

# STUDENT HANDBOOK 2026



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The Singapore flag is halved horizontally – red over white. It shall have at the top a crescent moon sided by five stars in a circle, all in white. The ratio of the width to the length of the flag is two to three.

The colour red is symbolic of universal brotherhood and equality of man, and the colour white signifies pervading and everlasting purity and virtue. The crescent represents a young country on the ascent in its ideals of establishing democracy, peace, progress, justice and equality as indicated by the five stars.

### **MAJULAH SINGAPURA**

Mari kita rakyat Singapura  
Sama-sama menuju  
bahagiaCita-cita kita yang  
mulia Berjaya Singapura  
Marilah kita bersatu  
Dengan semangat yang  
baruSemua kita bersatu  
Majulah Singapura  
Majulah Singapura

### **ONWARD SINGAPORE**

Come, fellow Singaporeans  
Let us progress towards happiness  
togetherMay our noble aspiration bring  
Singapore  
success Come,  
let us unite In a  
new spirit  
Let our voices soar as  
oneOnward Singapore  
Onward Singapore

### **OUR PLEDGE**

We, the citizen of Singapore,  
pledge ourselves as one united  
people, regardless of race, language or  
religion,to build a democratic society  
based on justice and equality  
so as to achieve happiness,  
prosperityand progress for our  
nation.

**Students who are Singapore Citizens must sing the National Anthem and take the Pledge. Students will take the Pledge with the right fist place over the heart.**

# SCHOOL SONG

All students are to sing the school song with pride.

## Verse 1:

I have found a place  
Where my heart is free to dream  
It's here that I belong  
Where strength rises from within  
All the things I hope for  
They're mine to strive for  
I'll rise up to the challenge  
To turn my dreams into reality

## Chorus:

I know I can  
I'm reaching high  
To touch the sky  
I'm not afraid to try  
To realise my dreams  
Upon this Crest  
I'll do my best  
To be all that I was meant to be  
I'll shout it to the world  
I know I can

## Verse 2:

The road will not be easy  
But no matter how long it seems  
I'll just keep walking on  
I'll never give up on my dreams  
There'll always be a helping hand  
And someone who will be a friend  
In this place that feels like home  
I know I'll never have to walk alone

**(Chorus x 2)**

**Composed by: Adrian Tay and Matthias Chua, 2012 ©**



The school logo, based on the theme Creating Student Transformation (CreST), comprises four outward expanding waves, reflecting the transformation of our students from Sec 1 to Sec 4 as they grow in character (represented by light blue waves) and attain breakthroughs in personal achievements (represented by yellow waves). This transformation is made possible by the 'sea of opportunities' (represented by dark blue background) that the school provides to enrich students' learning and enhance their personal growth.

# SCHOOL SONG (RAP VERSION)

## Verse 1:

I have found a place  
Where my heart is free to dream  
It's here that I belong  
Where strength rises from within  
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They're mine to strive for  
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To turn my dreams into reality

## Chorus:

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## Verse 2:

The road will not be easy  
But no matter how long it seems  
I'll just keep walking on  
I'll never give up on my dreams  
There'll always be a helping hand  
And someone who will be a friend

In this place that feels like home  
I know I'll never have to walk alone

## Rap:

Stepping out, taking flight  
reaching for new heights  
With no fear in my heart  
I'm here to ignite  
I'll push to the limit, standing tall  
Through the ups and downs,  
I will never fall

I'll rise up,  
to keep marching on  
I'll stay true,  
till my dreams have dawned  
I'll take a leap, with hopes in hand  
With the strength in me  
I know I can

**(Chorus x1)**

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# **SCHOOL VISION, MISSION & MOTTO**

## **CREST VISION**

Advocating a promising future for every student

We firmly believe that our students have the potential to realise their aspirations and are committed to equipping them with the values, skills and knowledge to succeed in life.

## **CREST MISSION**

We are committed to providing a caring and creative learning environment that customises authentic learning experiences, builds our students' character and equips them for academic progression and employment.

## **CREST MOTTO**

Empowered to realise my dreams



# i-CREST VALUES



# **READY FOR SCHOOL**



## **ATTIRE & GROOMING**

### **Uniform**

- Students are to wear the prescribed school uniform and modifications to the uniform are not allowed.
- Only ALL-black shoes and plain black socks are to be worn.
- Black socks must cover the ankles.
- Safety shoes are allowed only during vocational lessons, as required.
- PE attire must be worn during PE lessons or CCAs only. Only Crest PE shorts are allowed during PE lessons.
- Ankles must remain covered by socks or pants.
- Only transparent contact lenses are allowed. Spectacle frames should be simple and not outlandish.
- Body piercing, henna, tattoos or any forms of skin tainting are not allowed.
- Students should not alter their natural hair colour in any way.
- Students reporting to school in improper attire or footwear must provide a doctor's or parent's letter with valid reason.

# GIRLS' TURNOUT

## Hair



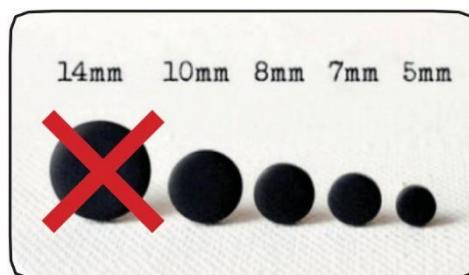
- Hair should be neatly combed, clipped or tied up.
- Long fringes that touch the eyebrows are not allowed.
- Hair covering any part of the face must be neatly clipped up.
- Only black or blue hair clips/grips/bands should be used.

## Skorts

- Skorts must not be above the knee.

## Accessories

- Girls should wear only 1 pair of plain tiny round ear studs (black, silver or gold) on their earlobes. Studs must not exceed 10mm in diameter.
- Nose or tongue studs and multiple ear piercings are not allowed.
- No accessories or facial cosmetics are allowed.
- Eyebrows should not be shaven, plucked or drawn.



Ear studs should not be more than 10mm in diameter.

# **BOYS' TURNOUT**

## **Hair**



- Hair must be properly groomed and neat.
- Fringes should not touch the eyebrows, and the sides should not touch the ears.
- Hair at the back should be sloped and above the shirt collar.
- Sideburns should not be more than half the ear length.
- Skin-heads, mohawk, permed hair, undercutting, fully or partially shaved hair, and any outrageous hairstyles deemed inappropriate are strictly not allowed.

## **Facial hair**

- Male students must be neat in appearance, clean-shaven and no facial hair is allowed.

## **Pants**

- For Upper Secondary boys, pants must not be slim fit or tight. Width must be even.



## **Accessories**

- NO ear sticks/studs/rings of any form are allowed for boys.
- NO necklaces, wrist/ankle band or any form of accessories are allowed for boys.

# **ATTENDANCE**

## **1. Absence During School Term**

Regular school attendance is essential to successful learning. To support you to reach your full potential and to make the most of your educational opportunities, we strongly encourage you to be in school every day.

If there should be unavoidable or extenuating circumstances which may impact your attendance, please provide a doctor's medical certificate (e.g. medical illnesses) or parent's letter (e.g. family emergencies such as bereavement of immediate family members, etc.). In line with MOE's attendance policy, the school will accept a maximum of five parent letters per semester. Do inform your parents to avoid scheduling vacations during the school terms.

If you are down with an infectious disease, such as Covid-19, chicken pox, H1N1, or Hand-Food-Mouth Disease (HFMD), please abide by your doctor's advice and rest at home. For the well-being of the other students, we may require a doctor's memo from the doctor to certify that you are fit for school before you return to school, given that these diseases are highly contagious.

## **2. Absence from School Examinations**

You are to submit a medical certificate or any other valid official document if you are absent on examination day(s). Please note that parents' letters **will not** be accepted. Failure to produce the relevant document(s) will result in you receiving 'AB', which is equivalent to zero marks, for the subject/paper that you missed.

Other than medical leave, the school will only consider cases such as hospitalisation or demise of an immediate family member as a valid reason (VR) for you to be absent from your exams. If you have a valid reason (VR) and are unable to sit for all the papers of a subject, a total mark may not be accorded to that subject. 'VR' may be given for that subject in the examination and if so, the overall mark will be pro-rated.

# SCHOOL RULES AND REGULATIONS

All Crestans must abide by the school rules and regulations as outlined below.

## 1. Morning Assembly

- Students are expected to be in school by 7:45 am.
- Morning assembly **starts at 7:50 am**.
- Students who are not in school by the stipulated time will be considered late.
- During morning assembly, all students must stand at attention and face the flags when the National Anthem is sung and when reciting the Pledge.
- Students who are Singapore Citizens must sing the National Anthem and take the Pledge.
- Students will take the Pledge with the right fist place over the heart.

## 2. General Conduct

- Students are to attend classes regularly and punctually.
- Students are to do all that is necessary for the teacher to be able to teach, and for the students to be able to learn, i.e. bringing lesson materials, paying attention in class, doing class work and homework diligently and properly, etc.
- All students are to report for PE lessons even if they are unwell. Students will not be exempted from PE lessons unless a medical certificate is submitted.
- Students are to obtain the Permission to Leave the Classroom Pass from the teacher before leaving any classroom or learning venue.
- Students' movement from point to point must be brisk, silent and orderly.
- Students are to keep the classrooms and the environment neat and clean, free from litter, graffiti or vandalism.
- Students are to be responsible for their own personal property at all times.
- Students are to respect all other persons and their property.
- Students are to turn off all lights and fans when leaving the classrooms or learning venues.
- Students are not allowed to remain in the classrooms during recess time.
- In the canteen, students are to queue up for food and drinks.
- Students are to return used utensils or crockery to the containers provided.
- Students are to keep the canteen clean and dry at all times.
- Students are not allowed to buy food or drinks during official curriculum time.
- All food and drinks are to be consumed only in the canteen.
- Students are expected to uphold and demonstrate the i-CREST values at all times.
- Students are expected to uphold the good image of the school and always abide by the laws of Singapore.

### **3. Use of electronic devices**

#### **(including Personal Learning Devices and mobile phones)**

- Students are required to bring their PLDs to school every day.
- Students are NOT allowed to use mobile phones or smartwatches during school hours. This restriction applies throughout the school day, including recess, lunch breaks, and Co-Curricular Activities (CCAs).
- Students must keep their mobile phones switched off and stored in their school bags (out of sight) at all times.
- Mobile phones may ONLY be used with permission from a school staff member and in the presence of that staff member.
- The school will not be responsible for the loss of any electronic device, e.g. due to carelessness, negligence, theft, etc. As curriculum time is very important, the school will not disrupt teaching and learning in order to conduct any search within the school premises or on any individual student in order to locate any missing electronic device.
- Students will be required to hand over their electronic devices to the school staff during school and national examinations for safe-keeping and will be able to retrieve them only after the end of the examination. Students found with any electronic device in their possession during the examination will be deemed as having the intention to cheat and will be dealt with in accordance with the examination rules.
- If a student fails to comply with any of the rules listed above, his/her electronic device will be immediately confiscated and handed to the DM/ADM/YH/AYH, and only returned in accordance with the school rules.
- A student's electronic device may also be confiscated at any time if it is required for the investigation into a possible breach of a school rule or national law.

