



16 July 2020

Dear Parent/Guardian,

As we approach the mid-term break, I want to thank you for your strong support for the school in helping your son's learning and supporting his adjustment to school routines. Even as the economy opens, I hope you will join the school to remind your child not to be complacent but to continue to be vigilant in keeping to the safe management measures for his own health and well-being as well as for the well-being of others in their family and community.

At this juncture, I will want to update you on some school measures that will be implemented after the mid-term break starting 27 July 2020.

Safe Management Measures for Arrival and Dismissal Time

For arrival to school, students should continue to use all five entrance points to the school. To avoid congestion, students are encouraged to use the staircases, instead of the lift at the Transport Centre, to get to the school building.

Since the start of Term 3, our Lower Secondary students have been dismissed 20 – 30 minutes earlier than the Upper Secondary students due to staggered dismissal to reduce congestion. This has resulted in the loss of the last period of the day for them. To distribute the loss of curriculum hours as evenly as possible across all levels in Term 3, the school will stagger dismissal timings starting with Secondary 4 & 5 instead of Secondary 1. This will take place after the mid-term break.

Level	Dismissal Time	
	Mondays – Thursdays	Fridays
Secondary 4 & 5	2.00pm	1.10pm
Secondary 3	2.10pm	
Secondary 2	2.20pm	1.20pm
Secondary 1	2.30pm	1.30pm

After curriculum time, students continue to be encouraged to return home if they are not scheduled for any after-school activities.

O-Level MTL and MTL B Listening Comprehension on 27 July 2020

To provide a conducive environment for the graduating students taking the O-Level MTL and MTL B Listening Comprehension, students will be dismissed early on 27

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July 2020 (Monday). Students not taking the Listening Comprehension are to vacate the school as soon as they are dismissed and there will not be any after-school activities that day. The staggered dismissal timings are as follows.

Level	27 July 2020
Secondary 4 & 5	1.00pm
Secondary 3	1.10pm
Secondary 2	1.20pm
Secondary 1	1.30pm

Adjustment to in timetable on specific days in Term 3

There are a few public and school holidays that fall on Mondays and Fridays this term. To minimize the loss of curricular periods for the same subjects that fall on these days, the following adjustments will be made. The school will remind your son to bring the right materials for these days.

Date	Adjustment
5 Aug 2020 (Wednesday)	This day will follow Friday timetabled lessons
11 Aug 2020 (Tuesday)	This day will follow Monday timetabled lessons

General Safe Management Measures

The following safe management measures remain in place to keep our students safe.

1. Daily temperature-taking with visual screening will continue to be carried out for all students and staff. A second temperature-taking exercise will take place for activities after school.
2. Students and staff who are unwell, or who have adult household members on Home Quarantine Order / Stay Home Notice / Leave of Absence or have flu-like symptoms such as fever and cough, will be required to stay away from school.
3. The school will clean high-touch surfaces frequently and disinfect the premises daily.
4. Students and staff are required to wear their masks throughout the day except when consuming food during breaks.
5. Students will need to wash their hands frequently throughout the school day and do wipe down of tables and shared equipment after use.
6. Intermingling across classes and levels will be minimised.
7. There will be fixed exam-style seating in classrooms and spaced seating in canteens and other common areas.

Thank you in advance for your support.

Yours sincerely,

Loo Ming Yaw
Principal