

# Student Management Matters

**Ms Ng He Li**  
**HOD/Student Management**

**SERANGOON SECONDARY SCHOOL**



**SEEK | STRIVE | SERVE**

## SERANGOON SECONDARY SCHOOL



# Our School's Discipline Philosophy

SERANGOON SECONDARY SCHOOL

**Promote** a safe and supportive environment and a culture of care

**Prevent** challenging behaviours from occurring

**Replace** inappropriate behaviour with prosocial, appropriate ones

**Restore** relationships with others hurt by their actions

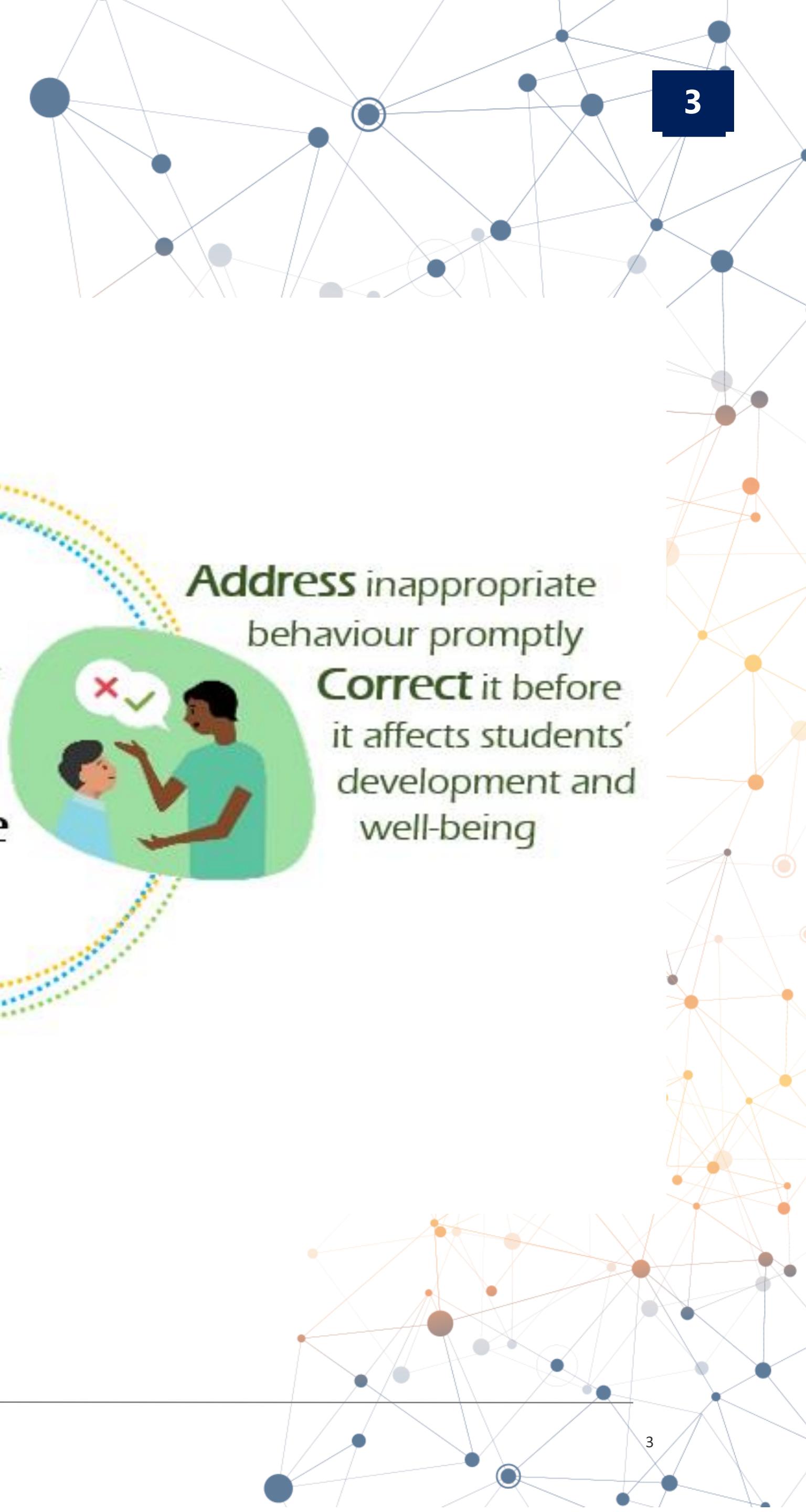


**A Positive & Proactive Approach to Discipline**



**Address** inappropriate behaviour promptly

**Correct** it before it affects students' development and well-being



# Conduct Grade



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Grade	Descriptors
Excellent	<ul style="list-style-type: none"> <li>Consistently behaves in an exemplary manner – <ul style="list-style-type: none"> <li>is always courteous, polite and respectful</li> <li>is always dependable; does things well on his/her own</li> <li>shows very clear sense of right and wrong through speech and action</li> </ul> </li> <li>Attends school regularly and participates very actively in school activities with high level of punctuality</li> <li>Work is always submitted on time</li> <li>Gets along very well with classmates</li> <li>Attends CCA all the time</li> <li>Has not committed any minor or serious offence</li> </ul>
Very Good	<ul style="list-style-type: none"> <li>Consistently behaves well – <ul style="list-style-type: none"> <li>is always courteous, polite and respectful</li> <li>is dependable; does things well on his/her own most of the time</li> <li>shows clear sense of right and wrong through speech and action</li> </ul> </li> <li>Attends school regularly and participates actively in school activities with high level of punctuality</li> <li>Work is always submitted on time</li> <li>Gets along well with classmates</li> <li>Absent from CCA rarely without MC or valid reason</li> <li>Has not committed any minor or serious offence</li> </ul>
Good	<ul style="list-style-type: none"> <li>Behaves well most of the time – <ul style="list-style-type: none"> <li>is courteous, polite and respectful most of the time</li> <li>is dependable; does things well on his/her own most of the time</li> <li>shows sense of right and wrong through speech and action most of the time</li> </ul> </li> <li>Attends school regularly and participates in school activities with acceptable level of punctuality</li> <li>Work is usually submitted on time</li> <li>Gets along well with classmates</li> <li>Absent from CCA occasionally without MC or valid reason</li> <li>Has not committed any serious offence</li> </ul>
