



Administrative Matters

Mdm Idayu Somdi
**Assistant Year Head
(Lower Sec)**





Administrative Matters

(Attendance and Punctuality)

Our Student Management Philosophy

We want the school to be a **safe** place where everyone feels a **strong sense of belonging, learn well and excel.**

Anchored in our Shared Beliefs

We value every student.
Every student wants to succeed.
All can learn.

Enablers of Positive Class Culture

Teacher- student
Relationship

Student – student
Relationship

Strong Routines

High
Expectations

Attendance Matters



**Attendance
Matters**

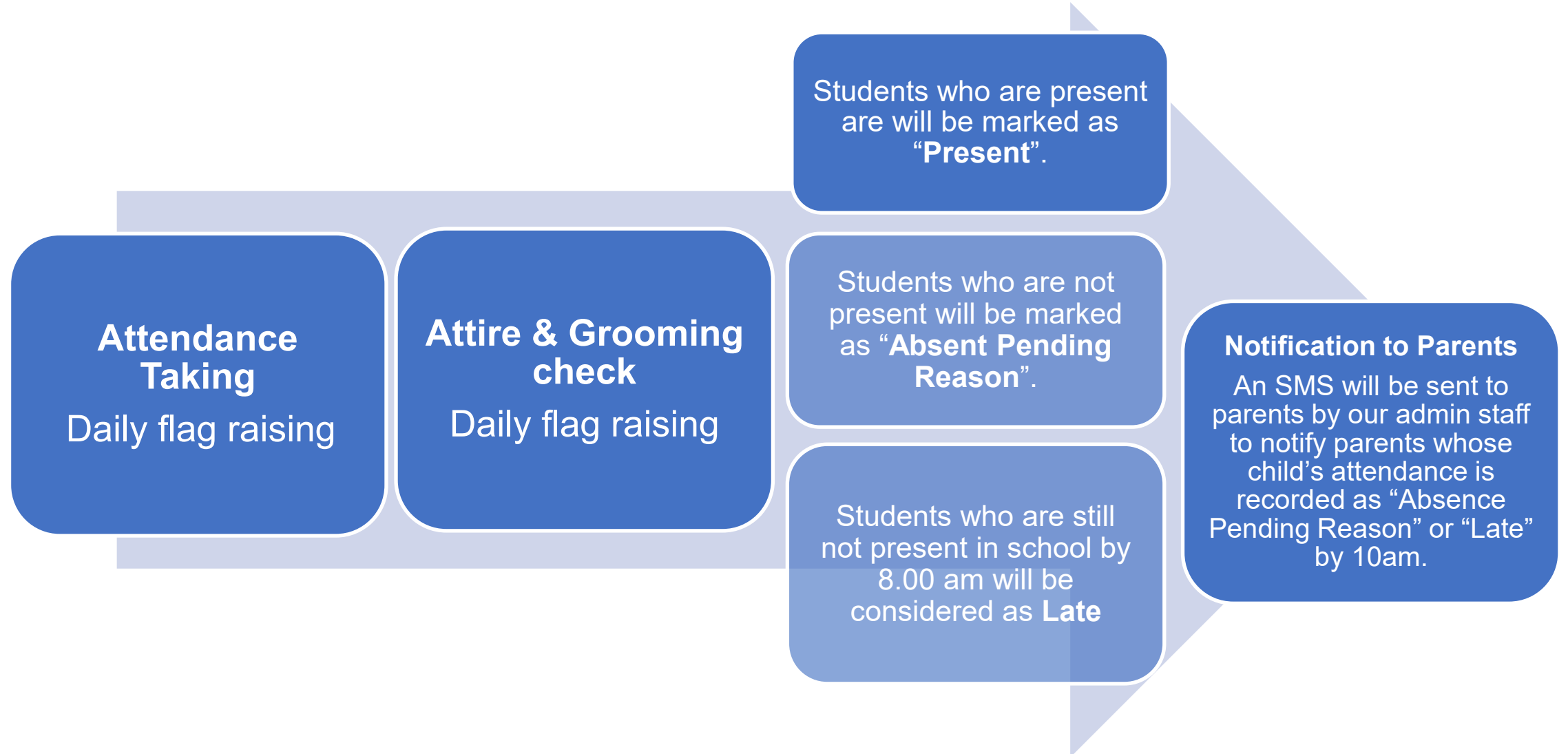
Every student. Every day.

Attendance Matters

- Students are expected to be seated and ready at assembly venues by **7.50 am**. Assembly starts at 8 am sharp.
- **Silent reading** – a habit we are inculcating in students. Students are expected to have with them reading materials (**not PLD**) and start the day with silent reading.



Attendance- Taking Procedures



Attendance Matters

If your child/ward is unwell, a medical certificate (MC) needs to be submitted on the **first day that he/she is back in school**.
MC to be submitted within 3 days.

Only **3 parent letters are allowed per term**.
Parents are strongly encouraged to seek medical help when your child/ward is not well.

For Weighted Assessments or exams, an **MC must be submitted** for any absence in case of illness. Parent letters are accepted only for cases such as death/bereavement in family.

Attendance Matters

- In the event that **parents/guardians want to bring their child/ward overseas for valid reasons** (eg: family bereavement) school must be informed first through Form Teachers or Year Head.
- **Absence with non-valid reasons and late coming** affects your child's/ward's Conduct Grade, which in turn will affect their opportunities in school, including awards such as MOE Edusave Awards.

