

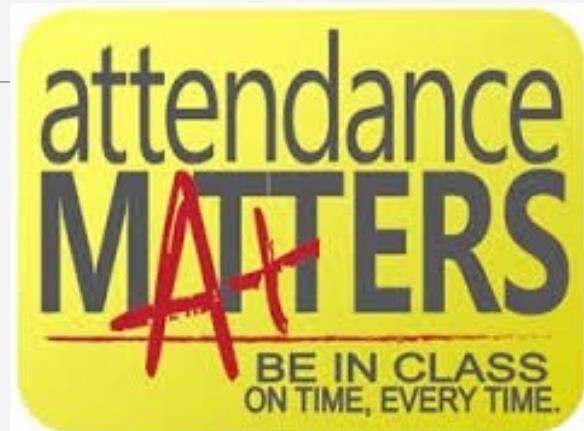


# School Rules & Expectations

# ATTENDANCE



- ✓ Be in school by 7.30 a.m.
- ✓ Remain in school during school hours
- ✓ Permission to leave school earlier must be sought from the General Office before doing so
- ✓ If your child is sick, parent/guardian is to come personally to take child home





# ATTENDANCE



- ✓ Students should not be absent from school without a valid reason
- ✓ Present a medical certificate or a parent's letter (5 Letters per Semester) if your child is unwell and needs to rest at home.
- ✓ A student will be marked LATE if he/she arrives in school after 7.30am.





# ATTIRE



✓ Wear the school uniform **smartly**

Jackets off unless its raining/unwell

School Uniform / PE Attire



✓ Sew the name tag onto the pocket above the school crest

for School Uniform/Above school crest for PE Tshirt

✓ Wear black shoes and socks that cover the ankles

✓ T-shirts must be tucked in at **all times**



## School Uniform



Front View (Girl)



Front View (Boy)



Side View (Girl)

## PE Attire



Front View (Girl)



Front View (Boy)



Side View (Boy)



Side View (Girl)



Side View (Boy)

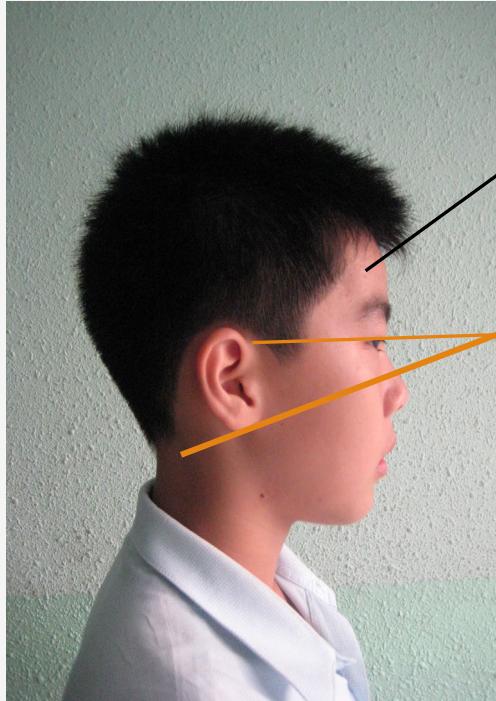




Students will wear the Red FTPPS T-Shirts for **special school events** such as National Day, Festive Celebrations. Students will be informed when they are required to wear the above attire.



# HAIRSTYLE

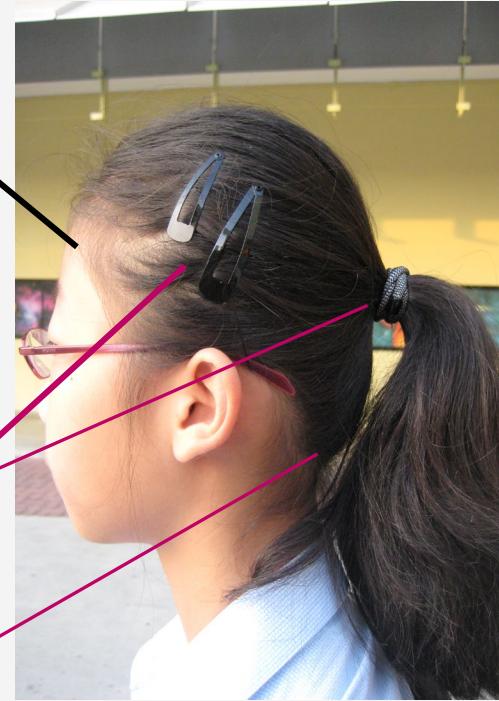


Fringe should not touch the eyebrows

Short and evenly cut hair. Not touching the collar.

