

GAN ENG SENG SCHOOL

顏永成學校



Student Handbook 2009

1 HENDERSON ROAD SINGAPORE 159561

TEL : 6474 5594 FAX : 6473 2479

Email : gess@moe.edu.sg

School Web: <http://www.ganengseng.moe.edu.sg>

Value-Added
Express &
Normal

Growing Hearts and Mind



Vision

Gessians are students of integrity and ability. We are honest and responsible to self, family and nation. We take pride in work and give of our best always.

Above all, Gessians possess the resilience to overcome life's challenges, striving ever ONWARD.

Mission

Our school is a place where individuals become a community – together we will make a better future for all. We learn, we care and we share to nurture the best in each.

Philosophy

Every person shall be treated with respect and challenged to succeed in our school.

We believe everyone can learn in an environment of love, care and encouragement.

Values

Discipline, Integrity, Respect, Resilience, Responsibility, Compassion, Pride in Work, Teamwork (DIR3CPT)

Strategic Thrust 1

Achieving Excellence in
Academics and Niche CCAs

Strategic Thrust 2

Building Student Character,
Citizenry and Leadership

Strategic Thrust 3

Building Staff Competency
and Promoting Staff Well
Being

School Values	What it means to me as a GESSIAN
Discipline	Exercise self-control and appropriate behaviour at all times.
Integrity	Uphold honesty and stand up for what is right and good in everything I say and do.
Respect	Honour all school staff and respect other people's feelings, rights, properties and differing opinions.
Resilience	Learn to overcome life's challenges.
Responsibility	Answer for my own conduct and accept any consequences. Be trustworthy always.
Compassion	Demonstrate kindness, care and understanding to those who are less fortunate than us.
Pride in Work	Strive to excel in all tasks, assignments and projects.
Teamwork	Work with others to improve performance – mine as well as others.

NURTURE @ GESS

Quality Learning & Teaching

Every GESSian can learn and every effort is made to cater to the learning needs of the individual. Teaching engages the hearts and minds of the GESSians, creating passion for life-long learning.

KEY PILLARS

Learning Structures

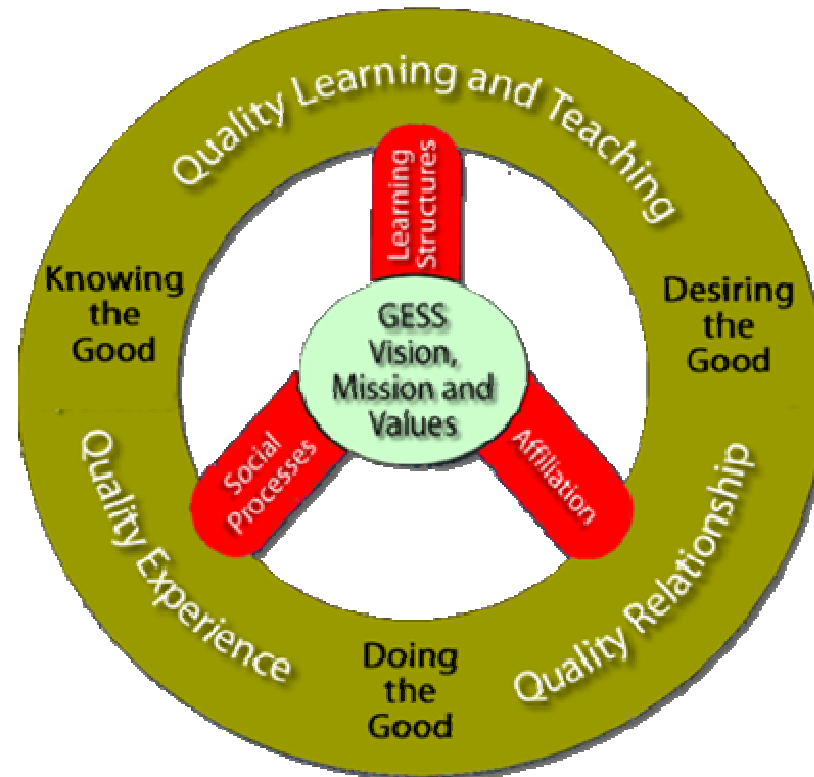
Curriculum
Non-academic Activities
School Support for learning

