



# 培景小学

## PUNGGOL VIEW PRIMARY SCHOOL

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Our Ref: PGVP/004/2018

2 Jan 2018

Dear Parents

### **School Hours for 2018 and Safety and Security Measures in Punggol View Primary School**

Happy New Year to you and your family! As we start the New Year, we would like to share with you our new school hours for 2018 and the continued safety and security measures in school again.

#### **School Hours for 2018**

From 2018, flag raising ceremony will start at 7.40 am and our first lesson will start promptly at 7.50 am. There will be 10 minutes of Happy Hall segment from 7.30 am to 7.40 am to engage the students in their extended learning in the academic, non-academic and curricular learning, just like what we have been doing in 2017.

Please refer to the tables below for the reporting time, starting and ending time for school during the first week and the rest of the year.

#### Term 1: Week 1 (for 2018 Primary 1 Students Only)

Day & Date	Reporting Time	School Starts	School Ends
Tuesday, 2 Jan Wednesday, 3 Jan	8.10 am	8.20 am	1.30 pm
Thursday, 4 Jan Friday, 5 Jan	7.30 am	7.40 am	1.30 pm

#### Term 1: Week 1 (for 2018 Primary 2 to 6 Students)

Day & Date	Reporting Time	School Starts	School Ends
Tuesday, 2 Jan to Friday, 5 Jan	7.30 am	7.40 am	1.30 pm

*Please take note that school ends at 1.30 pm on Thursday in week 1, please arrange to pick up your child at 1.30 pm, students taking the school bus will be picked up at 1.30 pm and students going to student care will join the student care at 1.30 pm.*

#### For the rest of the year (from Term 1 Week 2 to end of year and for ALL students)

Day	Reporting Time	School Starts	School Ends
Mondays, Tuesdays, Wednesdays & Fridays	7.30 am	7.40 am	1.30 pm
Thursdays	7.30 am	7.40 am	3.25 pm

Students arriving school after 7.40 am will be marked late. We seek your support to inculcate the good habit of being punctual. Please also ensure your child eats his/her breakfast before coming to school.



## Safety and 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 7.40 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.

*(Parents of P1 students will be allowed to come into school on day 1 (2 January) and day 2 (3 January)).*

#### Arriving by cars (pls see point 4 on drive through car decal)

The main gate for vehicle entry which will be opened from 6.30 am to 7.40 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 will slow down the traffic. We seek your kind understanding and support on this.

The main gate will be closed at 7.40 am\*.

Students who arrive after 7.40 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 8.00 am, should there be heavy downpour.*

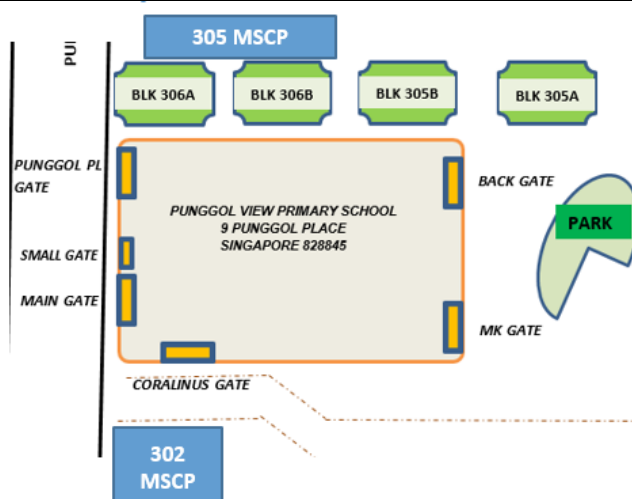
Please find below a summary table and school map for your easy reference:

#### *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 7.40 am	7.00 am to 7.40 am	7.40 am onwards	6.30 am to 7.40 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 8.00 am	7.00 am to 8.00 am	8.00 am onwards	6.30 am to 8.00 am



## 2) After school dismissal

### Walking home or taking the public transport

#### *P3 to P6 students*

We are dismissing our P3 to P6 students first.

Our students who are going home on their own can exit using the Punggol Place Gate (during the main dismissal timings only) or Back Gate.

The rest of the students who will be picked up by parents and caregivers will exit using the Back Gate with their teacher. The Back Gate which has a public playground area outside, is large and safe to accommodate the gathering and movement of people. Please refrain from standing near the gate as it will obstruct the smooth flow of students coming out.

