
Silver	D grade in all 6 stations with a minimum of 15 points
Bronze	E grade in all 6 stations with a minimum of 6 points

Student Leadership Platforms

The Student Council

The Student Council serves to support the school and its staff in school operations, school events and the implementation of school initiatives. Student Councillors are chosen based on stringent selection criteria. The Executive Committee members are selected by the Student Council Advisory Committee while the President and Vice-President positions are selected by members of the student council through an election process.

The Student Council is headed by the President, assisted by a Vice-President and the departmental heads of the various working committees. They form the Student Council Executive Committee to ensure that the councillors fulfill their responsibilities and duties effectively and uphold the image of the Council.

1. Criteria For Selection

- Good Leadership & Character Attributes
- Good Academic Performances and CCA Records

2. Roles and Responsibilities

- To set the standards for good conduct and discipline
- To uphold and preserve the traditions of the school
- To assist in the organization of major school functions and activities
- To be voices of the student population
- To be a concerned citizen and actively seeks to contribute to school or community improvements

3. Awards

- Awards will be given to deserving councillors to recognize their contributions to the school/community.
Eg. Outstanding All-Rounder Student Award, Colours Award, EAGLES award

4. Special Programmes

- Leaders for Tomorrow Camp @ Guangzhou

The Class Committee

The Class Committee provides opportunities for students to participate in the day to day running of the class under the guidance of the Form Teacher/Co-Form Teacher. Class Committee members can be nominated by students from the class, subject to approval by the Form Teacher/Co-Form Teacher.

1. Objectives:

- To provide opportunities for students to acquire leadership skills
- To develop class team spirit and instill in students a sense of belonging to the school
- To promote a culture of care among students
- To establish a channel for communication between students and the school

2. Criteria for selection:

- Leadership qualities like a sense of responsibility, a sense of commitment and the willingness to serve.
- Good academic performance

Peer Support Leaders

Peer Supports Leaders are involved in Secondary One orientation programmes which aim to enable the Secondary One students adjust to secondary school life.

NE Ambassadors

NE Ambassadors lead their peers in National Education programmes like Community Involvement Programme and Learning Journeys. They are also involved in organizing school events and other activities in conjunction with the core NE events: Total Defence Day, International Friendship Day, Racial Harmony Day and National Day.

AWARDS AND FINANCIAL ASSISTANCE

1. MINISTRY OF EDUCATION SCHEMES

TYPE	DATE OF APPLICATION	VALUE	REMARKS/ CRITERIA
MOE FINANCIAL ASSISTANCE SCHEME	On-going	<ul style="list-style-type: none">• Full waiver of school fees• 50% waiver of Miscellaneous Fees• Textbook Grant• 75% waiver of GCE 'O' / 'N' Level examination fees	<ul style="list-style-type: none">• Family with 1 or 2 children (\$1500 gross income per month)• Family with 3 or more children (\$1800 gross per month)• Singapore Citizen
STUDENT'S EDUSAVE FUND	Quarterly		

2. EDUSAVE AWARDS

	Edusave Scholarship	Edusave Merit Bursary	Good Progress Award	EAGLES
For Whom?	Pupils within top 10% of each level and stream and have good conduct.	Pupils within top 25% of each level and stream, have good conduct and gross household income below \$4,000 per month.	Pupils within top 10% based on improvement in rank position in each level and stream and have good conduct.	Pupils who demonstrate students' leadership qualities, offer good service to community and schools, and excel in non-academic activities. Pupils must also pass the school exams and have good conduct.
How Much?	Top 5% - \$500 Next 5% - \$300	\$250	\$150	\$150
How is it given?	Pupils who are eligible for the award will be notified by post in late November.	<ul style="list-style-type: none"> Pupils who are nominated for the bursary will receive an application form by post in late November. If your household income is below \$4,000, you can complete the application form and submit the form to the community centre/club nearest to your house, in early December. Successful applicants will be notified by post in December. 	Pupils who are eligible for the award will be notified by post in mid December.	Eligible pupils will be selected by schools. Awardees will be notified by post in mid December.