### **4. Prohibited Items**

**All students 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.**

Students are also not allowed to have the following items in their possession at any time.

- Any tobacco products (e.g. cigarettes or similar)
- Any imitation tobacco products (e.g. e-vaporisers or similar)
- Any controlled drug or inhalant (e.g. glue)
- Any flammable items (e.g. perfume or lighters)
- Any undesirable print or digital material (e.g. pornography)

The above list is not exhaustive. The school will, from time to time, make necessary changes as and when it deems fit.

# **OFFENCES**

The school tracks the following offences by recording the cases in our school-based offence and consequence records, as well as the Offences Module of the Ministry of Education's School Cockpit system.

## **Attendance**

- Late coming
- Skipping of classes
- Leaving school grounds without permission
- Truancy

## **Minor Offences**

- |   |  |
|---|--|
| <ul style="list-style-type: none"><li>• Improper attire &amp; grooming</li><li>• Littering</li><li>• Misuse of electronic devices</li></ul> | <ul style="list-style-type: none"><li>• Not doing assignments</li><li>• Nuisance/annoyance</li><li>• Offensive/vulgar language</li></ul> |
|---|--|

## **Serious Offences**

- |  |  |
|--|--|
| <ul style="list-style-type: none"><li>• Alcohol/substance abuse</li><li>• Assault/fighting/rioting</li><li>• Bullying/harassment/intimidation</li><li>• Cheating in tests/examinations</li><li>• Dishonesty/lying/forgery</li><li>• Disruptive behaviour</li><li>• Gambling/gambling materials</li><li>• Gang-related activity</li><li>• Open defiance and/or rudeness</li></ul> | <ul style="list-style-type: none"><li>• Police cases referred to the school</li><li>• Possession of weapons</li><li>• Refusal to comply with consequences</li><li>• Sexual-related offences</li><li>• Theft/misappropriation/extortion</li><li>• Damage to property/vandalism/Arson</li><li>• Undesirable materials (e.g. pornography)</li><li>• Use/possession/sale of cigarettes</li><li>• Use/possession/sale of vape devices</li></ul> |
|--|--|

# **CONSEQUENCES & RESTORATION**

Crestans who fail to comply with any of the above rules and regulations will be subjected to one or more of the following consequences and restorative actions.

## **1. After-School Detention**

- If after-school detention is meted out as a consequence, the student is required to serve his/her detention immediately and compliantly, until the detention has been fully cleared.
- Students who fail or refuse to serve their detention immediately and compliantly may be given additional consequences.

## **2. Community Service**

- In cases where a student has committed an offence which has caused any nuisance or inconvenience to others, a student may be required to perform community service as part of the restorative process.

### **3. Compensation**

- In the event where a student has caused injury to any person or loss/damage of any property, he/she may be required to pay compensation for the medical bill incurred, or for the replacement/repair cost of the lost/damaged property.

### **4. Parent-Teacher Conference**

- When a serious offence has been committed, the parents/guardians may be invited to attend a parent-teacher conference in school together with the school staff.

### **5. Mandatory Counselling**

- Where appropriate, the school may instruct a student to see one of the School Counsellors and/or the Special Educational Needs Officers in order to help with his/her learning and development.

### **6. Caning**

- The school may administer caning as a consequence for students who have committed very serious offences, whether inside or outside school.
- Caning will be administered only with the approval of the Principal.

### **7. In-School Suspension**

- For students who continue to be disruptive or non-compliant in class, disrespectful or defiant towards the school staff, cause hurt to other students, or commit other serious offences, the school may choose to mete out in-school suspension.
- The student will not be allowed to join his/her class or interact with other students, and will be given a fixed timetable to follow. He/she will be expected to complete any school work assigned by the teachers, as well as a series of reflection questions assigned by the DM/ADM/YH/AYH.
- Students who fail or refuse to comply with their in-school suspension conditions may be given additional and/or escalated consequences.

### **8. Out-of-School Suspension**

- Students who display a lack of readiness for school may be given out-of-school suspension. This can include a failure or refusal to be appropriately attired or groomed for school, or for the commission of other serious offences.
- During the period of suspension, the student is expected to stay home and do his own self-study, complete any schoolwork assigned by the teachers, as well as a reflection assigned by the DM/ADM/YH/AYH.
- The student should not be found loitering outside the school at any time during the period of suspension.
- Students who fail or refuse to comply with their out-of-school suspension conditions may be given additional and/or escalated consequences.

## **9. Expulsion**

- In extreme cases where a persistently errant student refuses to change, despite given numerous opportunities to do so, and/or poses a danger to the students or staff of the school, the student may be expelled from the school. In such a situation, parents/guardians will be called to the school for a conference, and will be informed of such a decision by the Principal.

## **10. Involvement of External Agencies**

- The school will cooperate and engage with external agencies such as the Singapore Police Force, National Environment Agency and Health Science Authorities.
- The school may engage other agencies to give the necessary support to the students and their families

# **NO BULLYING!**

All Crestans should learn empathy, respect and kindness. At times we might take on different roles of the bystander, victim of bullying or the bully (intentionally or unintentionally). It is therefore important for every Crestan to be aware of:

- What bullying is
- What it can do to a person
- How to play our role to stop and/or protect themselves from bullying

## **1. What do you understand by the word “Bullying”?**

- Bullying happens when a person (bully) behaves in a way that hurts someone repeatedly (the person being bullied).
- The hurting behavior could be verbal, social, physical and/or cyber in nature.
- The person bullied would usually experience strong feelings that disturb him/her, e.g. fear, anger, hurt, etc.

## **2. Forms of Bullying**

Bullying can be in the form of:

- Name-calling
- Scolding vulgarities at another
- Spreading nasty and malicious rumours about someone
- Hitting someone
- Kicking or pushing someone
- Flaming (using inflammatory or vulgar words to provoke an online fight)
- Impersonation (posting offensive or aggressive messages under another person's name and making the person look bad)
- Harassment (continually sending vicious, mean or disturbing messages or emails to an individual)
- Cyber-stalking (ongoing harassment and denigration that causes a person considerable fear for his/her safety)
- Trickery (fooling someone into sharing personal information which is then

posted online)

- Outing (posting or sharing confidential material about a person that contains sensitive, private or embarrassing information, including forwarding private messages or images)
- Exclusion (purposefully excluding someone from an online group)
- Happy Slapping (videotaping a physical attack and posting it for others to see)
- Internet Polling (creating a blog or website inviting others to rate another individual)
- Text Wars (ganging up on the victim by sending hundreds of text messages)
- Warning Wars (using the security measures on the Internet site to get the victim blocked from the Internet sites)
- Not joining a queue at the back of the line e.g. in canteen, in bookshop
- Any other forms of action that cause physical or emotional hurt to anyone.

### **3. What can you do to stop bullying?**

- Do not do to others what you do not want others to do to you.
- Be sensitive to the feelings of others.
- Report! Bullying can be avoided. If you witness any incidents of bullying or if you think you are a victim of bullying, identify the bullies and report to the teachers immediately. CrestLine: You can report and get help from the school by clicking on this [CrestLine form](#).

# **Acceptable Use Policy (AUP) for use of EdTech Resources**

## **Purpose of the Acceptable Use Policy (AUP)**

Technology is an essential part of learning in today's world.

This Acceptable Use Policy (AUP) establishes guidelines on the appropriate use of EdTech resources to help you understand how to use these resources safely and responsibly, in line with efforts to develop your digital literacies and growth as digitally responsible citizens.

EdTech resources include the following, but are not limited to:

- Learning devices (e.g. Personal Learning Devices (PLDs), school devices)
- ICT system accounts (e.g. Singapore Student Learning Space (SLS), iCON); and school internet networks.

For more information, please refer to:

Student Kit on Cyber Wellness and Learning with a Personal Learning Device (Secondary) – <https://go.gov.sg/cw-studentkit>

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## **General**

1. You should not attempt to access data, system and information that you are not authorised to.
2. You are reminded that the use of learning devices and school's EdTech resources should solely be for the purpose of learning.

### **[For Secondary Schools] Using your PLD**

3. You are responsible for your PLD. In the event of loss or theft of the device, you must make a police report and report the matter to the school.
4. In order to have a positive learning experience, you should ensure that your PLD is fully charged before bringing it to school. Should you need to charge your PLD in school, you should only do so at the school's designated charging stations.
5. You are reminded to keep your PLD updated by installing the relevant patches and updates when being prompted by the system.
6. All PLDs are installed with a Device Management Application (DMA) to support a safe and conducive learning environment. You should not attempt to bypass the DMA.

7. You are responsible for regularly backing up your learning materials in your PLD to prevent data loss.

### **Being a Responsible Digital Citizen**

8. You should interact with others in a respectful and responsible way. You should not post online remarks that are
  - racially and/or religiously insensitive,
  - vulgar and/or offensive, or
  - hurtful to others.
9. You should not use any devices to
  - store, modify, create or share content (e.g. documents, presentations, pictures and videos) that is inappropriate (e.g. indecent, pornographic, defamatory, hurtful to self or others).
  - make threats, cause harassment or embarrassment, impersonate or intimidate others.
10. You should not use MOE/school-deployed ICT system accounts for any commercial activities (e.g. buying and selling of goods and services).
11. Non-compliance with the above will lead to disciplinary action in accordance with the school's discipline policy.

### **Respecting Copyright**

12. You are reminded to obtain explicit permission from the content owner(s) before downloading, copying or sharing any copyrighted materials (e.g. pictures, videos, music).
13. You should not use, copy, edit or share digital files in an unauthorised or illegal manner.

### **Using Artificial Intelligence (AI)**

14. You must ensure that you meet the minimum age requirement specified in each AI tool's age restrictions before using it.
15. If the use of AI is permitted, you should acknowledge the use of AI in weighted assessments and homework as required.
16. You are to practice academic integrity and be responsible for your own learning when using AI. Understand that you are ultimately short-changing yourself if you pass off other's work as your own.

## **Staying Safe and Secure Online**

17. You should report any incidents (e.g. unusual device behaviour or inappropriate use of devices), to the school.
18. You are reminded to develop online safety habits. This includes not disclosing personal access credentials (e.g. MIMS password, PLD passcode, etc.), sensitive personal data (e.g. home address, passwords) online or on AI platforms, verifying credibility of online content before sharing, avoiding clicking on suspicious links or downloading unknown files, and being cautious when interacting with others online (e.g. on social media) by not engaging with strangers.
19. You should exercise caution regarding the limitations of AI tools, including potential inaccuracies / fabricated responses, inherent biases and outdated information.

## **Digital Wellbeing and Balance**

20. You are reminded to balance screentime with other activities including physical exercise and face-to-face social interactions.
21. You should avoid excessive use of your devices outside learning hours.
22. You should take regular breaks to rest your eyes and mind.
23. You are reminded to practice good sleep hygiene by not using your devices one hour before bedtime.