We would appreciate that you do not arrange to pick up your child/ children at the Punggol Place Gate as it has a very narrow gathering space and it is too near to the main road. This may pose a danger to our students and others due to its limited standing area. Besides this is a public space and gathering of people will obstruct other pedestrians from using the walkway along Punggol Place. We also do not want any accident to take place arising from not so careful e-scooter users or cyclist. We seek your understanding and support to use the Back Gate which has a larger and safer gathering space to accommodate a bigger crowd and movement of people.

#### *P1 & P2 students*

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 1.20 pm to 1.30 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 1.35 pm. Please exit via the Back Gate with you child/ children.

The above-mentioned arrangements will also apply for Thursdays when our students are dismissed at 3.25 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, parents and caregivers who have picked up their P1 & P2 children at IBC can choose to exit from the Punggol Place Gate. We will direct you through the school building for exit at Punggol Place Gate. This will reduce the congestion at the narrow back gates due to the slower movements on rainy days.

#### *Sheltered link way*

We would like to update you on progress of the sheltered link way that we have been working with the relevant authorities. The sheltered link way between Punggol Place Gate to bus stop and between Back Gate and the sheltered link way at the park will commence construction in quarter 2 and quarter 3 of 2018 by LTA and Town Council respectively.

#### *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 1.50 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.

Please find below table of Back Gate opening timing for your easy reference:

Back Gate Opening Timing					
	1.20pm to 1.45pm Main dismissal	2.45pm to 3.00pm CARE, Starlite	3.20pm to 3.45pm Main dismissal, CARE, Starlite	4.20pm to 4.50pm CCA days	5.20pm to 5.50pm CCA days
Mondays	✓	✓	✓		✓
Tuesdays	✓	✓	✓		✓
Wednesdays	✓				
Thursdays			✓		
Fridays	✓			✓	

### 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 via the security post during the below main dismissal timings for the smooth and safe dismissal of our students:

- a) Mon, Tue, Wed, Fri : 1.20 pm to 1.50pm
- b) Thurs : 3.20 pm to 3.50pm

#### *Buying of books and stationery*

Parents are allowed to buy books and stationery from the bookshop after our recesses from 10.20 am to 12.00 pm or after school dismissal from 1.50 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 encouraged for your child to learn independence and buy them personally.

### 4) Drive through Pass (Car Decal)

For the safety and security of our students, we are required to ensure only authorised vehicles enter the school even during the designated pick-up and drop-off time. A clearly displayed authorised decal will allow a quicker flow of traffic as our security guards will not need to stop you from entering the school during the designated pick-up and drop-off time.

School will be issuing you with a free-of-charge car decal 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 or a replacement car decal, it will cost S\$1.50.

We 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 2018.

Our P2 to P6 parents with existing decal can continue to use their decal for 2018.

We will change the decal annually after 2018 as we will have graduating students and hence a need for a change in decal's design. The car decal will be issued free-of-charge for the first car annually and we will need parents to register annually.



Please submit your request online via this weblink [goo.gl/c6MSeu](http://goo.gl/c6MSeu) or scan the below QR code by 5 Jan 2018. Your child may approach General Office if you need a hardcopy application form.

If you are applying for a second car or replacement decal, please enclose \$1.50 in a sealed envelope with your child's name, class and vehicle number. Your child will submit the envelope to General Office by 5 Jan 2018. A car decal will be issued to your child by 12 Jan 2018.

We will allow drive through for vehicles who display the drive through decal with effect from **15 Jan 2018** during the designated drive through timing as below:

Drive Through Timing					
	6.30am to 7.40am Morning arrival	1.40pm to 2.00pm Main dismissal	3.40pm to 4.00pm Main dismissal	4.10pm to 4.30pm CCA days	5.40pm to 6.00pm CCA days
Mondays	✓	✓		✓	
Tuesdays	✓	✓		✓	
Wednesdays	✓	✓			
Thursdays	✓		✓		
Fridays	✓	✓			✓

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.

### Conclusion

These safety and security measures will bring about some inconvenience to you and your child/children. However, we would like to seek your kind support and cooperation so that together we can make Punggol View Primary School a safe and secure second home for our children. Thank you.



QR code for application of car decal

Warmest Regards,

Mrs Doreen Gan  
Vice-Principal (Admin)

