

the **TAMPINES**
Companion



TAMPINES SECONDARY SCHOOL
Betterment of Self for Society

MY COUNTRY

THE NATIONAL SYMBOLS



Our Singapore Flag

The Singapore shall be halved horizontally - red over white. It shall have at the top hoist a crescent moon sided by five stars in a circle, all in white. The ratio of the width to the length of the flag shall be 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 nation on the ascent in its ideals of establishing democracy, peace, progress, justice and equality as indicated by the stars.

Our National Anthem

(Lyrics and music by Zubir Said)

Majulah Singapura

Mari kita rakyat Singapura
Sama-sama menuju bahagia
Cita-cita kita yang mulia
Berjaya Singapura

Marilah kita bersatu
Dengan semangat yang baru
Semua kita berseru
Majulah Singapura
Majulah Singapura

Onwards Singapore

Come, fellow Singaporeans
Let us progress towards happiness together
May our noble aspiration bring
Singapore success

Come, let us unite
In a new spirit
Let our voices soar as one
Onward Singapore
Onward Singapore

Our National Pledge

We, the citizens 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, prosperity and progress for our nation.

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MY SCHOOL

SCHOOL MOTTO, VISION, MISSION, VALUES

...MOTTO...

Betterment of Self for Society

...VISION...

A Caring Community of Learners, Thinkers And Leaders

...MISSION...

Providing a well-rounded education in a nurturing environment to prepare
Tampinesians for the future

...SHARED VALUES...

I ... INTEGRITY

C ... COURAGE

A ... ADAPTABILITY

R ... RESPECT

E ... EXCELLENCE

THE TAMPINESIAN SCHOOL SONG

(Lyrics and Music Score Written In 1986 By Mr John De Souza)

Green and Gold, Green and Gold
We will keep our school flag flying
Green and Gold, Green and Gold
We will keep our school flag flying
Keep our school flag Green and Gold up high

Let education be our top priority
For the betterment of self
Always outward looking forward thinking
Think not of oneself
Think not of oneself

Working as a team
We'll steer our way upstream
It's not easy but we'll try
We will give our best to Tampines
'tis here our future lies
Here our future lies

THE TAMPINESIAN CREED

We, as Tampinesians, pledge to be respectful
and show care and concern for society.
We seek to improve and achieve as team players
as we are responsible for our own learning.

THE TAMPINESIAN CODE OF CONDUCT

Tampines Secondary School promotes a code of conduct for every student to uphold so that the rights of all Tampinesians are protected.

As a member of the Tampinesian family, every student should:

Feel proud to be part of the Tampinesian community and the nation

Students who are Singapore citizens must sing the National Anthem and take the pledge. Students will take the pledge with the right fist over the heart.

Every Tampinesian has the duty to earn a good name for the school and the country. A Tampinesian shall:

- Sing the school song with pride.
- Conform to the school's dress code.
- Be an exemplary Tampinesian, i.e. behaving well in school as well as outside school.
- Uphold the image of the school.
- Do their best for the school in all that they undertake.

Treat all school staff and fellow students with respect

Every Tampinesian shall:

- Be courteous, helpful and cooperative.
- Avoid any action that may cause harm or embarrassment.

Help maintain a conducive environment for learning

To learn well in school, every Tampinesian shall:

- Come to school regularly.
- Be punctual for assembly, lessons and activities.
- Bring all necessary materials to class.
- Follow all classroom procedures.
- Concentrate and be positively engaged during lessons.
- Respect common property.
- Keep the school clean.

Help maintain the safety of fellow Tampinesians

Every Tampinesian shall:

- Respect others' property and not take them without permission.
- Not endanger others' physical safety.
- Not abuse other Tampinesians verbally.
- Report any incidents that happen in school.

Develop own potential to the fullest and help others do likewise.

- Always be honest and sincere.
- Cooperate with fellow students and student leaders.
- Actively participate and give support to school activities.
- Help their teachers to help them achieve their best.

Image of A Tampinesian

The image of a Tampinesian is important to the school. Students must conform to the dress code to uphold the image. Students who do not conform will be asked to correct themselves. Parents will also be informed, and the school seeks the parents' cooperation in ensuring that their child conforms to the dress code.

*Disciplinary actions will be taken if a student repeatedly fails to do so.

School Uniform

General

- Students are to wear the prescribed school uniform. Modifications to the uniform are not allowed.
- Students are allowed to wear the school polo T-shirt, approved CCA or House T-shirt on prescribed days of the week.
- Students must wear the school uniform and be properly attired when coming for school activities during term break or school holidays. Students who do not conform will not be allowed into the school compound.
- Students are allowed to wear only white or predominantly white school shoes.
- Students must wear white socks which are visible above the ankles.
- Slippers are not allowed at all times. Sandals with straps can be worn ONLY in cases of foot injury.
- The security officers stationed at the school gate reserve the right to refuse entry to students who are not properly attired.

Boys

- Lower Sec Uniform: beige shirt and green shorts. Shorts must be of knee-length.
- Upper Sec Uniform: beige shirt and green trousers.
- Name tag is sewn just above the pocket.

Girls

- Uniform: Beige shirt and green skirt. Skirt must be of knee-length.
- Name tag is sewn above the school badge.

PE Attire

- Students are to wear the approved PE attire during PE lessons.
- Students must change out of their PE attire by the end of recess.

During Examination Periods

All students are expected to be in full school uniform during examinations.

Hairstyle and Appearance

General

- Hair should not be coloured or tinted.
- Tinted glasses and coloured contact lenses are not allowed.
- Cosmetics and perfume are not allowed.
- Jewellery, ornaments or accessories including ear-sticks are not allowed, except for one pair of plain small identical ear studs for girls.
- Tongue/nose/face/body piercing and tattoos are not allowed.
- Fingernails must be kept short and clean, and not coloured.

Boys

- Hair should be short, neat and tidy. Hair at the back should be sloped and not touch the collar. Hair at the sides should not touch the ears. Side-burns are not allowed. Fringe should be short and must be above the eyebrows.
- Overlap, undercut, undershave, spiky or outlandish hairstyles are not allowed.
- Facial hair (e.g. moustache or beard) is not allowed. The face must be clean-shaven at all times.

