



Convent of the Holy Infant Jesus  
Our Lady Queen of Peace

25 June 2020

REF: OLQP/303/GENERAL

Dear Parents/Guardians

## COVID-19 – Post Circuit Breaker Phase 2

In the past few weeks, our students have returned to school for lessons at different times. We are grateful that you have worked hand in hand with us in the implementation of Safe Management Measures so that our school remains a safe and conducive environment for all staff and students. As Singapore moves into Phase 2 of re-opening and we prepare to welcome all our students back to school from 29 June 2020, we need the collective effort of all parents/guardians and students to exercise social responsibility so that our schools continue to stay safe.

Below are some key information which we need parents/guardians to note:

### A. Safe Management Measures

With the easing of the Circuit Breaker restrictions and the opening up of our border for essential international travels, it becomes more important for all of us to continue with our efforts to ring-fence and keep our school a safe place, and to prevent any potential spread of COVID-19 cases. We continue to appeal to all parents and students to uphold personal and social responsibility and integrity.

Students should **not** come to school if any household member is serving Stay-Home Notice (SHN), Home Quarantine Order (HQO) or Leave of Absence (LOA) in the same residence.

If an adult household member (18 years and above) is unwell due to flu-like symptoms such as fever, cough, runny nose, sore throat and other respiratory issues, please consult the doctor as soon as possible. If he/she is placed on Medical Leave due to Acute Respiratory Infection (ARI), please keep your child/ward at home and inform the school immediately as your child/ward will be placed on Approved Absence for the same duration indicated on the Medical Certificate. Your child's/ward's teacher will be in touch with your child/ward to ensure the continuity of her learning.

With Phase 2 of the easing measures, there could possibly be a new wave of COVID-19 infections. Community cases may surge and everyone remains susceptible to the infection. As such, we wish to reiterate the need to observe personal hygiene and safe distancing measures. Students must have their face masks on at all times, except when eating. Face shields can be used for short periods within the school premises.

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## B. Change in Staggered Dismissal Arrangement with effect from 29 June 2020

We would like to thank all parents/guardians who have supported us in the dismissal arrangements in the first 4 weeks of Term 3. With the return of all Primary 1 to Primary 6 students from 29 June 2020, there is a need to make adjustments to the current staggered dismissal arrangement in order to reduce the congestion and overcrowding at the bus stops, MRT stations and the school foyer. There is also an urgent need to reduce the long line of cars parked along Chestnut Drive, causing obstruction to residents and other road users in the vicinity.

As the carpark at St Joseph's Church is still closed in this phase, parents/guardians will need to exercise patience and cooperation with the school for the safety and wellbeing of our students. In order to minimise visitor presence and movement within the school compound during dismissal, only a small group of parents/guardians of Primary 1 and Primary 2 students will be allowed entry to the foyer to meet their children/wards at 1.30 pm. This group will comprise parents/guardians who fetch their children/wards home by public transport (public bus and MRT) and those who walk home. The rest of the parents/guardians are to wait at the sheltered walkway across the school. Please ensure safe distancing while waiting.

Time of Dismissal	Level	Mode of Transport and Level of Study
1.30 pm	Primary 1 to Primary 6 <b>School Bus</b>	<u>Dismissal of students taking <b>School Buses only</b></u> <ul style="list-style-type: none"> <li>Students will proceed to the hall/terrace at staggered times before 1.30 pm - announcements will be made for specific levels.</li> </ul>
1.35 pm	Primary 1 Primary 2 Primary 3	<u>Dismissal of students who <b>walk home</b>, take <b>public/private transport</b> or report to <b>Student Care Centre</b>.</u> <ul style="list-style-type: none"> <li>Students will proceed to the pedestrian gate, main gate, foyer or school hall. <ul style="list-style-type: none"> <li>Parents/Guardians of <b>Primary 1 and 2 students</b> who meet their children/ward at the foyer will be allowed to enter through the front gate at 1.30 pm. Please ensure that you complete SafeEntry Check-in and Check-out.</li> <li>Students without older siblings are to proceed directly to their departure points.</li> <li>Students with older siblings from Primary 4, 5 and 6 will proceed to the hall to wait for their siblings. They are to stand according to their levels with safe distancing measures.</li> </ul> </li> </ul>
1.40 pm	Primary 1 Primary 2 Primary 3	<ul style="list-style-type: none"> <li>Entry for parents/guardians who drive into the school compound to pick their children/wards at the foyer.</li> </ul> <p><b>NOTE:</b> If your child/ward is in Primary 4, 5 or 6, we seek your cooperation to time <b>your arrival after 1.50 pm</b> as your child/ward will <b>not</b> be at the foyer if you arrive early. You will need to leave the compound and return after 1.50 pm.</p>
1.45 pm	Primary 4 Primary 5 Primary 6	<u>Dismissal of students who <b>walk home</b>, take <b>public/private transport</b> or report to <b>Student Care Centre</b>.</u> <ul style="list-style-type: none"> <li>Students with younger siblings in Primary 1, 2 and 3 are to proceed to the hall to meet their younger siblings before proceeding to the foyer or leaving the school compound.</li> </ul>
1.50 pm	Primary 4 Primary 5 Primary 6	<ul style="list-style-type: none"> <li>Entry for parents/guardians who drive into the school compound to pick their children/wards at the foyer.</li> </ul>

