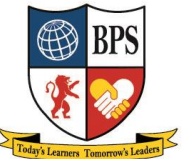


Pupil Management Matters

P1 Briefing for parents

Head of Department/Pupil Management

2 Jan 2026





**A Warm
Welcome to
all P1 Parents**

■ Students who walk to school

Students can enter the school grounds via the various locations:

- Gate **A** (next to HDB Block 45)
- Gate **D** (near the overhead bridge along Bendemeer Road)
- Gate **H** (back gate along Serangoon Road)
- The gate opening hours before school is from **6.45 a.m. – 7.30 a.m.**

***There should be no jaywalking. Students **must** use the overhead bridge or pedestrian crossing.**



Road Safety



■ GATE A (Beside HDB Block)





GATE D

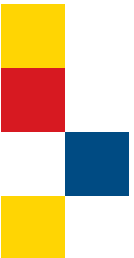


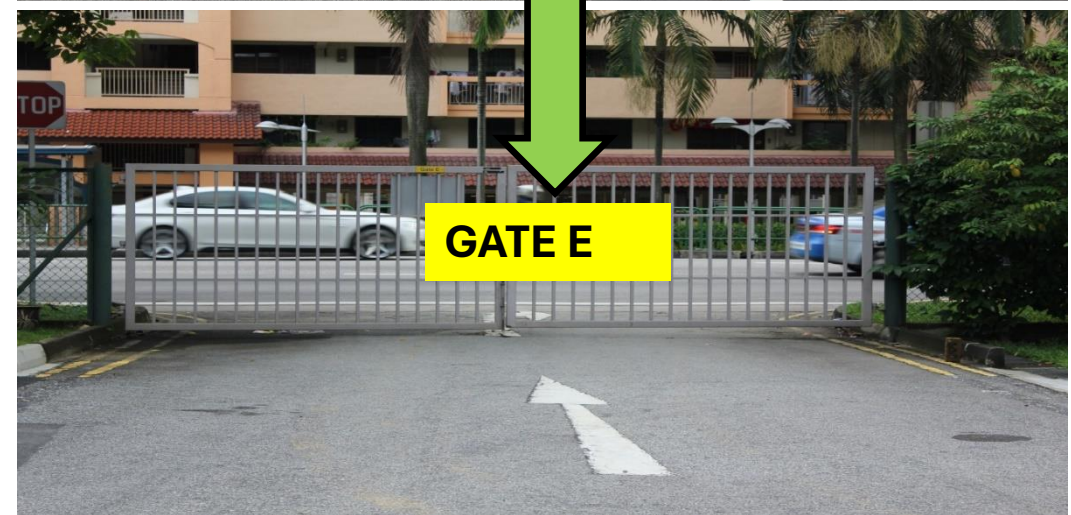
GATE H



■ Parents who drive

- Children should have their bags ready, and if possible, be seated behind the driver
- Slow down when entering the school compound (look out for staff parking their vehicles)
- Alight on the driver's side of the vehicle to ensure prompt and safe drop-off of the children at the foyer
- Follow the “**Stop, Alight, Bye**” concept



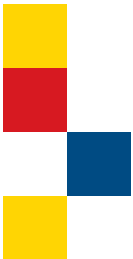


For drivers (in the morning):
Enter by main gate and exit by
GATE E



Attire

Pri 1 and Pri2 *2-in-1* School Uniform and PE Attire



Sewing of name tags



Name tags should be sewn above the school crest



General appearance - Girls



- **Shoulder-length hair must be tied up. Only black hair bands / ribbons are allowed**
- **Long hair beyond the shoulder must be neatly plaited**
- **Fringes must not cover the eyebrows**
- **Spiky, punky, outlandish or coloured hair is not allowed**
- **Only small ear studs / ear sticks are allowed**

General appearance - Boys



- Hair must be neatly cropped and combed
- No sideburns are to be kept
- The hair must not touch the eyebrows, ears or the collar of the shirt (no highly shaved sides/back)
- The back of the hair must be sloped and squared (no 'tail')
- Male students must be neat in appearance, clean-shaven and no facial hair is allowed
- Spiky, punky, outlandish or coloured hair is not allowed

Attire / Appearance

- ✓ Trimmed fingernails
- ✓ Refrain from wearing jewellery / accessories to school
- ✓ All students should wear clean black shoes (non-branded, no high cut / platforms)
- ✓ White socks should be visible above the ankle, non-branded, with no design



Know me.
Affirm me.
Nurture me.