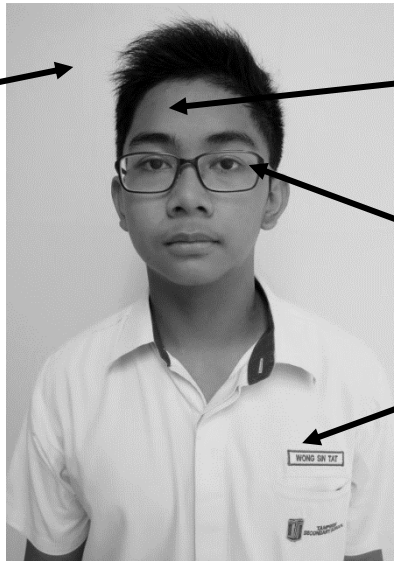
Girls

- Hair must be simply-styled. Hair longer than shoulder-length should be tied up neatly. Fringe should be short and must be above the eyebrow. Fringe that falls below the eyebrow should be clipped up.
- Hair accessories must be plain coloured and must not be fanciful.
- Only one pair of plain small identical ear studs is allowed on the ears, with 1 ear stud on each ear lobe.

Boys' Grooming and Attire

Hair should be short and neat.

NOTE:
Overlap, undercut, under shaven or outlandish hairstyles are not allowed.

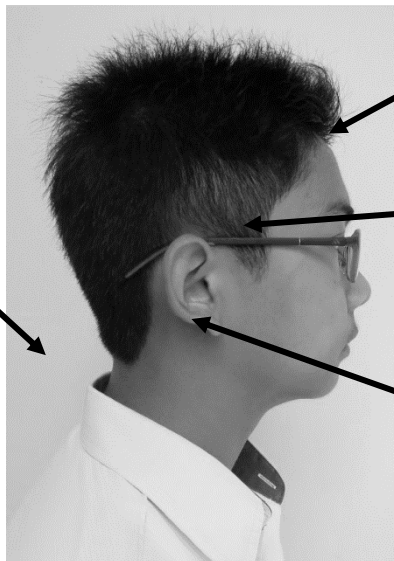


Fringe is short and above the eye brow

Side of hair should not touch the ears

Nametag is sewn just above the pocket.

Back of hair should be sloped and not touching collar.



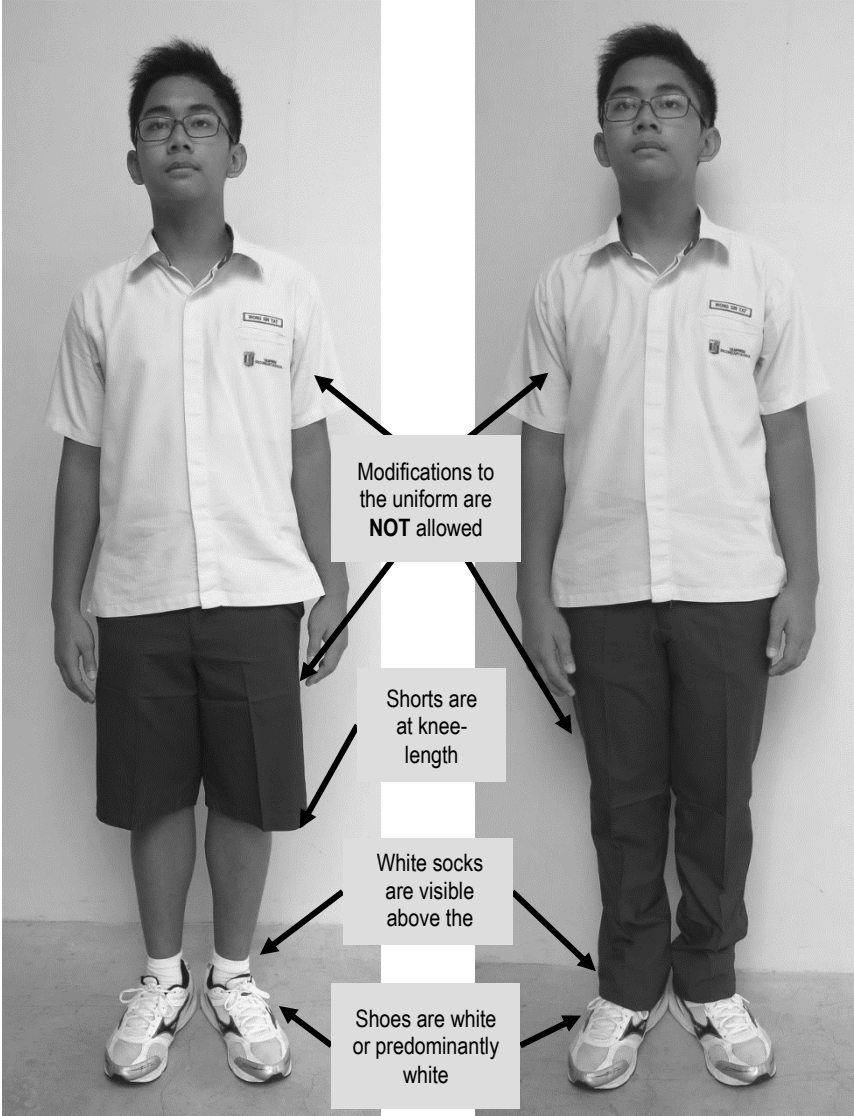
Fringe is short and above the eyebrow.

Side of hair should not touch the ears.

Ear-sticks or studs are not allowed.

Lower Secondary Boys' Attire

Upper Secondary Boys' Attire



Girls' Grooming and Attire

NOTE:
Hair must be styled simply.

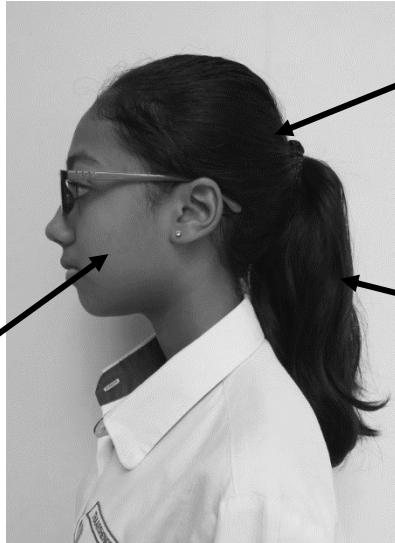


Hair falling below the eyebrow should be clipped up.

Hair longer than shoulder-length should be tied up neatly.

Names tag is sewn just above the school badge.

A pair of small identical ear studs only.



Hair accessories must be plain coloured and must not be fanciful

Hair longer than shoulder-length should be tied up neatly.

Girls' Attire



Modifications to the uniform are **NOT** allowed

Skirt must be of knee-length

White socks are visible above the ankles

Shoes are white or predominantly white

Discipline Procedures

All Tampinesians are to comply with the following procedures. Failure to comply may result in disciplinary action taken against them.

