



5 Feb 2020

Ref: 2020/1.1/093

Dear Parents,

**Precautionary Measures to manage the spread of the 2019 Novel Coronavirus (2019-nCoV)**

We have stepped up our precautionary measures to manage the spread of the 2019 Novel Coronavirus (2019-nCoV) with effect from 5 February 2020. The following measures have been instituted and we seek your co-operation and understanding.

**Visitors' Screening**

- a. There will be visual screening and temperature checks for all visitors;
- b. Visitors with fever (above 38.0°C) or flu-like symptoms should not enter the school premises;
- c. Visitors are to declare their travel history by completing the Visitor Registration Form.

**School Dismissal**

For the safety of our students, we have reviewed the dismissal procedures today and the following will be implemented.

Level	Dismissal Gate	Scenario A: Students with Siblings (picked up by parents)	Scenario B: Students with Siblings (going home on their own)
P1, P2 and P3	Gate B (opposite Block 445A)	will be dismissed at the gate designated for the youngest siblings.	there will be a designated meeting point, Staircase 2 (nearest to Gate B) for the siblings to meet.
P4, P5 and P6	Gate A (next to Guardhouse)  OR  Gate G (next to Block 453D)	(e.g. for a family of 3 siblings - P1, P3 and P6. P1 and P3 students will be handed over to the parents at Gate B. P6 student can only leave at Gate B after all the P1 to P3 classes have been dismissed.	(e.g. for a family of 3 siblings - P1, P3 and P6. P1 and P3 students will wait for their P6 sibling at Staircase 2. They will leave at Gate B only after all the P1 to P3 classes have been dismissed.



Dismissal Procedures at Gate B (for P1, P2 and P3)

- a. For the P1, P2 and P3 dismissal, teachers will carry class placards to help parents identify their children. Students will be dismissed by class.
- b. If a student has not been fetched by parents by 1.50pm, the teacher will bring the student to the Waiting Area near the foyer. If parents are late beyond 1.50pm, please proceed to Gate A to fetch their child.
- c. On rainy days, the students will use Exit Gate B1 at MOE Kindergarten. The same dismissal procedures apply.
- d. We seek parents' co-operation not to block the gate entrances to ensure a safe and smooth dismissal for our students.

Dismissal Procedures at Gate A or Gate G (for P4, P5 and P6)

- a. P4, P5 and P6 students will be dismissed by class and exit at Gate A or Gate G. Parents who are fetching their children will wait at their pre-arranged school gates.
- b. P4, P5 and P6 students with younger siblings in P1, P2 and P3 will follow Scenario A or B for dismissal.
- c. The same dismissal procedures apply for rainy days.
- d. We seek parents' co-operation not to block the gate entrances to ensure a safe and smooth dismissal for our students.

After-School Activities Dismissal Procedures

- a. All students (P1 to P6) who stay back in school for after-school activities will leave by Gate A.

**There may be some inconveniences as we step up the precautionary measures. We seek your understanding and co-operation so that together we ensure that the school remains a safe environment for our students and staff. Thank you.**

Mr Gau Poh Teck  
Principal

