

School Rules and Regulations

Conduct

1. Students are expected to be courteous and respectful to the Principal, Vice-Principal, teachers and non-teaching staff at all times.
2. Students must show pride in and must uphold the good name of the school by ensuring that they are at their best behaviour in public, whether in the school uniform or not.
3. All students must stand up to greet the teacher when he/she enters the room. When the teacher completes the lesson and leaves the room, students must also stand up to thank him/her.
4. Chairman, Vice-Chairman and Prefects are to supervise and maintain discipline in the absence of the teacher.
5. Movement from classrooms to classrooms or special rooms and along the corridors must be carried out in a quiet and orderly manner.
6. Students must be attentive while lessons are being conducted.
7. Students are expected to bring all the books they need for their daily lessons. No borrowing of books or materials is allowed. After school, they should bring them home for revision/assignment purposes.
8. Students are not allowed to change seats without permission.
9. Students are not allowed to leave the class without a permission pass.
10. Students must not remain in the classrooms during recess. All students are responsible for the cleanliness of their respective classes.
11. All lights and fans must be switched off when not in use.
12. Students must take care of their personal belongings and valuables as well as handle all school property with care.
13. Chairman and Vice-Chairman must report to the form teacher or General Office immediately any acts of misbehaviour, vandalism to school property and accident.
14. Every pupil has the responsibility of keeping the school clean at all times. All litter should be disposed of in the dustbins provided.
15. Students must queue up when purchasing food in the canteen or stationery in the bookstore.
16. Food and drinks must be consumed within the precincts of the canteen only.
17. After eating, the used utensils must be immediately returned and deposited into the appropriate receptacles provided.
18. Students are strictly forbidden to use handphones during curriculum time or school-organised activities after school such as remedials, group studies or CCA etc.
19. All students are strongly advised not to bring these or other valuable items to school. Students are responsible for the safety of their personal belongings. The school is not liable for any loss of personal items.

Punctuality and Attendance

1. All students must be punctual for school, lessons, Assembly, CCA and any school-organized activities.
2. Attendance in school is compulsory. Students who are absent without medical certificate or without any valid reasons will be regarded as having committed truancy.
3. Attendance at flag-raising ceremony and at the weekly assembly is also compulsory for all students. A pupil who is late for the flag-raising ceremony will be considered late for school.
4. A pupil who is persistently late for school will be penalized in his/her conduct grade and faces more stringent disciplinary measures.
5. Those applying for early departure from school during school hours must obtain approval from the Head of Department/Vice-Principal/Principal. No pupil is allowed to leave the school premises during the school hours without approval.
6. A pupil who wants to go home during school hours must, in the presence of the Head of Department/Vice-Principal/Principal, contact his parent or guardian to fetch him home. Those on official leave, for example representing the school in tournaments, must apply for leave through the teacher-in-charge.

Flag-raising Ceremony

1. Classes are to assemble quickly and quietly at the designated place when the first bell is sounded. They are to observe silence and remain standing while waiting for the second bell. All students must stand at attention.
2. All Singapore citizens must sing the National Anthem and take the Pledge with the right fist placed over the heart.
3. Students are to remain silent and to listen attentively to the announcements being read.
4. Classes can leave the assembly ground only after the instruction is given and they should dismiss, class by class, in a quiet and orderly manner

School Assembly

1. Classes are to assemble in the school hall quickly and quietly. They are to observe silence and remain standing while waiting for the start of the assembly.
2. Students must stand at attention and sing the school song.
3. Students should listen to the assembly talk attentively.
4. Classes can leave the school hall only after the instruction is given and they should dismiss, class by class, in a quiet and orderly manner.

For Strict Compliance

- Students are to wear the prescribed school uniform and modification to the uniform is not allowed.
- All Singaporean citizens must sing the National Anthem and take the Pledge with the right fist placed over the heart.
- Male student must maintain a clean-shaven look; no moustache or beard is allowed.

Hairstyle (Boys)

- Hair must be kept short and neat.
- The hair must not touch the eyebrows, ears and the shirt collar.
- The hair cut should show evidence of slope at the back of the head.
- Side-burns must not extend beyond the middle of the ear.
- Outlandish hairstyle, streaking, tinting or colouring of hair is strictly forbidden.
- Earring/ear-sticks are strictly forbidden.

Hairstyle (Girls)

- Girls are encouraged to keep their hair short for easy management.
- Girls with long hairs are to either neatly tie, clip or plait their hair.
- Hair accessories like hair pin or hair clip must be black in colour.
- Fanciful kinds are not allowed.
- Outlandish hairstyle, streaking, tinting or colouring of hair is strictly forbidden.
- Fringes must be pinned up neatly and not touching the eyebrows.

Spectacles

- Students who wear spectacles must not use tinted glasses or coloured contact lens.
- Designer-branded frames are not encouraged.

Fingernails

- Students are to keep their fingernails short and clean.
- Varnishing of the fingernails is strictly forbidden.

Make-up

- Students must not use any form of make-up unless during school sanctioned-performances.