# COMMUNICATION GUIDELINES

## Our Guiding Principles

- We strive to work with our parents for the holistic development and positive well-being of our students.
- We aim to engage parents as partners to develop our students into confident and caring individuals, equipping them with essential life skills, communication skills and knowledge for the future world.
- We aim to balance our teachers' workload in partnering parents with our core professional duties, particularly in teaching and learning.

## Communication Guidelines

Crest Secondary School's official modes of communication with parents comprise the following

School Phone (Admin Office)	68992779
School Email	<a href="mailto:info@crestsec.edu.sg">info@crestsec.edu.sg</a>
School Mailing Address	561 Jurong East St 24 Singapore 609561
School Website	<a href="https://www.crestsec.edu.sg/">https://www.crestsec.edu.sg/</a>
Parents Gateway	<a href="https://pg.moe.edu.sg/">https://pg.moe.edu.sg/</a>

- For general enquiries, please contact the Admin Office at 6899 2779 or email [info@crestsec.edu.sg](mailto:info@crestsec.edu.sg) and our Administration Staff would be glad to assist you. If there are any urgent messages during school hours, we advise parents to contact the Admin Office, as teachers may have lessons or engage in other official duties.
- To ensure quality time for our teachers to rest and recharge, we seek the kind cooperation of parents to limit communication with teachers within school operating hours (7.30 am to 5.30 pm) on working weekdays and during school term. Teachers are not expected to respond to parents' and/or students' queries after school operating hours, during weekends and on school and public holidays, though this can be on a case-by-case basis, depending on the urgency of the matter.
- Please note that teachers are not obliged to share their personal phone numbers to parents or students. Parents may wish to discuss with your child's teacher what his/her preferred mode of communication is.

- Parents may expect to receive a response to their email queries within 3 working days. Our staff's email addresses are available on the school website.
- If parents wish to meet our teachers face-to-face or virtually kindly email the teacher(s) or contact the Admin Office to make an appointment in advance, to minimise disruption to teachers' teaching duties and avoid waiting time.
- It is important to develop and strengthen mutual understanding, respect and trust between schools and parents, to ensure the well-being of the child. Parents may maintain regular communication through some of these official school channels.

## **SCHOOL GENERAL INFORMATION FOR PARENTS AND GUARDIANS**

### **1. Group Personal Accident (GPA) Insurance for Students**

The school has GPA Insurance in place to provide accident coverage to all students related to school activities. For more details on the insurance coverage and claim procedures, please approach the General Office staff if assistance on the submission of claims is required. Please access this link for more details on coverage: <https://www.crestsec.edu.sg/info-at-crest/safety-and-security/>

### **2. School Fees**

The school fees for 2026 are as follows:

Nationality of Student	School Fee (Monthly)	Single Tier Miscellaneous Fee (Monthly)	Total (Monthly)
Singaporean	\$5.00	\$20.00	\$25.00
Singapore Permanent Resident (PR)	\$680.00	\$20.00	\$700.00
International Student (ASEAN)	\$1,090.00	\$21.80	\$1,111.80
International Student (non-ASEAN)	\$2,190.00	\$21.80	\$2,211.80

### **3. Financial Assistance Scheme**

- **MOE Financial Assistance Scheme (MOE FAS)**

The objective of the MOE FAS is to help financially needy Singaporean students to meet basic schooling expenses. Student must be a Singapore citizen and meets either one of the following criteria:

- a. His or her family's gross household income (GHI) as at the time of application does not exceed \$4,000 per month; or
- b. His or her family's per capita income (PCI) as at the time of application does not exceed \$1,000 per month. PCI = Monthly GHI / No. of members in the household

Types of benefits provided under MOE FAS can be obtained from the School Admin Office. If you are interested in applying for MOE FAS, please click on this link: <https://go.gov.sg/moe-efasss>

- **School-Based Financial Assistance Scheme (SB FAS)**

Needy students who do not meet the eligibility criteria for MOE FAS may be considered for the SB FAS. Approval will be given on a case-by-case basis.

### **4. Straits Times School Pocket Money Fund (STSPMF)**

The Straits Times School Pocket Money Fund (STSPMF) provide pocket money to school-going children from low-income families. Application Period, when opened, will be announced to parents and late submission will not be accepted.

### **5. Operating Hours of School Admin Office**

The operating hours of the School Admin Office is as follows:

**Mon to Fri 7:30 AM to 5:30 PM**

### **6. Keeping in touch with the school**

#### **Parents Gateway**

Parents Gateway is a mobile app specially designed for parents. Developed by MOE and GovTech, the app allows parents to engage closely with schools, receive information and perform a range of administrative functions including giving consent for school trips and providing travel declaration. All letters to parents will be sent via Parent Gateway and will also be uploaded on the school website for your easy reference.

### **Parents Communications with Teachers**

Please note that teachers are not obliged to share their personal phone numbers to parents or students. Parents may wish to discuss with your child's teacher what his/her preferred mode of communication is. (eg via email, phone call). If you have any queries or feedback for the teachers, you may wish to send an email to [info@crestsec.edu.sg](mailto:info@crestsec.edu.sg).

### **School Social Media**

You may visit our school social media platforms for information and updates regarding the school:

[www.crestsec.edu.sg](http://www.crestsec.edu.sg)

[www.facebook.com/crestsec](http://www.facebook.com/crestsec)

[Instagram: @crestsec\\_official](#)

[TikTok: @officialcrestsec](#)

Should you wish to get in touch with your child's class teachers, you may wish to go to the school website to get their email addresses.

## **7. Parent Support Group (PSG) – Crest PAL**

All parents are automatically a part of Crest PAL, Crest Parents' Active Link in full. Parents are encouraged to participate actively in activities and events organised by Crest PAL Exco and the school. Doing so would allow parents to be part of their children's education journey while supporting and receiving support from fellow parents. At the same time, these activities and events are wonderful opportunities for parents to meet with teachers to talk to and bond with one another.

For more information on Crest PAL, please visit our school website. Alternatively, you may scan the QR code below for easy access.



## **8. FamilyMatters@ School**

The school is in partnership with the Ministry of Social and Family Development (MSF), FamilyMatters@School to promote Family Life Education (FLE) programmes. We hope to equip parents with skills and knowledge to enrich and strengthen their family life, as well as foster better parent-child understanding and relationship. More information on the programmes provided by MSF will be disseminated through Parents Gateway.

## **9. School Data Management**

Photographs or video images of you or your legal guardians may be taken during school activities and events such as classroom lessons, CCA, school camps, or school concerts. The school may use and publish such photographs or video recordings in school publications, the school's website, social media channels, or communication channels. Written work and/or artworks done by your child may also be displayed likewise. All students will be required to sign an acknowledgement of personal data protection policy upon registration.

# ACADEMIC INFORMATION

## Grading System for General 1 (G1) Level Grades

General 1 Level Grades	Remarks
A, B, C, D where Grade A is the highest grade and Grade D is the lowest	G1 Level Pass
E	Denotes a fail grade

## Mark Range for General 1 (G1) Level Grades:

Grade	Numeric Score
A	75-100
B	70-74
C	60-69
D	50-59
E	<50

## Grading System for General 2 (G2) Level Grades

General 2 Level Grades	Remarks
1, 2, 3, 4, 5 where Grade 1 is the highest and Grade 5 is the lowest	G2 Level Pass
6	Denotes a fail grade

## Mark Range for General 2 (G2) Level Grades

Grade	Numeric Score
1	75-100
2	70-74
3	65-69
4	60-64
5	50-59
6	<50

# PROMOTION CRITERIA

The promotion criteria for Crest Secondary School students are as follows:

Requirements	From Sec 1 to 2 From Sec 2 to 3	From Sec 3 to 4
<b>School Attendance</b>	<b>At least 90%</b>	<b>At least 90%</b>
<b>Academic &amp; Vocational Curriculum</b>	Pass EL or Math and one other examinable subject (e.g. Mother Tongue, Science)	Pass EL or Math and one other examinable subject (e.g. Mother Tongue, ITE Skills Subject or Science)

## Progression to ITE

### 1. N-level Results

- A pass in English or Math will qualify students for a broad range of courses in ITE.
- 4 G1-equivalent passes will greatly increase the chance of a student getting into their choice course in ITE.

### 2. CCA Points

- Active participation will develop values and character for students to improve their chances for the ITE course that they are aiming for.
- The table below shows the bonus points available for CCA participation. Please note that these bonus points will not be taken account when determining whether applicants are eligible for courses. The CCA Bonus points will only come into effect when the applicant has been deemed eligible and is being considered for posting based on merit.

Applicant's CCA Grade	Points Awarded
Excellent or Grade A1-A2	2
Good or Grade B3-C6	1

# POSSIBLE PROGRESSION CHART & MULTIPLE PATHWAYS FOR POSTING GROUP 1



# ITE SKILLS SUBJECT CERTIFICATE (ISSC)

At Secondary 2, students will select 2 ITE Skills Subjects to specialise in when they are at upper secondary (Sec 3 & 4). The 2-year ISSC curriculum will be more broad-based and students will get to choose from 5 service and engineering/technology related skills subjects. This will allow students to develop their strengths and interests in their selected subjects, as well as enable their progression to a wide range of 3-Year Higher Nitec courses under the ITE Early Admission Exercise (EAE).

The five ITE Skills Subjects will be available for the Secondary 3 cohort are:

- Culinary & Restaurant Operations (CRO)
- Internet of Things Applications (IoTA)
- Mechanical Design & Automation (MDA)
- Mobile Web Applications (MWA)
- Retail & e-Commerce (ReC)

The selection and allocation of Skills Subjects will be based on merit and choice.

## ISSC CURRICULUM HOURS AND ASSESSMENTS

Each ISSC will comprise 2 Skills Subjects (250 hours each) and an Industry Experiential Programme (IEP) (160 hours). The training hours for each Skills Subject are as follows:

- **200 hours** of skills acquisition
- **40 hours** of project
- **10 hours** of experiential learning

The assessments of each ISS will be based on

- One Written Exam (30%)
- Two Practical Assessments & One Project (70%)

## GRADING SYSTEM

The pass mark is 50% and is based on the aggregate score obtained from the assessment components.

The grading system is as follows:

<u>Grade</u>	<u>Score</u>
A : Excellent	80% and above
B : Very Good	70% to 79%
C : Good	60% to 69%
D : Pass	50% to 59%
E : Ungraded	49% and below

# **RECOGNITION OF ITE SKILLS SUBJECTS FOR PROGRESSION**

1. Each Skills Subject is equivalent to one G1 subject for admission to 3-Year Higher Nitec courses in the Joint Intake Exercise.
2. Technology-based Skills Subjects (MDA, IOTA, MWA) can be used to qualify for 3-Year Higher Nitec courses which require a pass in Science as a pre-requisite.
3. Students who have passed any 2 Skills Subject and successfully completed the IEP will be awarded the ISS Certificate. Students who did not pass one or both ISS and/or did not complete their IEP will not be awarded the ISSC.
4. Students who have successfully completed only one Skills Subject will be issued a Statement of Results with a letter grade (e.g. A, B, C, D and U) by ITE, which will still be recognised as equivalent to one G1 subject for progression to 3-Year Higher Nitec courses.
5. Graduates who wish to seek employment after graduation will be able to apply for jobs using the ISS Certificate issued by ITE.

