

Our Ref: 20/E/96
Date: 5 February 2020



GONGSHANG
PRIMARY
SCHOOL

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Dear Parent/Guardian,

Step Up of Precautionary Measures for 2019-nCoV

As announced by MOE on 4 February 2020, schools will step up precautionary measures with effect from today **Wed 5 February 2020**, to manage the spread of the 2019-nCoV. Please take note of the following measures which will be implemented:

Visitor Management

- Visual screening, temperature-taking and travel declarations will be implemented for all visitors.
- Visitors with fever (body temperature at or above 38 °C) and/or with flu-like symptoms will be denied entry into the school premises.
- Visitors are required to complete a Travel Declaration Form.

As a result of the above precautionary measures, our school has reviewed our dismissal processes. The changes will take place with immediate effect and are highlighted in a different font colour:

School Dismissal

Dismissal at Side Gate:

- Students will continue to leave school premises through the side gate. No parents and caregivers will be allowed to enter school premises via the side gate.

Dismissal at Main Gate:

- **All parents and caregivers are to wait for your child / ward outside the school's main gate during dismissal period. There will be no entry into, and waiting within school premises for parents and caregivers during dismissal time.**
- **Dismissal will be staggered, starting with P1 and P2 students.**
- **P1 and P2 students will be brought to the main gate by the teachers. As your child's class is brought to the main gate, please move nearer to the gate to receive your child.**
- **In order to avoid a bottleneck at the exit area, we would like to request for all other parents and caregivers to not crowd around the exit if it is not your child's turn, and to wait patiently at one side without causing obstruction to the students who are coming out.**
- **Kindly cooperate with our staff and refrain from obstructing the exit once you pick up your child.**
- P3 to P6 students will be dismissed from their classrooms and will leave the school premises through the main gate.

Pick-up at Foyer by vehicle:

- Students who are picked-up by vehicle will continue to wait at the foyer area.
- Vehicles will be allowed to enter school premises for pick-up after all school buses have left.
- **All drivers are requested to remain in the vehicle to wait for your child / ward.** Should your child / ward be late, please move your car to one side without causing obstruction to other vehicles.
- **Should the driver need to disembark from the vehicle for any reason, please proceed directly to the security guard house at the main gate for visual screening, temperature-taking and submission of travel declaration. The driver may come into the foyer area only after getting cleared at the security guard house.**

We would like to apologise for the delays and inconvenience caused by the above measures, but we seek your understanding and cooperation as we strive to ensure safety and well-being of all our students.

Please update the child's grandparents / caregivers of the changes to the dismissal procedures, if they are the ones picking up your child from school.

Other precautionary measures taken by the school include:

Flag-raising

- Students are to proceed directly to their respective classrooms upon arrival in school.
- Flag-raising will be carried out in classrooms at 7.30 a.m.

Recess

- School's recess is already staggered, with 2 levels having recess at the same time.
- Students will adhere to the seating plan and sit at tables allocated to their classes, as per current arrangement.

Lunch

- Students with dismissal from school after 1.30 pm will continue to have lunch in the school canteen.
- Parents and caregivers are requested to refrain from entering school premises to deliver lunchboxes.

Suspension of mass assembly programmes and other large scale events

- School programmes and activities such as P3 Swimsafer Programme, Learning Journeys, cohort camps, and Healthy Lifestyle Fiesta will be suspended with immediate effect, until further notice.
- Parents' Briefing sessions for P1/2 (scheduled on 14 Feb) and P6 Parents' Briefing (scheduled on 6 Mar) will be postponed. New dates will be informed later.
- P5 TIE trips will be postponed. New dates will be informed later. The trips may be cancelled if there are scheduling constraints.

Do note that CCA and after-school programmes such as remedial and enrichment lessons will continue. School will take precautions to minimise gathering of large groups of students. Daily temperature-taking will also continue to be implemented for all students and staff (including contract cleaners, security guards, suppliers, and instructors).

The dental clinic may be closed if the dental therapist is re-deployed to assist in other areas. Please call the school's General Office to check if it is open, and seek alternative arrangements if your child requires urgent dental treatment.

We would also like to request parents from visiting the school unless necessary (e.g. to pick up child who is unwell). For purchase of books and uniform, you may ask and teach your child to make his / her own purchases instead.

Last but not least, let us all keep our school safe by keeping your child / ward at home if he / she is unwell, and to seek medical attention. We should continue to practise good personal hygiene and exercise social responsibility during this period.

Thank you very much for your attention, and for your cooperation and support. If you require any clarifications, please call General Office at 67831191.

Yours faithfully,
Mrs Soh-Lim Tzyy Shuan
Principal
(This e-letter requires no signature)