Social Processes

Teaching Practices
Engagement in Learning
Teacher-Pupil Relationship
Peer Relations
Recognition & Discipline

Affiliation

School Pride
School Affect



CHARACTER BASED EDUCATION

Knowing the Good

Self Awareness
Social Awareness

Desiring the Good

Self Management
Relationship Management

Doing the Good

Responsible Decision Making

QUALITY EXPERIENCE

Every experience is an opportunity for growth and maturation, enriching the GESSians and maximising their ability and talent.

QUALITY RELATIONSHIP

Positive teacher-teacher, teacher-pupil, pupil-pupil, teacher-parent and school-community relations facilitate the transmission of core values and strengthen the GESSian spirit.

GESS HOLISTIC EDUCATION FRAMEWORK

SCHOOL RULES

SCHOOL ASSEMBLY

1. All students should reach school before 7.20 am and must assemble at the parade ground before 7.25 am and be ready for the Flag Raising Ceremony. Attendance will be taken at 7.25 am sharp. On every Monday, the morning assembly will start at 8.40 am and all must be assemble at the parade ground before 8.40 am and be ready for the Flag Raising Ceremony.
2. 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.
3. Silence must be observed during school assemblies.

CLASSROOM PROCEDURE TO START THE LESSON

Students to stand & greet the teacher
Tidy up the classroom
Attire & appearance of students
Record attendance in the team diary
Teach

APPEARANCE

1. Hairstyle for boys
 - a. Hair must be neat.
 - b. The fringe must not cover the eyebrow. Hair must not touch the ears or shirt collar. Long sideburns are not allowed.
 - c. There must be a gradual slope at the back of the head.
 - d. Hair must not be dyed or highlighted.
 - e. Facial hair such as moustache and beard is not allowed. Student must be clean shaven at all times.
2. Hairstyle for girls
 - a. Hair must be neat.
 - b. Hair longer than shoulder-length must be tied up.
 - c. If ribbons are used, they must be black or white in colour.
 - d. The fringe must not cover the eyes. Black or white hairband or hairpin must be used to hold back the fringe.
 - e. Hair must not be dyed or highlighted.
3. Students must not wear coloured contact lenses to school.

ATTIRE

1. Students are to wear the prescribed school uniform and modification to the school attire is not allowed.
2. Only plain white or GESS socks should be worn during curriculum time. Ankle socks are unacceptable.
3. White canvas shoes are allowed. The pair of shoes must not be too gaudy or flashy.
4. Shirt collars must be buttoned when a tie is worn. The tip of the tie should reach the waist.

5. The school tie must be worn on the day of the weekly assembly.
6. Black school shorts and the school T-shirt are to be worn during PE lessons. Students must not wear PE attire after recess.
7. All students must be in school/CCA T-shirt and appropriate footwear (no slippers allowed) when they are in school for activities, CCA or remedial lessons. This also applies during Saturdays and school holidays.
8. The uniform for the boys and girls must meet the specifications given by the school uniform supplier.
9. Trousers must not have pleats or belt loops. It should not be tapered, baggy or worn around the hips.
11. Skirts must be worn at knee length.
12. No student is allowed to wear jewellery.
13. Girls are permitted to wear a pair of simple round ear studs.
14. Boys are not allowed to pierce their ear or wear any plastic studs.
15. Refer to Annex A and B on school expectations on attire and appearance.

