

NOTIFICATION NO.: 0044/GO/2017

20 March 2017

Dear Parent/Guardian

SAFETY AND SECURITY AT FARRER PARK PRIMARY SCHOOL

I would like to highlight some safety and security measures that the school has put in place to ensure that it is a safe and conducive learning environment for our pupils.

1. Visitor Registration at Main Gate Guardhouse

In our continued efforts to ensure that the school is a safe and conducive learning environment, we would like to remind parents and guardians to register at the **Security Guardhouse located at the Main Gate (Gate 1)** along Farrer Park Road with your **photo ID** for identification purposes and issuance of the Visitor's Pass. After registration, please proceed to the General Office with your Visitor's Pass **prominently worn at all times for identification purposes**. Our staff at the General Office will notify the person you are meeting upon your arrival.

On your way out, do remember to sign out and return the Visitor's Pass at the Security Guardhouse located at the Main Gate. Do note that the Main Gate is the entry and exit point for all visitors, including parents.

If you wish to meet your child's/ward's teacher, do remember to make an appointment with him/her so that a suitable time could be arranged.

1. Pupils Taking the School Bus

If your child/ward takes the school bus, the assigned bus will alight and pick up your child/ward at the School Bus Bay. The school gate will be closed between 1.30 p.m. and 1.50 p.m. to facilitate pupils' boarding the school bus. Vehicles will not be permitted to enter or leave the school during this period.

2. Pupils Walking to School

Pupils walking to school may enter/leave the school using **Gates 1, 4 and 7** during the opening hours:

Gate	Opening Hours (School Arrival and Dismissal)	Opening Hours (On days with remedial /supplementary lessons/CCA)
1 (Main Gate along Farrer Park Road)	Arrival: 6.45 am to 7.30 am Dismissal: 1.40 pm to 2.15 pm	3.00 pm to 5.30 pm
4 (near Zebra Crossing along Farrer Park Road)	Arrival: 6.45 am to 7.30 am Dismissal: 1.40 pm to 2.15 pm	3.00 pm to 3.30 pm 4.00 pm to 4.30 pm
7 (Pek Kio CC)	Arrival: 6.45 am to 7.30 am Dismissal: 1.40 pm to 2.15 pm	3.00 pm to 3.30 pm 4.00 pm to 4.30 pm

Please note that we may not have a staff on duty at the Gloucester Road and Farrer Park Road zebra crossings at all times. Do remind your child/ward to practise the kerb drill and exercise caution when crossing the road.

Do also note that the Traffic Wardens will not be on duty when it is raining or when the weather is threatening.

■ No 2, Farrer Park Road #01-01 ■ S217567 ■ Office: 62952272 ■ Fax: 62942272. ■
Website: www.farrerparkpri.moe.edu.sg



3. Restricted Access for Cars

The school is currently reviewing the drive-in guidelines for parents/guardians who are picking up or dropping off their children. Meanwhile, please be reminded of the following for the safety of our pupils:

(a) Parents/Guardians driving pupils to or from school during normal curriculum hours

- 1.1 Do not drive into the school compound to alight or pick up your child/ward. Please alight/pick-up your child/ward at the **Alight/Pick-up points along Farrer Park Road outside the school if it is not raining.**
- 1.2 On rainy days, you may drive into the school compound using the **Main Gate (Gate 1)** to **drop off your child/ward at school in the morning (arrival)** or **pick up your child/ward after 1.50pm (dismissal)** at the School Bus Bay without obstructing the traffic flow in and out of the school.

(b) Parents/Guardians picking up pupils after curriculum hours

- 1.1 **Before 4.00 pm** dismissal - For the safety of our pupils, please **do not** drive into the school compound to alight or pick up your child/ward. You should alight or pick-up your child/ward at the Alight/Pick up points along Farrer Park Road outside the school if it is not raining.
- 1.2 **After 4.00 pm** - You may drive into the school compound to pick-up your child/ward after the school buses have left. However, you are required to **first register with the Security Guardhouse at the Main Gate**, park your vehicle at the designated car park lots, turn off your engine and wait for your child/ward at the parents' waiting area.
- 1.3 Should it rain, you may drive into the school compound to pick up your child/ward.

4. Pupils Attending Learning Studio Student Care Centre

Parents/Guardians picking up pupils from the Learning Studio (Student Care Centre at Farrer Park Primary) are advised to use only **Gate 7** located at the entrance of Pek Kio Community Club along Gloucester Road.

We seek your understanding and cooperation to make the school a safe and conducive learning environment for our pupils.

Thank you.

Warm regards

Miss Cheong Hwee Khim
Principal