

16 January 2017

Dear Parents

**Dismissal at School Rear Gate**

For the safety and security of our students and ease of dismissal during daily school dismissal at the Rear Gate, we would like to appeal to all parents picking their children at the Rear Gate to adhere to the following:

- ✓ Kindly take note that the school Rear Gate will only be opened at 1.15 pm & will close at 1.25 pm sharp in preparation for dismissal.
- ✓ P1 to P3 parents/caregivers are to enter the Rear Gate by 1.25 pm & wait in the designated Waiting Area to pick up their child.
- ✓ P4 and P5 parents/caregivers are to wait outside the school to pick up their child. Please refrain from waiting near the gate so as to avoid congestion in the immediate gate area.
- ✓ There should be no waiting along the walkway leading to the designated Waiting Area. Parents entering the school should keep to their left allowing the right lane for the upper primary students to walk out.

The above arrangements are necessary in order to help manage the ease of dismissal at both the Parents' Waiting Area and particularly along the walkway so as to allow our students to leave the school safely during dismissal. Please refer to the annex for the dismissal plan.

We thank all parents for your support, cooperation & understanding on the above matter as we work together to ensure the safety and security of our students.

Yours sincerely  
Mr Patrick Chan  
Vice-Principal (Administration)

# Dismissal At Rear Gate 2017