## **CHOICE OF 3-YEAR HIGHER NITEC COURSES UNDER EAE**

Skills Subjects	Culinary & Restaurant Operations	Retail & e-Commerce	Internet of Things Applications	Mobile Web Applications	Mechanical Design & Automation
<b>Progression to relevant 3-Year Higher Nitec Courses under EAE</b>	3-Year Higher Nitec in <u>Hospitality</u> cluster of courses	3-Year Higher Nitec in <u>Business</u> cluster of courses	These 3 Engineering/Technology related ISS provide students with good foundation and aptitude for progression to most of the 3-Year Higher Nitec in Engineering, Electronics & Info-Comm Technology cluster of courses		

# STUDENT SUPPORT

The Department provides specialised services to serve the diverse needs of our students. The department comprises of I) Special Educational Needs Officers (SENO), II) School Counsellors (SC) and III) Student Welfare Officers (SWO).

SwANs Companions	School Counsellors	Student Welfare Officers	Others
<p>Provide support to students with mild special educational needs (SEN) through...</p> <ul style="list-style-type: none"><li>• 1 to 1 or small group withdrawal intervention</li><li>• In-class support during lessons</li><li>• Programmes that develop strengths or/and address deficits</li><li>• Partnership with teachers, parents and external parties to support students in facing their challenges</li></ul>	<p>Provide counselling services for emotional support and personal growth through...</p> <ul style="list-style-type: none"><li>• 1 to 1 counselling</li><li>• Targeted small-group programs that develop important life skills</li><li>• Early identification of signs of abuse/neglect and early intervention</li><li>• Referring student and/or families to relevant agencies for mental health and parenting concerns</li></ul>	<p>Provide casework support for 1) students-at-risk (e.g. family violence) and 2) students who have difficulties with school attendance through...</p> <ul style="list-style-type: none"><li>• Mentorship</li><li>• Home visits</li><li>• Referring students' families to relevant agencies to access community services and resources</li><li>• Re-integrating students back to school</li></ul>	<p>Educational Psychologist</p> <p>ECG Counsellor</p> <p>Youth Engagement Officer</p> <p>School Health Advisor</p>

## Possible ways to seek or receive help from the Department

- Inform your Form Teachers about your present difficulty. If the difficulty persists after they have offered support, they may ask you if you will like to receive further help from the Department. If yes, they will make a referral.
- If your difficulty is highly confidential, you can look for a SENO, SC or SWO to make an appointment.

- Sometimes, SENO, SC or SWO will look for you directly to offer support if the situation requires for it.
- CrestLine: You can report and get help from the school by clicking on this [CrestLine form](#).

### **When We Need To Seek Help**

Our body has many ways of telling us when we may need to seek help. These are several warning signs of **D.I.S.T.R.E.S.S** that can be observed in ourselves or our friends, indicating the need for additional care and support.

- D** Deliberately avoiding others.
- I** Increased irritability, restlessness, agitation, stress and anxiety.
- S** Sending or posting moody and morbid messages on social media.
- T** Talking about dying and death.
- R** Reacting differently or losing interest in things they used to like.
- E** Eating more than usual or having a much smaller appetite.
- S** Sleep pattern changes with difficulty going to sleep or oversleeping.
- S** Slowing down of energy level.

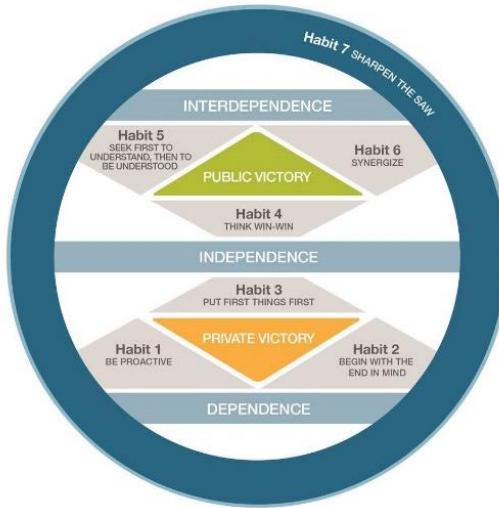
When these signs are present **IN COMBINATION**, in **MORE EXTREME** or **LONG-LASTING** forms, it means that we could be experiencing significant emotional or social distress. If in doubt, you can talk to a trusted adult like your parents, form teachers or a School Counsellor from the Department. Seeking help is a life-skill and not a weakness!

## Seeking Help Outside School - Community Resources

Organisation	Contact No.	Type of Assistance
To find the Family Service Centre (FSC) closest to the intended residential address: (i) Click on the website link and you will be directed to MSF site. (ii) Key in the postal code as instructed. You should see the list of FSC closest to the indicated residential address.	<a href="https://www.msf.gov.sg/our-services/directories">https://www.msf.gov.sg/our-services/directories</a>	For low-income and vulnerable individuals and families who need support in meeting their social needs, to enhance their stability and well-being.
Samaritans of Singapore (SOS)	24-Hour hotline – 1767 Email – pat@sos.org.sg	For individuals facing a crisis, thinking about and affected by suicide.
Fei Yue Project 180	admin@ec2.sg	Online facility offering free counselling for youth.
Help123 Cyber Wellness	1800–612 3123	Support for individuals facing cyber wellness issues.
Babes (24-Hour Whatsapp)	8111 3535	Support for teenage pregnancy for anyone aged 21 and below.
MSF Child (National Anti-Violence Helpline)	1800 777 0000	For children and young persons who have been abused or neglected by their parents or caregivers.
ComCare	1800 222 0000	For financial assistance.
Credit Counselling Singapore	6225 5227	Provide support to debt-distressed individuals.
Yayasan-Mendaki	6245 5555	For individuals who required support in education through bursaries, enrichment programmes and tuition services.
CDAC	6841 4889 (HQ)	
SINDA	1800 295 3333	For individuals requiring support in legal services.
Law Society Pro Bono Services	6534 1564	
Legal Aid Bureau	1800 2255 529	

# WHOLE SCHOOL APPROACH TO STUDENT DEVELOPMENT

The 7 Habits of Highly Effective People forms the broad mindsets and skills Crestans should adopt to achieve private and public victory. This is the whole school approach that the Student Development Team has adopted since 2022. The diagram and statements below summarises the 7 Habits that our Crestans should practise in their lives.



Habit 1: Be Proactive – “I am in charge of my life.”

Habit 2: Begin with the End in Mind – “I have a plan.”

Habit 3: Put First Things First – “I prioritise the important.”

Habit 4: Think Win-Win – “I think of how everyone can win”

Habit 5: Seek First to Understand, Then to be Understood – “I listen before I speak.”

Habit 6: Synergise – “I work with others to achieve more.”

Habit 7: Sharpen the Saw – “I take care of myself.”

# CHARACTER AND CITIZENSHIP EDUCATION (CCE)

## OUR VISION

Every Crestan to be a captain of his/her life.

## OUR MISSION

To nurture the values and social-emotional skills for the development of adventurous, benevolent and charismatic Crestans.

## CONTENT

CCE lessons are delivered via three platforms:

- **Ohana:** In Hawaiian, Ohana means family and family means no one gets left behind or forgotten. Time is set aside for the form class to create stronger ties through customised activities led by the form teachers.
- **CCE Lessons:** Every Crestan needs a solid foundation of skills and values. Crestans will learn how to self-aware, regulate their thoughts and actions, be aware of others, manage relationships and make responsible decisions. They also learn about their place in society and how they can contribute positively towards it using their skills and talents.
- **Assembly:** Lessons are reinforced with assembly programmes. These can vary from performances such as plays and music appreciation to talks and presentations.

# STUDENT LEADERSHIP POLICIES

There are many opportunities for Crestans to take the lead. Crestans are provided opportunities to hone their leadership skills and learn from the experiences.

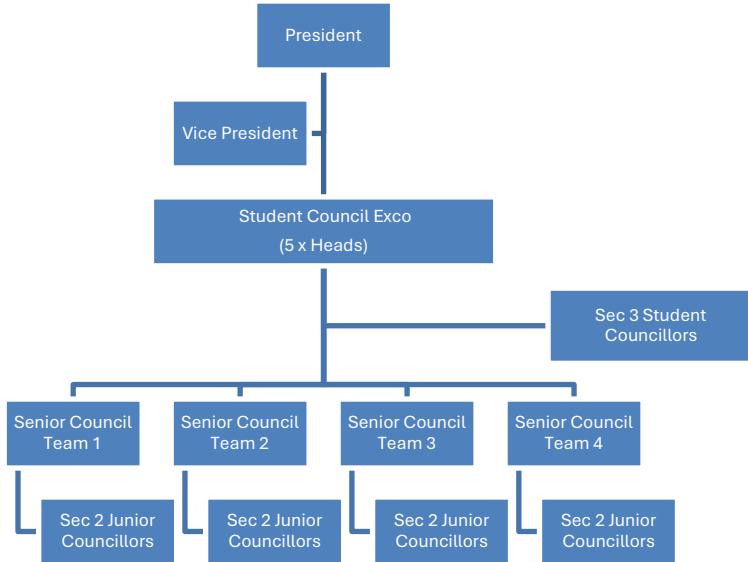
Tier Leadership	Student Leadership	Teachers- In-Charge
1	Self-Leadership Module (7 Habits) (Sec 1 – 4)	CCE Teachers
2	Class Committee (Chairperson, Vice-Chairperson, Peer Support Leaders, Cyber Champion, Green Champion & Sports Champion)  CCA Leaders (President, Vice-Presidents, Captains, Vice-Captains & Committee Members)	Form Teachers  CCA Teachers
3	Student Council (President, Vice President, Executive Committee, Senior Councillors & Student Councillors)	Student Council Committee

## Student Council Board

### **General Role for Student Council**

- To be a role model and mentor to students in support of the school ethos.
- Support the Principal and teachers in promoting a high standard of discipline by enforcing the school rules.
- Represent the student body to the school leadership, teachers and school at appropriate occasions and events.
- Perform daily morning duties.
- Seek to improve the general well-being of the students and school environment.
- Organise and plan school activities, programmes and events.

## Organisation Structure of Student Council



## Journey of Student Council (Secondary 1 – 4)



### Selection Process for Student Council Trainee

- Volunteer basis, showing student agency and an interest to serve the school
- Recommendation by Form Teachers, Subject Teachers & Assistant Year Heads
- Conduct Grades
- Student Council Training Attendance, Punctuality and Performance
- Student Council Trainee Selection Training: June Holidays
- Confirmation of Student Council – Secondary 1 & 2 (End Term 1 of the following year)

# CO-CURRICULAR ACTIVITIES (CCA)

Sports and Games	Uniformed Groups	Visual and Performing Arts	Clubs and Societies
Athletics	Scouts	Dance	EnTrepreneurship Club
Badminton		Pop Band	Innovation Club
Basketball (Boys)		Visual Arts	New Media Club
Floorball (Boys)			Circus Arts
Football (Boys)			

## Importance of CCA Attendance

The school recognises CCA as a vital platform for students to develop essential soft skills that are not typically taught within the academic curriculum.

