



## \*2026 School Rules and Regulations

The school rules and regulations reflect the school values. They are necessary to maintain a conducive environment for teaching and learning to take place.

### General Conduct

- Be courteous and respectful to all staff and visitors.
- Keep the school clean and tidy at all times.
- Take good care of the school property and premises.
- Uphold the good name of the school by behaving well in public.

### Flag-Raising Ceremony (FRC)

- The reporting time for school is as follows:

Venue / Event	Monday to Friday
School Parade Ground / Hall / Classroom	By 7.35 am (After which, students will be considered late for school.)
Start of first subject period	At 8.00 am

- Attending the FRC is compulsory. Students who are not present for FRC will be considered late or absent.
- All students are required to bring along reading materials or their Personal Learning Devices (PLD) for silent reading at the FRC venue.
- Students are to remain silent and read quietly before the commencement of the ceremony.
- Students who are Singapore citizens must sing the National Anthem and take the National Pledge with their right fist placed over their left chest. Non-Singaporean students are to stand at attention and observe silence as a mark of respect.
- The school song will be sung during every Monday's FRC. All students must sing the school song when it is played.
- Students must remain silent and listen attentively to the announcements made after FRC.
- Students can leave the FRC venue only after the instruction is given. Movement from one venue to another must be prompt and in an orderly manner. Students should not make noise or loiter along the corridor.

*\* The list is non-exhaustive and meant to serve as a general guide. The school reserves the right to amend or add rules and regulations pertaining to discipline from time to time.*

## Attendance

- Attendance for morning FRC, weekly assemblies, lessons, Co-Curricular Activities (CCA), enrichment / special programmes and other school activities and events is compulsory.
- An SMS message will be sent by 8:30 am daily to inform parents / guardians should the absence of students be unaccounted for.
- The Student Absence feature on Parents Gateway (PG) is available for parents/guardians to submit reasons for their child's/ward's absence, and attach medical certificates and documents.
- A medical certificate (hardcopy or digital) from any Ministry of Health (MOH) registered medical clinics / polyclinics / hospitals is required when students are absent from school. Medical certificates from non-MOH registered clinics (e.g. Chinese medical halls / homeopathy clinics) will not be accepted.
- For non-medical reasons, letters with valid reasons from parents / guardians must be submitted. Only two such letters are allowed in each semester.
- For students who are frequently absent from school, a home-school conference will be conducted. This is to better understand the reasons for absence.
- Students who are frequently absent from school may also be asked to do self-study after school to catch up on the work that they have missed.

## Appearance and Attire

- All students should take pride in their identity and behave in a manner that is consistent with the school's policy.
- All grooming rules will apply at all times including school holidays.

## Boys' Full Uniform

### Uniform

- Students are to wear the full school uniform on Mondays and days when they have no PE lessons.
- Full school uniform is also to be worn during official school events (unless specific instructions are given by the school personnel in charge) and all examinations.
- White Polo T-shirt is to be properly buttoned and tucked in, leaving only the top button undone.
- Sleeves must not be folded.
- Polo T-shirt is to be worn with the school bottom. For Lower Secondary boys, it will be the dark blue bermudas or shorts. For Upper Secondary boys, it will be the dark blue bermudas or the straight-cut dark blue long pants. Pants must cover the ankles when in standing position.
- All students are to be in their school pants/bermudas/shorts when leaving the school at the end of the day
- Modifications to the school uniform is strictly not allowed.

### Hair and Appearance

- Hair must be in its natural colour, short, simple and neat. Hair should be sloped gently and when combed down, should not touch the eyebrows, ears and collar. Sideburns are not allowed.
- Outlandish and spiky hairstyles as well as design shaves (e.g. undercut) are not allowed.
- Facial hair (moustache or beard) is not allowed

## **Footwear**

- School shoes should be predominantly white, at most with one additional colour. Shoes with luminous or multiple colours are not allowed.
- High-cut shoes are not allowed.
- Shoes should have only white shoelaces.
- Only plain white socks without logo are to be worn at all times. Socks should cover the ankles.

## **Girls' Full Uniform**

### **Uniform**

- Students are to wear the full school uniform on Mondays and days when they have no PE lessons.
- Full school uniform is also to be worn during official school events (unless specific instructions are given by the school personnel in charge) and all examinations.
- White Polo T-shirt is to be properly buttoned and tucked in, leaving only the top button undone.
- Sleeves must not be folded.
- Polo T-shirt is to be worn with the school bottom (dark blue skirt). Skirt length is at the kneecap. Skirts must cover the knees when in standing position.
- Skirt is to be worn at all times except during PE lessons and selected CCA training.
- All students are to be in their school skirts when leaving the school at the end of the day
- Modifications to the school uniform is strictly not allowed.

