School Attire

1. Uniform

1.1 PUPILS ARE TO WEAR THE PRESCRIBED SCHOOL UNIFORM AND MODIFICATION TO THE UNIFORM IS NOT ALLOWED.

1.2 The school uniform must be purchased from the school bookshop.

1.3 Pupils must be in school attire whenever they are in school, including weekends and holidays.

1.4 Girls’ Blouse and Culottes
- Cream blouse with sharp collar, a school logo on the left and slits at the side.
- A-line culottes with 2 box pleats on each side, in the front and the back, and an inner pocket on the right. Culottes must touch the knees.
- Girls who wear the school blouse with a zip opening must ensure that their blouse is properly zipped up.

1.5 Boys’ Shirt and Shorts/Pants
- Safari style cream shirt with a pocket on the left and school logo embossed on the top right hand corner of pocket; and an overlap at the back.
- A pair of grey bermudas with permanent press fold at bottom for lower secondary boys and a pair of grey pants for upper secondary boys. There should be no belt holders. The hem width of pants should be at least 15 inches.
1.6 Only plain white/black or the school wind-breakers are allowed.

1.7 Pupils cannot roll or fold up the sleeves of their shirts.

1.8 Belts are not allowed to be worn.

1.9 Only the school PE, House T-shirt, or CCA T-shirt may be worn beneath the school uniform. Offenders will have their non-regulation T-shirts confiscated.

1.10 Female students should not wear fanciful or a dark-coloured undergarment underneath their school blouse.

1.11 Pupils must wear their PE T-shirt or House T-shirt during PE lessons, not before PE lessons. They should change into their school uniform immediately after the PE lessons or by recess time. Students who have PE lessons after their recess can be in PE attire after that. Pupils engaged in outdoor sports activities must always be in their PE attire.

1.12 On Mass PE Day, students are allowed to wear the school polo-shirt and PE shorts for morning assembly. After recess that day, if there are no PE lessons, students can continue to wear their school polo-shirt but they must change into their school pants, shorts or culottes.
1.13 Tie day falls on the first Tuesday of every term. All pupils are expected to wear their school ties for the whole day. Male students should tuck in their shirt at all times when wearing the school tie. Those who do not wear the school tie on tie day must report to their form teachers and wear the school tie for the next three school days.

2. **Shoes and Socks**
   2.1 Only plain white canvas or white track shoes are allowed.
   2.2 Only plain white socks or BBSS school socks are allowed, and they must be worn just above the ankle.

3. **Accessories**
   3.1 **For Girls**
   - Only black hair clips, ribbons, hair bands or hair accessories are allowed.
   - No bracelets, rings, necklaces, chains, brooches or wristbands are to be worn with the school uniform.
   - Only plain, simple gold, silver or simple solid colour ear studs can be worn.
   - Only one ear stud in each ear is permitted at any one time. The pair of ear studs should be the same.
   - No make-up is allowed when in school uniform.

   3.2 **For Boys**
   - No bracelets, rings, necklaces, chains or wristbands are to be worn with the school uniform.
   - Boys are not allowed to wear earrings or ear studs.

   3.3 **For All Students**
   - No ear sticks are allowed.
   - No studs in the tongue or other parts of the body.
   - No tattoos are allowed.
   - No coloured contact lens
   - No spectacles with tinted glasses (unless for health / medical reasons)
   - No spectacles with fanciful or colourful frames.
4. Hair

4.1 For Girls
- Hair that touches or is below the collar must be tied up or braided.
- Fringe must be kept above the eyebrows or pinned up.

4.2 For Boys
- Hair must be short and neat at the sides and back. There should not be a tail at the back.
- Hair at the sides must not touch the ears and the fringe must be above the eyebrows.
- Boys must be clean shaven. Beard, moustache or long side-burns are not allowed.

4.3 For All Students
- Hair must be of its natural colour and not tinted.
- Hair should not be shaved intentionally such that there are fanciful designs, eg. one part should not be distinctively much shorter than another.
- The school discipline committee has the right to arrange for a barber to trim the hair of a pupil or to send the pupil out for a hair cut if the hair style is deemed too long, outlandish, punkish or inappropriate.

4.4 Procedures for hair and attire checks
- On the day of the check, form teachers (FTs) will inspect the students during morning assembly. FTs will note the names of those who have long hair or inappropriate hairstyle. These students will be given 2 days (inclusive of the day of the check) to have a haircut. FTs will also inform parents of these students.
- After this 2-day grace period, FTs will conduct a follow-up check during morning assembly. Students who fail this follow-up check will be sent to the
school-appointed barber for a haircut immediately in the school. Payment will have to be made on the spot.