3. EDUSAVE CHARACTER AWARD

The Edusave Character Award is given out to recognise students for demonstrating exemplary character and outstanding personal qualities through their behaviour and actions. Your child will be selected by his school for this award at the end of the year if he meets the criteria. The value of the award is \$500 for Secondary 1 to 5.

4. AWARD FOR STUDENTS WITH GOOD PERFORMANCE

- 庄竹林博士奖学金 Dr Chuang Chu-Lin Scholarship
- 庄为琅卓越数学奖 Chuang Wei Lang Mathematics Award

5. OTHER FINANCIAL ASSISTANCE SCHEMES

- Chung Cheng High School Yishun Student Emergency Fund
- Chung Cheng High School Yishun Free Textbook Scheme
- Singapore Buddhist Lodge Bursary
- Northwest CDC Bursary

6. HOW TO APPLY FOR FINANCIAL ASSISTANCE

- Parents/Students may approach Form Teachers/HOD SD/teachers-in-charge of financial assistance for application forms
- Application can be made anytime during the year and when the need arises
- Student Development Department will process applications expeditiously and carefully.

ATTENDANCE IN SCHOOL

1. Punctuality

- The bell rings at 7.30 am in the morning and students should assemble by 7.25 am in the school parade square for attendance taking.
- Students who are Singapore citizens must sing the National Anthem and take the Pledge, with the right fist placed over the heart.
- Students should read a book or newspaper while waiting for the assembly proceedings to start.
- Students will be considered late if they fail to attend the flag raising/pledge taking ceremonies.
- Disciplinary action will be taken against habitual late-comers.
- Students must be punctual in attending lessons, school activities and in completing assignments.
- A student is allowed to leave the class only if he/she has been issued with the Exit Pass by the subject teacher.

2. Permission to leave school early

- Permission must be obtained from the school authorities if a student wishes to leave school before dismissal time.
- Parents/guardians must be informed. The school keeps a record of students leaving the school before dismissal time.

3. Sick Leave

A student taking sick leave should inform the form teacher by phone and produce a medical certificate immediately after his/her leave is over.

4. Urgent Leave

A student on urgent leave should produce a letter from parents/guardian stating the reason for taking leave. The form teacher will verify the contents of the letter.

5. Absence from School

The parents and guardians of students who have been absent from school for 3 consecutive days will be notified by letter and are required to reply to the school immediately. Students absent from school lessons/remedial & supplementary lessons/CCA/school functions must be covered by medical certificates.

RULES AND REGULATIONS

GENERAL APPEARANCE

1. School Uniform

- a. Students are to purchase their uniforms from the school tailor to ensure the correct standards are met. **Modification to the uniform is strictly not allowed.**
- b. Students must be neat at all times, tuck in the shirts/blouses and button up.
- c. Skirts should be of a minimum length such that it touches the top of the knee cap.
- d. Necessary accessories include:
 - School badge must be worn above the left breast pocket
 - 7 metallic buttons must be attached to each side of the shoulder, on each pocket and three down the front of the shirt/blouse.
 - School tie during Tuesday weekly school assemblies and major school functions.

- e. On days with PE lessons, students can choose to wear the white collared PE polo t shirt with skirt or shorts/pants.
- f. For PE lessons, students must be properly attired in approved PE Attire comprising the school PE T-shirt and school PE shorts.
- g. Half-uniform / CCA attire can be worn ONLY during holidays/CCA days.

2. Hairstyle

- a. Boys must be clean-shaven. Facial hair (moustache, beard or sideburns) is not allowed.
- b. Hair should be short and neat with the back of hair not touching the collar.
- c. Girls are to keep a neat hair style - fringes should not cover the eyebrows and keep hair away from the face area using pins. Long hair extending beyond their collars should tie up with black or dark blue hair accessories only.
- d. Hair cannot be coloured, tinted, highlighted.



3. Footwear

- a. Students are to wear strictly white low cut shoes. No sneakers are allowed.
- b. Only 1 dark coloured strip or small black/dark blue/red logo is allowed on the footwear.
- c. Students must wear the approved school socks with the “CCHY” emblem above the ankle joint.
- d. Students are not allowed to wear slippers or sandals in school at all times. Those with foot injury should seek permission from the Form Teachers before doing so.