1. Attendance and Absence from School

- Attendance in school is compulsory. Students are also required to attend all activities planned for them (e.g. lessons after school, CCA training sessions, enrichment courses, learning journeys, school events) unless certified medically unfit for school or excused due to valid reasons.
- Parents/guardians of students must inform the General Office at Tel: 67835423 when their child/ward is not able to report to school by 7.30am
- Students must submit a medical certificate (MC) to the form teacher upon his/her return to school.
- The school will take into consideration letters from parents/guardians for non-medical emergencies / urgent family matters. **Only two letters per term** will be accepted.
- Absence without a valid reason is deemed as Truancy and students will face due consequences.

2. Punctuality

- Students must be punctual for school and all school activities.
- Morning assembly will start promptly at 7.30 am each day.
- A student who is not with the class at the flag-raising ceremony at 7.30 am is considered late for school.
- Students who are late are to report to the discipline teacher on duty at the - LC station Level 2 outside the staff room or General Office. Their names will be recorded and they will be issued a blue permission slip stamped and signed granting them permission to report to class for lessons. The blue permission slip must be submitted to the subject teacher in the classroom.
- Latecomers who do not report their latecoming as required and thus do not have a blue slip in their possession will not be admitted to class and will face disciplinary consequences.
- Students who are late to school 3 times or more will serve disciplinary consequences.
- Students who report after 8.00 am should have their names recorded at the Guard House and will be issued a blue permission slip. They must then report to the General Office and have the blue permission slip stamped and signed. Students who report after 8.00 am will have to serve detention after school or suspension from class immediately on the day itself.
- Students who are persistently late may be suspended from class and parents/guardians must see the Principal/DM before they are allowed to return to class.

3. Leaving the classroom during curriculum time

- Only one student may leave the classroom at any one time. A permission pass must be obtained and returned to the subject teacher upon returning to the classroom.
- Students may be required to surrender their mobile phone when leaving the classroom during lessons.
- Students are not allowed to leave the classroom in between lessons.
- Students who skip class will face disciplinary action.

4. Permission to leave school during school hours

- Students who need to leave the school during school hours for official reasons (such as medical appointments or examinations at external venues) must submit the relevant document and/or parents/guardians' letter of request to the Form Teacher. Students will then be given the "Permission to Leave School Early" form (green form) to complete which must be signed by the Principal / HOD / OM / AM.
- Students who are unwell and wish to go home should inform the subject teacher in the classroom and request permission to report to the General Office. Students must be accompanied by a class leader.
- Students who are not well are not allowed to go home on their own. Parents/Guardians must fetch them from school. Parents/ Guardians must also complete the "Permission to Leave School Early" form (green form) which must be signed by the Principal / HOD / OM / AM.

- Students who need to leave the school early for other personal reasons, must produce a signed letter from the parent/ guardian stating the reasons clearly
- In the event of an unforeseen circumstance or emergency, students are to report to the General Office to seek approval from the School Leaders for early departure from school.
- Students who leave school without permission will face disciplinary action.

5. Recess breaks

- Food and drinks must be consumed in the canteen only.
- Students must queue in an orderly manner to purchase food and drinks.
- Students are to return their utensils into the receptacles provided and dispose empty packets and cans etc after their meal.
- Students are not allowed to bring sweetened drinks or food back to the classrooms.

6. Restricted items

- The following items are not to be brought to school:
 - Combs with sharp ends
 - Cosmetics and perfume
 - Cigarettes, vaporisers and lighters
- Students are not allowed to have any weapons in their possession. 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.
- All restricted items will be confiscated by teachers and/or the Discipline Committee, and parents/guardians will be informed.
- Relevant authorities such the police and HSA will be informed of these restricted items.

The above list of procedures is not exhaustive. Students who contravene the rules and procedures will be subjected to disciplinary action. The school reserves the right to review the consequences periodically and to impose the consequences as deemed fit.

Minor and Major School Offences

Tampinesians are capable of responsible and respectful behaviour towards themselves, peers and teachers. Consequences for misbehaviours are imposed to ensure a safe and secure environment for all members of the school community.

Consequences for committing minor offences include detention and/or school service. Repeat offences will be treated as major offences and will be escalated to higher authorities. Consequences for committing major offences include suspension from class, caning (for boys), involvement of the police and other relevant authorities. Recalcitrant offenders may be placed on prolonged suspension from class and may eventually be expelled from school.

Minor Offences

Attendance	Conduct	Others
<ul style="list-style-type: none"> • Late for school • Skip classes • Late for class 	<ul style="list-style-type: none"> • Littering • Not doing assignments • Late submission of assignments • Use of vulgar language 	<ul style="list-style-type: none"> • Improper Grooming and Attire

Major Offences

Attendance	Conduct	Theft/ Damage of Properties	Other Serious Offences
<ul style="list-style-type: none"> • Truancy • Persistent late coming • Leaving School without permission • Wilful absenteeism • Other related offences 	<ul style="list-style-type: none"> • Open Defiance/ Rudeness • Disruptive Behaviour • Cheating in test/ exam • Forgery • Harassment/ Bullying# • Public nuisance • Other serious misconduct 	<ul style="list-style-type: none"> • Arson / Mischief with fire* • Theft / stealing • Vandalism / damage of school property • Other related offences 	<ul style="list-style-type: none"> • Abuse of technology • Smoking^ • Gambling • Gangsterism • Extortion • Possession of unauthorized items/ weapons /pornographic materials • Substance abuse • Illegal assembly with intention to cause hurt • Trespassing • Fighting/attempt to fight • Causing hurt • Disregarding the safety of self and others