Hair accessories must be black or dark blue

Long hair is tied up.



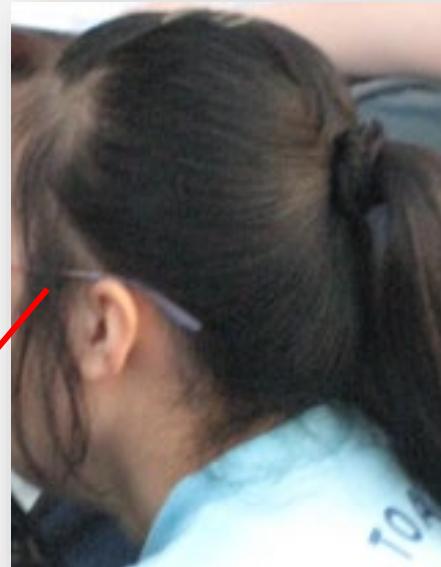
Be proud of themselves.  
Ambassador of the  
School.

Leave hair naturally coloured.

# HAIRSTYLE



These styles are NOT allowed.



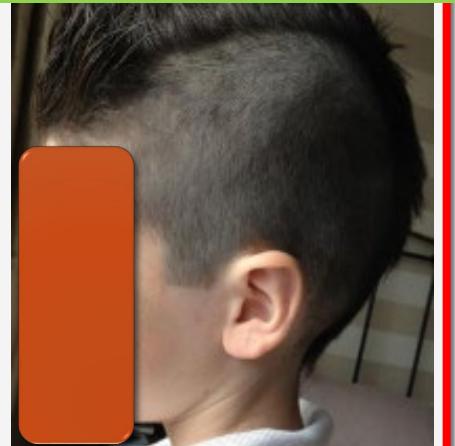
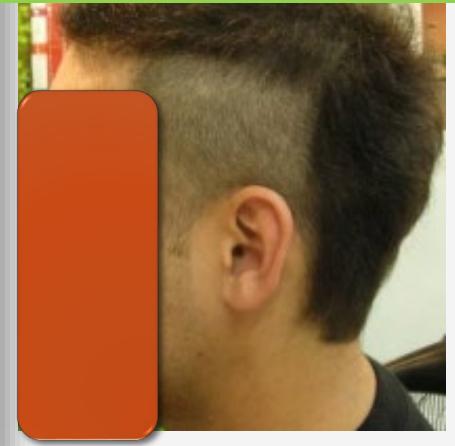
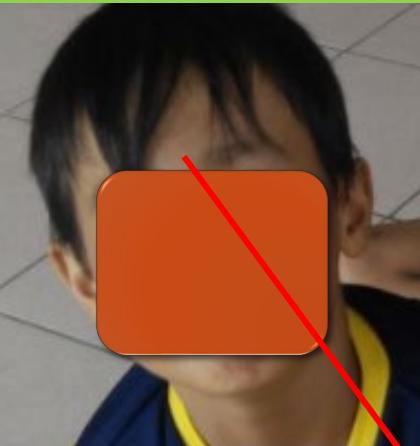
Long fringe should  
be pinned up.

# HAIRSTYLE



What to tell the Barber?

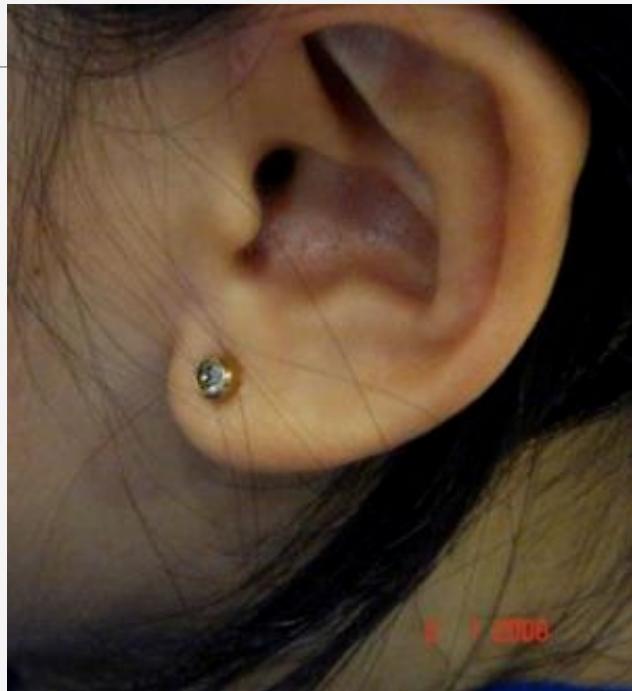
1. Student haircut
2. Short and normal slope



Hair is long, messy and  
touching the collar.