4. Jewellery/Religious Articles

- a. Students must not wear jewellery, ornaments or any other accessories while they are in school uniform.
- b. Female students are allowed to wear only one matching pair of gold/silver/black plain circular ear studs not exceeding 0.2cm in diameter on the ear lobes and female students not wearing ear studs may wear only 1 matching pair of ear sticks.

5. Use of Personal Electronic Devices (PEDs)

- a. Students are to use their devices such as hand phones ONLY during recess or after curriculum hours unless otherwise instructed by the teacher.
- b. Devices such as hand phones must be kept OUT OF SIGHT during curriculum hours and should be switch off or turn to silent mode during curriculum time.
- c. Violation of the above rules will result in disciplinary action and confiscation of the offending devices for up to 30 days.
- d. Any student who needs to use the hand phone for urgent matters must seek permission from the teacher.

6. Possession of weapons

All students are not allowed to have in their possession any weapon. They are also not allowed to bring any weapon-like item which is used or intended to be used to cause harm to others. Possession of weapon, or weapon-like items, is an offence, even if the student has no intention to cause any harm.

GENERAL BEHAVIOUR

7.1 Classroom / Special Rooms / Laboratories

- a. Students must always maintain a conducive learning environment in the classroom
- b. Students must keep noise to a minimum and move from one place to another in an orderly manner.
- c. Students are not to leave the classroom or visit the toilet without a school exit pass issued by the teacher.

7.2 Canteen

- a. During recess/lunch break, students must all leave the classroom unless the class had been given permission to do so.
- b. Students are to return to class and be ready for lessons 5 minutes before the end of their break.
- c. Students must not consume food and drinks beyond the canteen except for plain water.
- d. Students must queue in an orderly manner for food and drinks and return all utensils to the designated receptacles provided and keep the tables and chairs clean after their meals.

ROAD SAFETY RULES

1. Walking

- Practice the kerb drill (look, stop, listen)
- Make use of footpaths, pedestrian crossings, overhead bridge and traffic lights
- Avoid crossing the road at dangerous corners and intersections
- Obey the school patrol wardens and police
- Wear light coloured clothing at night

2. Travelling by bus

- Keep off bus bays
- Flag the bus in advance
- Queue up for the bus and board or alight in an orderly manner
- Behave when in the bus (e.g. danger of leaning out, standing on steps of bus)

3. Cycling

- Ensure your bicycle is properly maintained and follow the correct riding procedure (riding in single file outside the school; holding the handlebar and not on to another vehicle or cyclist; correct hand signals, etc)
- No cycling is allowed in school compound. Student who cycle to school must dismount from the bicycle and push it to the bicycle bay to be secured within the school compound.

4. Travelling by car or school bus

- Behave properly in cars or buses (Do not lean out of windows, avoid distractions which can be caused to the driver);
- Put on your seat belt
- Speed limit of 15km/h to be strictly adhered within the school compound.

5. School Rules

- Waiting cars or school buses should keep to the parking areas
- Traffic offenders will be penalized
- All vehicles should drive off immediately after drop off or pick up. No waiting at the school porch is allowed.
- All vehicles entering into the school compound should follow the instructions given by the security guards and school authorized personnel.

STUDENT MANAGEMENT MATTERS

DISCIPLINE

A. Minor Offences and Consequences

Students are liable for a reprimand if they commit any of the following offences:

- a) Improper grooming
- b) Latecoming for school activities
- c) Persistent non-submission / late submission of assignment(s)
- d) Other minor offences - failure to return utensils after eating, littering, etc.