Fair	<ul style="list-style-type: none"> <li>Occasionally shows unacceptable behaviour – <ul style="list-style-type: none"> <li>needs guidance from teachers on behaviour</li> </ul> </li> <li>Attendance for school and school activities is regular with occasional truancy or/and late-coming</li> <li>Work is usually not submitted on time</li> <li>Has occasional relationship difficulties getting along with classmates</li> <li>Absent from CCA persistently without MC or valid reason</li> <li>Has committed a serious offence</li> </ul>
Poor	<ul style="list-style-type: none"> <li>Frequently shows unacceptable behaviour – <ul style="list-style-type: none"> <li>needs regular guidance by teachers on behaviour</li> </ul> </li> <li>Attendance for school and school activities is irregular with truancy or/and high level of late-coming</li> <li>Work is often not submitted on time</li> <li>No CCA / Absent from CCA persistently without MC or valid reason</li> <li>Has committed either a few serious offences or multiple occurrences of a single serious offence</li> </ul>

# Conduct Grade

Students are given the appropriate conduct grade semesterly, and they are determined by his/her:

1. Disciplinary record
2. Punctuality for school
3. School's attendance
4. CCA attendance
5. Level of fulfilment of student's expectations

## Important Note

When a student is applying for scholarships, DSA or EAE admission, internships, appeals and/or other opportunities beyond the school OR is being considered for any school/MOE award, his/her Conduct Grade is an important consideration/criteria.

# Attire and Personal Grooming Matters

Punctuality



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Expectations in the Classroom



# Punctuality

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Time	Event
0730	Students are encouraged to gather at the assembly ground/classroom and begin their silent reading.
0740	Flag-Raising Ceremony will begin when the bell rings at 0740. <u>Students who arrive thereafter will be deemed as late.</u>
Beyond 0830	Students who arrive at this timing may be sent back home.