- Students who refuse to have their hair cut will be suspended for three school days.
- Students who are late or absent on the day of the check will still be checked by their FTs, and they will still be subject to the follow-up check and the consequences just like the other students.
- If students whose names were taken down by their FTs are absent on the day of the follow-up check, they will be checked by their FTs when they return to school. If they fail this follow-up check, they will be given time to leave the school to have their hair cut.
- Students with coloured / tinted hair will not be allowed to join their class till the problem is rectified. These students will be given time to leave the school to have their hair coloured black. Parents will be informed.

5. **Personal Hygiene**

1. Pupils must keep short, clean and unvarnished finger nails.

2. Pupils should always come to school in clean uniform.

**Attendance**

1. Attendance in school is compulsory.

2. A medical certificate is required for absence from school.

3. Pupils may not leave the school premises during school hours without permission from the Principal, Vice-Principal, Deans or Form Teachers.

4. Any pupil who wishes to leave the school during school hours has to be accompanied by his/her parent/guardian who should fill in and sign the Early Dismissal Book in the general office. The Principal, Vice-Principal, Deans or Form Teachers will endorse this.

5. All pupils are not allowed to absent themselves and leave the country before the official end of term, on half-days before public holidays, or during compulsory holiday lessons without **prior permission** from the Principal or the Vice-Principal.

**Latecoming**

1. Latecoming is defined as arriving at the front gate after the start of morning assembly.

2. Students are also considered late when they fail to be standing in line with their class at the start of the morning assembly, even if they may have been within the school compound earlier.

3. Students who are late have to report to prefects and staff on duty at the front gate from 6.50 am to 7.10 am the next day.
4. If students fail to do so, they would have one more day to report by 7.10 am but they also need to stand in front of the school throughout the morning assembly.

5. Corrective work is conducted on the last day of the week for those who do not complete the above. It is the responsibility of each student to check the Discipline Noticeboard facing the Student Plaza to find out whether they have to report for corrective work. Corrective work is conducted at 2 pm on Friday. Students scheduled for corrective work must report outside the AEDs staff room at level 4 punctually.

6. If Friday is a school or public holiday, corrective work will be held on Thursday. Announcements on changes to corrective work will be made to the school during morning assembly.

7. Latecomers must complete their corrective work by the end of the week that they are late. The exception is for latecomers on Thursdays and Fridays. If they do not complete point 4, they can report for corrective work by the last school day of the following week.

8. Those who fail to report for corrective work will need to serve detention (2 hours), which will be arranged by their Dean.

9. Pupils who arrive at the school after morning assembly has ended but before 8.00 am must report to the general office. In addition to the normal punishment for latecoming as stated above, they have to sing the national anthem and recite the pledge in the general office in the presence of a staff member. International students will be made to stand at attention for 5 mins in the general office.

10. Pupils who arrive at the school after 8 am (or 8.30 am on a rainy day) without a valid reason will not be allowed to enter the school. This rule applies even during test days. The student has to inform the parent in the security guard’s presence that he or she has been late and is not allowed to enter the school. Students who do not even turn up at the school gate at all and claim that they have been late will be considered as having played truant, and will be punished accordingly.

11. For every 5 latecoming offences in one term, students will be given detention (at least 5 hours which could be spread over a number of days). This will be arranged by their Dean.

**Classroom Conduct**

1. Pupils are not permitted to write on the whiteboard unless authorised to do so.

2. Pupils are to keep all the classrooms clean, neat and free of litter at all times.

3. The class president is to lead the class in greeting and thanking teachers.

4. The class president is to ensure that attendance for the day is written in the class diary and to inform subject teachers of any discrepancies during the course of the day.

5. Pupils are to remain seated and pay careful attention during lessons. They are to maintain a conducive environment for learning.

6. Food or drinks should be consumed in the canteen area. Pupils should return all used utensils to the respective stall receptacles after eating.
7. Pupils moving from one venue to another must move together in a quiet and orderly manner. Pupils should bring along their bags and keep their valuables with them at all times.

8. Pupils who are given permission to leave the classroom should display the passcard on their uniform.

9. Pupils are to be polite at all times.

10. Pupils are not allowed to play any ball games in the school buildings. Those who do so will have their items confiscated.

11. Pupils must not enter any classroom without permission.

12. Pupils should not leave any valuable items unattended in the classroom, or anywhere in the school. They should be responsible for their own belongings.

**Morning Assembly**

1. Pupils are to assemble at the parade square in a quiet and orderly manner for the flag raising ceremony. All pupils must attend morning assembly unless permission is granted by the Dean or Form Teachers.