NOT appropriate  
for school.

# EAR ACCESSORIES



Only simple ear studs  
are allowed



**No rings, dangling ear  
accessories**

# NAILS & PERSONAL HYGIENE



✓ Keep finger and toe  
nails clean and short

✓ Keep them free of nail  
polish

✓ Wash hands often

**Taking Care of Yourself**

<b>Sleep</b> Early to bed, early to rise. Plenty of sleep helps you concentrate. 	<b>Teeth</b> Brush teeth every morning and night to keep them shining and bright. Visit your dentist regularly. 
<b>Nails</b> Trim nails weekly. Keep nails short and clean. 	<b>Hair</b> Wash your hair often. Keep it neat by styling and brushing. 
<b>Exercise</b> Play outside as much as possible. Don't sit and play on the computer or watch TV too often. 	<b>Hygiene</b> Bath or shower and change underwear daily. Wash hands after visiting the toilet and before eating. 
<b>Homework</b> Take care with homework and always do it before going out to play. 	<b>Diet</b> Eat a healthy balanced diet. Choose healthy snacks such as fruit instead of crisps and sweets. Avoid sweet, fizzy drinks. Drink water, milk or fresh fruit juice. 



# ACCESSORIES



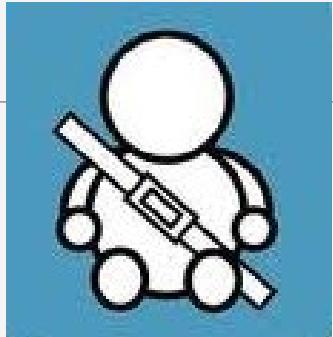
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- ✓ Blue/Black hair accessories for girls
- ✓ Necklaces and pendants of religious nature should not be worn visibly

# BUS ETIQUETTE



- ✓ Remain seated at the Student Interaction Area (SIA) / bus stop.
- ✓ Do not walk or run up and down the bus.
  - Fixed seating
- ✓ **Belt up** while seated in the school bus.
- ✓ To ensure a safe journey, **keep noise level down.**



# PERSONAL DIGITAL DEVICES

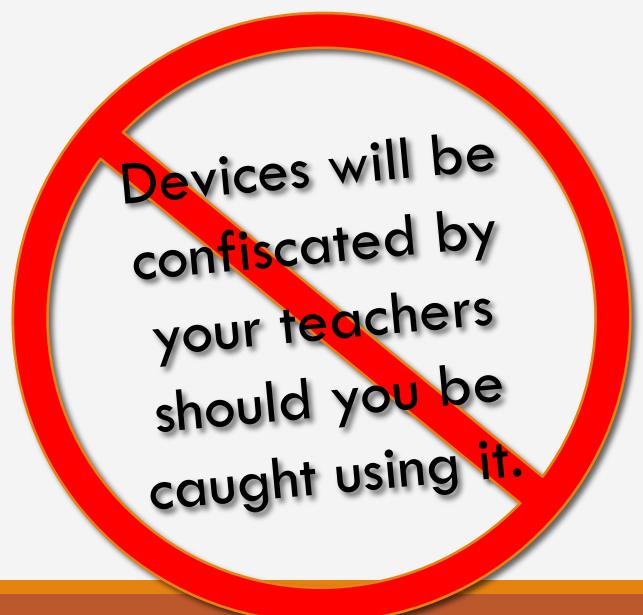


Students are **not** to use personal digital devices, including **smartphones, smart watches** during school hours including recess, CCA & after-school programmes.

Device is to be switched off.

Students are to place them in their bags before the start of school.

Students may use their devices to contact parents after school hours at the Canteen / Foyer (Outside Library).



# SAFETY CONCERNS



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## We seek your support

- If your child/ward walks or cycles to school, please remind them to stay alert and watch out for traffic at all times. Protective gear should be worn.
- Remind your child/ward not to be engrossed in their mobile phones and to be aware of their surroundings.
- If your child/ward takes public transport, they should remain seated where possible. If standing, they must hold firmly onto the handrails.
- If your child/ward takes the school bus, they are to fasten their seatbelts, remain seated throughout the journey, and follow the instructions of the bus driver and attendant at all times.