## Consequences for Late-coming

- Students will be given a chance to redeem themselves by turning up in school earlier (before 7.35am) the next day.
- Latecomers' mobile phones will be kept in the general office until curriculum ends so that students can go to class promptly after admin procedures. Students who are frequently late may be served detention.
- Having many counts of late-coming will affect the conduct grade adversely.

# Attire and Personal Grooming Matters

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Monday:

- Full School Uniform

Tuesday to Friday:

- Full / Half School Uniform

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# Attire and Personal Grooming Matters

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## All female students are to...

- tie up their hair neatly once it touches the second collar line.
- keep their fringe away from their eyebrows.
- wear only plain black or blue ribbons, hair bands and/or hairclips
- wear knee-length skirts
- wear only a pair of simple ear-studs and no other form of body piercings



Pin up to keep the fringe away from the eyebrows



Hair beyond collar length must be tied up

## All male students must...

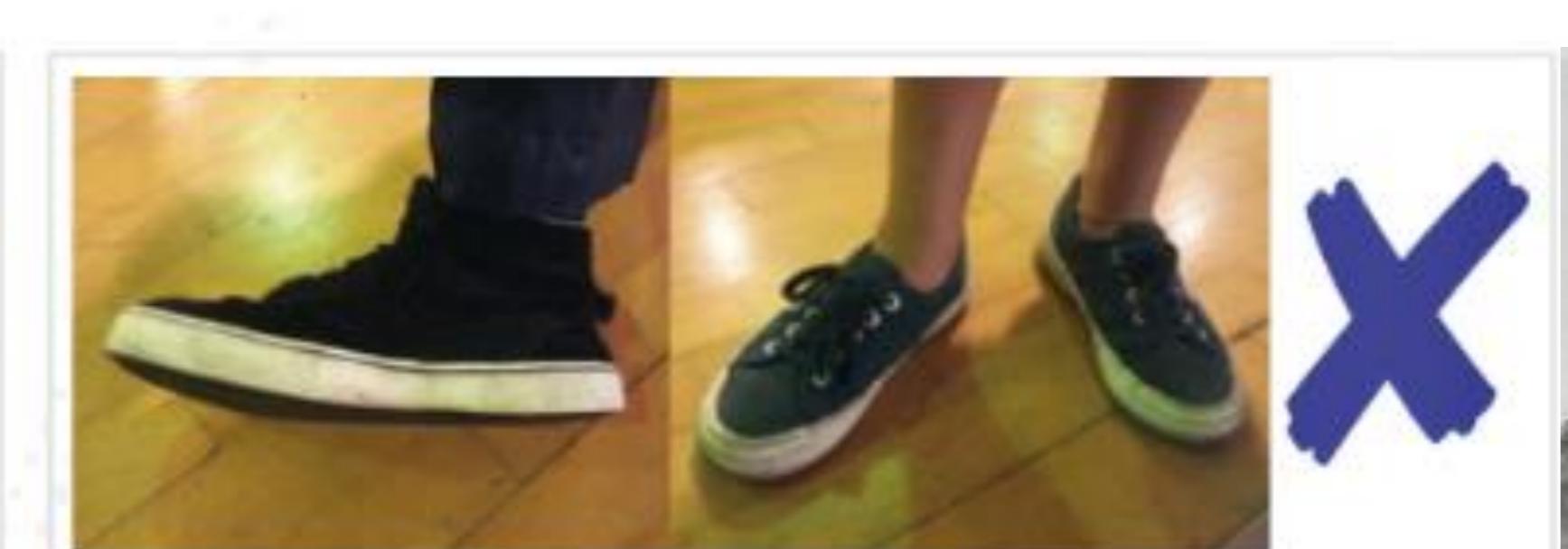
- keep their hair short and neat, not touching the ears and eyebrows be clean-shaven with no visible facial hair (beards and moustaches are not allowed)
- keep their sideburns short
- have a hairstyle that shows evidence of a slope at the back of the head
- wear long pants (no socks to be seen), and a prescribed but optional blue/black belt with a simple buckle (pants should not be tapered and should cover the ankle completely)
- **not** sport semi-shaven / undercut / uneven / skinhead hairstyles
- **not** wear ear-studs/ear-sticks / any form of body piercings