### **Hair and Appearance**

- Hair must be in its natural colour and preferably be short, simple, neat. Hair should not be covering the back collar, eyebrows and cheeks.
- Female students with long hair should tie up their hair neatly with a plain black or dark blue hair tie or small hairclip
- Long fringe and tendrils should be neatly pinned up.

## **Footwear**

- School shoes should be predominantly white, at most with one additional colour. Shoes with luminous or multiple colours are not allowed.
- High-cut shoes are not allowed.
- Shoes should have only white shoelaces.
- Only plain white socks without logo are to be worn at all times. Socks should cover the ankles.

## **Half Uniform**

### **Boys' Half Uniform**

- PE T-Shirt / CCA T-shirt should be tucked in at all times
- PE T-shirt / CCA T-shirt is to be worn with dark blue bermudas / shorts / straight-cut dark blue pants unless otherwise stated for selected CCA trainings.
- All students are to be in their school shorts/bermudas/long pants when leaving the school at the end of the day
- Half-uniform cannot be worn during any examinations (e.g. Preliminary Examination, End-of-Year Examination, GCE N and O level Examinations). The full school uniform is to be worn.

## **Girls' Half Uniform**

- PE T-Shirt / CCA T-shirt should be tucked in at all times
- PE T-shirt / CCA T-shirt is to be worn with dark blue skirt
- Skirt length is at the kneecap.
- Skirt to be worn at all times except during PE lessons and selected CCA trainings.
- All students are to be in their school skirts when leaving the school at the end of the day
- Half-uniform cannot be worn during any examinations (e.g. Preliminary Examination, End-of-Year Examination, GCE N and O level Examinations). The full school uniform is to be worn.

## **Footwear**

As stated under 'Full Uniform'

## **Hair and Appearance**

As stated under 'Full Uniform'

## **PE Attire (Only during PE lessons)**

- Students can only wear PE attire (PE T-shirt & NTSS PE shorts) during PE lessons.
- Students should be in half uniform before and after PE lessons. Students must put on their school bottom (bermudas / shorts / skirts / long pants) after PE lessons.
- Students are not allowed to be in PE attire during any examinations (e.g., Preliminary Examination, End-of-Year Examination, GCE N and O Level Examinations). The full school uniform is to be worn.

## **CCA Attire (Only on Scheduled Official CCA Days - Tuesdays and Fridays OR on Scheduled CCA Days during School Holidays)**

- Students are allowed to report to school in the following attire:  
Girls – PE T-shirt or approved CCA T-shirt with school skirt  
Boys – PE T-shirt or approved CCA T-shirt with school bermudas / shorts / long pants
- Students are not allowed to wear CCA jerseys, CCA shorts or Uniformed Group (UG) uniform to school.
- For UG CCA, students will change into their full UG uniform as required after the last period.

## **Outerwear: Jackets / Windbreakers**

- Students are only allowed to wear plain windbreakers or jackets that come with a front zip or buttons.
- The jackets / windbreakers must be in black, blue, white or grey (at most two combinations of colours).
- Students are not allowed to pull the hoodies (if any) over their heads.
- Students are not allowed to wear pullovers.
- Jackets / Windbreakers are to be removed by 10 am daily.

## Jewellery, Accessories and Cosmetics

- Students are not allowed to put on any form of cosmetics. Tinted face products (e.g. tinted moisturisers), coloured or glossy lip balm are not allowed. Pimple patches are also not allowed.
- Eyelashes and eyebrows should remain natural. They should not be shaved. Eyelash extensions are not allowed.
- Ear piercing is not allowed for boys. Girls are allowed to wear only one pair of small, plain and identical ear-studs (diameter 0.3 cm) or transparent ear sticks on their ear lobes. Multiple ear-studs or ear sticks are not allowed. No other jewellery and accessories (e.g. friendship bands or multiple hair ties on hands) are allowed.
- Girls are to wear only white or neutral-coloured undergarments underneath the school uniform, PE T-shirt and other school approved attire.
- Nails should be kept short and clean. Nail polish / varnish is not allowed.
- Tinted spectacles and contact lenses are not to be worn unless for medical reasons.
- Tattoo, body piercing or body art of any form (including use of henna) is not allowed.