B. Major Offences and Consequences

Students will be liable for suspension and/or caning (for boys) if they commit any of the following offences:

- a) Truancy
- b) Gambling
- c) Vandalism
- d) Fighting
- e) Use of abusive language / gestures
- f) Possession of banned items such as:
 - Inhalant substance
 - Pornographic materials
 - Chewing gum / bubble gum
 - Cigarettes or any tobacco products (including e-cigarettes)
 - Poker cards or other gambling paraphernalia that promotes gambling
 - Weapons e.g. knives, metal rods or any other items that may cause grievous hurt to others
 - Lighters / inflammable substances e.g. petrol, kerosene, gas cylinders and other hazardous materials that pose a potential danger to both the school environment and property
- g) Defiance and rudeness to school staff
- h) Infringement of internet rules and etiquette
- i) Smoking
- j) Any form of bullying (physical, verbal or cyber)
- k) Theft / cheating / forgery or any act resulting in loss of integrity

C. Recalcitrance and Consequences

Students are liable for expulsion if they commit the following:

- a) Wilful absenteeism.
- b) Refusal to accept school consequences meted.
- c) Repeatedly committing offences listed in B above.

Offences not listed here will be handled by the school on a case-by-case basis. The school reserves full discretion on any consequences meted out.

Disciplinary measures include warning letters, after school detention and demerit points for the following offences which affects the conduct grade. Recalcitrant students will be suspended from school for serious offences and award a conduct grade of no better than a 'Fair'.

THE MERIT/DEMERIT SYSTEM

Chung Cheng moulds the character of the students by promoting desirable acts and behaviour through values inculcation. Every Chung Cheng student has the responsibility to uphold school values, and the school recognises the efforts put in by them. Merit marks are awarded to students who exemplify the school values through acts of kindness or courage and through services rendered to their peers or the school. All Chung Cheng students are encouraged to inform the form teacher of acts of kindness/courage or services which upholds the school values displayed by their schoolmates.

The basic conduct marks for each student at the start of each semester is 65. Conduct grades will be recorded in the semestral reports and testimonials.

A student's conduct is classified as follows:

CONDUCT	CONDUCT MARKS
Excellent	75 and above
Very Good	60 – 74
Good	50 – 59
Fair	40 – 49
Poor	39 and below

Student's conduct marks will be deducted for violation of school rules and regulations. A student who has committed a major offence will be given a conduct grade not higher than 'Fair'.

A student who repents after having been given demerit points for minor offences and whose behaviour improves to a point in accordance with any of the regulations on awards may be awarded merit marks by the form teachers. For those who have committed major offences, demerit points will be given after verification by the Student Development Team.

Guidelines for Awarding Merit and Demerit Points

Examples of demonstration of the school values:

Know the right thing; Know how to do the right thing; Know how to improve	Merit
Share subject-related information and knowledge with class. Demonstrates passion for learning	1
Neat in appearance with appropriate school throughout the year. Show respect for oneself as well as for the school.	1
Propose meaningful and feasible suggestion to teachers/school to improve the class or school	2
Lead peers in inter-class or inter-house competitions and motivates the team to collaborate effectively.	2
Lead a team in projects and shares findings with the class/school and motivates members to work as a team	2
Help peers who are academically weak, in showing significant improvements over a period of time.	2
Show great determination, diligence and perseverance in a given circumstances, or over a prolonged period of time.	2
Do the right thing; Do it right; Do it well	Merit
Inform teacher/school about a classmate in need of help. (eg. stress-related matters, financial difficulty etc)	1
Lend a helping hand to someone in need due to accident/illness. Helps to alert school authorities.	1
Render help to teachers or any school personnel beyond the call of duty.	1
Show concern for the environment Eg: Takes initiative to switch off the lights and fans.	1
Take initiative to promote appreciation and understanding of other races.	1
Volunteer to convey messages to a classmate who is absent from school. Keep the classmate updated and informed of the happenings in class/school.	1
Help a friend to overcome a difficult period.	2
Lend a listening ear to a friend who is going through a stressful period due to personal problems and inform a teacher so that help can be given.	2
Show continuous effort in building positive class spirits. Helps the teacher in generating positive mindset among classmates. Strengthens the class's sense of belonging and establishes good rapport with teachers. Serves actively in the Class Committee.	2
Courage to do the right thing; Courage to do it right; Courage to do it well	Merit
Identify and reports an area in school that poses danger to others. Highlight safety issues to the teacher/school.	1
Report damaged school property to a school authority. (eg leaking basin in the toilet. Torn library books etc)	1
Return lost items to the school.	1
Has the courage to give constructive feedback.	2
Report the wrong-doings of other students to the teacher/school.	2
Show the moral courage to do what is right in spite of peer pressure. Show the ability to influence peers in upholding the right moral values over a period of time. Show the ability to discern right and wrong. Able to exercise good self-judgement.	2