Fringe is above the eyebrows



Sideburns are kept short with slope at the back



# Attire and Personal Grooming Matters

## All StaRs must ...

- 5.11. **not** sport outlandish hairstyles including streaking, tinting, dyeing or colouring of hair.
- 5.12. **not** wear any form of make-up.
- 5.13. **not** wear any form of jewelry or fashion accessories.
- 5.14. **not** wear nose/tongue studs.
- 5.15. **not** have any tattoos (including temporary tattoos, Henna art) or body piercing. Students sporting tattoos will be asked to cover up their tattoos, or/and to have them removed.
- 5.16. **not** wear any coloured contact lens.

**Any accessories not permissible by the school rules will be confiscated and some of these items will only be claimable by parents/guardians in person.**



# Expectations in the Classroom



# Tightened guidelines for use of smart devices in secondary schools



Students will not be allowed to use smartphones and smartwatches during all school hours.

This applies to non-lesson time too – recess, CCAs, and supplementary, enrichment or remedial lessons.



Devices will be kept in designated storage areas or school bags during school hours.



Schools may allow students to use smartphones by exception where necessary.

Source: Ministry of Education, Nov 30, 2025  
CNA GRAPHICS

cna

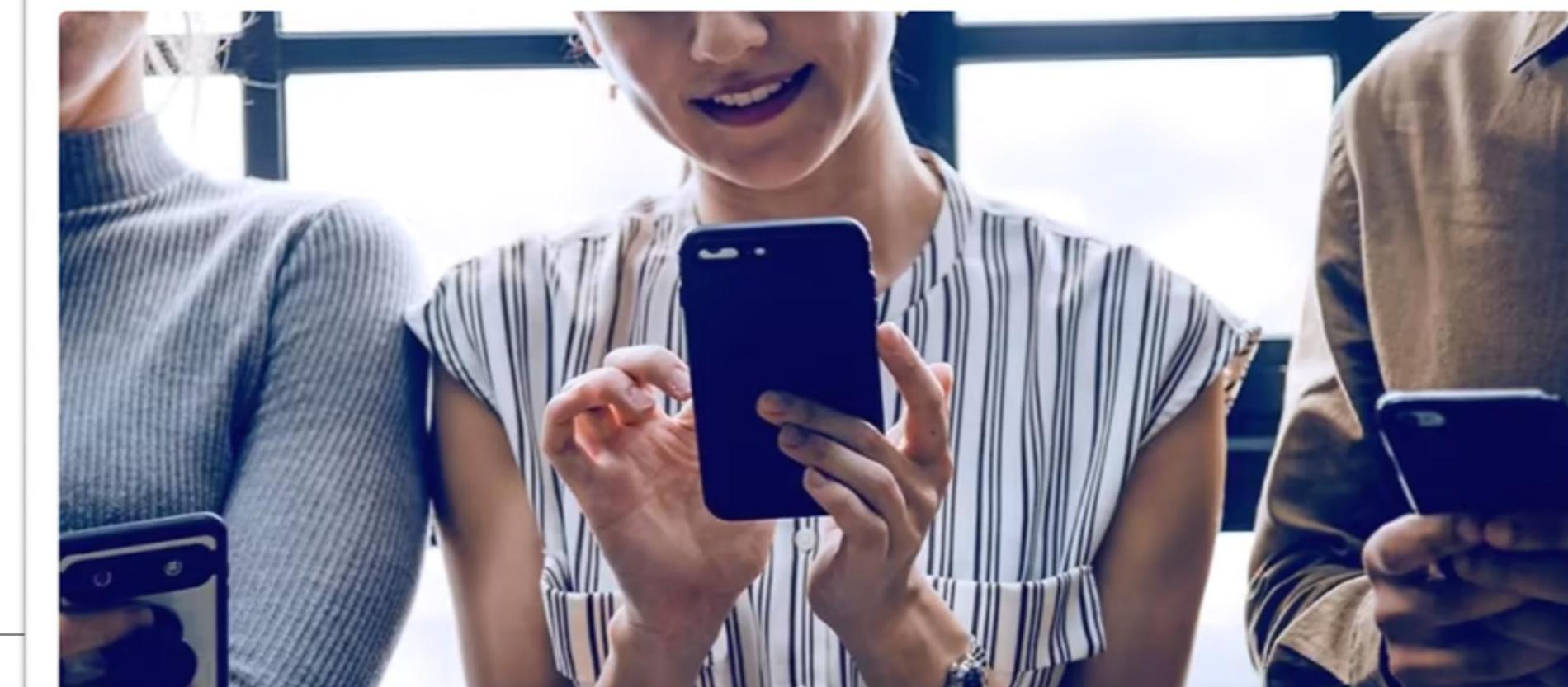
About one in two S'porean youth has problematic smartphone use: IMH study