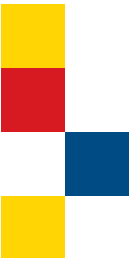
Positive Education

**Holistic
Approach to
Discipline**



Acceptable conduct in school

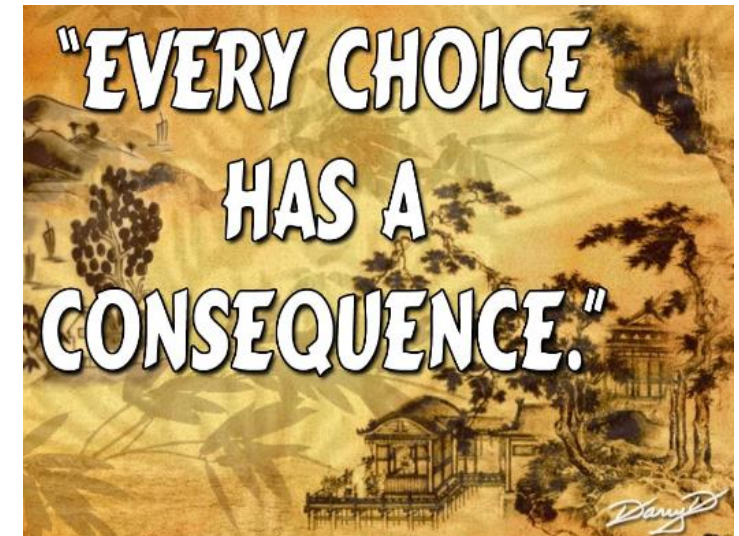
- Be punctual for school and all school activities
- Be courteous at all times
- Behave well at all times, being considerate towards others
- Hand in all assignments on time
- Queue up when buying food/stationery.



Examples of offences

Refer to school handbook
for more information

- Disruptive behaviour that leads to disruption of lessons
- Behaviour that comprises the safety of others and oneself
- Improper hairstyles and failure to comply with the school dress code
- Latecoming
- Littering
- Vandalising



Consequences

Refer to school handbook
for more information

- Warning
- Loss of privileges (E.g Playtime during recess)
- Confiscation of items
- Counselling
- Suspension
- Parent-Teacher Conference



Prohibited items

- Items that can be confiscated from students are those that:
 - are banned by the State
 - are prohibited for use in school
 - cause nuisance or disruption to other pupils or teachers
- Items that can be confiscated include:
 - lighters
 - sharp objects
 - mobile phones (if seen or heard)
 - **playing cards**
 - **electronic toys/ soft toys**
 - chewing gum
 - accessories that are not part of the school uniform, if worn eg: bandanas, nose studs
- **Parents/guardians will be called to collect the confiscated items from the school. All confiscated items will be handed over to the parents after they have signed an acknowledgement letter.**





**Parents and
school
relationship**

■ Partnership – School & Home

- Work with the school to know and support your child
- Help your child learn to relate to others
- Help your child develop good habits
- Help your child to learn how to manage himself / herself



Communication & Support

- For any concerns or clarifications, parents are encouraged to contact your child's Form Teacher via:



Phone call through the School General Office



ClassDojo




ClassDojo

■ Handling Student Situations with Care

- At times, children may be involved in student-related situations (whether your child needs support or has made a mistake)
- Please allow Form Teachers time to understand what happened
- We do not encourage parents to approach one another directly
- Some situations may require more time to look into carefully
- We seek your understanding and trust as we support every child fairly and with dignity



Punctuality as a Value

- Students who arrive after 7.30am will be issued a Latecoming Slip.
- This helps children learn:
 -  Responsibility – being accountable for time
 -  Respect – for learning time and others
 -  Readiness to learn – starting the school day well

Parents' support

- Regular attendance – critical to learning and flourishing in school
- Consistency in expectations
- Routines that are self-directed
- Parents may contact the school if they have any concerns





**Housekeeping
matters**

Additional pointers



- Children to inform their teachers if they are unwell
- Do not bring toys / expensive items to school
- Handphone and Smart Watch policy (exclude DBS Smart Buddy Watch)
 - Students are **not to use smartphones and smart watches during school hours including recess, CCA and after-school programmes**
- Wearing of smartwatch in school
 - Fitness trackers / watches **without** any communication, photo-taking or recording functions (allowed to wear)
 - Smart watches **with** any communication, photo-taking or recording functions (powered off and kept in bag, allowed to wear after school dismissal)



Additional pointers

- Label your child's belongings (eg Lunch Box, Water Bottle)
- Absent from school
 - Sick / Unwell – student to submit MC to form teacher
 - Private reasons – submit written letter to form teacher (Max. 5 letters per Semester)
- Student's handbook
 - Go through with your child (beginning of school term)
 - Check your child's handbook regularly (once school has started)
 - Can be used to leave a note for teachers





“Children are the Priority.
Change is the Reality.
Collaboration is the
Strategy.”

--Judith Bellings, Washington State Superintendent

autismclassroomnews.com





THANK YOU