GUIDELINES FOR DEMERIT POINTS

GUIDELINES FOR DEMERIT POINTS

Offence	Demerit Points	Consequences
Minor Offences – meted out by form/subject teachers and/or Year Heads		
Improper grooming (long nails, coloured nails, long hair, no badges/buttons, no tie)	1-2	Verbal warning by FT/YH. ➤ Long nails to be trimmed immediately ➤ Nail colour varnish to be removed immediately ➤ Hair to be trimmed by next day ➤ Badges/buttons to be purchased ➤ Tie to be worn the next day
Alterations to school uniform	1-2	Purchase of new set of uniform
Tinted/dyed hair	1-2	Must be re-dyed to black colour by next day
Electronic gadgets & mobile phones used during curriculum hours without permission	1-2	Confiscation by teacher for up to 30 days and parents will be notified.
Failure to hand in assignments	1-2	Detention by subject teachers and relevant HOD and parents will be notified.
Late coming	depending on the number of times	Detention/Suspension and parents will be notified.

Major Offences – meted out by Year Heads		
Abusive language or gestures /Defiance	≥6	Meet parents / Caning/ Apology to staff
Truancy	≥6	Meet parents / Warrants suspension
Glue Sniffing, Smoking or possession of cigarettes	≥6	Meet parents / Detention/Refer to MOH & MOE / Caning
Gambling / Cheating / Fighting / Bullying	≥6	Meet parents/ Caning
Gang fights/ Issuing threats/ Vandalism/ Extortion/ Theft	≥6	Meet parents/Caning/ Refer to Police
Other serious major Offences	≥6	Meet Parents/Caning/ Suspension or Expulsion

FIRE PRECAUTIONS AND EMERGENCY EVACUATION

Whoever is the first to notice the fire/emergency will inform the Principal/Vice Principal/HODs. Immediate steps will be taken to call the Fire Brigade (Tel No: 995) and activate the fire drill/SOP evacuation plans.

Signals

- The school bell/hand bell will ring continuously for about 1 minute.
- Students are advised to be calm. Walk swiftly and assemble in an orderly manner. Do not panic or talk.

Action to be taken by students

In class

- Stop work immediately.
- Switch off all fans and lights.
- Move out in twos and assemble in the school field.

