



School Rules

School Start Time:

Monday to Friday – 8.00 am

- Students are advised to be in school by 7.45 am daily.
- Students who are **not present with their form classes** at the flag-raising ceremony will be considered as late or absent.

Punctuality

- Our attendance and punctuality reflect our attitude towards learning. Being absent or late without valid reasons reflect a lack of commitment to learning and a lack of respect for school and teachers.
- Attendance and punctuality at daily flag-raising ceremony is a basic expectation. The same attendance and punctuality are expected for examinations, school activities and functions, as well as all class lessons (including extra classes and remedial lessons) and CCA.
- Latecomers are first warned and counselled. Consistent late-coming is seen as a serious disciplinary issue and actions will be taken to help the student to be punctual.

Absenteeism and Truancy

- Absence from school, CCA and enrichment/ remedial programme and school event with excuse shall include personal illness, death in the immediate family, emergencies at home, or where permission has been granted by the school authorities, or medical officer.
- For illness, parents/guardians are to inform Class Mentors on the day of school absence. Students need to submit Medical Certificates (MCs) to Class Mentors with parents'/guardians' telephone number stated for verification purposes stated at the back of the MC on the day of reporting back to school. Please note that the school will only accept a maximum of 4 letters from parents each semester.
- Truancy from any school, class or CCA activity is a serious disciplinary matter. Truancy is committed when a student wilfully absents himself from school/ CCA/ enrichment/ remedial programme/ school event, and leaves school without permission from the school authorities.



School Rules

Uniform and Personal Grooming

- The school will conduct routine checks on uniform and grooming (i.e. hairstyles, nails, and uniform). All students are expected to conform to school regulations on uniform and grooming standards. (See prescribed hairstyle & uniform for details.)

Routines in hall/assembly area

- Morning assembly is conducted at the school quadrangle, hall or classrooms.
- All students must assemble quickly, quietly and in an orderly manner as soon as the signature tune is played.

Proper behaviour and decorum, as well as orderly movement, is observed at all assembly sessions.

Permission to leave school early

- Students are not allowed to leave the school grounds during school hours without approval.
- Students who need to leave the school during school hours are to report to the General Office. He must seek permission from the Heads of Department, Vice-Principal or Principal. Permission to leave school will only be granted when parents/guardians are notified.
- Students who leave school early because they are not feeling well are advised to seek medical attention. They are to submit their MC to their Class Mentors when they return to school.

For early release from school by special request from parents/guardians, parents/guardians must write to the Principal to ask for permission for the student to be released early from school. If permission is granted by the Principal, the student must present the letter from parents and the reply from Principal to his Class Mentors for acknowledgement.



School Rules

Electronic Devices

- All electronic devices, including, tablets and mobile phones must be switched off and kept in the bags/lockers.
- Students are not to use their mobile phones and smartwatches during lessons unless explicit permission is given by the teacher. Students may only use their mobile phones and smartwatches in the canteen during break times. Non-compliance will result in the confiscation of these devices.
- Parents/guardians will need to collect the confiscated mobile phone and/or smartwatch from the school at a later date.
- Gaming devices are not to be brought to school.
- All students must agree and comply with the school's policy and contract for mobile phones and smartwatches.

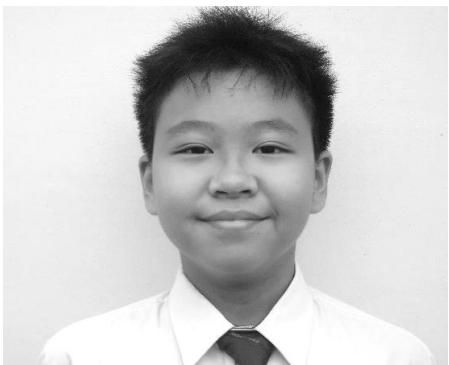

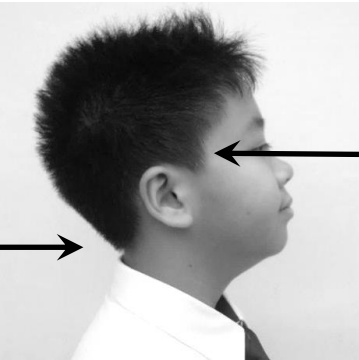
Students are to exercise due care and responsibility for the safekeeping of these devices. The school is not responsible or liable in any way for the loss of such items.