Offences	List of Measures
<b>Attendance &amp; Punctuality</b> <ul style="list-style-type: none"> <li>• Latecoming</li> </ul> <b>Appearance &amp; Hygiene</b> <ul style="list-style-type: none"> <li>• Inappropriate uniform/grooming</li> </ul> <b>Academic Responsibilities</b> <ul style="list-style-type: none"> <li>• Not handing in homework/ assignments</li> </ul> <b>School Environment</b> <ul style="list-style-type: none"> <li>• Littering</li> <li>• Not clearing cutlery/crockery during recess/lunch breaks</li> </ul> <b>Technology &amp; Device Use</b> <ul style="list-style-type: none"> <li>• Using PEDs inappropriately and/or during non-designated times</li> </ul> <b>Behaviour &amp; Conduct</b> <ul style="list-style-type: none"> <li>• Disruptive behaviours</li> <li>• Disrespectful behaviour towards teachers and/or school staff</li> <li>• Use of inappropriate language</li> </ul>	<b>Reflective &amp; Rehabilitative Measures</b> <ul style="list-style-type: none"> <li>• Apology</li> <li>• Conduct grade adjustment</li> <li>• Confiscation of items – to be returned to parent/guardian</li> <li>• Corrective work</li> <li>• Parent-Teacher conference</li> <li>• Pledge of good behaviour</li> <li>• Reflection essays</li> <li>• Research &amp; presentation to school/ class on harms caused</li> <li>• Restriction of privileges</li> <li>• Warning and/or counselling by Form Teacher and/or Year Head</li> <li>• Written notification to parents</li> <li>• Any other appropriate actions deemed necessary by the School Discipline Committee</li> </ul>
<b>Serious Misconduct</b> <ul style="list-style-type: none"> <li>• Assault</li> <li>• Fighting</li> <li>• Defiance</li> <li>• Sexual Misconduct*</li> <li>• Gangsterism</li> <li>• Gambling</li> </ul> <b>Substance-Related Offences</b> <ul style="list-style-type: none"> <li>• Drug/Inhalant Abuse</li> <li>• Inhalant Abuse</li> <li>• Smoking/Vaping*</li> </ul> <b>Academic and ICT Offences</b> <ul style="list-style-type: none"> <li>• Cheating in Assessments/Tests/ Examinations</li> <li>• Breach of Acceptable Use Policy (AUP)</li> <li>• Forgery</li> </ul> <b>Property-Related Offences</b> <ul style="list-style-type: none"> <li>• Theft/Shoplifting</li> <li>• Vandalism</li> <li>• Possession of contraband items</li> <li>• Possession of weapons*</li> <li>• Pornography</li> </ul> <b>Hurtful Behaviours/Bullying*</b> <ul style="list-style-type: none"> <li>• Cyber</li> <li>• Physical</li> <li>• Social</li> <li>• Verbal</li> </ul>	<b>Consequential Measures</b> <ul style="list-style-type: none"> <li>• Confiscation of items – to be returned to parent/guardian and/or law enforcement</li> <li>• Conduct grade adjustment (Fair/ Poor)</li> <li>• Formal warning letters</li> <li>• Ineligibility for scholarships/awards, leadership appointments, overseas trips or school team representation</li> <li>• School-Parent conference</li> <li>• Warning and/or counselling by Discipline Head and/or School Leaders</li> <li>• Any other appropriate actions deemed necessary by the School Discipline Committee</li> </ul> <b>Punitive Measures</b> <ul style="list-style-type: none"> <li>• Caning (for boys)</li> <li>• Suspension (In-School/Home)</li> <li>• Any other appropriate actions deemed necessary by the School Discipline Committee</li> </ul>

- The following behaviours are considered inappropriate in school and will be addressed in accordance with the school's discipline policy.
- This list is not exhaustive; other behaviours that disrupt learning or compromise safety may also be addressed based on school expectations.
- For students who commit recurring or serious offences, disciplinary consequences may be escalated to more serious measures at the discretion of the School Discipline Committee

# STUDENT HANDBOOK

## STUDENT MANAGEMENT MATTERS



## GOLDEN RULE TEST

**Would I want others to do this to me?**



## SCHOOL TEST



**Does this demonstrate the core values  
which I have been taught in school?**

## ADULTS TEST



**How would the adults in my life feel if  
they found out that I did this?**

## CONSEQUENCES TEST



**Will this have negative consequences?**

**Will I be hurt?**

**Will others be hurt?**

**Will I come to regret doing this now or  
in the future?**

# Contact

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HOD Student Management & CCA

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