



## Student Management Presentation 2018

Mr Kelvin Tay  
HOD Student Management  
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## Starting Well... is Half a Battle Won.



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### 3Rs to Create an Empowering Classroom

**Relationships + Rules + Routines**

↓	↓	↓
Respect the teachers Respect one another	Clear class rules All play by the rules	Effective use of time Minimize disruption

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### 3Rs to Create an Empowering Classroom

**Relationships + Rules + Routines = RESULTS**

↓	↓	↓	
Respect the teachers Respect one another	Clear class rules All play by the rules	Effective use of time Minimize disruption	↓
			Joy in learning Achieving goals


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## The 4R's

Positive **Relationships** among all stakeholders...  
**Rules** that establish expectations and lead to...  
**Routines** to develop positive habits that lead to...  
**Results** throughout the life of the school

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## THEME FOR YEAR 2018: CARING AS A WAY OF LIFE

**DO TO OTHERS AS YOU WOULD HAVE  
THEM DO TO YOU  
LUKE 6:31**

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To care is to discipline...  
*Discipline means "Training"*


Train up a child in the way he should go;  
 even when he is old he will not depart from it.  
*Proverbs 22:6*



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### EMPHASIS

- ▶ **Knowing :**  
 Students will learn and know what are good values and behaviors.
- ▶ **Doing :**  
 Students will commit and put into action positive character traits and core values.
- ▶ **Being :**  
 Students will feel strongly and value positive character traits. Students have internalized values into their life. They will propagate good values to their peers. They are role-models.



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### OUR STUDENT MANAGEMENT TEAM

Student Management Team IC	Mr Kelvin Tay
Student Management 2IC	Miss Norasiya Man
Sec 1 Level Discipline teacher	Mr Mohammad Faizal
Sec 2 Level Discipline teacher	Mr Fahd Mohd Said (IC) Mr James Lim (2IC)
Sec 3 Level Discipline teacher	Mr Cyril Khoo
Sec 4&5 Level Discipline teacher	Miss Hajranah Sa'don Ibrahim (IC) Miss Norasiya Man (2IC)
Latecomer Committee Team IC	Mr Ngm Yew Fai
Student Management teachers	Mr Lim Aik Kwang Lawrence
Operation Manager (OM)	Mr Leslie Tan Chee Wee



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### OUR YEAR HEADS (YH)


**Sec 1 Lower Sec Year Head – Mr Kelvin Teo**  
**Sec 2 Assistant Year Head – Mrs Ong Li Tyng**  
**Sec 3 Upper Sec Year Head – Mrs Sandra Theseira**  
**Sec 4&5 Assistant Year Head – Mr Sng Peng Hock**  
 (covering Ms Abelyn Quek)



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### Discipline Focus in 2018


- Transition in Between Periods
- Attire and Grooming
- Punctuality



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### Transition in between periods

- Aim to start next lesson in **5 min** after bell rings
- **Stay in class** till the teacher of next period arrive.
- Bring whatever learning materials **at the start of the first lesson** and **the lesson after recess from their lockers.**
- **No one is to stay in class** before school and during recess and after school



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## Attire and Grooming

- Guidelines for School Attire and Grooming (Page 9-11, student handbook)

Items	Boys	Girls
Fringe	Above eyebrow	Above eyebrow or pinned up
Hair	No outlandish hairstyle, No wet look, No facial hair, Clean shaven: No moustache/beard, Keep sideburns short, Length: Not touching collar No shaved parting or pattern	If length is beyond collar, hair should be tied up
Hair Colour	Natural hair colour should not be changed by any means or treatment	



## Outlandish Hairstyles...



## Attire and Grooming

- PE Attire
  - Students who have PE lesson **before recess**: Can wear **PE shirt with proper school pants, short or skirt** for morning assembly.
  - Student who have PE lesson **after recess**: Can change to **PE shirt with proper school pants, short or skirt** during recess.



## Attire and Grooming

- Socks
  - Only **white socks** are allowed at all times.
- Friday t-shirt Day
  - Allowed to wear **school-approved t-shirt** with proper school pants, shorts and skirts and **colored track shoes (Not coloured canvas shoes)** for whole day
  - Still **White** socks only



## Attire and Grooming

Items	Boys	Girls
Ear Studs/Ear sticks	<b>Not allowed</b>	<b>Only 1 pair</b> is allowed  Colours allowed: Black/dark blue/white/gold/silver  Small, round and plains ear studs OR Black/transparent ear stick



## Punctuality

- Silent Reading begins at **7.15am** at Assembly Area (AA).
- Morning assembly starts at **7.28am**
- About 1 min allowance to move to AA if they are in school i.e toilet
- Students are considered late if they are **not at the assembly** when the National Anthem starts
- Latecomers are to report to General Office before returning to class for their lesson



## Attendance

- Students will be marked absent when they are not at assembly venue when National Anthem starts.
- **An automated SMS** will be sent to parents.
- Medical certificates or parent/ guardian's letters must be submitted to the form teacher **within 1 week** from the day of absence.



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## Use of Sick bay

- Students to seek permission from the subject teachers to go to the sick bay
- School will inform parents
- Please bring the sick child home to see doctor and rest



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## Other School Rules worth mentioning:

- Use of hand-phone
  - use only in the **canteen, CMS foyer, GO foyer**
  - only before and after school. **No more during recess**
  - It is **to be switched off** before going back to class
  - It is **to be kept in their bag or locker** (not in their pocket nor on their table)



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## Use of Mobile Phone Policy

- Offenders' Phone will be confiscated

	Now
1 <sup>st</sup> offence	<ul style="list-style-type: none"> <li>• Confiscation for 1 week</li> <li>• Phone to be collected by student</li> </ul>
2 <sup>nd</sup> offence	<ul style="list-style-type: none"> <li>• Confiscation for 1 week</li> <li>• Phone to be collected by parent</li> </ul> Thereafter, <ul style="list-style-type: none"> <li>• phone can be brought to school but will have to be handed in at the beginning of the day and can be collected only at the end of the day. (This will be done for 5 school weeks)</li> </ul>



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## Some Reminders:

- School Rules worth mentioning
  - Lift policy
    - Students are not allowed to use the lift except
    - those students whose classes are at level 5 or 6 **and**
    - after 2.15pm (Mon – Thurs) and 12.30pm (Fri)



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## Snack Break

- Snack Break
  - 10 min Snack Break (1pm -1.10pm)
  - must not interfere with learning
  - in classrooms **only**
  - Only dry finger food



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## Chapel Chairs Arrangement

- Chapel Arrangement in Friendship Hall
  - Students will sit on chairs during Chapel instead of the floor
  - Classes are scheduled down to help arrange the chairs before assembly
  - Classes on duty will also ensure the keeping of chairs



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Thank you



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