2. Pupils must stand with their respective classes.

3. **PUPILS WHO ARE SINGAPORE CITIZENS MUST SING THE NATIONAL ANTHEM AND TAKE THE PLEDGE.**

4. **PUPILS WILL TAKE THE PLEDGE WITH THE RIGHT FIST OVER THE HEART.**

5. Non-citizens will stand at attention and be quiet and respectful during this ceremony but they need not sing the anthem or take the pledge.
**Maintenance of School Facilities and environment**

1. Lights, fans and air-conditioners of rooms must be switched off when not in use.

2. All facilities are to be properly maintained and kept clean and tidy.

3. Pupils should take good care of all furniture and equipment in the school. School property is not to be abused. Vandalism or abuse of school property is a serious offence. Pupils should report any damages or malfunctioning of equipment to the General Office.

4. All pupils are expected to take responsibility in maintaining a clean and green environment which is conducive to learning.

5. Littering is an offence; pupils are to dispose all litter in the litter bins provided. Pupils are expected to pick up and properly dispose any litter they see lying around.

6. The school lifts are strictly for all staff and visitors, and students who are injured (students should seek permission from FTs first).

7. Students should not charge their mobile phones or any other electronic devices in the school premises.

**Prohibited Items**

1. Pupils are not allowed to bring harmful or distracting objects to school.

2. If pupils are caught with any of these items, the items will be confiscated and their parents will have to claim these items from the school.

3. Handphones can only be used during recess and after school at the canteen, Student Plaza, or field. Usage of handphones is not allowed in the school buildings. Misuse of handphones will result in confiscation.

**Conduct outside school**

1. Pupils should also exercise self-discipline and maintain excellent conduct outside the school, regardless of whether they are in school uniform or not. They should show keen awareness of their surroundings and understand the possible impact of their behaviour on members of the public.
## Disciplinary Offences and Consequences

<table>
<thead>
<tr>
<th>Category of Offence</th>
<th>Action to be taken</th>
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</thead>
</table>
| Arson, mischief by fire Vandalism                                                 | • Form Teacher / Parent Conferencing  
• Counselling by Form Teacher / Dean / FTSC  
• Pay for damage  
• Liable for caning*  
• Beta form issued |
| Assault & Fighting Gambling Bullying / Intimidation Gangsterism / Extortion Pornography – possession, viewing, sharing Theft Outrage of modesty Possession of Weapons (including stationery or utensils used as weapons or for threatening) Substance and alcohol abuse / possession Transactional / commercial offences (eg. Forgery, cheating, etc) | • Form Teacher / Parent Conferencing  
• Counselling by Form Teacher / Dean / FTSC  
• Police Assistance  
• Liable for caning*  
• Referral to outside agencies (CID/CNB)  
• Beta form issued |
| Smoking/Possession of cigarettes of cigarettes in and/or outside school (below 18 years of age) | • Liable for caning*  
• Beta form issued  
• Referral to Health Sciences Authority  
• Liable to be charged in court and fined |
| Smoking / Possession of cigarettes in school (above 18 years of age)             | If caught smoking in restricted areas, eg. school, or outside school in school uniform  
• Beta form issued  
• Liable for caning* |
| Cheating during tests and examinations                                            | • Form Teacher / Parent Conferencing  
• Counselling by Form Teacher / Dean / FTSC  
• Zero mark for the paper  
• Liable for caning*  
• Beta form issued |

*applicable to boys only. Female students are liable for suspension.
### Rules and Regulations 2014

#### Category of Offence

<table>
<thead>
<tr>
<th>Rudeness and/or defiance to teachers (including usage of vulgar language in the presence of a teacher, and disruptive behaviour)</th>
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</thead>
<tbody>
<tr>
<td>Truancy</td>
</tr>
<tr>
<td>- absence from school without valid reason</td>
</tr>
<tr>
<td>Skipping lessons</td>
</tr>
<tr>
<td>- in school but absent from lesson without valid reason</td>
</tr>
<tr>
<td>- turning up for lesson more than 10 minutes late without valid reason</td>
</tr>
<tr>
<td>- leaving the classroom without the permission of the teacher</td>
</tr>
<tr>
<td>Form Teacher / Parent Conferencing</td>
</tr>
<tr>
<td>Counselling by Form Teacher / Dean / FTSC</td>
</tr>
<tr>
<td>Liable for caning*</td>
</tr>
<tr>
<td>Beta form issued</td>
</tr>
</tbody>
</table>

| Not doing assignments |
| Littering |
| Defiant & challenging the authority of prefects |
| Latecoming |

| Form Teachers to inform parents |
| Counselling by Form teacher / Dean / FTSC |
| Form teacher to fill in Beta form on fourth and subsequent offence |
| Liable for suspension or caning* from fourth offence onwards |

*applicable to boys only. Female students are liable for suspension.

#### Note:

1. Suspension shall be implemented as and when deemed necessary, especially for combination of offences.
2. Some or all of the above consequences may be implemented for an offence in each category.
3. Additional actions, as determined by the Discipline Committee, may be implemented for any offence.
4. All offences recorded in Beta form to be keyed into the school cockpit system.