Includes cyber-bullying

* Includes possession of matchsticks and lighters

^ Includes vaping and other tobacco products. HSA will be informed

@ The police may be involved

Mobile Devices Policy

Permissions and Restrictions	<ol style="list-style-type: none"> 1. Students are permitted to bring mobile devices to school solely for the purpose of communication, i.e. the use of the call and messaging functions of the mobile devices. 2. Students are not permitted to use other functionalities of the mobile devices such as games, music players and the mobile devices' camera unless authorized by teachers for teaching and learning purposes. 3. Students are allowed to use their mobile devices before school, during recess and after school only within the following designated mobile devices zones: <ul style="list-style-type: none"> ▪ the HOD foyer, ▪ the general office foyer, ▪ the school canteen, ▪ the secondary school gate, ▪ the primary school gate. 4. Students are strictly not allowed to use their mobile devices outside of the designated mobile devices zones. 5. Students are also required to switch-off their mobile devices during curriculum hours to help ensure they are not distracted. Students are to also keep their devices out of sight during curriculum hours. 6. In case of emergency, parents/ guardians can call the General Office to get in touch with a student. 7. For non-emergencies, parents/ guardians can SMS the student and leave a message for him/her to return a message/call when they are within the designated mobile devices zones or after curriculum hours or during recess breaks.
Care and responsibility of mobile devices	<ol style="list-style-type: none"> 8. Students are responsible for the care of their mobile devices. 9. Mobile devices must be kept out of sight at all times during curriculum hours and not displayed to others. 10. The school shall not be held responsible for any loss or damage of students' mobile devices. 11. Students are not allowed to charge their mobile devices in school without permission. Chargers and mobile devices will be confiscated by teachers if such action is discovered. 12. The school reserves the right to check on students' mobile devices to assist with investigation of offences if and when necessary. Parents/guardians will be informed of this.
Non-compliance to the school guidelines on the use of mobile devices	<ol style="list-style-type: none"> 13. Non-compliance with the mobile devices' policy will require students to hand over their mobile devices to the school authorities. 14. The mobile devices will be confiscated for 1 / 2 / 3 weeks for the 1st, 2nd and 3rd offence of unauthorised use. For 4th and subsequent offence, the mobile devices will be confiscated for 1 month. 15. Only mobile devices will be confiscated and the SIM card will be returned to the students. Parents/guardians will be informed of such confiscation and the date when the mobile devices will be returned. However, parents/guardians will be required to personally collect the mobile devices from the school at the end of the confiscation period for the 4th offence onwards.

Conduct Grading Rubrics

Students will receive a conduct grade as part of semestral results, which may affect Edusave awards. To further understand what is required of a student, and how to achieve a good conduct grade, students should look through the rubrics below that are used in TPSS to determine conduct grade.

Criteria	Conduct Grade				
Attendance / Late-coming	Excellent	Very Good	Good	Fair	Poor
[School attendance] Student is present for school	100% attendance (no absence without valid reason)	100% attendance (no absence without valid reason)	100% attendance (no absence without valid reason)	Truancy: 1 per semester	Truancy: ≥ 2 per semester
Student is punctual to school	No late-coming	Late-coming: 1-3 per semester	Late-coming: 4-8 per semester	Wilful late-coming: 9-11 per semester	Wilful late-coming: ≥ 12 per semester
[CCA attendance] Student is present for CCA	$\geq 75\%$ attendance for the semester (GOOD)			$< 75\%$ attendance for the semester (FAIR)	
Attire	Excellent	Very Good	Good	Fair	Poor
School dress code	Always adheres to the school's dress code	Always adheres to the school's dress code	Adheres to the school's dress code most of the time	Adheres to the school's dress code sometimes	Does not adhere to dress code most of the time
Wears appropriate attire during lessons	Always in the appropriate attire during lessons	Always in the appropriate attire during lessons	In the appropriate attire during lessons most of the time	In the appropriate attire during lessons sometimes. Needs occasional reminders from teachers to change attire	Needs constant reminders from teachers to change attire

Criteria	Conduct Grade				
Academic	Excellent	Very Good	Good	Fair	Poor
Attentive during lessons	Always pays attention	Always pays attention	Pays attention most of the time	Pays attention sometimes. Needs reminders from teachers	Does not pay attention most of the time despite reminders from teachers
Prepared for lessons	Always brings all materials required for lessons	Always brings all materials required for lessons	Brings materials most of the time	Brings materials sometimes with reminders from teachers	Does not bring all materials for lessons most of the time
Assignments	Work is always submitted on time Work shows good effort and quality	Work is always submitted on time Work shows good effort	Work is usually submitted on time Work shows good effort most of the time	Work is usually not submitted on time Work shows poor effort at times	Work is often not submitted Work shows poor effort most of the time
Attitude (general behaviour)	Excellent	Very Good	Good	Fair	Poor
Always behaves well within and outside school	Consistently behaves in an exemplary manner	Consistently behaves well	Behaves well most of the time	Occasionally shows unacceptable behaviour	Frequently shows unacceptable behaviour
Exhibits care towards fellow Tampinesians	Gets along very well with classmates	Gets along well with classmates	Gets along well with classmates	Has occasional relationship difficulty with classmates	Has difficulty getting along with classmates
Discipline offences	Has not committed any offence for the semester	Has committed ≤ 2 minor offences for the semester Has not committed a major/serious offence for the semester	Has committed ≤ 5 minor offences for the semester Has not committed a major/serious offence for the semester	If a student exhibits a few minor offences (accumulated 6-8 pts per semester) or 1 of the major/serious offences, the student will be given an immediate FAIR conduct grade for the semester	Has accumulated ≥ 9 points per semester Has committed ≥ 2 major/offences per semester

USE OF STUDENT IMAGES AND RECORDINGS

Over the course of the many events and activities happening at Tampines Secondary School, we strive to capture important moments in our school's history through photography or videography. These serve an important part of our school's heritage to help us preserve memories that we can share with future generations of Tampinesians. Thus, photographs or videos of students and/or their parents/guardians may be used in school publications, school website and school social media platforms.

If a student and/or parents/guardians do not wish for their images to appear in any of the above, please opt out by contacting the Corporate Communications Team via corporatecom@tpsec.edu.sg. Please include student's name and class and the school will make a note not to feature your photos in any of our publications.

COMMUNICATION WITH THE SCHOOL

Form teachers and subject teachers are the first point of communication with the school. They will disseminate information about lessons, events and rules that students need to take note of. Students should approach them first if they have any enquiries.

Please note that teachers may not respond to text communication initiated outside of working hours (Mon – Fri, 6.30 am to 6.30 pm) until the next working day.

Apart from the teachers, the school website provides all information disseminated by the school. In particular, students check the section titled under “Announcements” in the main page (tampinessec.moe.edu.sg/) or the “Students’ Portal” (tampinessec.moe.edu.sg/others/students-portal).

MY EDUCATIONAL JOURNEY

ACADEMIC GRADING SYSTEM FOR 'O' AND 'N' LEVEL

GCE 'O' LEVEL		GCE 'NA' LEVEL		GCE 'NT' LEVEL	
MARKS	GRADE	MARKS	GRADE	MARKS	GRADE
75-100	A1	75-100	1	75-100	A
70-74	A2	70-74	2	70-74	B
65-69	B3	65-69	3	60-69	C
60-64	B4	60-64	4	50-59	D
55-59	C5	50-59	5	0-49	U
50-54	C6	0-49	U		
45-49	D7				
40-44	E8				
0-39	F9				

ADMISSION TO POST-SECONDARY INSTITUTIONS

Junior College Admission Requirement

At least C6 in 1st language; at least D7 in 2nd language; at least D7 in Mathematics; L1R5 must not exceed 20 points including:

1st language, 1 Humanities subject, 1 Science / Math subject, 1 Humanities / Math / Science subject, and any other 2 GCE 'O' level subjects.

