



MENDAKI TUITION SCHEME RULES AND REGULATIONS

Attendance

1. You are required to attend all lessons punctually.
2. If you are unable to attend any lesson, you are required to produce either a medical certificate or a letter from your parents indicating reasons for absence. Please submit it to your tutor the following lesson or email it to mts.mendaki.org.sg.
3. If you are absent for **three consecutive lessons** without valid reasons, a letter of notification will be sent to your parents.
4. If you are absent for **six consecutive lessons** without valid reasons, a second letter of notification will be sent to your parents to inform that you are **REMOVED** from the programme.
5. If you are late for **three consecutive lessons**, a latecomer's slip will be given to you.

Attire & Hairstyle

1. You must be properly attired when attending tuition classes. You are required to wear your school uniform or your PE T-shirt or MTS T-shirt. Black pants are allowed.
2. Your hairstyle must be neat and short. For girls with long hair, please ensure it is neatly tied. Plain ribbons and clips may be used.
3. You are required to wear covered shoes. You are not allowed to use sandals and slippers.

Conduct

1. Be courteous and considerate at all times.
2. Ensure that you complete all assignments and submit them on time.
3. You are prohibited from handling any equipment e.g. overhead projector, computer, etc., unless instructed by Centre Supervisors (CS) or Tutors. You are to report any breakage, damage or loss immediately to the CS or Tutors.
4. Keep the classroom neat and tidy after use. Please clear any litter and switch off the lights and fans before leaving the classroom.
5. Do not eat or drink in the classroom.
6. Disruptive or inappropriate behaviour in classes such as fighting, bullying and rudeness to CS or Tutors will not be tolerated.

Safety

For your own safety and the safety of others:

1. **Do not** run along the corridors, concrete footpaths in the carpark, canteen and along the staircase in the school.
2. **Do not** loiter in the vicinity of the tuition centre after classes.
3. **Avoid** any mischief that is likely to cause injury to yourself or to others.
4. **Do not** leave the centre/school compound earlier than dismissal timing without the permission of Centre Supervisors (CS) / Head Tutor (HT) and parents' consent. Students applying for early dismissal must call their parents to take them home in the presence of the CS and HT.
5. **No** video recordings of MENDAKI classes without prior approval.

Serious Offence

1. Stealing or vandalising of property.
2. Damaging of property due to negligence.
3. Littering
4. Smoking
5. Irresponsible postings on social media about MENDAKI.

Failure to abide by these rules and regulations may render the student liable for disciplinary action. Disciplinary action may be taken against a student by the Centre Supervisor, in consultation with Yayasan MENDAKI, depending on the level and severity of offences. MENDAKI seeks the support and co-operation of every student in order to ensure that you benefit from this programme.