



培景小学

PUNGGOL VIEW PRIMARY SCHOOL

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Our Ref: PGVP/020/2017

12 Jan 2017

Dear Parents

Update on Safety and Security Measures @ Punggol View Primary School (for Primary 2 to Primary 5)

We would like to thank you for your patience and support for the New Year. We understand that this year, there have been some changes to our routines and we feel that we would like to share with you again.

Please do refer to our last Newsletter – Keeping in Touch (Volume 4 Number 3 dated 9 Nov 2016). In the Newsletter, we shared the need to tighten our safety and security measures in 2017. We understand that you may have to make adjustments to the new routines and we seek your kind support for them as we implement them at the start of the new term in Jan 2017. The measures and routines mentioned in our Newsletter are as follows:

Security Measures for Entry and Exit Points

1) Morning Arrival

Walking into the school

The sides gates at Punggol Place and Coralinus are opened between 7.00 am to 7.50 am* for **students only**. Parents and adult care givers are not given access into the school through these two gates. Parents who wish to meet the teacher, please inform the teacher in advance which gate and time, so that he or she can invite you into the school for the meeting during this period.

Arriving by cars

The main gate for vehicle entry which will be opened from 6.30 am to 7.50 am*. This is to allow your child / children who come to school by car to alight inside the school compound. Parents are discouraged from alighting from the vehicle as this may slow down the traffic. We seek your kind understanding and support on this.

The main gate will be closed at 7.50 am*.

Students who arrive after 7.50 am will need to alight from the vehicle and walk to the small gate at the security guard post to enter the school.

**The gates will be opened till 8.10 am, should there be heavy downpour.*

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Our Mission
Touching Lives, Inspiring Future



Our Vision
Confident Learners, Active Citizens

Please find below a summary table for your easy reference:

Morning arrival

Punggol Place Gate (next to bus stop)	Coralinus Gate (next to Blk 302)	Small Gate (Security Guard Post)	Main Gate (For Vehicles)
7.00 am to 7.50 am	7.00 am to 7.50 am	7.50 am onwards	6.30 am to 7.50 am

Morning arrival (Wet Weather)

Punggol Place Gate (next to bus stop)	Coralinus Gate (next to Blk 302)	Small Gate (Security Guard Post)	Main Gate (For Vehicles)
7.00 am to 8.10 am	7.00 am to 8.10 am	8.10 am onwards	6.30 am to 8.10 am

2) After school dismissal

Walking home or taking the public transport

Reason for one Dismissal point

We have centralised our dismissal point to the Back Gate so as to allow us to control the movement of people in the school. We agree that this has caused inconvenience to some of you due to the change in the venue. We apologise for the inconvenience caused but seek your kind support and understanding.

We have chosen the Back Gate as the public playground area outside the Back Gate, is large and safe to accommodate the gathering and movement of people. The Punggol Place Gate, on the other hand, has a very narrow gathering space and it is too near to the main road. This may pose a danger to our students who are not careful, and there is also a limited standing area for adults and our students, even though it is near to the bus stop. Besides this is a public space and the gathering of people may obstruct the pedestrians from using the narrow walkway along Punggol Place.

To ease the congestion effect from our dismissal, we have decided to have one common dismissal point at the Back Gate. Your support for our students' safety is greatly appreciated despite of its inconvenience for some families.

How is this to be done?

We are dismissing our P3 to P5 students first, and they will exit the Back Gate immediately at 1.40 pm. Parents and adult care givers will wait at the playground area to fetch your child/children. Please **refrain from standing near the gate** as it will obstruct the movement of students coming out.

For our younger P1 & P2 students, parents and adult caregivers are invited to enter the Back Gate and please make your way to the Indoor Basketball Court (IBC) between 1.30 pm to 1.40 pm to wait for your child/children. Our P3, P4 & P5 students who have younger siblings in the P1 & P2 levels, will meet their younger siblings and parents/adult care givers in IBC. The P1 & P2 students may take a little longer to walk to the IBC and we seek your patience here. These students should be at the IBC around 1.45 pm.

The above-mentioned arrangements will also apply for Thursdays when our students are dismissed at 3.40 pm as well as other days when they are required to go home later such as CARE programme, after Learning Journeys and other school programmes.