For information on the Direct School Admission exercise, refer to:

<http://www.moe.gov.sg/education/admissions/dsa-jc/>

Centralised Institute Admission Requirement

At least C6 in 1st language; at least D7 in 2nd language; at least D7 in Mathematics; L1R4 must not exceed 20 points including:

1st language, 2 subjects from Humanities, Science, Math, any other 2 GCE 'O' level subjects.

Polytechnic Admission Requirement

L1R2B2 (ie EL, 2 relevant subjects and best 2 other subjects) must not exceed requirement as stipulated by relevant polytechnic course.

Bonus Points

Students seeking admission to JC / MI / Polytechnic / ITE with the following co-curricular attainment will receive bonus points as follows:

- Excellent – 2 bonus points
- Good – 1 bonus point

More information can be found on the respective institution websites.

CRITERIA FOR PROMOTION OR LATERAL TRANSFER

Promotion to Next Level

Level / Course	Criteria
Sec 1 & 2 Express	Pass in English Language and a pass in overall percentage of all subjects combined
Sec 3 Express	Pass in English Language and in 2 other subjects
Sec 1 – Sec 3 Normal Academic	Pass in English Language and 2 other subjects <u>OR</u> Pass in any four subjects
Sec 1 – Sec 3 Normal Technical	Pass in 2 subjects; one of which should be in English Language <u>OR</u> Mathematics

Lateral Transfer to a More Demanding Course

Level / Course	Criteria	Eligible for
Sec 1 & 2 Normal Academic	Minimum of 70% in the overall percentage of all subjects combined	Express
Sec 1 – 3 Normal Technical	Minimum of 70% in the overall percentage of all subjects combined	Normal Academic

CODE OF CONDUCT FOR TESTS AND EXAMINATIONS

Students are expected to familiarise themselves with all pertinent information about the examinations and to adhere to the following rules of examination conduct.

At the Start of the Examination

1. Students sitting for the first paper in the morning must attend the flag raising ceremony.
2. Students should be properly attired in full school uniform when they present themselves for the examination.
3. Students who do not have any examination paper for the day need not report to school.
4. Students are to be at the reporting venue 15 minutes before the start of the exam paper.
5. No extra time will be given to latecomers. Students who are more than 30 minutes late will not be allowed to sit for the exam paper, except with the Principal's approval.
6. Students are to leave their books, notes, bags etc. at the front/ back of the exam venue.
7. Students are not allowed to bring mobile phones/smartwatches/communication devices/computerized aids or devices capable of storage/displaying information into the examination venue.
8. Students are to be seated according to their register number.
9. Students are to bring their own stationery, mathematical instruments and silent electronic calculators (where permitted). Borrowing and sharing of stationery are not allowed during the test/ examination.

During the Examination

10. Students are to check the following: (i) correct paper is given, (ii) correct number of printed pages and the total number of questions in the paper before starting.
11. Students should read the instructions on the examination paper carefully.
12. Students are to write their answers legibly in dark blue or black ink. Other coloured pencils/pens may be used for maps and diagrams only.
13. Students are not allowed to make use of correction fluid.
14. Students are to write their names on the first page of their answer script and their register number on every sheet.

At the End of the Examination

15. At the end of the examination, students are to arrange their answers in numerical sequence according to the questions, with the smallest number on top. The sheets of paper should then be tied together at the top left-hand corner with the string provided.
16. Students are not allowed to take any writing paper, used or unused, out of the exam venue.
17. Students caught with incriminating evidence will be presumed to have cheated or to have attempted to cheat. Students caught cheating or helping others to cheat will receive zero mark for the paper. They may also be barred from sitting for the rest of the examination papers.

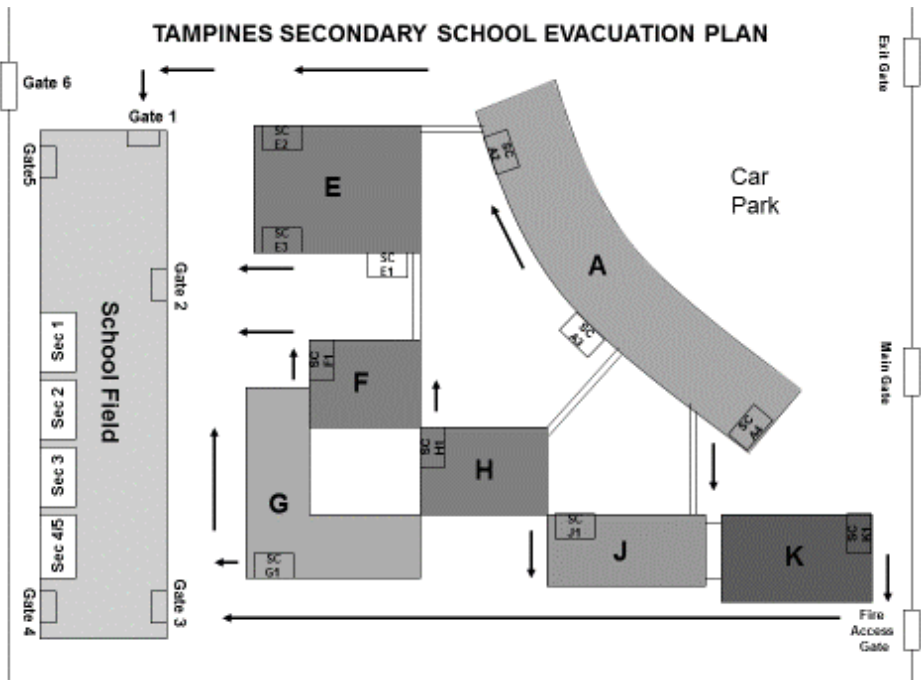
Student Absence

18. A student may be excused from sitting for a paper only if he is hospitalized or has a medical certificate. The medical certificate is to be submitted to the form teacher on the day of return to school. A letter of excuse from parents/guardians will not be accepted.
19. Students who are absent from any subject/paper without a medical certificate will be given zero marks for that paper.

