



愛同學校

AITONG SCHOOL

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Founded 1912

ATS/P2017/118

15 December 2017

Dear Parents/Guardians

Getting Ready for First Day of School 2018

The first day of school will begin on 2 Jan 2018. All pupils from P1 to P6 will report to school by 7.30 a.m. P1 pupils will assemble at the basketball court. P2-P6 pupils will assemble at the parade square when they report to school. School will end at 1.30p.m.

As we gear up for 2018, we are providing the following information to help you prepare your child well for the first day of school.

1. Things for P1 to P6 Pupils to Note for 2 Jan 2018

Date	Levels	Remarks	Attire for Pupils	What to Bring
2 Jan	P1	First day of school	<ul style="list-style-type: none"> School uniform and school shoes Put on Lanyard with pupil's information 	<ul style="list-style-type: none"> Dismissal pick-up point (2018) Form Rainbow Form One passport-sized coloured or black & white photograph of your child in Ai Tong School uniform. (for report book) Pencil case with basic stationery Colour pencils Water bottle One story book FTGP Journal My Handbook (complete Pg 1) <p>Note:</p> <ul style="list-style-type: none"> No other school books needed School will provide every pupil with a new thermometer which will be kept by their teachers.
	P2 – P6		School uniform and school shoes	<ul style="list-style-type: none"> My Handbook 2018 Report book Holistic Portfolio FTGP journal Thermometer Writing & colouring materials Water bottle One story book <p>Note: No other school books needed</p>
3 – 5 Jan	P1	Orientation week	Put on attire according to class timetable	<ul style="list-style-type: none"> Refer to My Handbook <p>Week 2 onwards</p> <ul style="list-style-type: none"> Follow class timetable and packing instructions from teachers One story book



3 Jan onwards	P2 – P6	Normal School days	Put on attire according to class timetable	• Follow class timetable and packing instructions from teachers
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2. Other Important Administrative Matters

a. Compliance for Visitors to School

- For security reasons, all parents are required to obtain a visitor's pass from the security post before proceeding to the General Office. Please note that the pass only allows access to the General Office. Parents are to proceed to General Office to state their purpose of visit and seek assistance.
- If you wish to see or fetch your child, our General Office staff will have your child brought to the general Office.
- All parents are prohibited from going to the classroom, staff room and canteen on their own.
- If you are visiting the school during dismissal, you must only enter the school from Gate C, beside the Main Gate. Please do not enter the school from the other entrances during dismissal as these entrances are only for children leaving the school.

b. Gate Opening Hours

School Gates	Opening Hours
Gate A	<ul style="list-style-type: none"> • 1.30p.m. – 2p.m. • 6p.m. – 6.45p.m.
Gate B	<ul style="list-style-type: none"> • 6.30a.m. – 7.30a.m. • 1.30p.m. – 2p.m. • 4p.m. – 4.30p.m.
Main Gate	<ul style="list-style-type: none"> • 7.30a.m. – 7p.m. • 1.25p.m. – 2p.m. (Closed for dismissal)
Gate C	<ul style="list-style-type: none"> • 1.30p.m. – 2p.m.
Sliding Gate	<ul style="list-style-type: none"> • 6a.m. – 7.30a.m. • 1.15p.m. – 2p.m. • 3.45p.m. – 4.30p.m.
Gate D	<ul style="list-style-type: none"> • 1.30p.m. – 2p.m.
Gate E	<ul style="list-style-type: none"> • 6.30a.m. – 7.30a.m. • 1.30p.m. – 2p.m. • 4p.m. – 4.30p.m.

c. Sending/Picking-up Your Child to/from School

Mode of Transport	Drop-off Point	Pick-up Point	Remarks
Public Transport/On Foot	Gates A, B & E	Gates A, B & E	<p>Please note the school gate opening times as reflected under para 2a. Parents are reminded that they are not allowed to enter the school premise. Teachers would be at hand to guide pupils.</p> <p>During dismissal, to avoid overcrowding outside school gates, Gates A and B are designated for use by the following levels: Gate A for P1 to P2 Gate B for P3 to P6</p>
School Bus	Transport Hub	Transport Hub	<p>The school buses will alight all students at the Transport Hub.</p> <p>During dismissal, assigned teachers</p>

			will gather students taking the school bus at the Basketball Court for an orderly boarding of the school buses parked at the Transport Hub before departure.
Car	Main Foyer at Block F (unless otherwise directed by ground Marshals)	Main Foyer at Block F	<p>During morning drop off and dismissal, all vehicles will enter and exit the school via the sliding gate. Traffic marshals will be on site to guide the vehicles.</p> <p>In anticipation of heavy traffic, all parents driving their child to school are kindly advised to adhere strictly to traffic rules and instructions by the road marshals. Parents are kindly advised not to arrive too early before dismissal times as the gate will not be opened to allow any vehicles to enter. Parking along the road is also strongly discouraged as it is illegal and would potentially cause unwanted traffic congestion along the short stretch of road at Bright Hill Drive. Should you arrive early, you may consider parking your vehicles at the carparks nearby.</p> <p>Note: P1 parents attending briefing on first day of school are advised to park at Mid-View City and walk into the school via side gate E with your child.</p>

d. Special Opening Hours of School Bookshop for the Month of January

School bookshop will make special arrangements during month of January to facilitate purchase of books and school uniform. Additional opening hours to parents are from 11.30am to 1pm. Please follow the procedure stated in para 2a to obtain visitors passes before entering the school.

3. For clarifications or enquiries on administrative matters, please call our general office at 6454 7672.

4. For clarifications on school matters, you may email any of our Year Heads:

P1 and P2	Mdm Klera Kwa	kwa_wei_hong@moe.edu.sg
P3 and P4	Mrs Jeanny Wong	chong_woan_ling@moe.edu.sg
P5 and P6	Mr Vincent Low	low_chee_kong@moe.edu.sg

Yours sincerely,
Mdm Diane Goh Ling Ling
Principal