Schools in Singapore impose phone bans to reduce distractions, rekindle social interaction



**Commentary: Six signs of problematic smartphone usage common in children, young adults**

A quarter of children and young people show signs of problematic smartphone usage, say two experts.



Ben Carter

03 Jan 2020 06:31AM  
(Updated: 12 Jan 2021 02:51PM)



# Use of Handphone and Electronic Devices

- Other than Personal Learning Devices, all students are strongly discouraged from bringing other electronic devices to school as they can be a cause of distraction to student learning and the learning of others.
- Students who wish to contact their parents / guardian may use the telephone located outside the General Office.
- **Electronic devices are to be switched off and placed in lockers by 7.40am until lessons have concluded for the day.**
- This applies to non-lesson time too – recess, CCAs, and supplementary enrichment and remedial lessons.
- If any student is found using an electronic device inappropriately at any time while in school—during lessons, recess, relief periods, or after dismissal—the device will be confiscated and may only be collected after 4.00pm on the same day.

**Switch off to switch on your mind.**



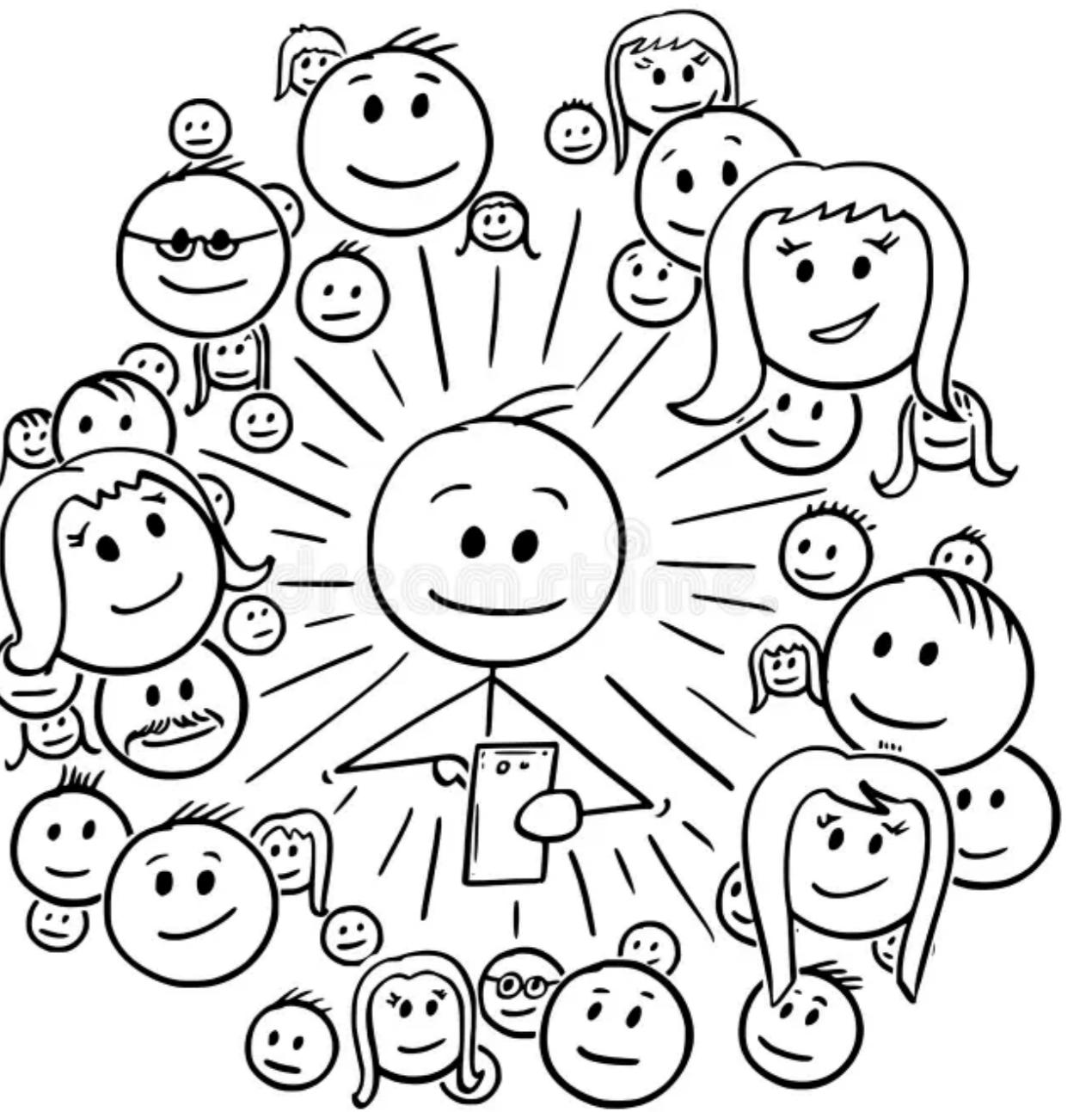
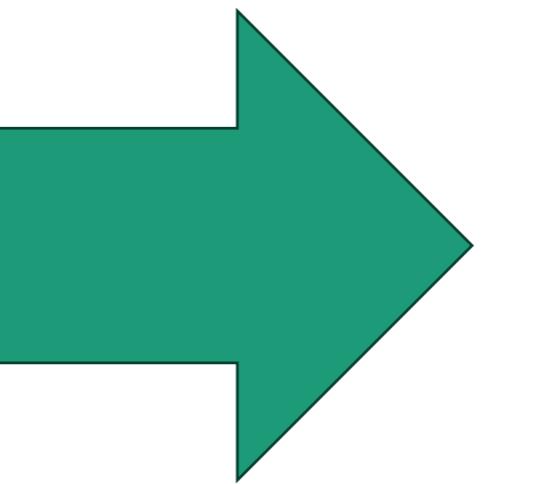
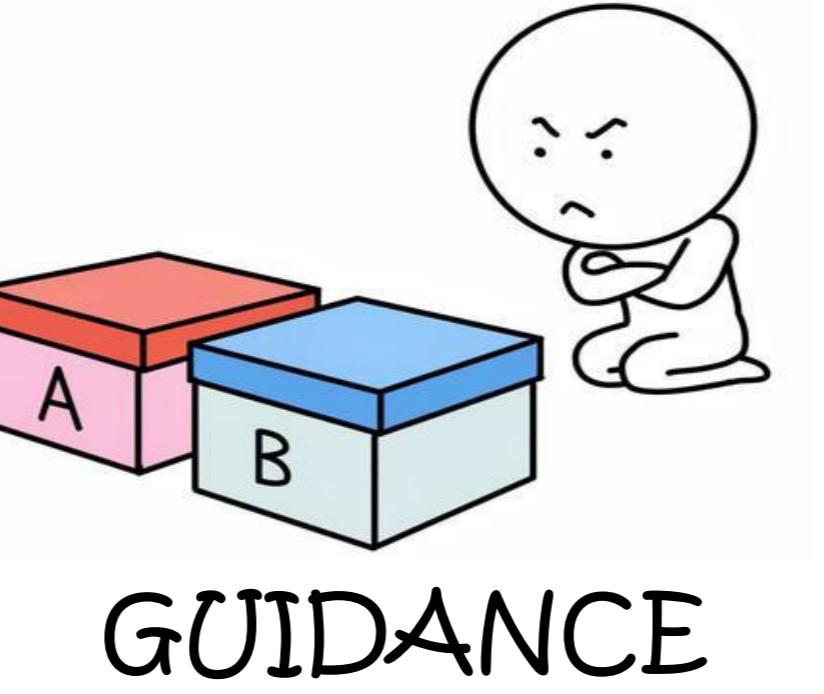
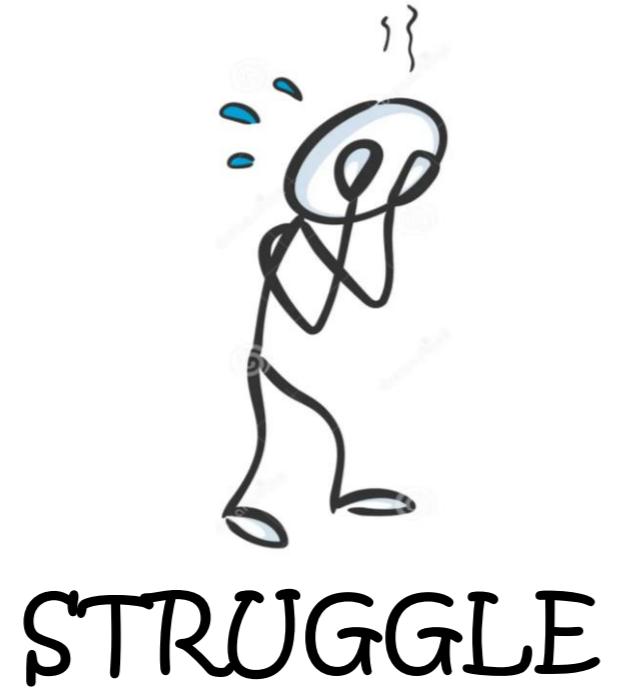
Mobile phones are to be switched off and placed in lockers (for Lower Secondary students and identified students/classes) or bags (for Upper Secondary students) by 0740 hr until lessons have concluded for the day.