Participation in CCA is mandatory for all secondary school students. To promote a well-rounded education, every student is required to join at least one CCA from the four groups listed in the table above.

For cases of absenteeism, please refer to the table below for necessary actions to be followed up by the end of each term:

No	Defaulters	Actions	Follow-up
1	1 time absent without valid reason	Counselling by CCA teachers	Counselling by HOD PE/CCA
2	2 times absent without valid reason	Detention & Counselling by CCA teachers	Counselling by HOD PE/CCA
3	3 times absent without valid reason	Detention & Counselling by CCA teachers	Counselling by HOD PE/CCA

# **LEAPS 2.0**

**LEAPS 2.0** is a framework to recognise secondary school students' holistic development. Students will be recognised with levels of attainment in four domains: **Participation, Achievement, Leadership and Service**.

**Participation** domain recognises students' participation in one school-based CCA. Recognition is based on the number of years of participation, exemplary conduct and active contribution to the CCA. Sustained engagement in the same CCA allows for progressive development of character, skills, knowledge and friendships, and will be accorded higher recognition.

**Service** domain recognises students' development as socially responsible citizens who contribute meaningfully to the community. Every secondary school student will contribute at least 6 hours per school year to the community. They can choose to embark on a Values-In-Action project (VIA). Students will be recognised for the time they put into planning, service and reflection, when participating in a VIA project.

**Leadership** domain recognises students' leadership development. Recognition is accorded to students' ability to take charge of personal development, work in a team and assume responsibilities in service of others. In addition to formal leadership appointments, participation in student leadership modules/workshops, the National Youth Achievement Award (NYAA) and leadership positions in the school, CCA or student-initiated/student-led projects will also be recognised.

**Achievement** domain recognises students' representation and accomplishment in their co-curricular involvements beyond the classroom. Students may represent the school or organisations endorsed by the school. Recognising external opportunities better caters to students' diverse interests and talents. It also recognises the community's role in developing the child.

## LEAPS 2.0 - LEVEL OF ATTAINMENT

### PARTICIPATION

Level 1	Level 2	Level 3	Level 4	Level 5
Participated in any CCA for 2 years with at least 75% attendance for each year	Participated in any CCA for 3 years with at least 75% attendance for each year	Participated in any CCA for 4 years with at least 75% attendance for each year	Participated in any CCA for 5 years with at least 75% attendance for each year	
		Participated in any CCA for 4 years with at least 75% attendance for each year and demonstrating exemplary conduct and active contribution	Participated in any CCA for 4 years with at least 75% attendance for each year and demonstrating exemplary conduct and active contribution	Participated in the same CCA for 4 years with at least 75% attendance for each year and demonstrating exemplary conduct and active contribution
				Participated in the same CCA for 5 years with at least 75% attendance for each year

## SERVICE

Level 1	Level 2	Level 3	Level 4	Level 5
At least 24 to less than30 hours of service	At least 30 to less than36 hours of service	At least 36 hours ofservice		
	Completed at least one VIA project that impacts the school or community	Completed at least two VIA projects that impact the school or community		
		Completed at least 24 hours of service and atleast one VIA project that impacts the school or community	Completed at least 24 hours of service and atleast two VIA projects that impact the school or community	Completed at least 24 hours of service and at least one student-initiatedVIA project that impacts the community beyond the school and at least one other VIA project

## LEADERSHIP

Level 1	Level 2	Level 3	Level 4	Level 5
Completed 2 leadership modules of at least 3 hours each	Class Committee Committee for student- initiated or student-led projects approved by school (or equivalent)	- Class Chairperson - Prefect - Peer Support Leader - Committee for school-wide events - Chairperson/Vice-Chairperson for student-initiated or student-led projects approved by school (or equivalent)	Senior Prefect/ Chairperson/Vice- Chairperson for school-wide events(or equivalent)	Executive Committeeof the Prefectorial Board (or equivalent)
	Lower Sec CCA Committee (or equivalent)	Lower Sec CCA Executive Committee Upper Sec CCA Committee (or equivalent)	Upper Sec CCA Executive Committee(or equivalent)	CCA Captain/ Chairperson (or equivalent)
	NYAA Bronze	NYAA Silver and above		
	- Patrol Second - Assistant Patrol Leader (or equivalent)	Patrol Leader (or equivalent)	- Assistant CompanyLeader - Senior Patrol Leader (or equivalent)	- Company Leader(or equivalent)

# ACHIEVEMENT

	Level 1	Level 2	Level 3	Level 4	Level 5
Representation	Represented class/CCA at intra-school event	Represented school/ external organization at local/ international event for 1 year	Represented school/ external organisation at local/international event for 2 years	<ul style="list-style-type: none"> <li>- Represented school/ external organisation at local/international event for 3 years or more</li> <li>- Represented UG HQ at international event</li> </ul>	<ul style="list-style-type: none"> <li>- Represented Singapore Schools at local/ international competition</li> <li>- Represented Singapore at international event endorsed by national bodies</li> <li>- Represented National Project of Excellence at local/international concert</li> <li>- Represented MOE at local/ international event</li> <li>- Represented UG HQ at international competition</li> </ul>
Accomplishment			<p>Represented school/ external organisation at local/international event and achieved the following (for 1 year): Top 4 (or equivalent) team placing            Top 8 (or equivalent) individual placing            Gold/Silver/Bronze/            Merit award/            certification* (or            equivalent)            SYF Arts            Presentation/Exhibition            Certificate of            Distinction/            Accomplishment/            Certificate of            Recognition (Special            Mention) / Recognition</p>	<ul style="list-style-type: none"> <li>- Represented school/ external organisation at local/international event and achieved the following (for 2 years or more):               <ul style="list-style-type: none"> <li>- Top 4 (or equivalent) team placing</li> <li>- Top 8 (or equivalent) individual placing</li> <li>- Gold/Silver/Bronze/            Merit award/            certification* (or            equivalent)            SYF Arts            Presentation/Exhibition            Certificate of Distinction/            Accomplishment/            Certificate of Recognition (Soocial Mention) / Recognition</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>- Represented Singapore Schools/ National Project of Excellence/MOE at local/international competition            OR</li> <li>- Represented Singapore at international event, endorsed by national bodies            AND achieved the following:               <ul style="list-style-type: none"> <li>- Top 4 (or equivalent) team placing</li> <li>- Top 8 (or equivalent) individual placing</li> <li>- Gold/Silver/Bronze/            Merit award/certification</li> </ul> </li> </ul>

\*This applies to events that present different levels of award or certificate that extend beyond the top 4 participants. The Merit award/ certification constitutes to the 4th

## ACHIEVEMENT

	Level 1	Level 2	Level 3	Level 4	Level 5
Accomplishment			<ul style="list-style-type: none"> <li>- SYF Art Exhibition Certificate of Recognition (Special Mention)/</li> <li>- Recognition</li> <li>- Presented original research paper/ project accepted at the platform</li> </ul>	<ul style="list-style-type: none"> <li>- SYF Art Exhibition Certificate of Recognition (Special Mention)/ Recognition</li> <li>- Presented original research paper/ project accepted at the platform</li> </ul>	<ul style="list-style-type: none"> <li>- Gold/Silver/Bronze award/certification (or equivalent)</li> <li>- Presented original research paper/ project accepted at the platform</li> </ul>
Uniformed Groups	Bronze Badge (or Achievement Badges equivalent)	Silver Badge (or equivalent)	Gold Badge (or equivalent)	Best Unit Cadet/ Outstanding Cadet Award by UG HQ (or equivalent)	Top Award for each UG (e.g. President's Guide Award)

## LEAPS 2.0 - LEVELS OF ATTAINMENT (EXAMPLES)

At the end of the graduating year, students' co-curricular attainment will be recognised according to Excellent/Good/Fair. The level of attainment will be converted to bonus point(s) (2 or 1) which can be used for admission to an ITE College of their choice.

Co-Curricular Attainment	Details
Excellent (2 bonus points)	Student who attains a minimum Level 3 in all four domains (Participation, Achievement, Leadership, Service), with at least a Level 4 in one domain.
Good (1 bonus point)	Student who attains a minimum Level 1 in all four domains with any one of the following: i. At least Level 2 in three domains; ii. At least Level 2 in one domain and at least Level 3 in another domain; or iii. At least Level 4 in one domain.
Fair	Student's attainment in co-curricular activities will not translate into any bonus points.

Example A: Student has attained a minimum Level 3 in all four domains and at least Level 4 in one domain (Participation). Hence, the student's co-curricular attainment is recognised as Excellent.

Domain	Description of Attainment	Level
Participation	Participated in the same CCA for 4 years with at least 75% attendance for each year	4
Achievement	Represented school at local competition/conference/festival/exhibition for 2 years	3
Leadership	Committee for school-wide events	3
Service	Completed at least 24 hours of service and at least one VIA project that impacts the school or community	3

Example B: The student has attained a minimum of Level 1 in all domains with at least Level 2 in three domains. Hence, the student's co-curricular attainment is recognised as Good.

Domain	Description of Attainment	Level
Participation	Participated in any CCA for 3 years with at least 75% attendance for each year	2
Achievement	Represented class/CCA at intra-school event	1
Leadership	Class Committee	2
Service	Completed at least one VIA project that impacts the school or community	2

Example C: The student has attained a minimum of Level 1 in all domains, with at least Level 2 in one domain (Achievement) and Level 3 for another domain (Participation). Hence, the student's co-curricular attainment is recognised as Good.

Domain	Description of Attainment	Level
Participation	Participated in any CCA for 4 years with at least 75% attendance for each year	3
Achievement	Represented school at local competition/conference/festival/exhibition for 1 year	2
Leadership	Lance Corporal (NCC)	1
Service	Completed at least 24 to less than 30 hours of service	1

Example D: The student has not met the criteria for a Good co-curricular attainment. Hence, the student's co-curricular attainment is recognised as Fair.