MY SAFETY MATTERS

EMERGENCY EVACUATION

1. At the sound of the fire alarm, stop all activities.
2. Listen to announcement/instructions over the PA system.
3. Switch off all lights, fans, gas and electrical equipment.
4. Line up in twos outside the room and close the door.
5. Move in a calm and orderly manner, making use of the nearest exit.
6. Proceed as a class to the assembly area as announced. (See Emergency Evacuation Plan).
7. Chairman of each class is to report the class attendance to the teacher-in-charge at the assembly area.
8. Stay in the assembly area and wait for further instruction.



ROAD SAFETY RULES

FOR PEDESTRIANS & STUDENTS TAKING PRIVATE/PUBLIC TRANSPORT

- Make use of the pedestrian crossings (overhead bridges, traffic lights and zebra-crossings) at all times.
- Observe the “kerb drill” (stop, look to the right, left and right again, and listen) before crossing the road even at a pedestrian crossing.
- Walk on the footpaths leading to the school at all times.
- Be alert at all times especially when crossing at traffic lights of major junctions and road intersections, and dangerous corners.
- Enter the school via the small entrance gate designated for pedestrians and to follow the footpath provided to the foyer area.
- Do not to cross the road behind or in front of a stationary vehicle as the vehicle may move off suddenly.
- Walk in a single file if walking in a group, always facing oncoming traffic. Be seen, be safe.
- Wear light-coloured clothing when walking at night, or carry some reflective materials so that drivers can see you from a distance.
- Queue, board and alight the bus / MRT in an orderly manner.
- For parents / guardians dropping off students in a motor vehicle, the speed limit of 15km/h must be observed within the school. Follow traffic rules and any instructions from the security officers.

FOR CYCLISTS

- Observe all traffic rules and signs.
- Be alert at all times especially when cycling across traffic lights of major junctions and road intersections, and dangerous corners.
- Do not to cycle behind or in front of a stationary vehicle as the vehicle may move off suddenly.
- When using the pedestrian crossing, alight and observe the kerb drill before pushing the bicycle across.
- Ensure that bicycles are properly maintained and that it is safe and road-worthy.
- Park bicycles at the bicycle stands provided in the school just after the security post. Ensure that the bicycles are properly chained or locked to prevent theft.
- Do not cycle within the school compound as it poses a danger to the other students.
- Wear protective gears such as helmets, gloves, elbow and knee pads and increase visibility with reflective accessories.
- Keep both hands on the handle- bar to ensure good control of the bicycle.
- When cycling on roads, always ride in single file, in the same direction as the traffic. Do not weave in and out of traffic, swerve side to side or weave between parked cars.
- Keep on cycling paths or tracks where provided.
- Use the correct hand signals to warn other road users when turning or stopping.
- Do not to put on earpiece / headphones while cycling.

Note: All student cyclists must obtain parental consent and attend a cycling safety briefing conducted in school.

SPORTS SAFETY

All students must adhere strictly to safe management measures while engaged in sports activities.

Before activity

1. Exercise within your own limits. While it is good to work out, please bear in mind your own health status.
2. Conduct your own warm-up activities such as stretching exercises before engaging in physical activities.
3. Wear appropriate sports attire for all activities.
4. Do not wear any sharp objects for all sports activities.
5. Scan the physical environment for potential hazards.

During activity

6. Ensure sufficient hydration throughout your sports activities. Take rest and water breaks whenever necessary.
7. Check yourself for symptoms of physical exhaustion or dehydration, stop immediately if feeling unwell.
8. Stop all activities immediately if the lightning warning system is activated, and move into nearest shelter.

After activity

9. Conduct your own cool-down exercises.
10. Monitor your own health conditions after activities.

CYBERWELLNESS

Our Approach in the Use of Technologies and the Internet

To bring about quality academic experiences in teaching and learning, Tampines Secondary School offers our students and staff with a range of technologies. All our staff and students are provided with internet and an email account to facilitate communication and self-directed learning through online resources. With this privilege, it is therefore essential that all our school members remain committed to use technology ethically and responsibly. Therefore, use of internet and other technologies in Tampines Secondary School shall be:

- a) in support of teaching and learning
- b) consistent with other school policies
- c) purposeful and safe for all in the online community. Everyone in our school will be committed to creating a safe Cyberspace by means of adopting MOE's Cyberwellness framework 'Sense, Think, Act'



Sense – Think – Act Process
Sense: Identify the possible risks of harmful behaviours online and learn how to protect oneself
Think: Analyse, evaluate and reflect on the online situation based on the three CW principles
Act: Translate understanding into actions so as to be safe and have a positive presence online

Adapted from: <https://www.moe.gov.sg/education/programmes/social-and-emotional-learning/cyber-wellness>

Principles

(1) Respect for Self and Others

Students and staff should:

- uphold their own dignity when online (e.g. share appropriate content and participate in only legal online activities)
- respect other people online (e.g. put themselves in others' shoes, accept diverse views and opinions, give credit when using other people's work and seek permission where necessary, avoid sharing hurtful materials).

(2) Safe and Responsible Use

Students and staff need to:

- understand the risks of harmful and illegal online behaviours, and take steps to protect themselves (e.g. keep their personal information private, verify the reliability of information using various sources, take steps to avoid dangers they may encounter online)
- make wise and healthy choices (e.g. maintain a healthy balance of their online and offline activities).

(3) Positive Peer Influence

Students and staff need to:

- be a positive role model online (e.g. share healthy and positive content, harness the affordances of technology to do good for society)
- advocate positive online behaviour (e.g. stand up for their peers online, report cases of cyber bullying to a trusted adult/authority, post encouraging remarks on social media).

The school reserves the right to limit or suspend technology access privileges to any user who is not complying with its responsible and ethical use.

RULES AND REGULATIONS IN THE COMPUTER LABORATORY & I.T. RESOURCE ROOM

Students are to behave appropriately in the computer laboratory and IT Resource Room.

1. Keep the room clean and neat at all times.
2. Sit according to their Index Number or based on seating plan as instructed by teachers.
3. Report to the teacher if any computer part is missing or not working.
4. Bring your school bag to the room only when the lesson is during the last period. Place your bag by the side of the room.
5. Do not bring personal CDs or thumb drives into the room without the teacher's permission.
6. Do not change places without the teacher's permission.
7. Do not eat and drink in the room.
8. Do not change the computer settings.
9. Do not install any computer programs, including games.
10. Do not download any Internet communication software.
11. Do not tamper with the keyboard or any labels that are officially pasted on the computer systems.
12. Empty the waste basket and push the chair back in place at the end of the lesson.
13. Ensure that the computer and monitor are switched off after use.
14. Computers are available in the library for student to do projects during and outside curriculum time.