If any student is caught using a mobile phone (or any electronic device) during lessons inappropriately by any student in the school compound, the device will be confiscated and claimable only after 1600 hr on the day itself. For recalcitrant, the period of confiscation of mobile phone will be lengthened.

Information provided by Serangoon Secondary Student Management Committee



# Partnership with Parents



Discipline is an educative process, where our goal is to instill self-discipline and good character in students.

There are bad behaviours, bad choices,  
but no bad children.

We **discipline** because we *care*.



# THE STRAITS TIMES

## FORUM

### Bouquets

## Secondary school • Daughter leaves with many life-changing lessons and good memories

My daughter left Serangoon Secondary School after four years with many life-changing lessons and good memories.

She disliked mathematics in primary school, but grew to love and excel in the subject. The credit for that goes to her maths teacher Charles Li.

I am grateful for and amazed at how hard her teachers work. Every subject teacher she had in the four years was caring and diligent. Her form teachers were always proactive in reaching out to parents and attending to our concerns. Under her teachers' guidance, my daughter secured a conditional offer for her dream polytechnic course before the

national exams.

During her time as a Girl Guide at the school, my daughter took on roles that forced her out of her comfort zone. Her teacher, Ms Sharon Tan, believed in her and pushed her to take on responsibilities, and she led the company to win awards.

Over the years, principal Tay Siok Hwa and her team improved the discipline of the students.

I thank the team at Serangoon Secondary, and hope all parents recognise that beyond a school's proven track record, the leadership and teaching staff really make a difference in students' lives.

**Irene Louis**

| THURSDAY, JANUARY 19, 2023 | THE STRAITS TIMES | . B5

## Founders of Guiding



Mrs Irene Louis's daughter, Nadia Rae Louis (left) in a picture taken with her Teacher Ms Sharon Tan who is the Overall-in-Charge (OIC) for Girl Guides CCA in Serangoon Secondary School. Nadia received the 2022 Baden-Powell Award (BPA) at the Guide Awards Ceremony on 24 September 2022.



Thank You