

**2016-2017 Safety Processes  
(For Parents)**



**School timings**

Start: 7:45 am

End of day: 2:25 pm (except on Mondays: 3:20 pm)

**Drop-off and Pick-up Guidelines**

- Parents are kindly requested to please use Gate 3 (parent gate), **not the main reception**, when dropping and collecting their children. Please **do not** use Gate 4 (bus gate) as this is solely for the purposes of the school buses.
- Gates 3 and 4 are locked during school hours – from 7:45 am to 2:25 pm. Kindly use Gate 2 (main gate) if your child is late to school or if you are visiting the school.
- Parents are advised that their children should not be dropped before 7:30 am.
- Children in FS, must be dropped to their classroom and handed over to a staff member present.

**Parent presence in the school building and/or premises**

- Parents must sign in at the security gate and collect a visitor's ID when visiting the school for other purposes except when collecting and dropping-off their children. Parents must leave the school premises immediately after any scheduled appointment or any other concerns.
- Parents of students in primary school (Years 1 to 6) are **not allowed** to enter the classroom corridors when dropping their child to school or when picking them up. All students (including our Year 1 students) are familiar with the school layout and are able to find their own way around the premises. If you need anything, kindly approach Ms Joyce, school receptionist for assistance.
- Parents are requested to leave the school building immediately after dropping or picking their children. Parents of Early Years are **not allowed** to enter primary classroom corridors during this time.

**Early Morning Supervision**

- Students in Years 1, 2 will go directly to their classrooms and are supervised by the home-room teachers.
- Students in Years 3, 4, 5, 6 will drop their bags at the classrooms and go directly to the playground.

**End of day routine**

Foundation Stage

- Bus students leave first accompanied by bus assistants.
- Parents then visit the classroom to collect their child from the teacher.
- Only authorized members of the family/friends are permitted to collect children from school.
- Children who are not picked up by 12:45 pm will remain in the Kids Club.

Years 1, 2, 3

- Students going on the bus will first leave the classroom with the teaching assistant. Ms. Sally will support both Year 3 classes.
- Teachers will then bring the rest to the parent waiting point where they will hand the students over to their respective parents/carers.
- At 2:30 pm, teachers will take any students not picked up, to the Kids Club and hand them over to the staff member present there (Ms. Wennie).
- Any students not picked up by 2:40 pm will be taken to Ms. Joyce who will make a note of all the children. These children will wait in the visitors' room and supervised by Mr. Bikram. Ms. Joyce will contact parents.

Years 4, 5, 6

- Bus students will go to the bus point at the end of the day with an assigned member of staff.
- Students going home with their parents/carers will be escorted to the parent waiting point.
- If parents have not arrived by 2:30 pm, the children will go to the Kids Club, to Ms. Wennie.
- If parents have not arrived by 2:40 pm, the children will be taken to Ms. Joyce who will make a note of all the children. These children will wait in the visitors' room and supervised by Mr. Bikram. Ms. Joyce will contact parents.
- Children are not allowed to remain unsupervised in any area of the school.

**Bus Routine**

- Attendance registers are maintained on all bus routes.
- In the morning all the children are met at the school gate by the security guard who helps them off the bus and into the school campus. Buses are checked by drivers and bus assistants to ensure that all children have disembarked. They are then led straight to their respective classes.
- When going home, the children are led to the bus from their classes by the Assistant Teachers. There is a Bus Assistant on every bus. The younger children are assisted when getting off and handed over to their parents/carers who are waiting for them. In the event there is no one available to hand over the children at their drop-off point, they are brought back to school while arrangements are made for contacting parents and requesting them to come to school and pick up their child.