

General Information for Parents/Guardians

1. SCHOOL HOURS AND RECESS TIMINGS

Mondays and Fridays: 7.30 a.m. to 1.25 p.m.
Tuesdays to Thursdays: 7.30 a.m. to 1.45 p.m.
(Pupils must be in school by 7.25 a.m.)

1st Recess: 9.45 a.m. – 10.15 a.m.

2nd Recess: 10.15 a.m. – 10.45 a.m.

3rd Recess: 10.45 a.m. – 11.15 a.m.

Due to the longer school hours, pupils will be given an additional snack break during the day.

2. SECURITY & SAFETY

The school seeks your cooperation in helping us to enforce the following security measures for the safety of all our pupils:

- Unauthorised vehicles are not allowed to enter the school premises.
- If you drive, you are to drop off and pick up your child/ward at the school gate.
- In the event of wet weather, you are allowed to enter the school to drop off your child/ward in the morning at the sheltered driveway and drive off immediately. In the afternoon, you can only drive in to pick up your child/ward after the school buses have moved off from the driveway.
- If you need to visit the school, you are required to produce your identification card with photo for verification when you register at the security guard post to obtain a Visitor's Pass. You will then need to report to the General Office for assistance. Any unauthorised person without a Visitor's Pass will be regarded as a trespasser. You will not be allowed to move beyond the Waiting Area unless you are accompanied by a school staff or with authorisation.
- To meet a teacher throughout the course of the year, you are to call the office or email the teacher to make an appointment.
- If you need to see or take your child/ward out during school hours for valid reasons, you are to obtain assistance from the General Office.
- Due to limited parking facilities in the school compound, the school car park is strictly for authorised vehicles. Please make use of the public parking facilities near the school or use public transport if you are attending school functions.

3. PARENTS'/GUARDIANS' SUPPORT

The school seeks your strong support and cooperation as co-partners in educating our pupils in ways such as:

- Checking your child's/ward's handbook regularly for any notices or messages. It may also be used to write any messages or queries which need to be communicated to the teacher.
- Signing notification letters, reports and your child's/ward's work as and when required by the teachers.
- Supervising and guiding your child/ward in her schoolwork to ensure that all assignments are completed and submitted on time.
- Ensuring that your child/ward attends all school programmes/activities organised for her benefit.
- Instilling discipline in your child/ward by working together with the school.

4. ABSENCE FROM SCHOOL AND COMPULSORY ACTIVITIES

- Your child/ward is advised to stay at home to rest if she is unwell. Any absence from school and compulsory activities such as PE lessons, morning exercise, CCA, VIA, supplementary/remedial lessons must be covered with a medical certificate or letter from the parent/guardian. It is to be submitted to the form teacher when your child/ward returns to school. However, should your child/ward be absent for more than 3 days, please inform the school as soon as possible.
- If your child/ward falls sick in school, you will be informed to bring her home.

- Your child/ward is expected to be in school every school day. You should not take your child/ward away from school during the school term as your child/ward will be missing the school's curriculum and activities.

5. UPDATE CHANGES IN PARTICULARS

- You are to keep the school informed of any changes in personal particulars such as address, email addresses and contact numbers in case of emergencies.

6. GIRO DEDUCTION

- The GIRO deduction for the school fees and miscellaneous fees will be made on the 26th of every month.
- You are to ensure that there are sufficient funds in your bank account to facilitate the deduction.

7. EDUSAVE SCHEME

- If you wish to find out more about the Edusave Scheme or check the balance in your child's/ward's Edusave account, you may call the Edusave Phone Enquiry System at 6260 0777.

8. PHOTOGRAPH AND VIDEO IMAGES

- Photograph(s) or video image(s) of you and your child/ward may be captured during school activities and events such as classroom lessons, CCAs, school camps and school concerts. The school may use and publish such photographs and/or video recordings in school publications, websites, social media channels, and other communication channels.