SAFETY IN THE SCIENCE LABORATORIES

The following general laboratory safety guidelines in apply to all laboratory activities for students.

Housekeeping

- Only enter or work in laboratories when a teacher is present.
- Laboratory storerooms and preparation rooms are out of bounds.
- Long hair should be tied back to avoid any interference with laboratory work.
- Eating and drinking are prohibited.
- Covered shoes should be worn in the laboratories at all times.
- Articles of clothing must not pose a safety risk in the conducting of lab activities (e.g., ties are not allowed).

Personal protective equipment

- Protective gloves and clothing should be worn when handling hazardous materials.
- Safety goggles should be worn whenever there is any risk of injury to the eyes.

Communication

- Report damaged equipment, breakages, accidents and spillage to the teacher immediately.
- Seek clarification from the teacher if instructions for an experiment are not thoroughly understood
- Unlabelled chemicals should not be used. Report unlabelled chemicals to the teacher immediately.

Following procedures

- Work thoughtfully and purposefully. Playing around and disruptive behaviors are strictly prohibited.
- Only carry out activities or investigations that are authorized and supervised by teachers.

Using tools and equipment

- Keep electrical wiring away from naked flames and heaters. Keep areas around electrical equipment dry and far from water.
- Inspect equipment used to handle or transfer hazardous materials for leaks, cracks and other forms of damage before use.
- Follow the correct procedures when handling equipment, e.g., positioning of hand when using a pipette.
- Discard sharp waste objects such as needles, razors or pins in a sturdy container

Visual focusing

- Be aware of the evacuation route in the event of emergencies such as fire.
- Be aware of the location and use of first aid and emergency facilities, such as emergency eye-washers, showers, first-aid boxes and fire extinguishers, in the laboratory.

Material handling

- Chemicals or other materials must never be tasted unless you are specifically directed to by the teacher.
- Wash hands thoroughly before leaving the laboratory, regardless of whether gloves were worn.
- Students should not take apparatus or chemicals out of the laboratory without the permission of a teacher.

Body positioning and equipment

- Be mindful of where you stand in the laboratory, e.g., never stand facing a test-tube that is being heated by the Bunsen burner.

Safety precautions related to heating

- Students are to follow safety measures prior to experiments involving heating.
- Students are to inform teachers of any injury due to heating (even minor burns).
- When using heating equipment (e.g., hotplates, isomantles, portable burners, Bunsen burners), users are to take note of the following:
 - Ensure that heating equipment is switched off when not in use.
 - Always assume that a hotplate is hot. Never touch hotplates with bare hands.
 - Portable gas burners must be stored separately from flammable materials.
- The following precautions should be taken during heating:
 - Never leave hot equipment unattended.
 - Use tongs or clamps to handle hot glassware. However, care must be taken not to clamp test tubes too tightly as expansion may cause the glass to crack.
 - Test tubes must be heated from the side rather than from the bottom to avoid superheating.
 - Never heat a closed or stoppered container.
 - Never look into the open end of a test tube during heating.
 - Do not reach or lean over a flame.
 - Ensure that the mouth of the test tube faces away from other students.
 - Use glassware of the appropriate type and volume size when heating solutions or substances.
 - Do not heat plastic containers over a Bunsen flame.

Safety precautions related to glassware

- Chipped or broken glassware should never be used.
- Broken glassware should be carefully discarded, for example, by using a puncture-proof container (with lid) meant for sharp objects.
- Glassware should be used for its intended design and purpose. For example, conical flasks and beakers may be used to contain liquids for heating, whereas volumetric flasks should not be used to heat liquids.
- Glassware must be placed on a stable and flat surface.

Safety precautions related to sharp objects

- Some examples of sharp objects (i.e., sharps), include scalpel blades, knives, hypodermic syringe needles, microscopic glass slides, glass coverslips and broken glassware.
- Students are to follow instructions on the proper usage of sharp objects.
- Care should be taken when handling instruments with pointed ends or sharp edges.
- Scalpel blades must never be pushed into the handle by hand. This should be done using a pair of forceps. Used blades must always be removed with the aid of forceps or blade removers and disposed of immediately.
- Discard sharp waste objects such as needles, razors or pins in a sturdy container.

Safety precautions related to using electrical equipment

Students should be aware of the following potentially hazardous situations:

- Wet or moist surfaces near electrical equipment
- Long electrical cables (which may cause tripping)
- Damaged insulation on cables
- Overloading of circuits when using adapters
- Sparks from equipment near flammable substances and vapours
- Electrical equipment left switched on and unattended
- Use of the wrong type of fire extinguisher on electrical fires (i.e., water or foam instead of carbon dioxide or dry powder)

SAFETY IN THE DESIGN & TECHNOLOGY STUDIO

General Rules

- Observe all warning notices. Workshop safety rules that are to be observed by students are to be prominently displayed.
- Know where emergency stop controls are located.
- Unwanted materials must be disposed of so that a clear passageway is always present.
- Clean up the work area after each practical session. Good house-keeping must be conducted to prevent accidents.
- Students should carry out workshop activities only in the presence of the teacher or instructor.
- Know where the first-aid boxes and fire-fighting equipment are located.
- Unauthorized persons are not permitted in the workshop.
- The workshops are to be well ventilated when working with solvents and aerosol paints.
- Watch your step while in the workshop. Do not rush or run.
- Stay focused, avoid unnecessary noise or chatter while in the workshop. When in doubt, always ask a teacher or instructor.

Equipment and Tools

- Do not use defective tools, check before use.
- Students should not handle any equipment without permission and proper supervision from the technical staff.
- Do not use machines which are faulty or with an "Out of Order" sign displayed.
- Damaged instruments or equipment must be reported immediately to a teacher or instructor.
- Always use the right tool for the right job and return it to its proper place after use.
- Exercise extreme care when handling sharp-pointed or sharp-edged tools.
- Do not use tools that are blunt, badly worn, mushroomed or in poor condition.
- Do not handle electrical points when your hands are wet.
- Only one student may operate each machine at a time. Students are to stand behind the safety yellow line for their turn.

Attire in Workshop

- Wear shoes and appropriate clothing with aprons or overall when working in the workshop. No slippers are allowed in the workshop.
- Female users with long hair should tie up their hair to prevent it being entangled in the tools or equipment.
- Do not wear long-sleeved shirts, ties, watches, rings, bracelets and bangles during practical lessons.

Personal Protective Equipment

- Safety goggles are to be worn during drilling, milling, lathe or any other form of machine cutting.
- Disposable face masks should be worn when performing dusty work.
- Put on dry gloves when working with heat elements.
- Be sure to use safety guards on machines.

