



Convent of the Holy Infant Jesus
Our Lady Queen of Peace

4 January 2018

Dear Parents/Guardians,

**RE : ADVISORY LETTER ON ROAD SAFETY AND TRAFFIC MANAGEMENT AT
CHIJ OUR LADY QUEEN OF PEACE AND ALONG CHESTNUT DRIVE**

We would like to express our appreciation to the parents/guardians who have supported our school in our efforts to put the safety and well-being of our girls as our top priority. We thank you for invaluable contribution in making our traffic flow smooth and ensuring the safety of the girls, our staff and including yourselves at the daily arrival and dismissal times in the following ways :

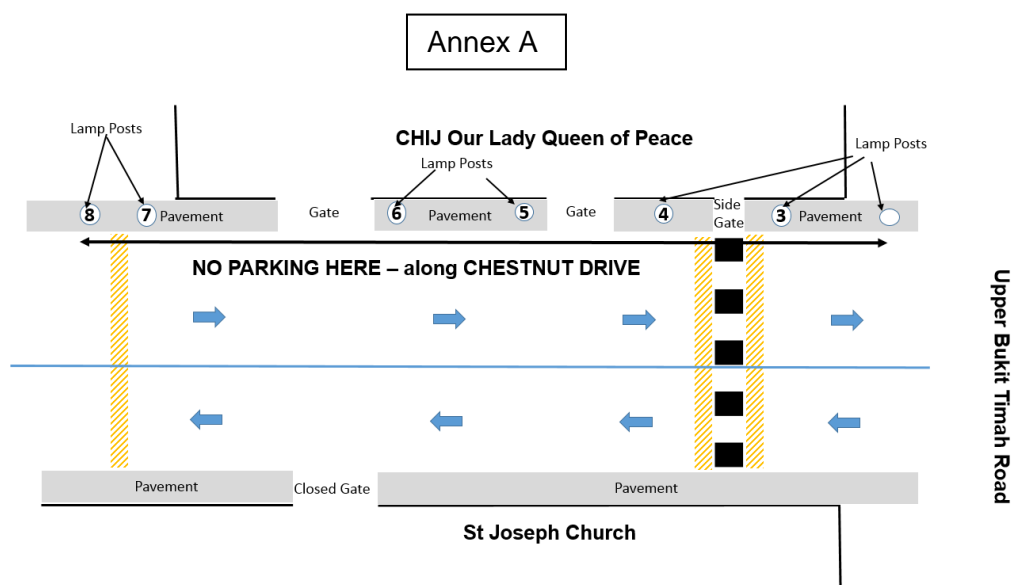
- **reduce your speed to 15km/h** when you are near and in our school compound
- observe traffic rules by not parking illegally along Chestnut Drive
- **keep a safe lookout for our girls as they are alighting and crossing after drop-off each morning**
- teach the girls to take responsibility for their own safety by checking to ensure that cars have stopped before they cross the road
- be considerate to other parents by moving forward to the space after the road hump so that more cars can park under the shelter to let the girls alight at the same time
- teach your girls to get ready to alight so that other parents do not have to wait too long
- say goodbye to the girls in the car so that both you and your girls will not be distracted and you can focus on the road and your girls can focus on the cars and steps leading to the foyer
- **be patient and give way to the school buses or cars that need to filter to the left or right after drop off**
- drive into the driveway only after the school buses have left after 2 pm to pick up your children/wards.
- be considerate and do not block the side roads and entrance/exits of the residents' homes as it might cause detrimental delay in case of an emergency.
- be patient when it rains and drive carefully. Any delay in getting to school on such days is understandable.
- utilise nearby designated parking places in a responsible manner during dismissal hours

In order to alleviate and reduce congestion along Chestnut Drive during the peak periods of Arrival and Dismissal at the school, we would like to seek your support and cooperation to adhere to the measures that school has taken to enhance the safety of the road users in and around the school.

As advised by LTA, instead of waiting for an accident to happen before we start to take this issue seriously, let us play our part to make the road safe for all road users. Please note there shall also be **strictly NO PARKING**, where applicable:

- 9 metres within a bus stop area ;
- 6 metres within a junction ;
- 3 metres within a fire-hydrant ;
- 50 metres of a pedestrian crossing ;
- On grass verge and footway ; and
- At entrances or exits of any other premises.

With reference to map in Annex A below, no parking is allowed along Chestnut Drive. Cars parked along Chestnut Drive are subjected to traffic regulations and summons by LTA. We strongly encourage parents/guardians to drive into the school compound after 2 pm or 4.10 pm to pick your child/ward at the school porch instead.