## Classroom Conduct and Behaviour

- Students must stand up to greet teachers when they enter the classroom and stand up and thank them when they take their leave.
- Students are to observe the **L.E.A.R.N** routine.
- Students are to maintain discipline in the absence of the teacher.
- Students should be attentive while lessons are being conducted. They should not be sleeping or resting their heads on the table.
- For students who repeatedly sleep in class, a home-school conference will need to be conducted before they will be allowed back to class.
- Students must bring relevant textbooks and resources needed for daily lessons.
- Textbooks and other resources should not be left in the classrooms unless authorised by the teacher.
- A walk-out pass must be obtained from teachers if students need to leave the classrooms during curriculum time. Students must not bring their PLDs with them when a walk-out pass is in use.
- Students exempted from lessons are to report to the library for self-study.
- Students should not remain in the classrooms during recess / lunch breaks without permission.
- Students should switch off the lights, fans and projector when not in use.
- Students should not consume food and flavoured drinks in class. Only plain water is allowed.
- It is the responsibility of all Newtowners to keep the school clean and tidy by observing the **C.L.E.A.N** routine.

## Homework

- Students must submit homework by the deadline specified by their teachers.
- Students should be responsible for finding out from their peers or teachers the work they have missed during their absence and complete their assignments within three days of returning to school.

## **Canteen Conduct**

- Students are not allowed to purchase food or drinks from the canteen stalls or vending machines five minutes before the morning reporting time (7.35 am).
- Students must queue up when buying food and should not request their friends in the queue to purchase food for them.
- Students must ensure that tables and benches are kept clean during and after meals.
- Students must dispose food waste before depositing the utensils into the appropriate receptacles provided. Empty bottles and other litter must be cleared from the tables and thrown into the rubbish or recycling bins.
- Ball games are not allowed around the canteen area.

## **Unstructured Play**

- Students are allowed to play sports only during meal breaks, before and / or after school.
- Students may loan out sports equipment and board games (subject to availability) from the student leaders on duty at the canteen during meal breaks. All items borrowed must be returned to the student leaders on duty latest 5 minutes before the end of meal break.
- Students playing sports for unstructured play must be in at least half-uniform (PE T-shirt / CCA T-shirt and school bermudas shorts / pants / skirt) and wear proper footwear.
- School structured /scheduled activities (e.g., PE lessons, CCA activities, Enrichment) takes priority in the usage of facilities.
- No food and flavoured drinks are allowed on the courts and field. Only plain water is allowed.
- Football is only allowed at the school field and not at any courts, indoor sports hall and school hall at all times.
- Students must not play sports near the classroom blocks to prevent any accidental damage to school fixtures, furniture and property.
- Clear all litter after play.

## **Leave Request**

- Students are not allowed to leave the school premises during school hours without approval.
- Students may request for early departure if they are unwell or have other valid reasons to leave the school. They should inform their Form Teacher or Subject Teacher before reporting to the General Office. They need to complete an 'Early Departure Form' and be accompanied by a parent / guardian out of the school.
- Students on official leave (e.g., representing the school in tournaments) must apply for leave through the teacher-in-charge.
- Students who need to take leave to attend to personal matters with valid reasons within Singapore (e.g., medical check-up, music examination, wedding or bereavement of family members) have to submit letters from parents / guardians, supported by official valid documents, to the Form Teacher.
- Approval from Vice-Principals need to be sought prior to the booking of any overseas trips for leave request with valid reason.

## **Security**

- Students should not bring a large amount of cash and valuables to school. They must exercise good care over personal belongings (e.g. wallet, mobile phone, calculator, bag) at all times. The school will not be responsible for any loss or damage caused by any negligence or wrongful act by students.
- Students are not allowed to have in their possession any weapons. They are also not allowed to bring to school any weapon-like items which could be used or intended to be used to cause harm to others.
- Students are not allowed to enter or remain in the Science Laboratory, Design and Technology workshop or any other special rooms without the permission or presence of a teacher.
- The staff room is out of bounds to all students at all times.
- Students must report any acts of misbehaviour, vandalism to school property and when there is injury sustained or property damaged to the Form Teacher or General Office immediately.
- Students should report any suspicious person or stranger in the school to the teachers or General Office immediately.