Valid and Non-Valid Reasons for Absence

Valid Reasons

- **Medical reasons** (Medical/Dental Appointment Card needs to be submitted as documentation proof)*
- **Personal or Family Commitments** (eg, attend religious rites)
- **Bereavement or Serious Illness of a Family Member** (eg Attending funeral rites, family member is critically ill, or passed away. Death Certificate/Parents Letter can be submitted as documentation.)
- **Representation in officially sanctioned competitions, camps, conferences, held overseas.**

Non-Valid Reasons

- **Financial-related** (student needs to go to work)
- **Family-related** (eg: student needs to stay home to take care of family member)
- Going overseas or local **vacations**/visiting relatives during **festive seasons** during term time.
- Attending any **non-gazetted race/religious activity during term time**

Attendance Update!



- Parents can now submit document via **Parent Gateway**.
- Absence notification to parents will be sent out via PG only
 - In the event PG is down, SCM will send out notification via SMS
 - For students not on PG, SCM will send out notification via SMS
- Parents can choose to submit documents via PG/hardcopy/email

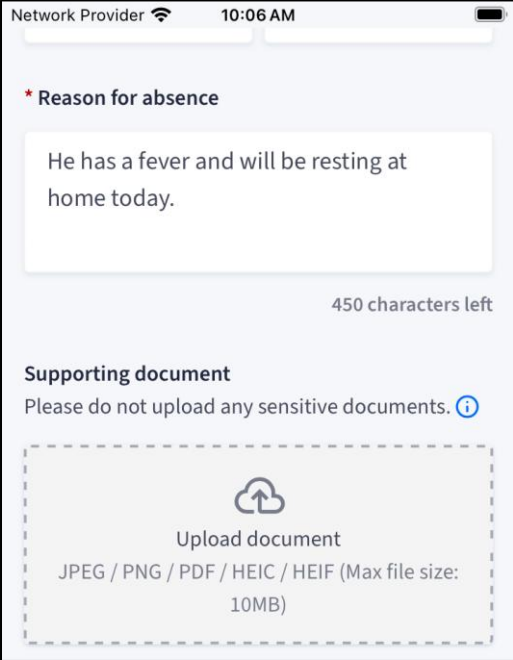
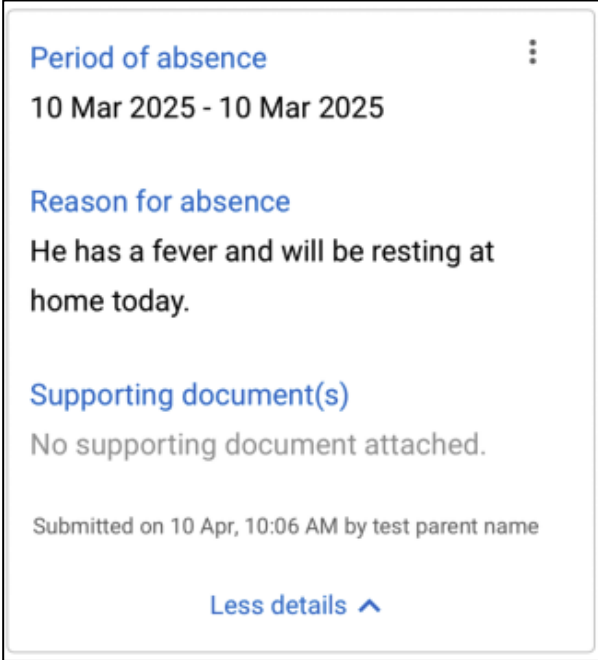
Documentation Policy for Letters and MCs

For MC cases

- Parents must attach a valid medical certificate for the child to be marked as being on MC.
- An enhancement will be developed by Semester 2 to ensure that document submission is mandatory for MC cases.

For all other reasons

- Parents should state the reason for absence in the text box.

PG	SC Mobile
	

Punctuality

If your child/ward **arrives in school after 0800**, he/she is considered late.

As a good practice, we encourage our students to be in school by 0750.

If your child/ward is **late for more than 5 times in a semester**, the maximum permitted Conduct Grade will be Fair.

This will affect your child/ward's leadership opportunities, selection for competitions or school events as well as being nominated for any awards.

For further information, please refer to the Student Code of Conduct Section in your child/ward's student handbook or school website.

If you have **further enquiries**, please email your child/ward's respective Form Teachers or Year Head (Lower Sec).

Handphone Policy





Handphone Policy

- Students learn well when there is **order, discipline and minimal distraction**. It is important that all CCKSians learn to be responsible and discerning users of technology.
- Our school has in place the following rules and policies to ensure responsible use of mobile devices in school.

Handphone Policy



- Mobile phones **must be placed in the locker before the start of school** and can only be **retrieved on the way home from school**.
- There should be no usage of mobile phones from the start of school hours.
 - Consequences will apply if students are using their handphones in school at any time.



Handphone Policy

- Should parents need to contact their child, or in the case of an emergency, they may **call the school office**. Likewise, students can contact their parents using the school office phone if needed.

Consequences for HP Usage



- Students found using their mobile phone without permission, will be asked to submit their mobile phone to the General Office.
- It will be returned on the same day in the General Office **after 4.30 pm**.
- Form Teacher will communicate and work with parents if the student's mobile phone has been confiscated.
- For **repeated offences**, mobile phones will be handed over to a member of the **Student Management team**, who will follow up with the student and parents.