



## GRADES 2-7

This serves to inform you of the school's routine:

7:30	School starts
11:00	Snack time
13:00	Lunch time
15:00 Monday to Thursday	Pick up time
13:00 Friday	Picking up time for all

**Early picking-up before the scheduled time is expected to be registered with the school secretary.** Coming late and leaving early would make your child miss valuable lessons and disturb the class.

**After 16:00hrs from Monday to Thursday, and 14:00 hrs on Friday, there will be no staff on duty to supervise the children, and parents will be responsible for the children's security.**

Children who are repeatedly picked up late will be recorded. While we do not want to withdraw the opportunity of afternoon activities for those students, we may need to consider that option.

Please pack enough water for your child to quench their thirst. Please pack healthy food for your child. Sweets and chewing gums are not allowed at school.

The school provides lunch service. Meals must be ordered before 9 hours.

Parents and guardians are advised to mark their children's uniforms. This is to help in identifying of each child's uniform and to minimize the loss of uniforms.

Please remind your child to dress in PE kit and trainers on days when your child has PE lessons.

If your child is sick, please keep him/her at home to ensure rest and recovery, as well as helping his/her classmates from getting infected in the case of contagious diseases. Please don't ask the teacher to give medicine to your child as they are not medical professionals.

Please prepare for your child some 80- page A4 exercise books (1 boxed book for Maths, 5-8 lined books for other subjects), a clear bag as a carrier for homework, a ring binder for worksheets, and a pencil case which includes pencils, a rubber, a sharpener, and a 30cm ruler. These can be carried between home and school with your child.