ATTENDANCE

1. Every student is to be punctual not only in coming to school but also in going from class to class whenever such movement is necessary. Students who are late will be liable for detention. Latecomers will be given a latecomer slip obtained from the General Office.
2. Students who are exempted from certain subject are to remain in their classroom and do their own work.
3. Permission from the Principal, Vice-Principal, Heads of Department or Operations Manager (OM) is required before a student may leave the school premises during school hours. The student will have to inform his/her form teacher and complete a permission slip which can be obtained from the office.
4. A student who is absent from class tests, school examinations and compulsory school activities must produce a medical certificate and submit to the teacher-in-charge the next working day.

ATTITUDE

1. Students should be loyal to their country and show respect for the Head of State, the National Anthem, the State Flag and our country's leaders.
2. Students who are Singapore citizens must sing the National Anthem and take the pledge. Students will take the pledge with the fist placed over the heart.
3. All students must remember and demonstrate the school core values at all times.

4. Students are to greet their teaching staff, non-teaching staff and visitors upon meeting them.
5. Students must not indulge in any activity that will harm, inconvenience or disturb the other students in the school in any way.
6. Smoking, littering, scribbling on the walls, extortion, theft, tampering with medical certificates, arson and other flagrant acts of dishonesty are strictly forbidden. Offenders may be reported to the Police.
7. Furniture should not be removed from any room without the permission from the OM. Any furniture borrowed should be returned to its original place.

RECESS

1. All students must queue up to buy food and drinks. Students are not allowed to place orders on behalf of their friends.
2. The plates, bottles, etc must be put in the receptacles provided immediately after use. Litter on the table must be cleared.
3. Consumption of food and drinks is confined to the school canteen only.
4. All students must proceed to the classroom when the bell rings at the end of recess.

COMMUNITY INVOLVEMENT PROGRAMME

1. All students must perform a minimum of 6 hours of community service in every academic year.

PARENT –TEACHER ASSOCIATION (PTA)

1. Once a student enrolls into the school, the parents are automatically part of the Parent-Teacher Association (PTA) of the school.
2. There is an annual subscription fee of \$4 for the PTA. For students who have elder siblings studying in the school, only the elder sibling need to pay.

PREPAREDNESS FOR SARS AND AVIAN FLU

1. All students must have a personal oral digital thermometer (ODT) for temperature taking during temperature-taking exercise and period when the daily temperature regime is activated by MOE.
2. All students must provide travel plans and travel history to the form and buddy from teacher for school vacations and long weekend.

CCA PARTICIPATION

1. GESS strongly believes that one of the avenues in ensuring a holistic development of the students is through Co-Curricular Activities (CCA) participation. All students are expected to join one CCA.

OTHER IMPORTANT INFORMATION

PROMOTION CRITERIA

Course Level	Minimum Attainment Level
Year 1Exp & Year 2Exp	C6 or better in EL and an average of 50 % of all exam subjects
Year 3Exp	C6 or better in EL and 2 other subjects
Year 1 to 3N(A)	(a) Grade 5 or better in EL + 2 other subjects or (b) Grade 5 or better in any 4 subjects
Year 4N(A)	(a) Grade 5 or better in EL, Maths and 3 other subjects, AND (b) ELMAB3 (English, Maths and 3 other subjects) with total aggregate score of 19 points or less
Year 1 to 3N(T)	Grade D or better in 2 subjects one of which must be EL or Mathematics

GRADES/MARKS

Express

Grade A1	75-100
Grade A2	70-74
Grade B3	65-69
Grade B4	60-64
Grade C5	55-59
Grade C6	50-54
Grade D7	45-49
Grade E8	40-44
Grade F9	0-39

Normal Academic

Grade 1	75-100
Grade 2	70-74
Grade 3	65-69
Grade 4	60-64
Grade 5	50-59
Ungraded	0-49

Normal Technical

Grade A	75-100
Grade B	70-74
Grade C	60-69
Grade D	50-59
Ungraded	0-49

ASSESSMENT WEIGHTING

Semester	Weighting	
	Continual Assessment	Semestral Assessment
Semester I	15% (20%)	25% (20%)
Semester II	15% (20% - 30%)	45% (30% - 40%)
Semester I & II	30% (40% - 50%)	70% (50% - 60%)
Total	100%	

Figures in brackets are for the Normal (Technical) course

CRITERIA FOR TRANSFER FROM N(A) TO EXPRESS & N(T) TO N(A)

Yr 1 - 2 NA students who attain an average of 70% or better for all subjects are eligible for transfers to Express course.