School Rules

HAIRSTYLE AND FINGERNAILS

1. Hair must be short, neat, tidy and properly combed to present a smart appearance.
2. No outlandish and unkempt hairstyles.
(No layering, under-cut, inner-cut, perm, side shave, dyed, highlighted or tinted hair)
3. Face is clean shaven, and no wearing of beards and moustache.
4. Fingernails must be kept short and clean for hygiene purpose.

FRONT VIEW	BACK VIEW
<p>Fringe is neat and short. When combed downwards, fringe must not go beyond the eyebrows.</p> 	<p>Length of hair (at the back of head) to be above the school shirt collar with a distinctive and gradual slope.</p>  <p>SLOPE</p>
SIDE VIEW	
<div style="display: flex; align-items: center;"> <div style="flex: 1;"> <p>SLOPE-CUT</p> <p>Hair must be gradually sloped and above the school shirt collar.</p> </div>  <div style="flex: 1; text-align: right;"> <p>ACCEPTABLE LENGTH OF SIDEBURN</p> <p>Hair must not touch or cover the ears.</p> </div> </div>	

PURCHASE OF MONTFORT SCHOOL UNIFORM

Shirley Season Wear

Address: 7030 Ang Mo Kio Ave 5, #04-55, Singapore 569880 Tel: 6280 4917

Website: <https://www.shirleyuni.com/>

WhatsApp: 9769 5678

January to November

Monday to Saturday: 12pm to 6pm (Closed on Sundays and Public Holidays)

December

Monday to Sunday: 12pm to 6pm (Opens Daily)



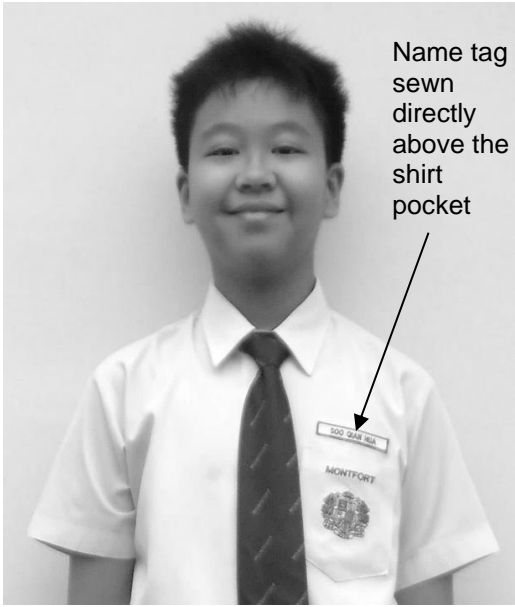
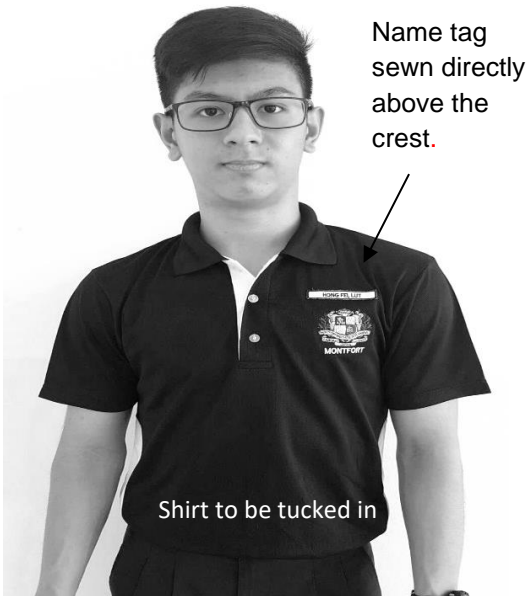
School Rules

SCHOOL UNIFORM

1. The school has three sets of attire: a) full uniform b) alternative uniform and c) school PE attire
2. They are to be worn on the following days:

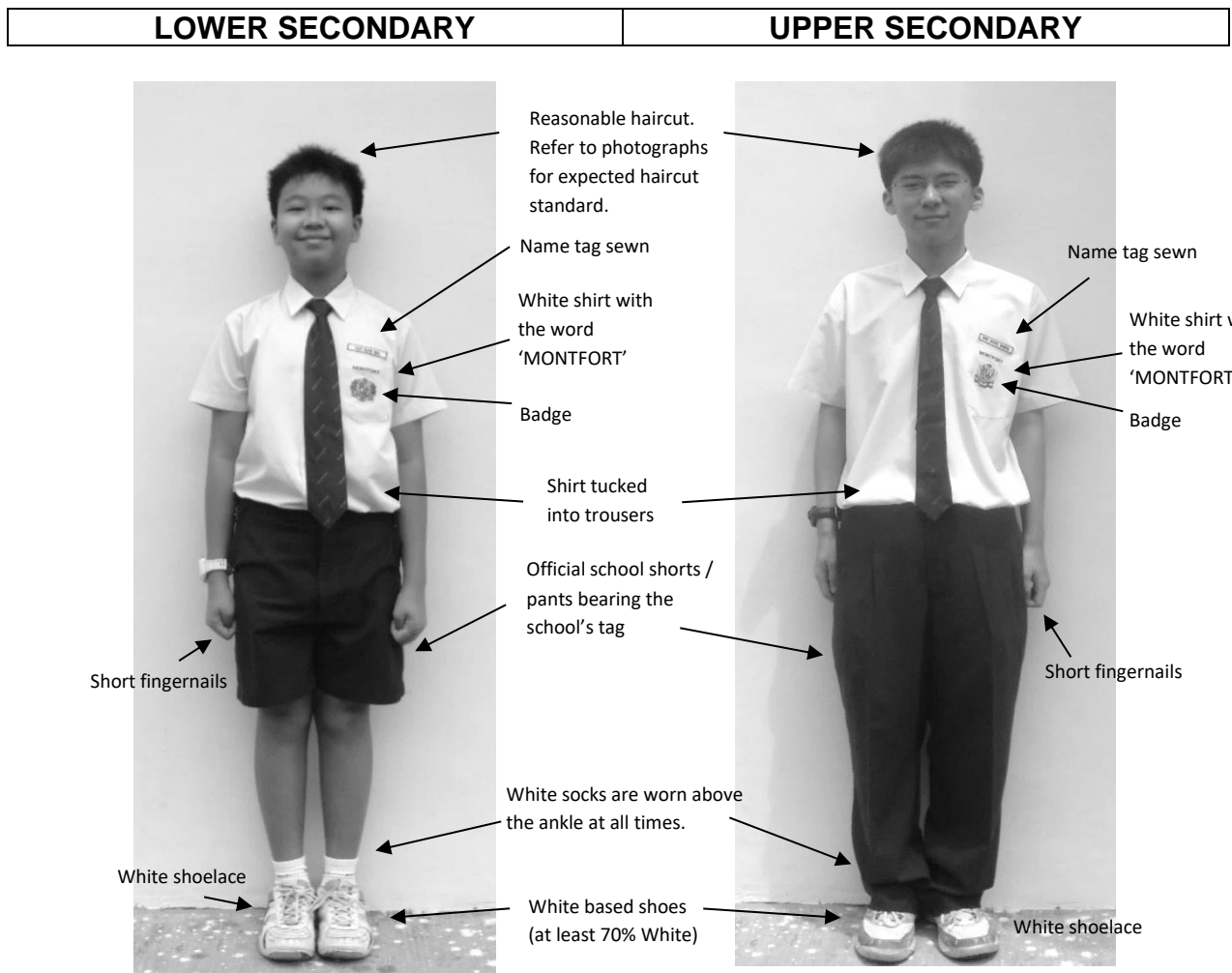
Monday and official school functions	Full uniform with school tie
Tuesday and Wednesday	Full uniform
Thursday and Friday	Full uniform or Alternative uniform

3. Students are to wear the prescribed school uniform and modification to the uniform is not allowed.
4. The school PE attire should only be worn for PE lessons and CCA. All students are expected to change back into their uniform after PE lessons. (See table above for uniform guideline.)
5. Only school approved T-shirts or attire must be worn in school.
6. The name tag must be sewn directly above the shirt pocket on the uniform and above the crest on the Alternative uniform.

Close up on Uniform	
 <p>Name tag sewn directly above the shirt pocket</p>	 <p>Name tag sewn directly above the crest.</p> <p>Shirt to be tucked in</p>



School Rules



APPEARANCE

1. All students are to maintain a general appearance of neatness and positive image at all times.
 - a. School full uniform must be neatly tucked in at all times.
 - b. Only white-based canvas school shoes or track shoes are permitted. They must be at least 70% white. No bright neon colours.
 - c. White socks must be worn above the ankle at all times.
 - d. Sandals or slippers are not allowed to be worn in and around the school at all times and on all days.
 - e. On weekends and holidays, students visiting the school must be in proper uniform.
2. Students must not use tinted lenses (contact lenses or glasses) unless for medical reasons supported by medical officer certification.
3. Students must not wear jewellery, talisman or any form of ostentatious adornment/accessories (bracelets, rings, necklaces, chains, friendship bands, wristbands, studs, earrings/straws/sticks or personal accessories).
4. Tattoos are strictly not allowed.