Opening Hours of Main and Pedestrian Gates

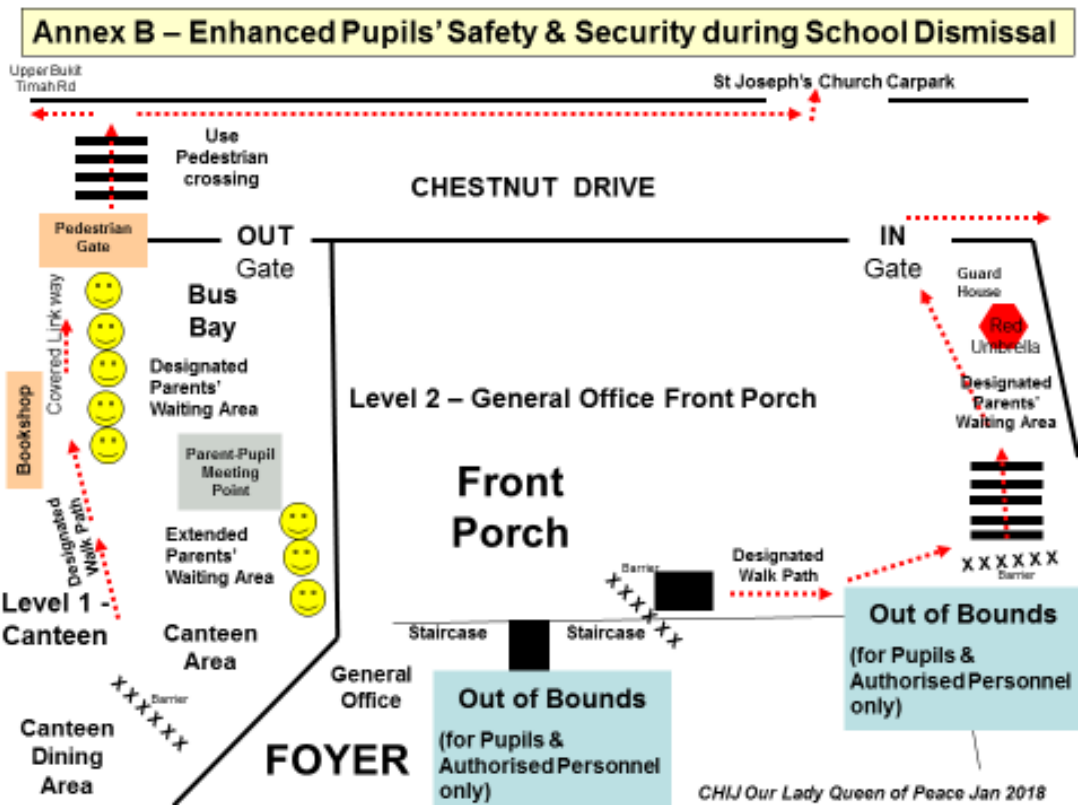
<p>Main Gate (Security Guard Post) Monday to Friday</p>	<p>6.45am – 8.15am Gates will be closed from 8.15am – 1.40 pm *Visitors coming in to school will have to register at the security guard post. For dismissal – the main gate will be opened at 1.40pm and parents/guardians are to wait at the red umbrella. (See Annex B) Please do not proceed to the front porch as our girls need to board the bus.</p>
<p>Side Gate (near pedestrian crossing) Monday to Friday</p>	<p>7.15am – 8.00am 1.40pm – 2.10pm 3.50pm – 4.10pm Parents/guardians are permitted to wait for their children/ward at the cordoned off area in the school canteen. (See Annex B)</p>

*Parents who have made an appointment with the school staff can register at the Security Guard Post and proceed **ONLY** to the General Office.

Lunch Break: Parents/Guardians/Caregivers are not allowed to remain in the school canteen after 2:10pm.

Birthday Party: We request parents/guardians to inform your child's Form Teacher at least 3 days in advance to book the Red Circular area at Level 1.

A security guard will also be stationed at the pedestrian gate during the opening hours. Parents are to wait at the waiting area at the covered linkway for your daughter and to **use the pedestrian crossing to cross the road if your car is parked at the church carpark.** Please note however that the church carpark does not belong to the school and we appeal to you to park responsibly ONLY at the designated carpark lots.



We continue to emphasize the importance of safety to our pupils and constantly remind them to “**Think Safe, Feel Safe and Act Safe**” whether they are in school or out of school. As adults, it is important that we role-model the correct attitudes to ensure safety of ourselves and others. Your partnership with us to ensure that the school and its environment is safe for all is of utmost importance.

Thank you.

Yours Sincerely,

Mrs Tan-Lim Kim Gek
Principal
CHIJ Our Lady Queen of Peace