## **Use of Smart Devices and Observing Cyber Etiquette**

- Smart devices such as handphones and smart watches must be switched off and safe-kept in the students' lockers before FRC until the end of all school programmes e.g. Sec 1 Orientation, CCAs and others. Students must have their own locker lock and key. Handphones and smart watches are allowed only before FRC and after all school programmes, and only at the canteen and foyer areas. Handphones and smart watches will be confiscated overnight if students are found using them anywhere during school time. Parents / guardians will be informed of the confiscation via phone call / Parents Gateway and students will be allowed to retrieve their smart devices from the General Office the next school day after the end of their school programmes.
- For learning purposes in the classrooms, only PLDs are allowed.
- Students are expected to act responsibly and be mindful of the content that they post when communicating through social media platforms (including but not limited to WhatsApp, Instagram, Facebook, Tik-Tok) using their electronic devices.
- Students are not to post, request or spread any indecent, obscene, pornographic, defamatory material or message that is offensive, racist, vulgar, threatening in nature and capable of causing distress to others or tarnishing the school's image and reputation on social media.
- Students are to inform the school authorities immediately of any offensive material or messages capable of causing distress to others or tarnishing the school's image and reputation.

## **Use of Lockers**

- All students will be issued a locker. They must have their own locker lock and key.
- No PLDs should be kept overnight in the lockers.
- Students must take full responsibility for the items stored in the lockers. The school will not be responsible for any loss or damage caused by any negligence or wrongful act by students.
- Students must clean out their lockers before the holidays by the deadline given. After the deadline, the school will have the authority to open the lockers and dispose of all property found within.

## **Prohibition of weapons**

- Possession of any weapons, weapon-like items or lighters is a serious offence. Such offences will result in serious consequences meted out by the school.

## **Others**

- Students are not allowed to bring to school any form of card games including poker cards.
- Students are not allowed to have chewing / bubble gum in their possession in school.

## Offences

### Minor Offences

- Attendance
  - Latecoming
  - Skipping classes\*
- Inappropriate Behaviours
  - Disruptive behaviour\*
  - Misuse of electronic devices\*
  - Abuse of Technology\*
- Damage to property or resources
  - Negligent Damage of Property\*
- Others
  - Improper attire & grooming
  - Littering
  - Eating in class
- Other minor offences

\*can also be considered a serious offence, depending on the case

### Serious Offences

- Attendance
  - Truancy
  - Leaving school grounds without permission
- Damage/Infringement to Property and Resources
  - Cybersecurity violations
  - Trespassing and unauthorised access
  - Vandalism
  - Arson
- Hurtful Behaviours
  - Use of vulgarities
  - Bullying (cyber, physical, social, verbal)
  - Gangsterism
  - Fighting
  - Assault
- Substance Abuse (e.g. alcohol, drug, inhalant)
- Smoking / Vaping
- Abuse of Technology
- Misuse of electronic devices
- Defiant Behaviours
  - Open defiance
- Dishonest Behaviours
  - Cheating in assignments/tests/assessments
  - Forgery
  - Scams and Frauds
  - Theft
- Sexual Misconduct
  - Pornography
  - Sexual Harassment
  - Sexual Exploitation
  - Sexual Abuse/Assault
  - Other Forms of Sexual Misconduct#
- Others
  - Disruptive behaviour
  - Gambling of any forms
  - Possession of weapons and/or weapon-like items
  - Possession of pornographic materials
  - Recalcitrant minor offences
  - Acts which tarnish the school's image
- Offences referred to by the Police##

# Includes but not limited to Penal Code Offences (Section 424, Criminal Procedure Code), Sexual harassment and other forms of Sexual Misconduct (e.g., Sexting, Public Display of Affection)

##For serious offence which also involves a breach of the law (e.g., Substance Abuse, Vaping, Theft, Possession of weapons, Scams and Frauds), the school will mete out school-based consequences, in addition to the consequences meted out by the authorities.

## **School Disciplinary Procedures**

### **Consequences**

- Students who commit offences are liable for detention, caning (for boys only), in-house suspension, corrective work, home-based suspension or expulsion from school.
- Serious offence(s) can affect their eligibility for: a) school representation in competitions b) participation in special programmes e.g., overseas trip c) leadership positions or character-related awards.
- Counselling will also be provided as a form of intervention.
- A home-school conference will be conducted for all serious offences.
- All serious offences will be recorded in the School Cockpit System (School Offence Module).
- Students who commit the following offences will be given a conduct rating of 'Fair' or 'Poor':
  - Frequent display of unacceptable behaviour
  - 7 or more late-coming per semester
  - 5 or more minor offences
  - 1 or more serious offences

### **Absenteeism**

- Students who are absent and do not submit medical certificates or letters from parents / guardians within three working days will be considered to have played truant.
- For absenteeism without valid reasons and truancies, a home-school conference will be conducted before the student is allowed back to class.
- Students who willfully travel overseas during term time will be marked Absent without Valid Reason and their Conduct Grade may be affected.
- For truancy cases, zero mark / no grade will be given for any work / weighted assessments that is missed out during the period of willful absenteeism.