Yr 1 - 3 NT students who attain an average of 70% or better for all subjects are eligible for transfers to Normal Academic course.

CCA GRADING SCHEME – LEAPS

1. All students are graded under the LEAPS Grading Scheme. LEAPS stands for Leadership, Enrichment, Achievement, Participation and Service. It aims to encourage continuous and broad-based participation while rewarding students' contribution and achievement.
2. Leadership points are awarded for roles such as Prefects, Team Captains, Committee Leaders, Conductors of school bands, rank achieved in Uniformed Groups and Office Bearers of clubs. The maximum point limit is 12 points from 2 activities.
3. Enrichment points are awarded upon completion of the Character Development Programme (CDP) modules within the 4-5 secondary school years. The maximum point limit is 3 points.
4. Achievement points are sub-categorized into Representation, Accomplishment and Attainment points as they complement each other.

Representation points are awarded for representing GESS at inter-sport, regional and international competitions. Students who represent the state are also awarded points.

Attainment points are awarded for attaining awards that are non-competitive in nature, such as National Youth Achievement Award (NYAA).

Accomplishment points are awarded for winning awards at inter-school, national, regional and international competitions and awards from the uniformed organizations.

The maximum point limit is 15 points from the 3 sub-categories.

5. Participation points are awarded for each year of participation when attendance in the main CCA is at least 75%. Participation points can also be gained when students take part in intra-school activities, SYF Opening Ceremony and NDP. The maximum point limit is 10 points from 3 activities.
6. Service points are awarded for community service organised by the schools and projects approved by the schools. Points are awarded based on the number of hours contributed. 1 point for 30 hours, 2 points for 60 hours, 3 points for 80 hours, 4 points for 100 hours and 5 points for 120 hours. The maximum point limit is 5 points over the 4-5 secondary school years.

Conversion of CCA marks into Grades

4 –year Secondary Course		5-year Secondary Course	
CCA Grade	Points	CCA Grade	Points
A1	25 & above	A1	26 & above
A2	20-24	A2	21-25
B3	16-19	B3	17-20
B4	13-15	B4	14-16
C5	10-12	C5	11-13
C6	8-9	C6	9-10
D7	4-7	D7	5-8
E8	1-3	E8	1-4
U	0	U	0

CONDUCT GRADES

Grade	Remarks
Excellent	Has not committed any minor/ major offences (within and outside school) Attends school regularly, work is always submitted on time, shows a clear sense of right and wrong in speech and action.
Very Good	Has not committed any minor/ major offences (within and outside school) Attends school regularly, work is always submitted on time, shows a clear sense of right and wrong in speech and action.
Good	Has not committed any major offences (within and outside school)
Fair	Not eligible for Edusave awards and others.
Poor	Not eligible for Edusave awards and others.

CRITERIA AND WEIGHTING FOR STUDENT CONDUCT GRADE

ITEM	WEIGHTING
Merit & Demerit points	33.3%
Rating given by form or buddy teacher based on student's demonstration of the school values.	33.3%
Rating given by subject teacher based on student's demonstration of the school values	33.3%

CESS MERIT SYSTEM

1. The Merit system aims to foster a spirit of care and concern among students. It helps students internalise the 8 core values of Discipline, Integrity, Respect, Resilience, Responsibility, Compassion, Pride In Work and Teamwork.
2. Each student is encouraged to earn merit points through demonstration of the 8 school core values and acts of good deeds.

