

School Rules & Regulations

The following rules & regulations have been formulated so as to allow the school community to teach, work and learn in a safe, supportive and respectful environment.

- 1. Pupils who are Singapore Citizens must sing the National Anthem and take the Pledge.**
Pupils will take the Pledge with the right fist placed over the heart.
- 2. Pupils are to wear the prescribed school uniform and modification to the uniform is not allowed.**

(a) Uniform

Pupils are expected to wear their school uniform when they are in school, even on Saturdays, school holidays and for dental appointments.

All pupils are expected to wear their school uniform smartly and with pride.

The boy's uniform consists of a white shirt and navy blue shorts. The School Badge is sewn onto the top left side of the uniform. The name tag is to be fixed on the left side of the white uniform along the edge of the pocket, above the school badge.

The girl's uniform consists of a white blouse and a navy blue pinafore with a belt. The School Badge is sewn onto the top left side of the uniform. The name tag is to be fixed on the left hand side of the blue pinafore just below the school badge.

(b) PE Attire

For PE, pupils are required to wear the school T-shirts and navy blue PE shorts. For PE T-shirts, the name tag is to be fixed on the left hand side just below the school badge for all pupils. The T-shirt is to be tucked in at all times.

Primary One and Two pupils are allowed to wear the PE T-shirts on the days they have PE.

Pupils in the a.m. session may come to school in their PE T-shirts only on days they have PE before recess. However, the boys must still wear their navy blue pants and

the girls their blue pinafore over their shorts. They must change back into their formal school uniform during recess.

PE Attire should only be worn for CCA sessions that are defined as rugged activities (e.g. includes sports like hockey and badminton)

(c) Footwear

Pupils are required to wear only black canvas shoes and above-ankle white socks. Leather shoes, slippers or sandals are not allowed. Pupils who are unable to wear shoes due to injury are required to produce a note from a doctor or parent/guardian stating the estimated duration the pupils will not be wearing shoes. The note should be handed to the office upon their arrival at school for an excuse slip before the morning/afternoon assembly.

3. Pupils are to present themselves well at all times.

(a) Hairstyle/Facial Hair

Boys: Hair must be kept short and neat at all times. The hair must not touch the eyebrows, ears and the shirt collar. Hair at the back of the head and around the ears should be sloped. No spiky, punk or outlandish hairstyles. Hair must not be tinted, gelled or dyed. Facial hair such as beards, moustaches and long sideburns are not allowed.

Girls: Short hair must be neatly combed back, while long hair must be tied up or braided. Fringe length should not touch the eyebrows. Fringe reaching below the eyebrows must be neatly clipped. Hair must not be tinted, gelled or dyed. Only black, dark blue or white hair accessories can be used. Hair accessories that attract unnecessary attention and are a distraction to others are not allowed.

(b) Accessories

Pupils are not allowed to wear jewellery, expensive watches or accessories of any kind to school, except for simple ear studs for girls (one on each ear).

(c) Others

Pupils are not allowed to wear any make-up to school. Fingernails must be kept short, clean and unpolished. Body piercing, tattoos and any form of body markings are not allowed.

4. Pupils are to be punctual for all school activities

(a) Absence

Absences from all school activities must be covered by a medical certificate or a note from a parent/guardian indicating the date(s) the pupil was absent and giving the reason for the absence. The medical certificate/note should be given to the form teacher/teacher in charge by pupils upon their return to school. Failure to notify or substantiate absence upon return to school may be treated as truancy and appropriate consequences will be meted out.

(b) Pre-assembly

Pupils are to move to the designated venues (i.e. School Hall or Parade Square) upon arrival at school. They should not be loitering around the school compound.

(c) Late- coming

Pupils are considered late for school if they are unable to reach school in time to join their classes for the morning/afternoon flag-raising ceremony (7.25 for AM & Mon, Tue 12pm , Wed 2pm & Thu, Fri 12.30 pm for PM) Pupils who are late for school must provide a note from their parents explaining why they were late. If the note is not provided on the day of lateness, then the note must be submitted on the following day. Pupils who fail to provide a note and/or are consistently late with inappropriate reasons (e.g. overslept) will be dealt with appropriately by the school.