Ornaments

- Only one and identical pair of simple design ear-studs/transparent ears-sticks is allowed for girls.
- Rings, necklaces, lockets, fanciful/dangling earrings, non-transparent ear-sticks, bracelets, anklets, friendship bands or any other forms of jewellery or cosmetic accessories must not be worn when in school uniform.
- Facial, nose or tongue studs are strictly forbidden for both boys and girls.

Talisman

- No talisman is to be worn around the neck or the wrist.
- If necessary, it should be kept in the wallet or pocket.

Tattoo

- Students found with indelible tattoo/s on their body will be severely dealt with.

Shoes and Socks

- Students are allowed to wear canvass shoes or track shoes with the prescribed school socks or plain white socks. Multi-coloured white socks are forbidden.
- The shoes must be predominantly white (at least 2/3 white) with school laces.
- Luminous or striking colours are strictly forbidden.
- The shoes must be kept clean to project neatness and good hygiene.
- The school socks must be worn that they are visibly above the shoes.
- Sandals or slippers are strictly forbidden.

Attire

- All students are to put on their school uniform neatly and smartly. This means that the uniform must be clean and neatly pressed. The shirt must be buttoned and tucked in at all times.
- For the girls, the length of the skirt must touch the knee cap.
- All students must be in full uniform together with their ties for school assembly.
- The school P.E. T-shirt and shorts worn must be of standard design. They are to be worn during P.E. lessons and any school physical activities. The shirt must be tucked in smartly.
- Students are allowed to be in school PE attire throughout the whole day only on those days which their class have PE lessons.
- Students are allowed to put on their CCA T-shirts only during CCA activities.
- Only school T-shirt or CCA T-shirt can be worn beneath the school shirt.
- Alternatively, plain white T-shirt is acceptable.
- Students who come to school on Saturdays or during school holidays, must be in full or part uniform (school T-shirt or CCA T-shirt and school short/pant/skirt) including proper footwear. Slippers or sandals are strictly forbidden.
- All students are required to wear the full school uniform when in school, at all school functions, for examinations/excursions (unless instructed otherwise) and when representing the school at official functions.

System of Correction

The school is committed to its twin aims of character formation and academic excellence. Our policy of discipline is a positive one which seeks to help to build sound character and promote effective learning and development. This is best achieved in a school environment where students are clear about what is expected of them, the rationale behind the rules and regulations, and the consequences of their irresponsible behaviour.

The school gives clear signal to students that the school does not tolerate ill-discipline and expects good, positive behaviour from all.

Negative behaviour entails appropriate school response. Corrective action is carried out according to disciplinary guidelines formulated by the Discipline Committee. The following are some follow-up actions carried, which are not necessarily sequential.

- Teacher speaks to student: together with the advice and warning given, a change of behaviour or attitude is expected.
- Personal Detention: the teacher keeps the student back after school and assigns him/her extra work to do or unfinished work to complete.
- Supervised Detention: the Discipline Master or Discipline Teacher keeps and supervises the students back after school to complete the assignment given.
- Isolation in or out of classroom: the student is made to stand apart from the rest of the class. He/she can still follow the lesson but will prevent him/her from distracting others.
- Referral to Teacher Counsellor: if the Form Teacher feels that the student's behaviour is due to other factors other than poor personal discipline, the matter will be brought up to the Teacher Counsellor for counselling.
- Phoning the parents/guardians: the Form Teacher, Discipline Master or Teacher Counsellor will keep them informed of the serious nature of the offence.
- Principal invites the parents/guardians to school: to discuss the matter.
- Corrective Work Order: the Discipline Master or Discipline Teacher keeps the student back after school and assigns him/her work order to do.
- Warning Letter: the Principal issues a warning letter to the parents/guardians.
- Suspension from school: depending on the seriousness of the cases, the Principal may decide to suspend the errant student for a stipulated period of time.
- Caning: depending on the gravity of the offences, the Principal may decide to cane the errant student in class or in the hall.
- Dismissal from school: if the student still does not make a positive change in behaviour and attitude despite of all actions taken, the Principal may after consultation decide to dismiss the student from school.

THE FOLLOWING WILL BE CONSIDERED VIOLATIONS OF THE SCHOOL RULES

Minor Offence

- Being rude to others
- Damaging school property through irresponsible behaviour
- Dirtying school property through mischief
- Disruptive/Inconsiderate behaviour
- Jumping queue
- Late in submitting assignments or projects set by teachers
- Leaving the classroom without the teacher's permission
- Shouting in the classrooms despite being told not to do so
- Not performing classroom duties according to the duty roster
- Not punctual for school/lessons/CCA/other activities
- Not wearing the proper school uniform
- Spitting and littering
- Sporting unacceptable hairstyle

Major Offence

- IT-related offences
- Skipping classes
- Theft, shoplifting
- Truancy /Absence from CCA without valid reasons
- Using abusive/vulgar languages
- Vandalism
- Assault and fighting
- Bullying other students / Gangsterism
- Cheating in examination/tests
- Extortion / Gambling
- Forging/doctoring documents
- Immoral conduct
- Leaving school grounds without permission
- Open defiance and rudeness to teachers
- Possession of pornographic materials
- Possession of alcohol, cigarettes, drugs or inhalants / Smoking
- Possession of weapons