

21 January 2014

Dear Parents/Guardians,

Safety and Security Measures at Farrer Park Primary School

We would like to thank you for your kind cooperation in the past two weeks. We have further reviewed our safety and security practices so as to create a happy, safe and conducive learning environment for your child/ward.

1. Visiting the school

Please make an appointment before coming to see your child's/ward's teacher and report to the General Office to get a Visitor's Pass. Our staff will notify the teacher on your arrival. **All parents visiting the school must enter/leave the school via the school's main gate (Gate 1).** For the safety and security of the children in the school, we seek your cooperation not to use all other gates to enter/leave the school and not to visit any other sections of the school.

2. Pupils taking the school bus

The school bus will alight and pick up your child/ward at the School Bus Bay. **The school gate will be closed from 1.30 p.m. to 1.45 p.m. to facilitate pupils' boarding the school bus.** Vehicles will not be permitted to enter or leave the school during this time unless it is raining. (For pupils taking the school bus, please refer to Guidelines for Safety on School Buses attached.)

3. Pupils walking to school

3.1 Pupils walking to school may enter/leave the school using Gate 4 and Gate 7 during the opening hours.

Gate Opening Hours	
Gate	Opening Hours
3	3.30 p.m. to 6.30 p.m.
4	6.45 a.m. to 7.30 a.m. 1.30 p.m. to 2.00 p.m. 3.00 p.m. to 3.30 p.m.
7	6.45 a.m. to 7.30 a.m. 1.30 p.m. to 2.00 p.m. 3.00 p.m. to 3.30 p.m.

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

3.3 The Traffic Wardens will not be on duty when it is raining or during inclement weather.

4. Parents/Guardians driving pupils to or from school during normal School hours

4.1 For the safety of our pupils, please do **not** drive into the school premises to alight or pick up your child/ward. You are kindly requested to alight/pick-up your child/ward at the Alight/Pick up points outside the school when it is not raining.

4.2 During rainy days, you may pick up or alight your child/ward at the School Bus Bay without obstructing smooth traffic flow.

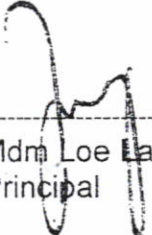
5. Parents/Guardians driving pupils to or from school for CCA/Remedial/Enrichment Programmes

5.1 **Before 4.30 p.m.** - For the safety of the pupils, please do **not** drive into the school premises to alight or pick up your child/ward. You are kindly requested to alight or pick-up your child/ward at the Alight/Pick up points outside the school when it is not raining.

5.2 **After 4.30 p.m.** - You may drive into the school to pick-up your child/ward after 4.30 p.m. However, you are required to first park your vehicle at the designated car park lots, turn off your engine and wait for your child/ward at the parents waiting area.

5.3 When it rains, you may drive in to drop off or pick up your child / ward.

We seek your full co-operation to help us facilitate the smooth running of the school and making the school safe of our pupils'.



Mdm Loe Lai Pink
Principal