Injuries

- Injuries, no matter how slight, must be reported to the teacher or instructor. Where necessary, medical aid will be provided.
- Machines and equipment involved in an accident must not be operated or tampered with until investigations have been complete.

SAFETY IN THE KITCHEN

General Rules

- No practical work is to be carried out without the presence of a Food & Consumer Education teacher.
- Students should not run or rush about in the kitchen to prevent accidents from happening.
- Know where the first-aid boxes and fire-fighting equipment are located.
- Religious requirements for food should be noted and attended to with respect to the preparation of food, and handling of ingredients and/or equipment.

Attire in Kitchen

- Every student should wear an apron during the practical sessions.
- Every student should use a scarf, headband or cap. Female students with long hair should have it plaited or tied. This is to maintain personal hygiene and to keep hair from becoming a hazard during practical sessions.
- Nails should be kept short and clean.

Equipment and Appliances

- Students should not operate any appliances unless they have been instructed on the safety precautions and correct usage.
- Hands should be dry and appropriate footwear worn when using electrical appliances.
- All students should be instructed on the lighting of the gas burners, grill and oven when operating it for the first time. Please inform the teacher if you are not sure.
- Extreme care should be taken when using pointed / sharp-edged equipment or fragile glassware.
- Safety goggles should be worn when conducting food experiments.
- Chemicals should not be used when conducting food science experiments.
- Ensure that all cookers and ovens are properly switched off after every lesson. Teachers will perform a final check.
- When operating gas/electric cookers:
 - All combustible materials; e.g. papers, towels, cloths, curtains, spray can etc should be kept away.
 - Ensure there is proper ventilation in the kitchen at all times.
 - The cooker should not be left unattended when cooking.
 - The cooker should be kept clean and in good working order.
 - Access to the gas control valve at the gas meter should be kept clear from obstruction.
 - All cookers and ovens must be properly switched off when not in use.

Injuries

- Injuries, no matter how slight, must be reported to the teacher. Where necessary, medical aid will be provided.
- Appliances and equipment involved in an accident must not be operated on or tampered with until investigations have been complete.

SAFETY IN THE ART ROOM

General Rules

- Ensure the art rooms are well ventilated.
- Unwanted materials must be disposed of so that a clear passageway is always present.
- Clean up the work area after each lesson. Good house-keeping must be conducted to prevent accidents.
- Know where the first-aid boxes and fire-fighting equipment are located.
- Stay focused, avoid unnecessary noise or chatter while in Art Room.
- When in doubt, always ask the art teacher.

Equipment

- Store equipment when not in use, so that they do not become safety hazards.
- Ensure hands are dry when using electrical equipment.
- Do not create tripping hazards when working with extension cords or electrical appliances.
- Ensure good ventilation when working with aerosol paints, solvents and adhesives.
- Put on dry gloves when working with heat elements.

Injuries

- Injuries, no matter how slight, must be reported to the teacher. Where necessary, medical attention will be given.
- Appliances and equipment involved in an accident must not be operated on or tampered with until investigations have been complete.

MY SUPPORT NETWORK

SCHOOL STUDENT SUPPORT

When you need a listening ear...

School Counselling

School counselling is defined as a collaborative process in which the school counsellor facilitates the expansion of the students' view of life, enlarges their repertoire of coping resources and enables them to make choices for change in themselves, the situation and the environment, without destructive consequences to self or others.

To make an appointment with the school counsellor, students may seek the assistance of their form teachers to notify the school counsellors. Alternatively, parents may contact the school counsellors directly at the following phone numbers.

Mr Jonathan Yuen - 67835423 (ext 876)

Ms S Manjushree - 67835423 (ext 878)

Social Service Agencies and Hotlines

Social service agencies and helplines are based in the community to provide support to individuals and families in need, by helping them to better cope with their personal, social and emotional challenges in their lives.

To seek assistance from a social service agency, you may contact them directly at the following phone numbers and hotlines.

FAMILY SERVICE CENTRES IN THE EAST		
Sbl Vision Fsc (Tampines)	Blk 946 Tampines Ave 4 #01-338	65442263
Tampines Fsc (Tampines)	Blk 470 Tampines St 44 #01-194	67872001
Pasir Ris Fsc (Pasir Ris)	Blk 256 Pasir Ris St 21 #01-289	65812159
Moral Fsc (Bedok)	Blk 534 Bedok North St 3	64491440
Transcentre (Bedok)	Blk 411 Bedok North Ave 2 #01-06	64490762
Marine Parade Fsc	Blk 53 Marine Terrace #01-227	64450100

ORGANISATIONS	WHEN TO CALL	TEL. NO.
NUR teens LINE	Daily 10.00am – 10.00 pm	9777 7687 (call or text)
Samaritans of Singapore	Daily 24 hrs	1800-221 4444
SANA Hotline	Daily 7.30am – 12.00am	1800-733 4444
Singapore Association for Mental Health (SAMH)	Mon - Fri 9.00 am – 6.00pm	1800-2837019
Touchline	Mon - Fri	1800-377 2252
Care Corner Mandarin Counselling	Daily 10.00 am – 10.00pm (except public holidays)	1800-3535 800
As-Salaam Family Support Centre (For Malay speaking and/or Muslim single parent families)		6745 5862
HELP Family Service Centre (For single parent families)		6457 5188

FINANCIAL ASSISTANCE

MOE Financial Assistance Scheme (FAS)

The Ministry of Education provides assistance to needy Singapore students in Government or Government-Aided schools.

To qualify, the applicant must meet the following income criteria:

Gross Household Income (GHI) per month	If GHI is more than \$2,750, family's Per Capita Income
Less than or equal to S\$2,750	Less than or equal to \$690

MOE FAS Benefits
Waiver of school fees and standard miscellaneous fees Free textbooks Free school attire \$180 transport credit per annum for students taking public transport

How to apply?

Parents/Guardians who wish to apply for MOE FAS can get a hard-copy application form from the school general office or download the form from the MOE website. (<https://www.moe.gov.sg/docs/default-source/document/initiatives/financial-assistance/files/moe-fas-application-form.pdf>). You can return the completed form to the school and the school will inform you of the outcome.

Parents with children studying in different schools need to submit only one application form for all your school-going children to one of their schools. The school which receives the application form will inform you of the outcome for all the children.

Unsuccessful MOE FAS applicants will be considered for our School-based FAS. The school will inform the applicant if he/she is eligible for the School-based FAS.

Tampines Secondary School

A Caring Community of Learners, Thinkers, and Leaders