Domain	Description of Attainment	Level
Participation	Participated in any CCA for 4 years with at least 75% attendance for each year	3
Achievement	Did not represent class/CCA/school in any event	0
Leadership	Completed 2 modules on leadership	1
Service	Completed at least 24 to less than 30 hours of service	1

# AWARDS & RECOGNITION

MOE Academic Awards		
Name	How Much?	For Whom?
Edusave Scholarships for Secondary Schools (ES)	\$500	<ol style="list-style-type: none"> <li>Top 10% of each cohort.</li> <li>Use Core Subject Results only and overall marks of at least 50%.</li> <li>Minimally: Good Conduct.</li> <li>Singapore Citizen</li> <li>5.</li> </ol>
Edusave Merit Bursary (EMB)	\$500	<ol style="list-style-type: none"> <li>Top 25% of each cohort.</li> <li>Use Core Subject Results only and overall marks of at least 50%.</li> <li>Household income must not exceed \$7,500 (or per capita income not exceeding \$1,875).</li> <li>Minimally: Good Conduct.</li> <li>Singapore Citizen</li> <li>6.</li> </ol>
Edusave Good Progress Award (GPA)	\$400	<ol style="list-style-type: none"> <li>Top 10% of each cohort (based on good progress).</li> <li>To compare Core Subjects for progress.</li> <li>Overall marks of at least 50%.</li> <li>Minimally: Good Conduct.</li> <li>Singapore Citizen</li> <li>6.</li> </ol>
MOE Non-Academic Awards		
Edusave Character Award (ECHA)	\$500	<ol style="list-style-type: none"> <li>Consistent exemplary character.</li> <li>Outstanding personal qualities through their behaviour and actions.</li> <li>Minimally: Very Good Conduct.</li> <li>Singapore Citizen</li> </ol>
Edusave Awards for Achievement, Good Leadership and Service (EAGLES)	\$500	<ol style="list-style-type: none"> <li>Demonstrated Good Leadership Qualities;</li> <li>Rendered Significant Contribution to CCA/School; and/or,</li> <li>Exhibit Exemplary Service to CCA/School.</li> </ol>

		4. Meet selection criteria set by school: Minimally a Good Conduct Grade and Pass School Examination 5. Must be Singapore Citizen
Edusave Skills Award (ESA)	\$500	1. 5% of Sec 3 cohort and top 15% of Sec 4 cohort in terms of skills. 2. Demonstrated excellent vocational and soft skills. 3. Minimally: Good Conduct. 4. Singapore Citizen.

ITE Award		
Tay Eng Soon Scholarship	\$1,000 and waiver of tuition fees in ITE	1. Overall top Sec 4 performer. 2. Achieved outstanding academic and vocational results. 3. Possesses good records of active participation in CCA.

School-Based Awards	
Crest STAR Award	Awarded to Sec 1 students who exhibit: 1. Strength 2. Talents 3. Attitude /Achievement 4. 3Rs (Reboot, Recondition, Restore)
Subject Excellence Award	1. Top student in each subject for each level.
Chairman's Excellence Award for All-Round Achievement	1. Performed well in all areas in school including academic and vocational subjects, Performing Arts, Physical Education, and in CCAs. 2. Consistently shown good conduct.

\* The list of awards here is not exhaustive. There are other ad-hoc awards available for our students. More information will be provided periodically.

# NAPFA STANDARDS (SECONDARY)

## Standards For Females:

Age Group <b>FEMALE</b>	Grade	Points	No. Of Sit-Ups In 1 Min	Standing Board Jump Distance	Sit & Reach	No. Of Inclined Pull- Ups*In 30 Sec	4 X 10m Shuttle Run Time	2.4 Km Run- Walk Time (Min : Sec)
<b>12</b>	A	5	>29	>167 cm	>39 cm	>15	<11.5	<14:41
	B	4	25 - 29	159 - 167	37 - 39	13 - 15	11.5-11.9	14:41 - 15:40
	C	3	21 - 24	150-158	34 - 36	10 - 12	12.0-12.3	15:41 - 16:40
	D	2	17 - 20	141-149	30 - 33	7 - 9	12.4-12.7	16:41 - 17:40
	E	1	13 - 16	132-140	25 - 29	3 - 6	12.8-13.2	17:41 - 18:40
<b>13</b>	A	5	>30	>170 cm	>41 cm	>16	<11.3	<14:31
	B	4	26 - 30	162-170	39 - 41	13 - 16	11.3-11.7	14:31 - 15:30
	C	3	22 - 25	153-161	36 - 38	10 - 12	11.8-12.2	15:31 - 16:30
	D	2	17 - 20	144-152	32 - 35	7 - 9	12.3-12.7	16:31 - 17:30
	E	1	14 - 17	135-143	27 - 31	3 - 6	12.8-13.2	17:31 - 18:30
<b>14</b>	A	5	>30	>177 cm	>43 cm	>16	<11.5 sec	<14:21
	B	4	28 - 30	169-177	41 - 43	14 - 16	11.5 - 11.8	14:21 - 15:20
	C	3	24 - 27	160-168	38 - 40	10 - 13	11.9 - 12.2	15:21 - 16:20
	D	2	20 - 23	151 - 159	34 - 37	7 - 9	12.3 - 12.6	16:21 - 17:20
	E	1	16 - 19	142 - 150	29 - 33	3 - 6	12.7 - 13.0	17:21 - 18:20
<b>15</b>	A	5	>30	>182 cm	>45 cm	>16	<11.3 sec	<14.11
	B	4	29 - 30	174 - 182	43 - 45	14 - 16	11.3 - 11.6	14:11 - 15:10
	C	3	25 - 28	165 - 173	39 - 42	10 - 13	11.7 - 12.0	15:11 - 16:10
	D	2	21 - 24	156 - 164	35 - 38	7 - 9	12.1 - 12.4	16:11 - 17:10
	E	1	17 - 20	147 - 155	30 - 34	3 - 6	12.5 - 12.8	17:11 - 18:10
<b>16</b>	A	5	>30	>186 cm	>46 cm	>17	<11.3 sec	<14:01
	B	4	29 - 30	178 - 186	44 - 46	14 - 17	11.3 - 11.5	14:01 - 15:00
	C	3	26 - 28	169 - 177	40 - 43	11 - 13	11.6 - 11.8	15:01 - 16:00
	D	2	22 - 25	160 - 168	36 - 39	7 - 10	11.9 - 12.2	16:01 - 17:00
	E	1	18 - 21	151 - 159	31 - 35	3 - 6	12.3 - 12.6	17:01 - 17:50
<b>17</b>	A	5	>30	>189 cm	>46 cm	>17	<11.3 sec	<14:01
	B	4	29 - 30	181-189	44 - 46	14 - 17	11.3 - 11.5	14:01 - 14:50
	C	3	27 - 28	172-180	40 - 43	11 - 13	11.6 - 11.8	14:51 - 15:50
	D	2	23 - 26	163-171	36 - 39	7 - 10	11.9 - 12.1	15:51 - 16:40
	E	1	19 - 22	154-162	32 - 35	3 - 6	12.2 - 12.5	16:41 - 17:30
<b>18</b>	A	5	>30	>192 cm	>46 cm	>17	<11.3 sec	<14:01
	B	4	29 - 30	183 - 192	44 - 46	15 - 17	11.3 - 11.5	14:01 - 14:50
	C	3	27 - 28	174 - 182	40 - 43	11 - 14	11.6 - 11.8	14:51 - 15:40
	D	2	24 - 26	165 - 173	36 - 39	8 - 10	11.9 - 12.1	15:41 - 16:30
	E	1	20 - 23	156 - 164	32 - 35	4 - 7	12.2 - 12.4	16:31 - 17:20

# NAPFA STANDARDS (SECONDARY)

## Standards For Males:

Age Group MALES	Grade	Points	No. of Sit-ups in 1 min	Standing Board Jump Distance	Sit & Reach	No. of inclined Pull-ups*in 30 sec	4 x 10m Shuttle Run Time	2.4 km Run-walk time (min:sec)
12	A	5	>41	>202 cm	>39 cm	>24	<10.4 sec	<12:01
	B	4	36 - 41	189 - 202	36 - 39	21 - 24	10.4 - 10.9	12:01 - 13:10
	C	3	32 - 35	176 - 188	32 - 35	16 - 20	11.0 - 11.3	13:11 - 14:20
	D	2	27 - 31	163 - 175	28 - 31	11 - 15	11.4 - 11.7	14:21 - 15:30
	E	1	22 - 26	150 - 162	23 - 27	5 - 10	11.8 - 12.2	15:51 - 16:50
13	A	5	>42	>214 cm	>41 cm	>25	<10.4 sec	<11:31
	B	4	38 - 42	202 - 214	38 - 41	22 - 25	10.4 - 10.7	11:31 - 12:30
	C	3	34 - 37	189 - 201	34 - 37	17 - 21	10.8 - 11.1	12:31 - 13:40
	D	2	29 - 33	176 - 188	30 - 33	12 - 16	11.2 - 11.5	13:41 - 14:50
	E	1	25 - 28	164 - 175	25 - 29	7 - 11	11.6 - 11.9	14:51 - 16:00
14	A	5	>42	>225 cm	>43 cm	>26	<10.2 sec	<11:01
	B	4	40 - 42	216 - 225	40 - 43	23 - 26	10.2 - 10.4	11:01 - 12:00
	C	3	37 - 39	206 - 215	36 - 39	18 - 22	10.5 - 10.8	12:01 - 13:00
	D	2	33 - 36	196 - 205	32 - 35	13 - 17	10.9 - 11.2	13:01 - 14:10
	E	1	29 - 32	186 - 195	27 - 31	8 - 12	11.3 - 11.6	14:11 - 15:20
15	A	5	>42	>237 cm	>45 cm	>7	<10.2 sec	<10:41
	B	4	40 - 42	228 - 237	42 - 45	6 - 7	10.2 - 10.3	10:41 - 11:40
	C	3	37 - 39	218 - 227	38 - 41	5	10.4 - 10.5	11:41 - 12:40
	D	2	34 - 36	208 - 217	34 - 37	3 - 4	10.6 - 10.9	12:41 - 13:40
	E	1	30 - 33	198 - 207	29 - 33	1 - 2	11.0 - 11.3	13:41 - 14:40
16	A	5	>42	>245 cm	>47 cm	>8	<10.2 sec	<10:31
	B	4	40 - 42	236 - 245	44 - 47	7 - 8	10.2 - 10.3	10:31 - 11:30
	C	3	37 - 39	226 - 235	40 - 43	5 - 6	10.4 - 10.5	11:31 - 12:20
	D	2	34 - 36	216 - 225	36 - 39	3 - 4	10.6 - 10.7	12:21 - 13:20
	E	1	31 - 33	206 - 215	31 - 35	1 - 2	10.8 - 11.1	13:21 - 14:10
17	A	5	>42	>249 cm	>48 cm	>9	<10.2 sec	<10:21
	B	4	40 - 42	240 - 249	45 - 48	8 - 9	10.2 - 10.3	10:21 - 11:10
	C	3	37 - 39	230 - 239	41 - 44	6 - 7	10.4 - 10.5	11:11 - 12:00
	D	2	34 - 36	220 - 229	37 - 40	4 - 5	10.6 - 10.7	12:01 - 12:50
	E	1	31 - 33	210 - 219	32 - 36	2 - 3	10.8 - 10.9	12:51 - 13:40
18	A	5	>42	>251 cm	>48 cm	>10	<10.2 sec	<10:21
	B	4	40 - 42	242 - 251	45 - 48	9 - 10	10.2 - 10.3	10:21 - 11:10
	C	3	37 - 39	232 - 241	41 - 44	7 - 8	10.4 - 10.5	11:11 - 11:50
	D	2	34 - 36	222 - 231	37 - 40	5 - 6	10.6 - 10.7	11:51 - 12:40
	E	1	31 - 33	212 - 221	32 - 36	3 - 4	10.8 - 10.9	12:41 - 13:30

# NAPFA AWARDS(SECONDARY)

## FOR MALES & FEMALES

AWARD REQUIREMENTS	
Awards	Minimum Scores
Gold	C grade in all 6 stations with a minimum of <u>21 points</u>
Silver	D grade in all 6 stations with a minimum of <u>15 points</u>
Bronze	E grade in all 6 stations with a minimum of <u>6 points</u>

# SCHOOL SAFETY AND SECURITY

## Lockup In School

All students must vacate the premises by the designated closing time which is at 6pm on regular school days. Students who need to re-enter the school to retrieve items left in school premises, would need to inform the Security/Admin office.