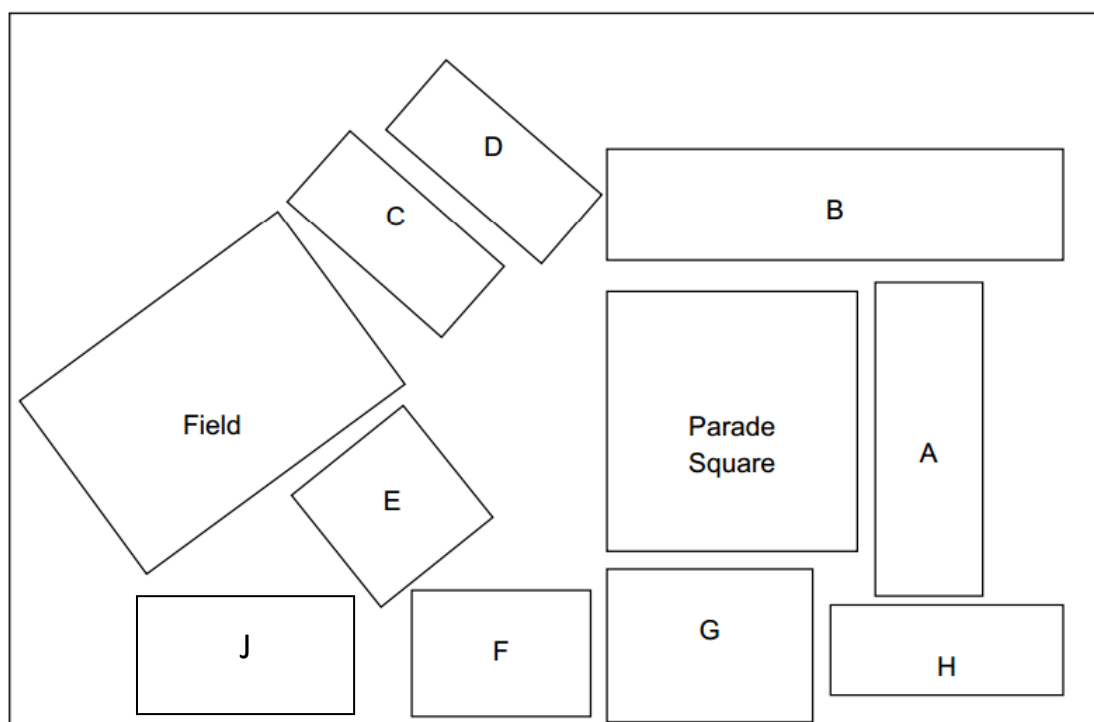
At the assembly area

- Maintain silence at the assembly area.
- Listen to instructions from teachers.
- Monitors will assist teachers in taking attendance.

Additional Points to note:

- The direction of movement during evacuation depends on the location of danger. The staff and students should be familiar with alternative exits or evacuation routes. Should a specific staircase be shut off or rendered unsafe for use due to smoke or fire, alternative routes should be used.
- All students should respond to the warning signal and leave the premises when the fire alarm is sounded.
- The administrative staff will ensure that class registers and all important documents are removed from the office/laboratories.

SCHOOL LAYOUT



Legend:

Block A:

Level 1 – Admin Office, Conference Room, Career Guidance Room, HOD Room
 Level 2 – Staff Room
 Level 3 – Computer Labs
 Level 4 – Art Rm

Block B:

Level 1 – R3 room, D&T Workshops, Counselling Room
 Level 2 – Staff Room 2, Science Labs
 Level 3 – ITR, Science Labs
 Level 4 – Music Room, Kitchens

Block C:

Classroom Block
 Rm, Level 2 – Chinese Orchestra Room
 Level 4 – MT Room

Block D:

Classroom Block

Block E:

Level 1 – Canteen, Gym Room
 Level 2 – Library

Block F:

Level 1 - Canteen
 Level 2 – COE Room, SBC Room, CCA Rooms
 Level 3 – Lecture Theatre

Block G:

Level 1 – Sports Hall, CCA Room
 Level 4 – Multi-Purpose Hall

Block H:

Level 1 – Heritage Room, Student Council Conference Room 2
 Level 2 – AVA Room

Block J:

Level 1 - Multi Purpose Room
 Level 2 - Indoor Sports Hall

USE OF SCHOOL FACILITIES

MPH or Sports Hall

- The MPH and Sports Hall should be kept clean before and after use.
- No food is allowed.
- No unauthorized person is allowed in the MPH and Sports Hall.
- Discipline must be maintained at all times.
- A teacher-in-charge is required to be present with the students.
- The Office must be informed immediately of any damage or accidents that occur during the time of use.

Science Laboratory

- Do not enter or work in the Laboratory unless a teacher is present.
- Do not take apparatus or chemicals out of the laboratory without the permission of a teacher.
- The storerooms and preparation rooms are out of bounds to all students.
- Always work quietly and thoughtfully. Horseplay is not allowed.
- Do not store, prepare or consume food or drinks in the laboratory.
- Always wear safety goggles when mixing, heating or handling chemicals.
- Never pipette poisonous substances, hot solutions or corrosive liquids by mouth. Use pipette filler.
- Do not take chemicals from unlabelled containers. Hand over such containers to the teacher.
- Report to the teacher any damaged equipment, bottles or containers
- Instructions for the performance of an experiment should be thoroughly understood and must be followed exactly. If in doubt, do not proceed and ask the teacher.
- Unauthorised experiments are forbidden. If you wish to conduct an experiment on your own, discuss with your teacher and obtain his/her permission.
- Keep your bench tidy and uncluttered when you carry out your experiment.
- Chemicals, once removed from the bottles, must not be poured back into the bottles unless instructed to do so by the teachers.
- Never use flammable liquids near a naked flame.
- Never taste chemicals or other materials unless you are specifically directed by your teacher.
- Bottles of chemicals should not be carried by the neck.
- Should a chemical be swallowed accidentally or if it comes into contact with the skin or clothing, wash with plenty of running water immediately.
- Report all breakage, accidents and spillage immediately to the teacher.
- Waste and surplus material must be disposed of in accordance with instructions.
- Wash your hands thoroughly after all practical work.

