

Student Management Briefing

Student Management Department 2022

Friday, 14th January

Areas of Focus

1. Attendance
2. Punctuality
3. Dropping-off students for school
4. Attire and Appearance

More details on school rules in Student Companion, pg 13-22

Attendance

- Attendance is compulsory for all school activities unless an option is given.
- When absent from school, a student must present to his/her FTs/ Co-FTs or the respective teacher-in-charge a valid MC or a letter of excuse from his/her parent/ guardian immediately upon return to school.
- FT/Co-FT will contact the parents if a student is continuously absent for 2 days and nothing is heard from the student/parents.

Punctuality

- Staggered Arrival Times

- ✓ Sec 1 – 0735 (*will be considered late after 0740*)

- ✓ Sec 2 – 0730 (*will be considered late after 0735*)

- ✓ Sec 3 – 0725 (*will be considered late after 0730*)

- ✓ Sec 4 & 5 - 720 (*will be considered late after 0730*)

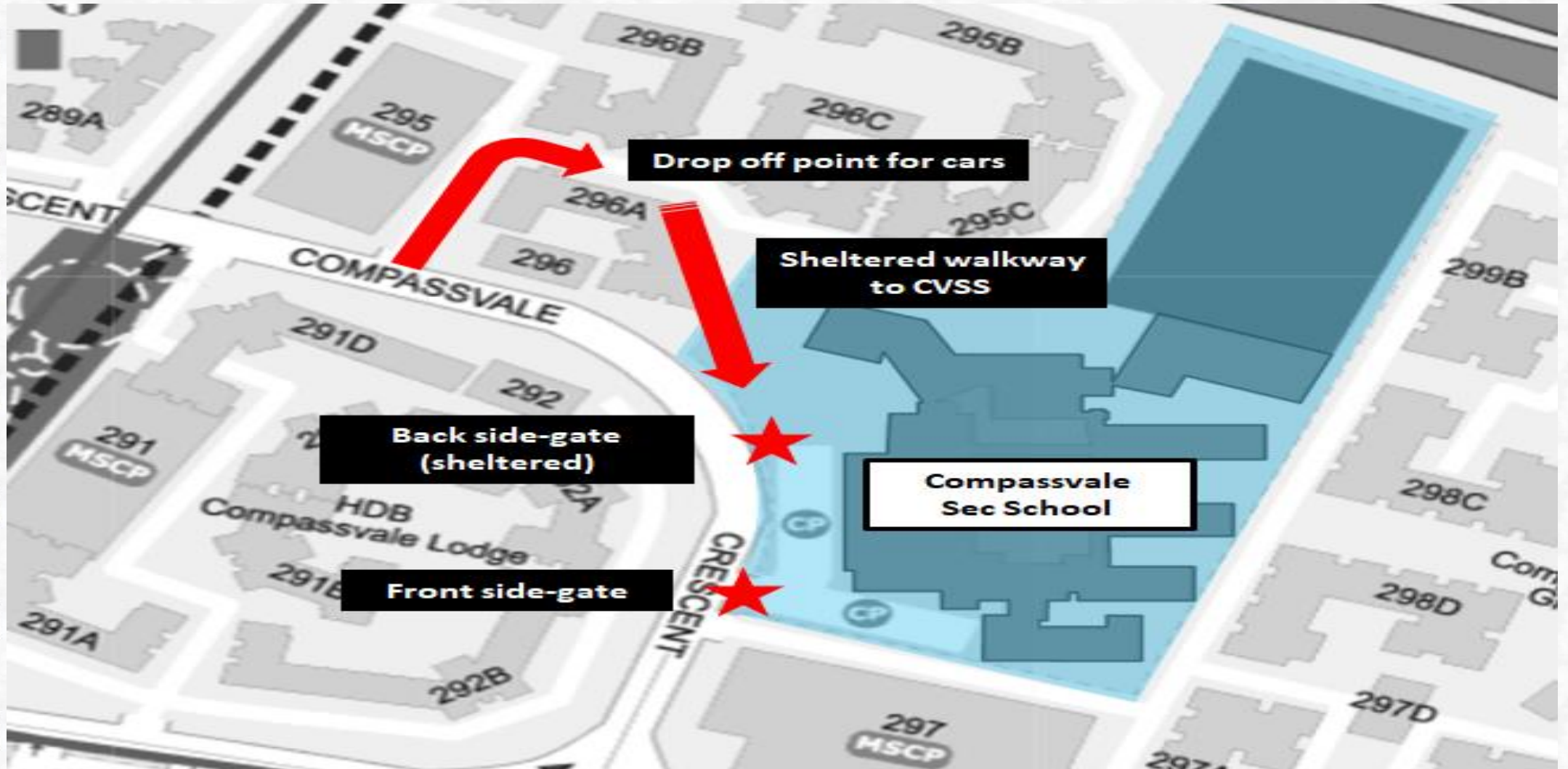
- Habitual late-comers without valid reasons will face disciplinary measures such as warning/detention/in-house suspension/community service/parent meetings (for severe recalcitrant students).

