

# School Rules

## The Four As

### 1. Anthem

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. Attitude

We recognise that our pupils are ambassadors of our Angsana family. The following are behaviours expected of our pupils:

- Uphold the good name of the school at all times and in all places.
- Show graciousness to others and practise good social etiquette.
- Show care to both personal and public property.
- Be attentive in class to achieve their personal best.

### 3. Attendance

Pupils are to be in school by **7.20 a.m.** They are expected to attend school regularly and punctually. We want pupils to attend lessons and maximise their learning opportunities in school through engaging and purposeful activities.

- 3.1 Pupils, who arrive late to school, will have to report to the office and will be given a 'late slip'. All instances of late-coming will be recorded in the attendance register. Punctuality is a trait which we want to inculcate in our pupils. The school will not condone habitual late-coming and pupils who are repeatedly late will be referred to the Discipline Committee for suggestions on improvement.
- 3.2 Medical certificates are to be submitted for school absences.
- 3.3
- 3.4 A maximum of 5 letters per semester from parents/guardians to explain absence from school will be permitted.
- 3.5 A 'Permission To Leave School' slip must be completed and duly signed by subject teachers should there be a need for parents who require their children to leave school earlier.
- 3.6 Parents/Guardians are strongly discouraged from bringing their child/ ward away on holidays during the school term. Parents/Guardians must seek consent from the school Principal in extreme cases where your child/ward is required to leave the country during term time. There is ample time during the school holidays for holidays abroad.

# School Rules

## 4. Attire and Appearance

First impression matters and our attire and appearance create our image. Neat and smart dressing projects a positive impression. The school uniform allows others to identify our pupils as part of the Angsana Family. It is designed to be comfortable and minimize distractions to encourage concentration on daily activities/lessons.

### 4.1 Hairstyles for Boys

- a) Boys' hair should be neat, simple and in their natural colour.
- b) Fringe, when combed down, should not touch or cover the eyebrows.
- c) Sideburns must be short and should not touch the upper tips of the ears.
- d) Hair at the back of the neck must be sloped and clearly above the collar. Side shaves are not permitted.
- e) Boys are not allowed to keep permed hair, spiky or gelled up hairstyles or dyed hair.
- f) Boys must appear neat and clean-shaven at all times.

### 4.2 Hairstyles For girls

- a) Girls' hair should be neat, simple-styled and well-kept.
- b) Girls who have shoulder-length hair or hair touching the collar must tie their hair up at all times. They should be tied up in a ponytail or simple plaits.
- c) Fringes must be clipped up if they extend beyond the eyebrows.
- d) Hair should be in their natural colour. They should not be dyed or tinted.
- e) Hair accessories should be black and simple.

#### 4.3 Uniform

- a) Pupils are to wear the prescribed school uniform. Modifications of any sort to the school uniform are not allowed. Respect should be shown to the school by keeping the uniform clean and wearing it neatly.
- b) Name tags are to be sewn on the uniform as depicted in the school uniform guide.
- c) All pupils must report to school in their school uniform.
- d) Primary 3 to Primary 6 pupils can only change into their PE attire for their PE lessons and during sports and games. They must change back into proper school uniform after that.
- e) School tee-shirts are to be worn tucked in, and buttons done up for a neat appearance.
- f) Plain white socks are to be worn with white school shoes. Ankle socks are not allowed.

#### 4.4 General Appearance

- a) Pupils' nails should be kept short and clean. Nail polish or accessories are not permitted.
- b) Jewellery or accessories are not allowed, for safety and security reasons.
- c) Girls with pierced earlobes may only wear an identical pair of simple ear studs or transparent ear sticks. Multiple piercings on other parts of the ear are not allowed. Students who report to school with multiple ear studs / sticks will be asked to remove them.
- d) Pupils with religious ornaments should keep them in their pockets or keep them hidden inside the clothing.
- e) Pupils should not put on spectacles that are tinted or have fanciful frames. Coloured contact lenses are not allowed.
- f) Pupils should not put on any headgear with the school attire. A cap or hat may be worn for excursions or other school outings.
- g) Pupils may put on plain sweaters or windbreakers when the weather is cold. These must not be worn around the waist.

# Attire and Appearance

**Boys' Attire and Appearance:**

- Fringe must not reach the eyebrows.
- Sideburns must be short.
- Hairstyles should be simple and neat. No inappropriate hairstyles (eg. Mohawk, inner cut, side shaves)
- All 3 buttons must be buttoned up.
- Wear uniform with T-shirt tucked in at all times.
- T-shirt hem length: 1 cm
- T-shirt bottom width: 1 cm
- Knee-length skirt for girls
- White shoes

**Girls' Attire and Appearance:**

- Hair must be neat at all times
- Shoulder length hair and long hair must be tied up.
- Only black hair clips, hair bands, and rubber bands are permitted.
- Ankle-length socks

# School Rules

## 5 MOBILE PHONES

- 5.1 Mobile phones can be used in the canteen and at these times only:
- Before school commences at 7.20 a.m.
  - At the end of the school day.
- 5.2 Mobile phones must be switched off during school hours, including remedial, enrichment classes and on all official school activities. Pupils found flouting this rule will face disciplinary action. First time offenders will have their mobile phones confiscated and only returned at the end of the school day. For repeat offenders, their parent/guardian will be required to collect the mobile phone from the school.
- 5.3 Mobile phones will not be allowed in school during school and national examinations.
- 5.4 The responsibility of loss and theft of all mobile phones rest with the pupils and parents. Pupils must take necessary precautions to safeguard their devices. They are encouraged to label their phones for easy identification. The school reserves the right NOT to conduct any investigation to recover lost mobile phones.
- 5.5 Disciplinary action will be taken against pupils who abuse the use of mobile phones in the following manner :
- Taking photographs without prior permission
  - Taking videos without prior permission
  - Uploading any photographs and/or videos taken on the Internet through any means of social media, thereby breaking the Cyberwellness Pledge.
- These are deemed as serious offences and appropriate disciplinary action will be taken against offenders.

## 6 Prohibited Items

- 6.1 All pupils are not allowed to have, in their possession, any weapon. They are also not allowed to bring any weapon-like item which can be used, or intended to be used, to cause harm to others.
- 6.2 Electronic devices, games or toys such as iPod, PSP, game and/or trading cards and others are not allowed in school. These will be confiscated if found.
- 6.3 Only approved models of calculators and electronic dictionaries are allowed for use during lessons and examinations.