The accumulation of merit points serves two purposes; for the computation of student's conduct grade and computation of student's merit award.

- a) For the computation of student's conduct grade, the merit points for each student are reset at 50 points at the start of each semester.
- b) For the computation of student's merit award, 50 points are given to each student at the start of the year and are accumulated on an annual basis for students to qualify for the merit award; Gold (at least 86 points), Silver (at

least 74 points) and Bronze (at least 62) points. Merit points cannot be carried over to the following year.

3. As a form of recognition, Merit Award Certificates will be awarded to students who have accumulated sufficient merit points at each level at end of the year.
4. The list of good deeds is by no means exhaustive. Teachers are to apply their discretion in awarding merit points for good deeds that are not listed. A maximum of 2 points may be awarded for each good deed.

Core Value	Examples of Commendable Conduct
Discipline	<ul style="list-style-type: none"> ❖ Voluntarily run errands for teachers and initiates acts like cleaning the room without being asked. ❖ Well-organised and abiding by the school rules.
Integrity	<ul style="list-style-type: none"> ❖ Returns any valuable items eg. a lost wallet, etc. ❖ Informs the school authority if pupil senses that the situation calls for it. ❖ Informs teacher of the extra marks given.
Respect	<ul style="list-style-type: none"> ❖ Polite towards teacher/school staff/public. ❖ Greet the teachers/school authority without being told to do so.
Resilience	<ul style="list-style-type: none"> ❖ Able to spring back to his/her former self when pressure is removed. ❖ Able to face challenges/overcome difficulties.
Responsibility	<ul style="list-style-type: none"> ❖ Voluntarily picks up litter or clears away cups/plates left by others. ❖ Informs any staff if he/she senses that a situation calls for it. ❖ Alerts school authorities about fights, bullies, extortion, etc.
Compassion	<ul style="list-style-type: none"> ❖ Shows care and concern to the less fortunate or when fellow school mate is in distress. ❖ Refer needy friends for financial assistance and emotional support.
Pride In Work	<ul style="list-style-type: none"> ❖ Gives his/her best when assigned a specific task /work.
Teamwork	<ul style="list-style-type: none"> ❖ Readily volunteers his/her services in group activities and displays good team spirit. ❖ Contributes to the team when the team is assigned a specific task/work.

CESS DEMERIT SYSTEM

1. Demerit points will be given to students who have violated the school core values.
2. The minor and major offences, and the accompanying demerit points, are listed below. This is by no means an exhaustive list. Teachers are to consult the Student Management Team when awarding demerit points for unlisted offences.

List of Minor and Major Offences

Offence	Demerit Points
(A) Improper attire and grooming eg. dyed/long hair, tapered pants, short skirt	2
(B) Attendance	
Late-coming (without valid reasons)	2
Loitering around the school	2
Absent from remedial lessons/ learning journeys/ school programmes without valid reasons	2
Skipping classes	6
Leaving school grounds without permission	6
Truancy	12
(C) Misconduct	
Cheating in tests/assessments/examinations	6
Abuse of Technology	6
Disruptive Behaviour	6
Open defiance/ rudeness	6
Using vulgar language	6
Giving false information/ lying	12
Forgery/tampering with official documents eg. medical certificates, results slip	12
(D) Theft/Damage of property	
Theft	12
Arson	12
Vandalism	12
(E) Other Major Offences	
Assault	12
Fighting	12
Gangsterism	12
View/Possession of pornography materials	12
Smoking/Possession of cigarettes	12
Gambling	12
Possession of weapons	12
Substance Abuse	12

- Note:** a) Those offences that warrant 2 demerit points are considered as minor offences.
b) Those offences that warrant 6 and 12 demerit points are considered as major offences. Students who commit major offences are liable to be caned and/or suspended from school.

3. Students who have committed major offences will be counselled and punished. The punishment meted out will be decided by the Principal/ Vice-Principal and the Student Management team. However only the Principal can give approval for any suspension from school and/or public caning on any students.
4. Testimonials may not be issued for students who have committed major offences.