Computer Laboratory

- Do not enter or work in the laboratory unless a teacher is present.
- Do not bring your bags into the laboratory.
- Do not bring food and drinks into the laboratory.
- Do not bring in or take out data storage devices from the laboratory without permission.
- Do not save files onto or delete files from the hard disk unless told to do so by the teacher-in-charge.
- Duplication of programs is not allowed unless authorized by the teacher-in-charge.
- Playing of computer games or chatting on the Internet is not allowed without permission.
- Users must ensure that the laboratory is clean and tidy after use.
- Use only the computer terminal that you have been assigned to.
- Report any hardware fault immediately to the teacher-in-charge.
- Switch off the computer system and printer after use.

Kitchen

- Do not enter or work in the kitchen unless a teacher is present.
- The storeroom is out of bounds to all students.
- All students must wear clean aprons during every practical lesson.
- Instructions for the performance of a task should be thoroughly understood and must be followed exactly.
- Do not remove any equipment or appliances from the room without the permission of the teacher.
- Handle all sharp equipment and electrical appliances with care.
- Wipe off any spills on the floor immediately.
- Dry your hands before operating any electrical appliances.
- Report any breakage, damage or accidents to the teacher immediately.
- Queue up when collecting ingredients or materials from the centre store table
- Work quietly and briskly. Do not run or play in the room at all times.
- Do not eat in the room without the permission of the teacher.
- Clean cookers and sinks thoroughly after each practical lesson.
- Clean, dry and store all equipment in their respective places.
- Switch off all electrical appliances and power points after use.

Use of Toilets

- Students must always flush after use.
- Girls should dispose of sanitary pads in the proper sanitary bins provided. The bins must be kept closed.
- Students should turn off all taps after use. Do not leave taps to drip or flow after use.
- Do not leave strands of hair or pieces of tissue paper in or around the sinks.

Care of School Property

- Students should not litter but make use of the litterbins and waste paper baskets provided.
- Students should not deface the walls and furniture
- Students should not waste water or electricity. All lights and fans should be switched off when a room is vacated.

Canteen

- Students should only visit the canteen during the official recess and lunch breaks.
- After PE lessons, students are only allowed to drink from the water coolers and not to buy drinks from the vending machines or drink vendors.
- Students must queue up in an orderly manner when buying food.
- All food and drinks must be consumed in the canteen.
- Students should observe proper table manners. There should be no littering and spilling to ensure that everyone can enjoy their meal in a clean and pleasant environment.
- All used utensils are to be returned to their proper places after each meal.
- Do not remove any tables or benches from the canteen without prior permission.

Library User Responsibilities

- You are held responsible for all books which are borrowed with your card.
- Loans must be made personally. Do not lend your books to anyone.
- Handle all books with care. You are responsible for checking the condition of any book that you are borrowing. Inform the librarian of any missing or vandalized pages (e.g. scribbled or torn) before borrowing the books or you will be held responsible for any missing or vandalized page when you return the books.
- Report the loss of any library books you borrowed to the librarian immediately.

Library Manners

- Silence must be observed at all times.
- Students entering the library must be in proper school uniform.
- Do not bring in or consume food and drinks in the library.
- Students should keep the library and book shelves tidy. Do not re-arrange the furniture or litter in the library.
- Students are not permitted to bring their school bags into the library.
- Bags should be left in the bag counter or at the entrance of the library.
- Students must ensure that no library materials are taken away from the library without authorization. If a student is found leaving the library with a library book that has not been checked out, it will be assumed that he/she has stolen the book and disciplinary action will be taken.
- Students must handle all library materials with care. Vandalism is a serious offence.