

# 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

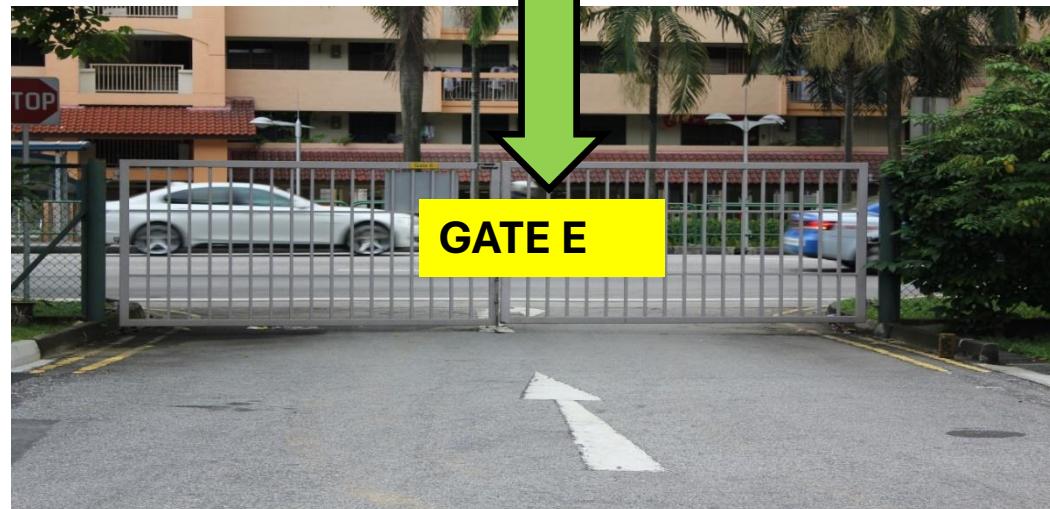


# ■ Parents who drive

- 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

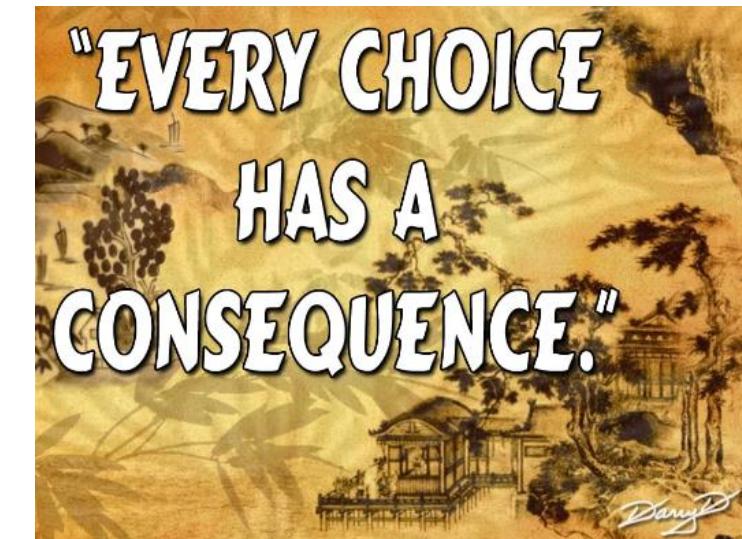
- Be punctual for school and all school activities
- Be courteous at all times
- Behave well at all times, being considerate towards others
- Hand in all assignments on time
- Queue up when buying food/stationery.



# 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

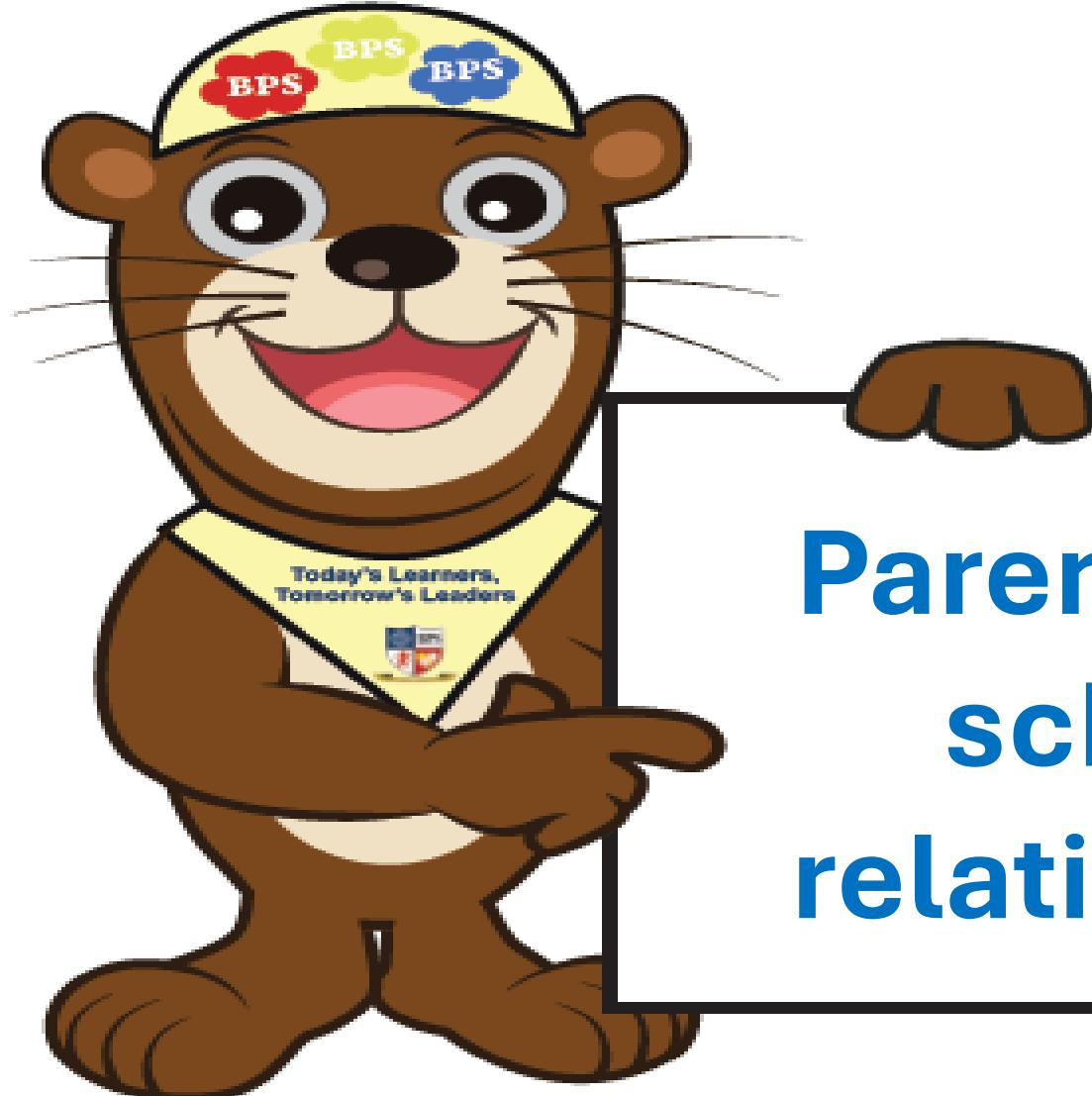


- Items that can be confiscated include:

- 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



# ■ 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 Billings, Washington State Superintendent

[autismclassroomnews.com](http://autismclassroomnews.com)

# THANK YOU