

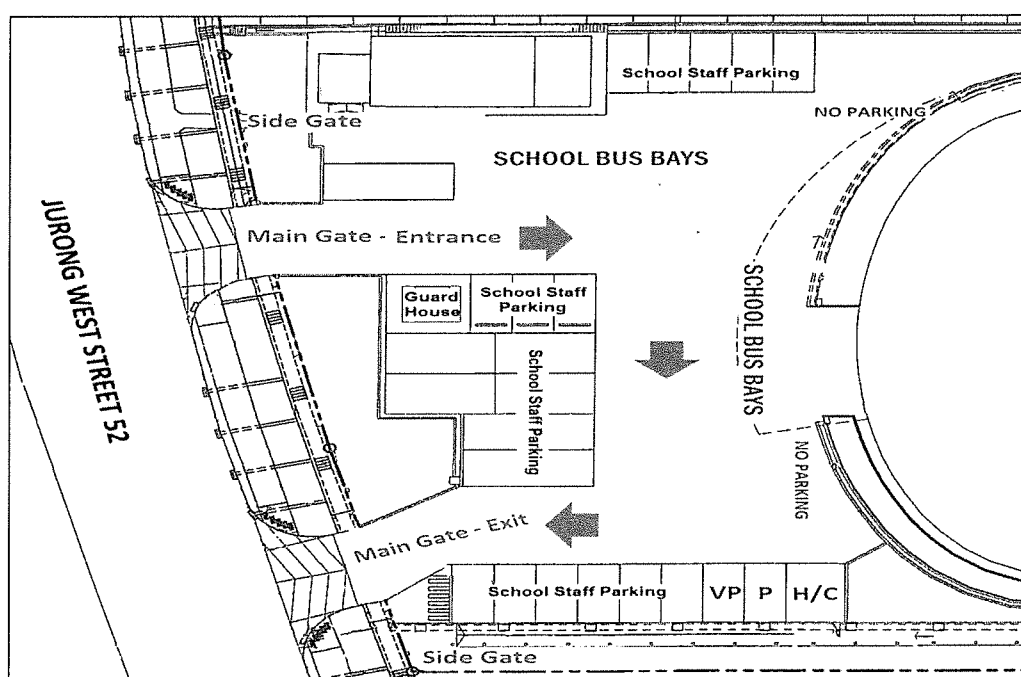
29 October 2018



Dear Parents/Guardians,

### School Gate Policy with effect from 2019

Due to the increasing student enrolment, we are seeing more cars and people coming in and going out of the school premise. Such heavy traffic can be a potential cause for accidents in our small carpark. Thus, to strengthen the school's safety and security, we will implement the following measures with effect from **7 January 2019**, the first Monday of the new school year.



#### 1 SCHOOL GATE OPENING HOURS

The Main Gates will be closed at all times except the stated opening hours.

Main Gates	Opening Hours	Remarks
Entrance & Exit	From 6.30am to 7.45am	NO PARKING is allowed for parents and caregivers.
Entrance & Exit	From 11.30am to 1.00pm	
Entrance	From 4.30pm to 5.00pm	NO ENTRY for vehicles except the school buses.
Entrance & Exit	From 5.30pm to 6.00pm (School closing time)	

## **2 NO PARKING IN THE SCHOOL CARPARK**

- a) Only the school staff and visitors with scheduled appointments can park in the school carpark.
- b) Drive-in is allowed during the school arrival and dismissal time as abovementioned for parents to send and fetch their children.
- c) All visitors must heed the directions of the security officers when parking in the school premise.
- d) The engine of all parked vehicles must be turned off according to the Environmental Protection and Management (vehicular-emissions) Regulations. Failure to comply may lead to a report to the NEA for further actions.

## **3 SIGN-IN AT SECURITY POST**

- a) All visitors with scheduled appointments to meet staff must register at the Security Post upon entering the School.
- b) A Visitor Pass will be given. Visitors must clip on and display the Pass visibly at all times. He/She must return the Pass to the Security Post at the foyer before leaving the school.
- c) Visitors are to wait at the visitors' bench outside the General Office for the staff whom they have an appointment with. Visitors are not allowed to walk around in the school premise unaccompanied by a school staff.

As we work towards making the school a safer and more secured place for all students and staff, we seek your understanding and cooperation in the smooth implementation of these security measures. We would also welcome your feedback and suggestions regarding the changes. Thank you.

Yours sincerely,



Mrs Lisa Goh

School Principal