



Communication Updates 06/10

29 June 2010

Dear Parents / Guardians,

SCHOOL MOVE

We are pleased to inform you that we are now fully operational from our new premises:

101, Bukit Batok West Avenue 3, Singapore 659168
Office Tel: 62657400 Office Fax: 62659400

We also welcome the following new staff who have joined us in June – Ms Rachelle Ke, Mr Kenneth Hong, Ms Reena Leong, Ms Samantha Tang, Ms Karen Ang and Ms Melaine Koh.

We thank Ms Nancy Leung and Mdm Heriyati for their service to the school and wish them all the very best in their personal endeavours.

We also bid goodbye to our 12 Youth For Autism interns who have supported us during the past 6 months. We wish them all the best as they continue to pursue their journey of educational excellence in the universities.

PARENT AND STUDENT ORIENTATIONS

This week, we will be carrying out a series of Orientations for both students and parents to familiarize them with the school routines and physical infrastructure.

We wish to inform parents that Monday, 5 July is a school holiday in lieu of Youth Day. Students will start reporting back to school for normal school hours (8.45 am – 12.45 pm) from 6 July onwards. Please refer to following table for details.

Activity	Date
Official Reporting Date to new school (commencement of school in Term 3)	Tue 6 July (Emerson) Wed 7 July (Emerson, Blake) Thurs 8 July (All tracks)

We remind all parents to send your child to school punctually before 8.45 am daily. All late-comers who arrive after 8.45 am will have to report to the Reception. Parents & caregivers who are late for

arrival are required to wait with their children at the Reception until the class teachers come to fetch the students.

ARRANGEMENTS FOR ARRIVAL AND DISMISSAL

If you are driving your child / ward to and from school daily, you will need to park at the public car park across the road, cross the main road and enter the school via the side gate situated just behind the bus stop in front of the school. This will lead you to the main foyer which will be the daily arrival and dismissal area. This school transport policy will apply to both arrival and dismissal on clear days. Only vehicles with valid parking labels will be allowed entry into the School.

On **wet weather days**, you may drive into the school in the morning to alight your child at the school foyer but will need to drive off immediately so as not to hold up incoming vehicular traffic.

During dismissal on **wet weather days**, as School buses will be parked along the school driveway, you will not be able to drive into the school compound to pick up your child until all the buses have moved out of the school grounds.

Parents and caregivers will only be allowed in the school compound from 8.15 to 9 am (arrival time) and from 12.30 to 1.15 pm (dismissal time). At all other times, caregivers will not be allowed in the school except on official business. You will need to wear the security pass at all times when in the school. All parents are issued with 2 Parent/Caregiver Security Passes each. Parents or Caregivers who enter the School premises have to wear and display the passes at all times. Parent/ Caregiver without a valid pass will have to exchange their ID cards at the Guard House for a Visitor Pass before they are allowed entry into the School. Please note that the passes are valid for one year.

Please report loss of security passes to Ms Sophia Lim, Student Affairs Assistant at 6265 7400. Replacement of lost passes will be charged at \$50 per pass. For any questions regarding the security passes, please contact Ms Neo Ling Sim, Student Affairs & Operations Manager at 65925603.

Thank you

Yours sincerely,



Mrs Jenny Lai
Principal