- Students who come to school after 8.00am without prior permission will be held at the school foyer and disciplinary teachers on duty may call parents to verify reasons for late coming if necessary

Dropping off Students for School

- The school has only one vehicular gate for vehicles and the traffic through the gate and in front of the gate is very heavy with staff vehicles and pedestrians during morning arrival time for students, especially during wet weather.
- Our security guards have to handle a 5-way traffic – cars turning into the school from the near and far lanes, cars coming out of the school after dropping off staff, pedestrians walking across the school gate in both directions with students adding to this during wet weather]
- **Therefore we could not allow parents to drop off their children inside the school compound during this time** (except with prior permission eg. if the students have walking difficulties).
- Parents who drive their children to school are requested to drop your children off at the **roundabout between HDB Block 296A and 296B** where it is only a one to two-minute walk to the school's back gate and sheltered all the way into the school compound.
- Parents may also drop their children off in the multi-storey car park next to the school. However, students without umbrellas will then have to walk across the main vehicular gate to get to the back gate during wet weather and this is not advisable for their safety.
- Thank you for your kind understanding and cooperation.

Drop-off point for parents who drive their children to school



Uniform for Lower Sec Students

Boys



Girls

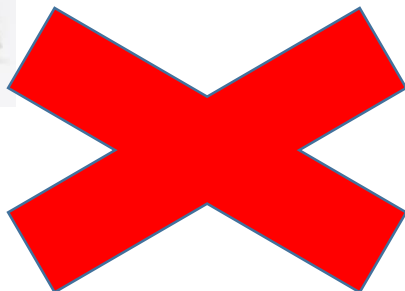
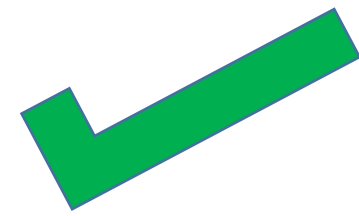


Uniform

- **No modification of the school uniform is allowed.**
- Shirt/blouse should end below waist but not too long
- Skirt length should not be more than 2 fingers above knee (girls)
- Name tag should be sewn on the left side of the shirt above the pocket (boys) and similar position (girls).
- Name tag should not be sewn on the PE t-shirt.
- For better comfort due to wearing of mask, students are allowed to come to school in PE attire or otherwise advised, until further notice. They can choose to be in half or full school uniform if they wish. PE lessons must be in PE attire.

Footwear

- All or predominantly white shoes (at least 80% white) (with white socks) or
- All or predominantly black shoes (at least 80% black) (with white or black socks)
- Soles/laces should be the same colour as the predominant colour of the shoe
- No neon/fluorescent/flashy/brightly coloured/high cut shoes
- Socks must be visible at all times, covering the ankle
- Sandals/slippers may be worn only when a student has a foot/ ankle injury.



Hairstyle/Appearance for Boys



- Hair must not reach the ears or eye brows; hair at the back must be short and sloped.
- No spiky, undercut or outlandish hairstyles. No shaved heads.
- **All male students must be clean shaven. No facial hair (moustache, beard or sideburns) is allowed.**
- **Students with unacceptable hairstyle or appearance may be asked to rectify immediately before being allowed to attend lessons**

Hairstyle/Appearance for Girls



- Long hair (ie. overshooting the bottom of the collar) must be tied up neatly.
- Only **black or dark muted coloured hair accessories are allowed.**
- Fringes must not touch the eye brow and must be clipped away from the face.
- **Students with unacceptable hairstyle or appearance may be asked to rectify immediately before being allowed to attend lessons**

A spiral-bound notebook with a white cover and a black spiral binding on the left side. The notebook is open to a blank white page. The text "Thank You" is written in the center of the page in a large, black, sans-serif font.

Thank You