(d) Leaving School Grounds

All pupils are expected to remain in the school premises until they are officially dismissed. Pupils who leave the school during school hours without the school's approval will be considered as having committed a serious misdemeanour and will be dealt with appropriately by the school. In the event when a pupil is unwell and needs to leave school, he/she is required to report to the sick bay/office. The staff

from the General Office will assist the pupil by informing members of the family to pick up the pupil to bring him/her home from school.

(e) Pupils Out of Class During Lessons

No pupil is allowed to leave his/her class during lessons. Pupils who need to leave their classes for valid reasons must seek permission from a teacher and obtain an Exit Pass. Pupils who need to leave their classes because they are representing the school in a game, competition or official function can do so only at the time stated in the early departure form that is prepared by the teacher-in-charge of the activity.

5. Pupils are to respect others, their property and the environment

(a) Out of Bounds Areas

Some areas of the school are designated out of bounds to pupils and as such, pupils need to be accompanied by a teacher or seek permission before entering these areas.

- (i) Pupils are allowed to enter the following rooms only when permission is given:
 - General Office
 - Principal's Office
 - Vice Principal's Office
 - HOD Room
 - Staff Room
 - Staff Lounge

- (ii) Pupils may use the following rooms/facilities only when supervised by a teacher:
 - AVA Room
 - Music Rooms
 - Computer Labs
 - Science Labs
 - Sports Equipment Room
 - All other Special Rooms

(b) Handphones

The school's policy on handphones does not allow primary one and two pupils to bring handphones to schools whereas primary three to six pupils are strongly encouraged not to. Parents/Guardians of primary three to six pupils who require

their children/wards to bring their handphones to school for communication purposes before and after school are to sign an acknowledgement letter to be returned to the form teacher. This letter stipulates the ethical use of handphones which the pupils are expected to abide by and the measures the school will take in the event that pupils lose their handphones. Handphones confiscated due to violations of these stipulations will only be returned to the parents/guardians.

(c) Use of ICT

Pupils are expected to exercise discretion and self-discipline in the use of ICT. Pupils caught or found abusing ICT will be dealt with appropriately by the school. Abuse of ICT includes:

- using ICT devices (including handphones) without the consent of the people concerned
- Surfing restricted websites
- Spamming
- Illegal downloading/sharing of information
- Unauthorised use or sharing of Userid/Passwords
- Publishing undesirable remarks or contents on the Net, Blog, discussion forums, chatrooms, or any other websites

6. Pupils are to behave in a responsible and safe manner

(a) Prohibited Items in School

The following items are not allowed in school as they compromise the safety of others or serve as a distraction to teaching and learning:

- Electronic devices (e.g Walkman, Discman, MP3/MP4 players, notebooks/netbooks, PSP, iPod, camera, etc.)
- Toys deemed by school as unsafe or distracting
- Any form of cards that can be used for gambling or exchanged for monetary gains
- Cigarettes
- Lighters/matches
- Alcoholic drinks
- Pornographic materials
- Weapons
- Pirated or unlicensed materials
- Chewing gum
- All other items prohibited by Singapore law

(b) Tests and Examinations

A medical certificate or a note from parents/guardians stating a valid reason (e.g. death of a close relative) must cover absence from tests and examinations else a zero mark will be assigned. Pupils who are on MC are strongly advised against attending school to take a test/examination. These pupils are expected to rest as recommended. Cheating or assisting others to cheat during tests and examinations is considered a serious misdemeanour and will be dealt with appropriately by the school.

(c) Serious Misdemeanours

The school considers the following as serious breaches of behaviour:

- Leaving school grounds without permission
- Truancy
- Cheating in assessments/tests/exams
- Forgery of parents' signatures or alteration of important school documents, e.g. results slips
- Open defiance and/or rudeness to school staff and persons in authority (e.g. student leaders, school bus operators, canteen vendors)
- Bullying
- Persistently rowdy, disruptive behaviour during lessons or CCAs
- Abuse of ICT
- Arson
- Theft
- Vandalism of any school or others' property
- Assault (Verbal or Physical)
- Fighting
- Gambling
- Gangsterism
- Pornography
- Possession of weapons
- Smoking
- Substance Abuse
- Use of abusive, vulgar language or signs
- Threatening/Intimidation of staff and pupils
- Extortion
- Possession of alcohol, cigarettes, drugs or inhalants

Notes:

Pupils who commit offences not specified in the above school rules will be dealt with in consultation with the Principal or Vice Principal.