5. It is impossible to list all possible offences. For offences which are not listed and for offences which may tarnish or hurt the school image, disciplinary action will be taken at the discretion of the Principal/ Vice-Principal. This includes public caning and suspension from school.
6. The school reserves the right to make amendments to any school rules stated in this manual, as and when necessary.

Who To Approach For Help In GESS

1. Admission & General Administration	Principal: Mrs Carolin Tan Vice-Principal: Mr Au Yong Po Lung
2. Bus Pass	Office Clerks: Mrs Wee, Mdm Lily Poon, Ms Ambrose Lucia, Mr Hardy Surya
3. Student Development (Pastoral & Discipline)	Mdm Zahara Bte Hosni
4. Student Management Team	Year 1 – Mr Teo Peng Kee Year 2 – Mr Tan Kian Beng Year 3 – Mr Paul Lee Year 4 & 5 – Mr Kevin Kung
5. Certification of Documents & Letter of Identification	Office Clerks: Mrs Wee, Mdm Lily Poon, Ms Ambrose Lucia, Mr Hardy Surya & Mr Oh Han Tinn (AM)
6. Change of Personal Particulars	Form and Buddy Form Teachers
7. Counselling	Ms Eunice Lim (FTSC)
8. Co-curricular Activities	Mr Goh Chuan Hwee
9. Deferment Letters for NS	Office Clerks/AM/AE
10. Financial Assistance / Bursary	Mr Lee Wai Munn (AE) Mr Oh Han Tinn (AM)
11. First Aid	Office Clerks
12. General Maintenance & Minor Repair Works	Mr Lim Swee Chye (OM)
13. Insurance Claims	Office Clerks
14. Permission To Leave School	Mr Lim Swee Chye (OM)/Office Clerk
15. Medical Certificate/ Letter of Excuse	Form and Buddy Form Teachers
16. School Internal Examination	Mdm Goh Yuh Mein
17. National Examination	Mr Ang Ghim Chee
18. Student Pass Renewal	Mr Lee Wai Munn (AE)

Helplines	Phone
Samaritans of Singapore – <i>anyone who needs somebody to talk to about their problems</i>	6221 4444
Bukit Merah West Police Centre – <i>those in need of police assistance</i>	1800 - 377 9999
Family Service Centre/Social Service Agency – <i>parents who face difficulty in managing their child</i>	1800 – 838 0100

School Plan

Area closed for construction of indoor sports hall.