### **Latecoming**

- Students who arrive in school after 8 am will need to see one of the School Leaders before they are allowed to return to class.
- Students who are late for school without valid reasons for three or more times in a semester will have to attend detention.
- For the sixth latecoming in a semester, students will be placed on in-house suspension and a home-school conference will have to be conducted before students are allowed to return to class.
- Students who are late for the seventh time in a semester will be placed on home-based suspension and a home-school conference will need to be conducted before students are allowed to return to class.
- The number of days students are late will be reflected in the report book.
- Any willful and sustained latecoming will lead to serious consequences meted out by the school.

## **Improper Attire and Grooming**

- The school conducts two grooming checks per term. These are necessary to keep grooming standards high as our students are ambassadors of the school.
- Modifications to the school uniform is strictly not allowed.
- Students whose attire is improper must change to proper attire immediately before they are allowed to return to class.
- For minor grooming offences, immediate rectifications of appearance are to be made when improper appearance / attire is observed (e.g. tying up of long hair, buying a new set of uniform and removing jewellery, accessories, tinted contact lenses). Confiscated items will have to be collected by parents / guardians.
- If rectification cannot be done immediately, students will be given a warning and there will be follow up the next working day.
- Hair that does not meet the expected standards is a serious grooming offence. Students will be sent home for rectification. They will only be allowed to return to school the next school day.
- Students who refuse to respond or are recalcitrant will be considered as rude and defiant. Students will be sent back home for defiance and rectification of grooming offence. Parents / guardians will be requested to attend a home-school conference before the students are allowed to return to class.

## **Abuse of Technology**

- School personnel may check the contents in the students' mobile phones for investigative purposes and to confiscate mobile phones from students who misuse them.
- School personnel who are Volunteer Special Constabulary (VSC) officers have the powers to seize mobile devices, or access, remove or forward the contents of the seized mobile devices for the purpose of investigation without consent from the owner.
- Any abuse of technology will result in serious consequences meted out by the school. Misuse of Electronic Devices
- Smart devices such as handphones and smart watches must be switched off and safe-kept in the students' lockers before FRC until the end of all school programmes e.g. Sec 1 Orientation, CCAs and others. Students must have their own locker lock and key. Handphones and smart watches are allowed only before FRC and after all school programmes, and only at the canteen and foyer areas. Handphones and smart watches will be confiscated overnight if students are found using them anywhere during school time. Parents / guardians will be informed of the confiscation via phone call / Parents Gateway and students will be allowed to retrieve their smart devices from the General Office the next school day after the end of their school programmes.
- Refusal to surrender handphones will be considered serious offence of defiance.
- PLDs are for learning purposes only. Misuse of PLDs during lessons will result in consequences meted out by the school.
- Any student found in possession of any unauthorised electronic devices and computerised aids (e.g., computerised smart watches and handphones) capable of storing, transmitting and displaying visual and/ or verbal information, during a test or examination will be deemed as committing a serious offence and zero marks will be awarded for the paper.

## **Smoking / Vaping / Substance abuse**

- Vaping and / or smoking is strictly prohibited in school premises. Vapes, vape pods, cigarettes, lighters, and / or matches should not be brought into the school grounds.
- Use / Possession / Distribution / Sale of tobacco and tobacco-related products (e.g. electronic cigarettes or its related components e.g. vape) is an offence. Offenders will be reported to the relevant authorities like the Health Science Authority (HSA).
- Use / Possession / Distribution / Sale of alcohol, drugs, inhalant and related products is an offence. Offenders will be reported to the police.
- Any of the above-mentioned offences may result in immediate school-based consequences (inhouse / home-based suspension) and / or caning and compulsory participation in a school-based intervention programme like the smoking cessation programme. Students will also be required to complete a project based on the mentioned addictive behaviours (smoking and / or vaping / substance abuse) to be submitted to the Student Management Committee.

## **Prohibition of weapons**

- Possession of any weapon-like items or lighters is a serious offence. Such offences will result in serious consequences meted out by the school.