



Notice: 13/2024-25

15.11.2024

To: Parents / Guardians,

Updated Dismissal Procedures

To ensure the safety of all students, the following updates to the dismissal procedures of the Parents' Team, effective from **20 November, 2024**:

A. Parents' Team

1. Student Pick-up Card(s):

- All parents should present the Student Pick-up Card(s) at the open-air playground gate upon entering the campus.
- Two Pick-up cards are issued to each student and be distributed on 19 November 2024. **Lost Card will not be replaced.**
- The Student Pick-up Card is only valid for the student specified on it. If you need to pick up two students, Pick-up card of each student should be presented.

2. Pick-up Process:

- Parents should follow the instruction of our school staff to enter the campus class by class and wait in the designated waiting area. (Refer to the attached diagram)
- When parents see their child(ren) to pick up arriving at the playground with a teacher, they should wave to signal and then proceed to the central corridor to personally escort the student out of the covered playground and leave the campus.
- **Students should hold hands with their parents when leaving the campus for safety.**

3. Multiple students to pick up:

- If you have to pick up more than one child, please pick up the student in junior grade first, then return to the parent waiting area to wait for the Pick-up of student in senior grade.

4. Rainy Day Arrangements:

- The procedure is similar, the pick-up venue is at the covered playground. Students will enter the covered playground class by class.

B. Additional information related to dismissal by school bus

- If the student who is dismissed by school bus is unable to take the morning school bus due to personal matters or tardiness and subsequently arrives at the school on their own, parents should personally and promptly inform the bus nanny that the student has arrived at school. This notification is essential for providing accurate after-school bus services.
- If the bus nanny did not receive notification from parents on or before 12:00 noon, it will be considered that the student gives up after-school bus service on that day. The school is unable and is not obliged to assist with comments related to this nature.

Thank you for your cooperation and understanding.



(Ms CHUI Siu-man)

Headmistress

Reply Slip

Effective 20 November, 2024 Updated Dismissal Procedures

Notice: 13/2024-25
Date: _____

To : Headmistress,

I have read the School Notice No. 13/2024-25 dated 15.11.2024 and I fully understand its content.

Student's Name: _____ () Class: P. _____

Parent's / Guardian's Signature: _____

Diagram for Parents' Team Arrangement (Parents' Version)

