

<b>Standard Operating Procedures (SOPs)</b>																																	
<b>Upon entering the school</b>	<ul style="list-style-type: none"> <li>• Students belongings will be sanitised with a mist spray gun upon entering the premises.</li> <li>• Please wear your mask, ID card, and remove your jacket.</li> <li>• Wear your school uniform in full with long dark pants (NO jeggings or leggings).</li> <li>• You must wear sports shoes.</li> <li>• Those with long hair, you are required to tie your hair.</li> <li>• Those with fringe, you are required to use a hairband or hair clips.</li> <li>• Male students are not allowed to have long hair or use hair accessories unless for religious purposes.</li> <li>• Recolour your hair if it is coloured or bleached.</li> <li>• Please put your phone inside a pouch and write your name and class for the office’s safekeeping.</li> </ul>																																
<b>During lessons</b>	<ul style="list-style-type: none"> <li>• Do not share stationery with classmates/friends.</li> <li>• You must always wear your mask.</li> <li>• Do not share desks or chairs.</li> <li>• Always practice physical distancing of 1 meter apart.</li> <li>• Do not hug your friends (All kinds of physical contact is <b>STRICTLY PROHIBITED</b>).</li> </ul>																																
<b>During break time and lunchtime</b>	<ul style="list-style-type: none"> <li>• <b>Primary:</b> Wait in your classroom until the food is distributed.</li> <li>• <b>Secondary:</b> Stand 1 meter apart when lining-up to collect or buy food. Follow the marking on the floor.</li> <li>• You must eat at your desk and in your classroom only.</li> <li>• You must consciously exercise physical distancing.</li> <li>• You must not share your food, utensils, water containers with anyone (with the exception for immediate family members only – siblings)</li> <li>• You must NOT eat at the same desk with other students <b>AND</b> use another student’s desk.</li> <li>• You must NOT eat at the teacher’s desk <b>AND</b> use the teacher’s desk.</li> </ul>																																
<b>During dismissal</b>	<ul style="list-style-type: none"> <li>• Remain in your respective classrooms until you have been cleared to leave.</li> <li>• You must walk in a straight line with a distance of 1 metre to your designated waiting areas.</li> <li>• <b>Primary:</b> Waiting area is Reception – Level 4.</li> <li>• <b>Secondary:</b> Waiting area is the Canteen.</li> <li>• Practice physical distancing of 1 metre when lining up to collect your phone. Follow the marking on the floor.</li> <li>• Do not enter the admin’s room without permission when collecting your phone.</li> <li>• Do not gather in proximity.</li> <li>• Do not pass your phone around. Sanitise immediately if another person handles it.</li> <li>• Classrooms will be sanitised everyday after school hours.</li> <li>• <b>Dismissal schedule for all classes unless there are revision classes.</b></li> </ul> <table border="1" style="margin-left: 20px;"> <thead> <tr> <th style="text-align: center;">Class</th> <th style="text-align: center;">Monday, Wednesday, Thursday</th> <th style="text-align: center;">Tuesday</th> <th style="text-align: center;">Friday</th> </tr> </thead> <tbody> <tr> <td>SJ11, SJ10, SJ9</td> <td style="text-align: center;">1.20 pm</td> <td style="text-align: center;">2.05 pm</td> <td style="text-align: center;">11.50 am</td> </tr> <tr> <td>SJ8, SJ7, SJ6</td> <td style="text-align: center;">1.25 pm</td> <td style="text-align: center;">2.05 pm</td> <td style="text-align: center;">11.50 am</td> </tr> <tr> <td>J20</td> <td style="text-align: center;">1.30 pm</td> <td style="text-align: center;">2.10 pm</td> <td style="text-align: center;">11.55 am</td> </tr> <tr> <td>J18</td> <td style="text-align: center;">1.35 pm</td> <td style="text-align: center;">2:10 pm</td> <td style="text-align: center;">11.55 am</td> </tr> <tr> <td>G26</td> <td style="text-align: center;">2.10 pm</td> <td style="text-align: center;">2.15 pm</td> <td style="text-align: center;">12.00 pm</td> </tr> <tr> <td>G24</td> <td style="text-align: center;">2.15 pm</td> <td style="text-align: center;">2.15 pm</td> <td style="text-align: center;">12.00pm</td> </tr> <tr> <td>G25, G23</td> <td style="text-align: center;">2.20 pm</td> <td style="text-align: center;">2.20 pm</td> <td style="text-align: center;">12.05 pm</td> </tr> </tbody> </table>	Class	Monday, Wednesday, Thursday	Tuesday	Friday	SJ11, SJ10, SJ9	1.20 pm	2.05 pm	11.50 am	SJ8, SJ7, SJ6	1.25 pm	2.05 pm	11.50 am	J20	1.30 pm	2.10 pm	11.55 am	J18	1.35 pm	2:10 pm	11.55 am	G26	2.10 pm	2.15 pm	12.00 pm	G24	2.15 pm	2.15 pm	12.00pm	G25, G23	2.20 pm	2.20 pm	12.05 pm
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<b>Throughout your time in Honsbridge</b>	<ul style="list-style-type: none"> <li>• Have a pouch/paper bag/plastic container to store your mask during break time and lunchtime.</li> <li>• Please bring extra masks (in case your mask gets dirty)</li> <li>• Do not place your mask on the table.</li> <li>• Do not hang/wrap your mask around your arm/above your elbow.</li> <li>• Do not pull your mask below your chin when eating or drinking.</li> <li>• Prepare tissues and <a href="#">hand sanitisers</a>.</li> </ul>
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**Actions to be taken if students do not comply with the SOPs**

Suppose a student does not follow the mentioned SOPs above (specifically during break time and lunchtime and during dismissal), these are the actions that will be taken by the Discipline Board and school management:

- The student will only be verbally warned **once** (by admin or teacher).
- If the student repeats the offence after the verbal warning, the student will be sent home. The admin or Ms Hang will contact the parent/guardian to pick up the student. The student will not have access to online classes.
- If the student is a repeat offender after being sent home three times, he/she will be suspended for a day with no access to lessons (physical or online). Upon returning, the student will need to write a letter admitting his/her errors and sign and an agreement not to repeat the offences.
- If the student were to repeat the offences after signing the agreement, the school reserves the right to suspend the student for three days with no access to lessons.
- Subsequent offences will result in severe repercussion such as an extended period of suspension.

During the suspension, the student will not have access to lessons online. The student will need to self-study. This is to ensure that students do not abuse the system. Your cooperation is highly appreciated as Honsbridge is serious in ensuring your child's health and its staff. Let us work together to curb the spread of COVID-19 while carrying on with life in this new normality. Thank you.

**Demerit points**

Misconduct	Penalty	Offence	Demerit
Inappropriate clothing/appearance or incomplete school uniform  **issued by Disciplinary Board	1 verbal warning	First	4
	1 verbal warning	Second	5
	1 written** warning	Third	6
	Suspension	Fourth	7
<b>[For COVID-19 SOPs]</b>  Insubordination by deliberately failing to comply with the reasonable directions of a teacher, school administrator, or other school employees.  **issued by Disciplinary Board	1 verbal warning	-	5
	Suspension*  *no access to online classes	First	5
		Second	5
		Third	5
	Suspension* (One day)  *no access to online classes	Fourth	8
Suspension* (Three days)  *no access to online classes	Fifth	10	