Rainy days

On rainy days, we will open the Punggol Place Gate for our P3 to P5 students who are walking home or taking the public transport to exit only. This will minimise them having to get wet. However, there will be no entry from the Punggol Place Gate into the school.

The P1 and P2 students and other students who are accompanied by their parents/adult care givers will continue to be picked up from the Back Gate. The movement of students will be slower on rainy days. We would appreciate your patience and understanding that dismissal will take longer on rainy days.

What happens if the Back gate is closed?

If parents or adult care givers who are not able to come on time and find the Back Gate is closed, please proceed to the General Office via the front gate (at the security guard post) after 2.10 pm. Your child/children will be waiting for you at the Foyer Area outside the General Office.

You can also contact the General Office at 6570 1588 and inform our staff that you will not be available at the usual time to pick up your child and advise your arrival time instead.

Back Gate Opening Timing					
	1.30 to 2.00	2.45 to 3.10	3.30 to 4.00	5.00 to 5.30	5.30 to 6.00
Mon					
Tue					
Wed					
Thurs					
Fri					

The shaded portion refers to the opening time for the Back Gate.

3) Visitors' Entries

All visitors (including parents) have to register at the security guard post before they are allowed to enter the school compound. A visitor pass (with yellow lanyard) has to be clearly displayed at all times in the school compound. This allows quick identification of unauthorised entry into the school. There will be no entry during vehicle drive through timing for the safety of our visitors.

Buying of books and stationery

Parents are allowed to buy books and stationery from the bookshop from 10.30 am to 12.00 pm or 2.10 pm to 2.30 pm. The entry will be from the Front Gate. The bookshop will closed at 2.30 pm. It will, however, be advisable for your child to buy them personally.

New security measures

- 1) Drive through pass with effect Wednesday, 1 Feb 2017 (for those students coming into the school or leaving the school after dismissal by car and other private transport)**

Reason for this

We are required to ensure that authorised vehicles can enter the school even during the designated pick-up and drop-off time. This is a basic requirement so that the security

guards will not need to stop you from entering the school during the designated pick-up and drop-off time.

Drive through Pass (Car Decal)

As such, we will be issuing you with a free-of-charge car decal for this year only for one car so as to give you access to drive through during designated pick-up and drop-off timing. If you need a second car decal, it will cost S\$1.50. See attached Form.

We therefore will need parents to register their vehicles number with the school and a complimentary car decal will be issued to you. This decal must be visibly display on the top left corner (passenger seat) of your vehicle and is valid for the academic year 2017.

We will need parents to register again in Nov 2017 for 2018. Parents will have to pay for the car decal at cost price from 2018.

Please fill up the attached request form and get your child to submit to the General Office by Tuesday 17 Jan 2017. A car decal will be issued to your child by 24 Jan 2017. We will allow drive through for cars who display drive through decal with effect from 1 Feb 2017 during the designated drive through timing as below:

Drive Through Timing					
	6.30 to 7.50	1.50 to 2.10	3.50 to 4.10	5.10 to 5.30	5.40 to 6.00
Mon					
Tue					
Wed					
Thurs					
Fri					

The shaded portion refers to the drive through timing.

Drive through decal are strictly for drive through, waiting and parking in school is not permitted. Please proceed to the multi storey car park located at block 302 and block 305 should you need to park your vehicle.

2) Student Care

Security measures are also added for dismissal for students who are in the Student Care Centre, please refer to their letter dated 5 Jan 2017 for details.

Conclusion

We agree that the tightening of the security measures will bring about inconvenience to you and your child/children. We seek your kind support and cooperation to make Punggol View Primary School a safe and secure second home for our children. Thank you.

Warmest Regards,



Mr Kelvin Tay
Principal

To
Mrs Doreen Gan
Vice-Principal (Admin)

**Application for Drive through Decal for
Car Entering the School during the Designated Pick-up and Drop-off timing**

Please get your child to return this form to the General Office by Tuesday 17 Jan 2017.
If you are enclosing the money for a second or more decal(s), please enclosed the exact
change in an envelope. Thank you for your support.

Name of Child : _____ Class: P _____

Vehicle Number: _____ (Complimentary for the first car)

_____ (Please enclose exact cash of \$1.50
in an envelope)

I understand that the drive through decal allows me to drive through during the designated
pick-up and drop-off timing. I shall comply with the school's traffic rules and have noted
there is no waiting nor parking in school.

Name & signature of parent