An announcement will be made at that time to inform everyone of the school's closure. If the school is closing earlier than 6 p.m., an announcement will be made 10 minutes in advance. The estate staff will conduct a final inspection of the premises before locking up.

### **Actions to be taken in the event of being lockup in school**

For students accidentally locked in, the student **should not** attempt to climb over any wall or fence to exit. The student should call his or her Form Teacher for assistance. The Form Teacher will inform the Estate Department to unlock the school gate for the student to leave safely.

If the student does not have a mobile phone to contact the Form Teacher, he or she should locate the nearest fire break-glass unit and activate the fire alarm to seek assistance. As activation of the break-glass may alert the SCDF, any misuse or false activation will be dealt with severely by the Discipline Committee.

## Lockdown & Emergency Evacuation

### **Actions to be taken in the event of an intrusion into the school (Lockdown)**

A lockdown is an emergency protocol to protect people inside a facility from a dangerous event. Adopting the Run-Hide-Tell principle is a means to keep people safe and for self-protection in such an event.

When the Lockdown Code is broadcast, staff and students at open areas (Field, Canteen, Open spaces) to go to nearest safe areas and apply "Run, Hide & Tell" procedures. Staff and students indoors (Classrooms, Special Rooms) shall remain and secure windows, doors and hide themselves.

## **Run**

- Consider the safest route.
- Move quickly and quietly to safe area.
- Stay out of view of intruders.
- Insist others leave with you, if it is safe to do so.
- Leave your belongings behind.

## **Hide**

At the nearest safe area(s):

- Lock the entrance from inside the safe area where possible.
- Turn off all electricity supplies in the safe area.
- Draw the curtains/Blinds.
- Silent-mode all your mobile devices.
- Hide yourself in a manner that the intruder will not be able to see you.

## **Tell**

- Take note of the following information if available (for reporting to teachers when requested):
  - T: Total number of intruders.
  - E : Equipment or weapons being carried.
  - L : Look of attackers (facial descriptions and what they are wearing).
  - L : The location of intruders (where they are now and moving towards).
- Wait for further instructions once situation updates have been given.

## **Actions to be taken in the event of an Evacuation**

In the event of an emergency (e.g. fire incident), a siren shall be activated for 30 seconds to alert the school population for evacuation.

On hearing the siren, all staff and students will remain in their current location (unless it is the incident site) to listen to Principal's announcement over the PA system. The announcement will inform the school that the fire alarm has been activated and an immediate investigation is being carried out. Upon completion of investigation, a 2nd announcement will be made by the Principal through the PA system.

The Principal's 2nd announcement will include the following:

- Nature of Emergency, (e.g Fire)
- Location of fire/incident
- Evacuation instructions and;
- Safety precautions and danger area(s) to avoid

Upon hearing the 2nd announcement, all personnel shall immediately move to the Assembly Area (AA) in a calm and orderly manner.

AA is the school field (unless otherwise advised). If there is a need to evacuate to an external holding area, we will provide the necessary evacuation instruction.

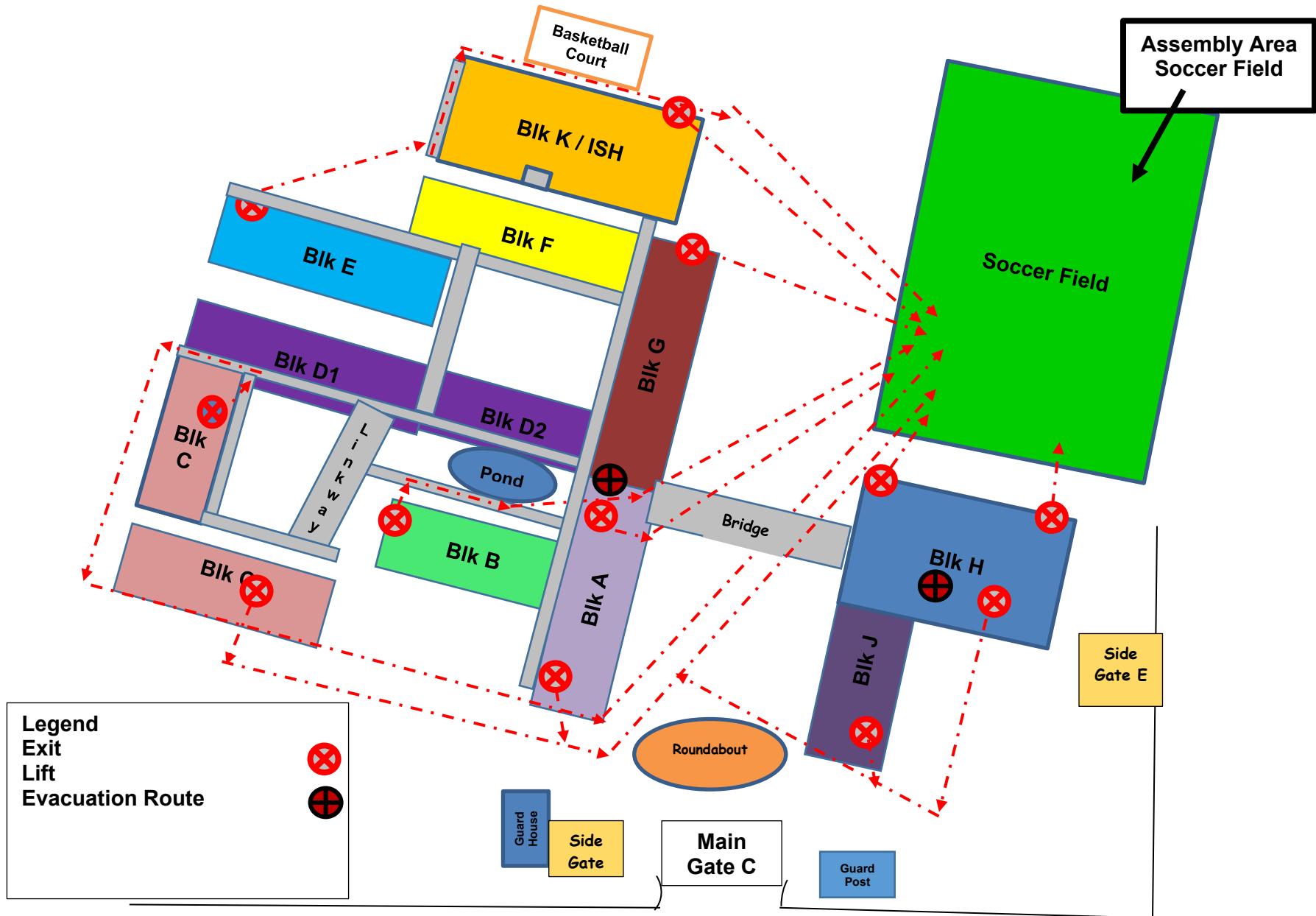
All staff and students are advised to take the nearest evacuation routes and to avoid the danger area(s) while getting out of the school building safely in the shortest possible time.

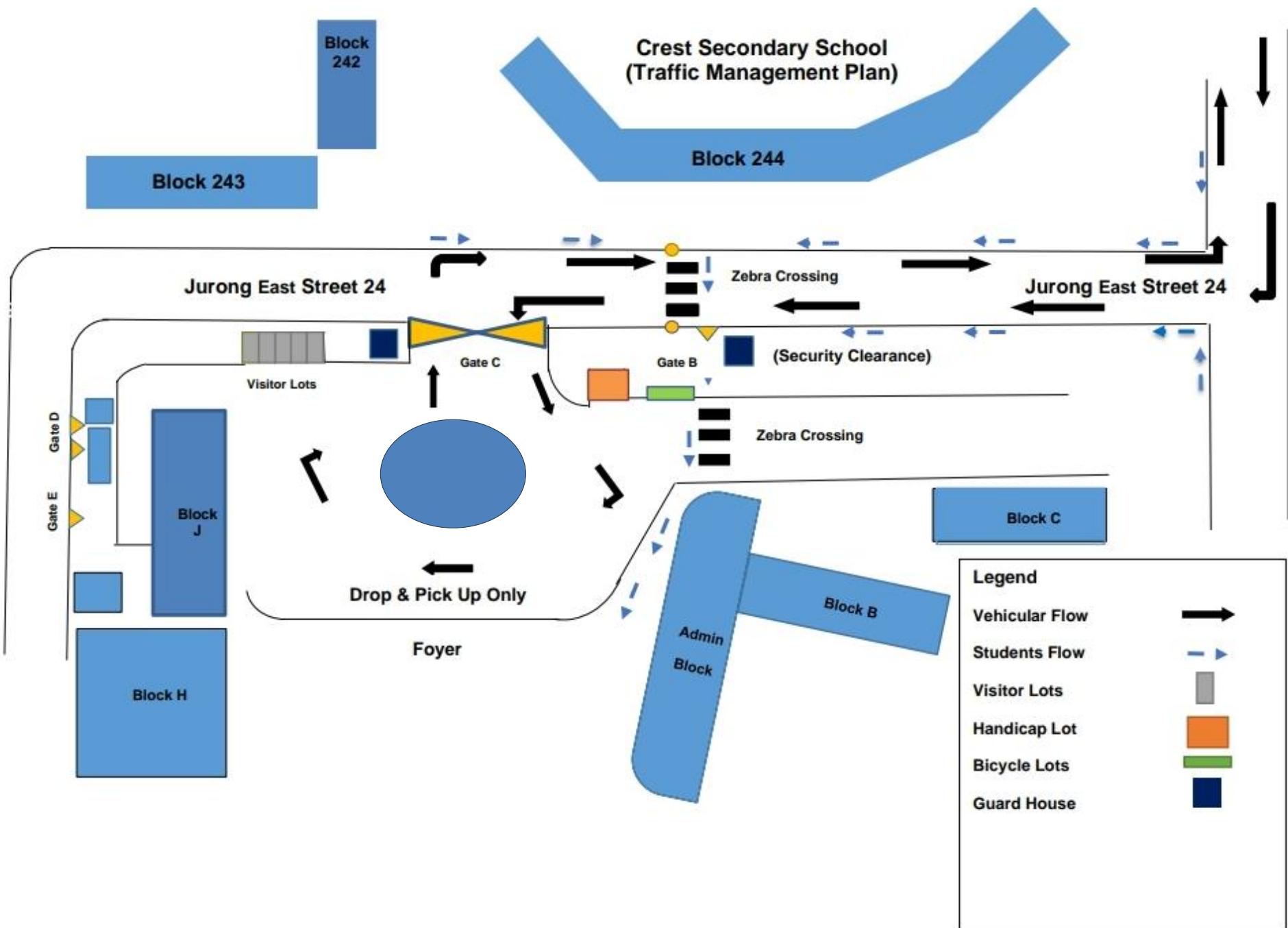
**For evacuation drills or only when it is safe to do so:**

- Ensure all electrical switches are off before leaving the room

Thereafter attendance taking would be carried out in AA. Staff and students will remain in AA for further instructions.