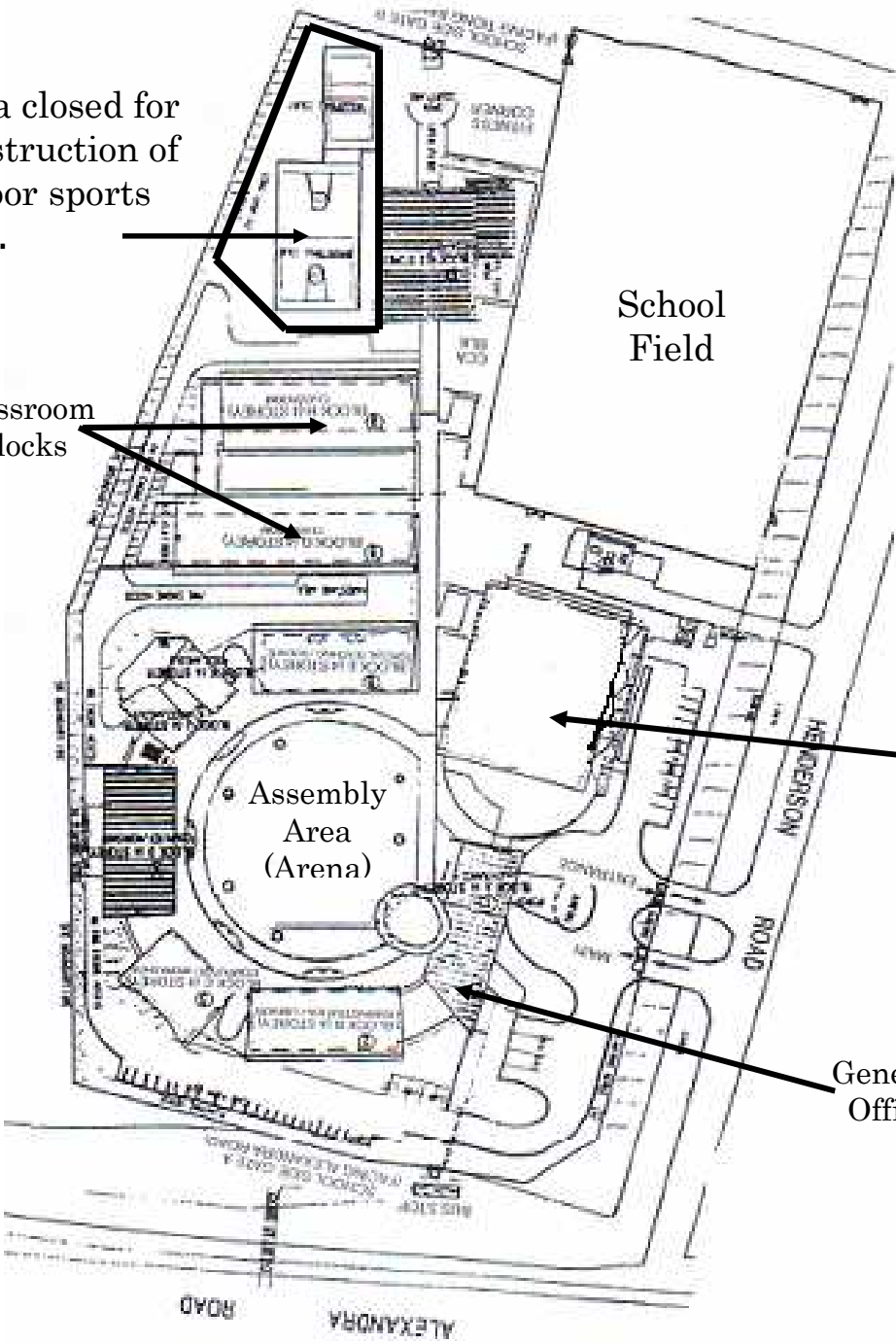
Classroom Blocks

Assembly Area (Arena)

School Field

Hall & School Canteen

General Office





School Creed

**This is our school
Let peace dwell here,
Let there be contentment
Let love abide here,
Love of one another
Love of mankind
Love of Life itself
And love of God
Let us remember
That as many hands build a house,
So many hearts make a school**

On Hairstyles & Socks

ACCEPTABLE ✓	UNACCEPTABLE ✗
 <p data-bbox="459 745 671 775">Gradual Slope ✓</p>	 <p data-bbox="970 745 1214 775">No Gradual Slope ✗</p>
 <p data-bbox="459 1218 671 1247">Short Sideburn ✓</p>	 <p data-bbox="986 1218 1198 1247">Long Sideburn ✗</p>
 <p data-bbox="411 1610 719 1639">Quarter Length Socks ✓</p>	 <p data-bbox="874 1610 1302 1639">Ankle Length Socks/Coloured Socks ✗</p>

On Female Accessories

 <p data-bbox="419 2074 711 2103">Wearing of Ear Stud ✓</p>	 <p data-bbox="938 2063 1230 2092">Wearing of Hair Clips ✓</p>
--	--

On Wearing The School Uniform



Wearing of school badge ✓



Wearing of school tie ✓



Female (front) ✓



Male (front) ✓



Female (back) ✓



Male (back) ✓

On Wearing The PE Attire



Front ✓



Back ✓