School Rules

Respect to Singapore and School

The Montfortian gentleman has the following duties and responsibilities:

- ✓ Students who are Singapore citizens must sing the National Anthem and take the Pledge. Students will take the Pledge with the right fist placed over the heart.
- ✓ Students who are not citizens of Singapore must stand at attention and remain silent whenever the National Anthem is sung, and the Pledge is recited.
- ✓ All students sing the school song with fervour.
- ✓ At Morning Prayer time and angelus, all movement ceases and prayerful silence is observed.
- ✓ Students obey and respect the law.
- ✓ All students understand and role-model the school values in school and in public. They are mindful that their good conduct and behaviour projects a positive self-image and reflect well on the school and nation.
- ✓ When the opportunity arises, students host all visitors and guests graciously. They reflect and speak well of the school and country.

Respect for Self and Others

The Montfortian gentleman manages himself well and respects others. He is:

- ✓ Polite and gracious. He shows good manners and self-control in all situations. He greets all school staff and visitors politely.
- ✓ Kind, generous and considerate. He goes the extra mile to help others around him.
- ✓ Appreciative and grateful. He is thankful for everything that he receives.
- ✓ Always respectful of authority (School staff, visitors, student leaders, parents and vendors).

Respect for Personal and School Property

The Montfortian gentleman understands the importance of shared communal space.

He is a gentleman who:

- ✓ Keeps his classroom clean, neat, safe and conducive for learning. He takes care of the environment and equipment in school. He reports equipment default, vandalism and graffiti and also anything that may endanger those around him immediately.
- ✓ Seeks permission before using items that do not belong to him and returns all borrowed items promptly and in good condition.
- ✓ Looks after his personal property well.



School Rules

OFFENCES & CONSEQUENCES

Every Montfortian is expected to have a high level of self-discipline and social responsibility at all times. The main purpose of discipline is to ensure that students can discern right from wrong, have respect for rules and regulations and those who enforce it, as well as understand the reason for having self-discipline.

As such, students who violate the school rules will face consequences that commensurate with the severity, frequency and manner in which the offence is committed.

Offences [#]	Serious Offences
<ul style="list-style-type: none"> • Disruptive behaviour • Improper attire and grooming • Littering • Late-coming • Misuse of PLD • Using vulgar language/signs • Usage of handphone during curriculum time • Others* 	<ul style="list-style-type: none"> • Repeated Offences • Alcohol/ Drug/ Inhalant Abuse • Arson/ Theft/ Vandalism • Assault • Bullying • Fighting • Gambling • Gangsterism • Malpractice in Exams/ Assessments / Forgery • Open Defiance • Pornography/ Sexual Misconduct • Possession of Weapons • Smoking/ Vaping (including possession) • Truancy/Leaving school without permission • Voyeurism • Others*

* Non exhaustive list

Depending on the frequency and severity, these offences can be considered serious offences.

For serious offences, the school will assist the relevant law-enforcing authorities (e.g. Police, CNB, HPB, HSA, etc.) with their investigation when necessary.



School Rules

GENERAL INFORMATION

The Student Management Committee oversees and manages the school disciplinary system. It comprises the Principal, Vice-Principals, HOD/Student Management, SH/Discipline, Operation Managers (OMs), and Discipline teachers. All teachers are responsible for maintaining and enforcing school discipline.

For serious offences, parents/guardians may be called in to school to meet with Principal / Vice-Principals / HOD/Student Management. Students may also be suspended from class, caned or referred for professional counselling and to the relevant authorities. For offences that involve violation of the law, the school will assist the Police in any investigations.

The school will help guide every child to be a responsible individual. The school management reviews the school rules and regulations periodically and reserves the right to introduce new code or modify the existing ones as it deems appropriate.

All students must agree and adhere to the school's expectations on student behaviour in line with the school's Code of Conduct.

We seek parents'/guardians' cooperation and support in your son's/ward's holistic education.