## Emergency Evacuation Route to Assembly Area





# **ROAD SAFETY AND TRAFFIC MANAGEMENT**

## **1. General Safety in School**

- The speed limit of vehicles travelling within the school premises is restricted to 15 km/hr.
- Designated Pick-up/Drop-off point is at the foyer where parents can come pick-up/drop-off their children.
- Parents are advised to adhere to the speed limit, Pick-up/Drop-off points and drive cautiously when approaching the school zone.

## **2. Safety at Road Crossings**

- The school deploys security officers as traffic wardens outside the school at the zebra crossings during the morning peak period from 7 to 7.55 am and during dismissal period from 2.45 to 3.30 pm.
- Students are advised to observe the curb-drill when crossing at traffic junctions or pedestrian crossings.
- Students are advised to use footpaths and overhead bridges.
- Zebra crossings and signalized pedestrian crossings must be used at all times.

## **3. Safety at School Buses**

- Students will be briefed by the teacher-in-charge on safety precautions on the bus including the wearing of seat belts before any learning journey trips.
- Students are to queue up when boarding the bus and disembark in an orderly manner.

## **4. Cycling**

- The school will maintain a register of students who cycle to school and ensure that they do so with their parents' knowledge through a parents' advisory note. As such, for any student who wish to cycle and park his/her bicycle in the school compound, an advisory note and acknowledgement form is given to the parent. Please see the school's Operations Manager if you wish to cycle to school.
- Students are to wear proper protective gears such as safety helmet, gloves, elbow pads or knee pads when cycling to school.

- Students are advised to secure their bicycles at the bicycle racks located on the school premises (near the guard house) immediately upon reaching the school. The school will not be responsible for the loss of or any damage to bicycles.
  - Students are expected to adhere to all the traffic rules when they are cycling on the public roads. A cyclist may be punished under the Penal Code/Road Traffic Act should he/she act rashly or negligently to endanger human life or the personal safety of others.
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- All students are to note the safety rules for recreational cycling which include the following:
    - a. For recreational cycling by students, they should cycle on designated bicycletracks in parks or on park connectors only. There should be no cycling on expressways, road tunnels and areas demarcated with prohibitive signs.
    - b. Always make sure that the bicycle is in good working condition, e.g. working brakes, tyres, lights (front and rear), bell, are working, chains are secure, etc.
    - c. Always wear protective gear such as a properly secured helmet, shoes (with laces properly tied), elbow and knee pads to protect against injuries.
    - d. Give undivided attention to ensure safety for oneself and other cyclists, motorists and pedestrians. Do not use mobile phones and earphones while cycling.
    - e. Cyclists should not unreasonably obstruct or prevent free passage of a vehicle or pedestrian. Always yield to pedestrians when cycling on footpaths.
    - f. No pillion passenger shall be carried on a bicycle unless it is designed to do so. If necessary, there should be a properly-constructed child seat affixed firmly to the bicycle.
    - g. Cycling abreast is prohibited.
    - h. Do not cycle across overhead pedestrian bridges or pedestrian crossings. Dismount and push your bicycle and practice proper curb drills before crossing the road.

- i. Always use the correct hand signals when turning left or right or stopping. Make them sufficiently in time to enable other motorists to take appropriate action.

## **5. Personal Mobility Devices**

- Students are not allowed to use Personal Mobility Devices (PMD), including kick scooter, electric scooter and electric bike.

# Safe Use of Special Rooms

Venue	Safety Rules
CRO	<ul style="list-style-type: none"> <li>• Walk, do not run, in the kitchens, Bistro and Café.</li> <li>• Handle all sharp objects with care.</li> <li>• Handle all hot objects with care.</li> <li>• Wash hands thoroughly with soap before and after handling food.</li> <li>• Clean all work surfaces, tools and equipment thoroughly after use.</li> <li>• Switch off all electrical equipment after use.</li> </ul>
ReC	<ul style="list-style-type: none"> <li>• Keep all equipment and furniture neat and tidy</li> <li>• Switch off all electrical switches</li> <li>• Return ladder and cleaning equipment</li> </ul>
MDA Automation Lab	<ul style="list-style-type: none"> <li>• Ensure that the compressed air supply is turned off before removing the air tubing.</li> <li>• Do not turn on the compressed air until all the air tubing connections have been completed and secured.</li> <li>• Do not direct the compressed air to anyone or to clean off dirt and dust from your body or clothes.</li> <li>• Mount all of the components securely onto the slotted profile plate.</li> <li>• Do not touch the cylinders when the compressed air has been turned on.</li> </ul>
MDA 3DCAD Lab	<ul style="list-style-type: none"> <li>• Refrain from touching the nozzle, heated print bed, or motors when the printer is powered on and preheated.</li> <li>• Ensure that the nozzle and bed have sufficient time to cool down before touching them.</li> <li>• Refrain from touching the printer after a print has been started to prevent fingers from being caught by the moving parts.</li> <li>• Handle sharp removal tools with care.</li> </ul>
MDA Project Lab	<ul style="list-style-type: none"> <li>• Obey the safety signs and rules in the workshop.</li> <li>• Wear appropriate personal protective equipment. Eg safety glasses when performing a drilling operation.</li> <li>• Use correct hand tools and equipment.</li> <li>• Keep the workshop clean and tidy.</li> <li>• Do not horseplay in the workshop.</li> </ul>
Makerspace	<ul style="list-style-type: none"> <li>• Abide by all safety guidelines when operating in the Makerspace.</li> <li>• Keep walkways clear at all times. Place bags and other belongings in the storage facilities provided.</li> <li>• Follow instructions given by teachers.</li> </ul>

	<ul style="list-style-type: none"> <li>• Keep work areas and laboratories clean and tidy.</li> <li>• Carry out housekeeping routines upon completion of work.</li> <li>• Take care of equipment.</li> <li>• Ask when in doubt.</li> </ul> <p><b><u>3D Printer</u></b></p> <ul style="list-style-type: none"> <li>• Refrain from touching the nozzle, heated print bed, or motors when the printer is powered on and preheated.</li> <li>• Ensure that the nozzle and bed have sufficient time to cool down before touching them.</li> <li>• Refrain from touching the printer after a print has been started to prevent fingers from being caught by the moving parts.</li> <li>• Handle sharp removal tools with care.</li> </ul> <p><b><u>Laser cutter</u></b></p> <ul style="list-style-type: none"> <li>• Do not look into the primary laser beam and specular reflection of laser beam, including those from lens surfaces.</li> </ul> <p><b><u>Cricut machine</u></b></p> <ul style="list-style-type: none"> <li>• Do not insert fingers or any objects into the machine while it is operating.</li> <li>• Do not touch the mat or material during cutting, even if movement has stopped. Wait until the machine fully ejects the mat or material before approaching.</li> <li>• Tie your hair back when you are in this lab.</li> </ul>
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IoTA Labs	<ul style="list-style-type: none"> <li>• Keep walkways clear at all times. Place bags and other belongings in the storage facilities provided.</li> <li>• Follow safety rules and procedures.</li> <li>• Follow instructions given by teachers.</li> <li>• Keep work areas and laboratories clean and tidy.</li> <li>• Carry out housekeeping routines upon completion of work.</li> <li>• Take care of equipment.</li> <li>• Ask when in doubt.</li> </ul>
MWA Labs	<p><b>1.General Conduct</b></p> <ul style="list-style-type: none"> <li>• Enter and leave the lab quietly and in an orderly manner.</li> <li>• No eating or drinking in the lab to prevent spills and damage to equipment.</li> <li>• Bags, food, and drinks should be placed in designated areas.</li> <li>• Sit at your assigned workstation and do not move the</li> </ul>
ICT Labs	

equipment.

## **2. Equipment Handling**

- Handle all computers and accessories with care.
- Do not unplug, move, or tamper with any cables or power sockets.
- Ask the teacher or ICT staff before using your own storage devices (e.g., USB drives).
- Report any faults or damage immediately to your teacher.

## **3. Online and Data Safety**

- Use the computer only for school-related activities as instructed.
- Do not access, download, or install any unauthorised software or games.
- Do not visit inappropriate websites or bypass school internet filters.
- Keep your login ID and password confidential — never share them with others.
- Log out properly when you finish your work.

## **4. Electrical and Physical Safety**

- Keep hands and liquids away from power sockets and cables.
- Do not open computer casings or try to fix hardware issues yourself.
- Ensure that wires and chairs are properly arranged to avoid tripping hazards.
- Maintain good posture while using the computer; take breaks when told.

## **5. Cyber Wellness and Responsibility**

- Respect others online — no cyberbullying, offensive messages, or plagiarism.
- Use school devices responsibly and follow the Acceptable Use Policy.
- Save your work properly and back it up on approved cloud or school platforms.
- Remember: Your actions online reflect your character — be a responsible digital citizen.

## **6. End-of-Lesson Routine**

- Save and close all files and applications.
- Push in your chair, tidy your area, and shut down the computer properly.
- Wait for your teacher's instruction before leaving the lab.

<b>Artist Labs</b>	<ul style="list-style-type: none"> <li>• Clear safety precautions emphasised to students before the beginning of every task and/or when necessary during Art sessions.</li> <li>• Demonstration on how to use tools/equipment/machines safely is carried out before students are allowed to use them for the first time.</li> <li>• Safety rules observed and prominently displayed.</li> </ul>
<b>Science Labs</b>	<ul style="list-style-type: none"> <li>• Adhere to the safety rules according to the Safety Posters put up in the Science Laboratories.</li> </ul>

# **Safety During Physical Education (PE) Lessons**

## **General Safety**

1. Wear appropriate PE attire for lessons.
2. At the start of the lesson, students who are unwell should report to their PE teacher.
3. Before and after physical activities, Sports Champions are to conduct warm-up and cool-down exercises respectively.
4. During the lesson, students can stop and rest if they feel tired, breathless or unwell.
5. Drink water freely before, during and after activities.

## **Sports Equipment**

1. Check that sports equipment is in good condition before using it.
2. Use sports equipment in a proper and safe manner.
3. Return all sports equipment to their proper storage areas after use.

# **Safety During Unstructured Play**

## **Play at Safe and Clean Places**

- Play at safe areas designated for unstructured play and stay within the boundaries (i.e. field, blue track, Basketball court, street soccer court);
- No food or sweetened drinks at these places, only water is allowed.

## **Play with safe behaviour**

- Follow warning and signage at the playing area e.g. lightning alert
- Maintain discipline during play e.g. no rough play, unnecessary pushing and shoving, no climbing or hanging onto or jumping off apparatus
- Be considerate towards others, respect everyone's right to play and share playing spaces

## **Play with the right people**

- Know the friends that you are playing with
- Play only when feeling well
- Stop play and seek help when unwell or when there is an injury

## **Play with safe equipment**

- Use equipment suitable for the activity
- Bring your own equipment or loan of equipment after school
- Take care of the equipment and return after use



Ng Sze Looi Forest

1-07