### **Important Note:**

In order to prevent any miscommunication, please inform your child/ward of the exact location to meet you after dismissal:

- 1) At the foyer if you are walking home or taking public transport (**Primary 1 and Primary 2 only**).
- 2) Outside the pedestrian gate, near the zebra crossing, if you are walking towards Upper Bukit Timah Road.
- 3) Outside the main gate if you are walking upwards along Chestnut Drive towards the private residential area.
- 4) At your private vehicles along Chestnut Drive.
- 5) At the foyer if you are driving into the school compound for pick-up.

We appeal to the understanding and cooperation of all parents/guardians in adhering to the dismissal arrangements. We hope that you do not obstruct the road and/or park at the church gate to wait for your child/ward. We need the road to be clear for the school buses/vans to move off efficiently before opening the school gate for private vehicles. By obstructing the road, it slows down the departure of the school buses/vans and causes inconvenience to other vehicles going into the estate. We seek parents'/guardians' understanding, patience and grace that during wet weather, we need to allow more time for students to board the buses/vans at the foyer before allowing private vehicles to enter the school. Please advise your child/ward to bring a small umbrella or a small raincoat daily in case of wet weather.

While these new arrangements may cause inconvenience to some of you, we seek your understanding that these procedures are to ensure alignment to safety management measures to protect the wellbeing of everyone in the CHIJ OLQP family. In addition, we do want to exemplify the virtues of selflessness, consideration, graciousness and neighbourliness to all those around us.

### **C. School and Curriculum Matters**

Please note that the school calendar will be issued to parents/guardians up to Week 7 (see table on the next page), before the mid-term break, as we continue to take direction from the Ministry of Education at each phase of school re-opening.

The Support Programme for the Primary 6 students and students taking the Higher Mother Tongue Languages will continue after school. For other programmes such as SDR and RRP, the teachers-in-charge will inform parents/guardians separately on the start date. There will not be any Co-Curricular Activities (CCAs) until further notice. If your child/ward is involved in after-school programmes, please make the necessary transport arrangements for your child/ward and inform the school bus vendor directly.

Students and parents/guardians will also receive a Holistic Report in lieu of the Mid-Year Result Slip. This will be given to all students by the end of Week 5. We hope that the Holistic Report will provide you with the necessary information on your child's/ward's progress for Semester 1.

As all primary, secondary and junior college students will return to school from 29 June 2020, please factor in the morning peak hour traffic and arrive in school **before** 7.30 am. This will allow your child/ward sufficient time to proceed to her classroom and settle down for the morning assembly which begins promptly at 7.30 am.

**TERM 3 : WEEK 5 TO WEEK 7 (29 JUN TO 17 JUL 2020)**

DATE	DAY	EVENT(S)	
29 JUN & 2 JUL		Support Programmes for Primary 6 Students	
29	JUN	MON	Science Buskers Filming (for selected students) Higher Mother Tongue Lessons (Primary 5 & Primary 6)
2	JUL	THU	Science Buskers Filming (for selected students)
9 JUL		Support Programmes for Primary 6 Students	
6	JUL	MON	Youth Day (in lieu) – <b>School Holiday</b>
10	JUL	FRI	Polling Day – <b>Public Holiday</b>
13 JUL & 16 JUL		Support Programmes for Primary 6 Students	
13	JUL	MON	Higher Mother Tongue Lessons (Primary 5 & Primary 6)
20 JUL – 24 JUL		Mid Term Break – <b>School Holiday</b>	

**D. Personal Trips during Mid Term Break (20 – 26 July)**

Students should continue to defer all overseas travel, in line with the MOH Travel Advisory issued on 18 March 2020.

International students, through their parents/guardians, need to apply for and obtain an entrance permit from MOE/ICA prior to their return to Singapore. Parents/Guardians need to note the following:

- a 14-day Stay-Home Notice (SHN) will be issued upon their return to Singapore, which may be chargeable up to \$2,000 if served at an SHN Dedicated Facility;
- a swab test for COVID-19 at the end of the SHN which may be chargeable up to \$200;
- 14-day LOA for students staying in the same household with someone on SHN; and
- unsubsidised healthcare if they come down with COVID-19 upon their return.

We continue to seek your support, cooperation, patience and understanding during this time. Just as we have all had to make adjustments to our lives and routines since the Circuit Breaker, we continue to modify our school processes with each phase so as to adapt to each 'new' situation that emerges.

We thank you once again for your collaborative partnership as we stay safe together. May you and your families continue to receive blessings of love and protection each day as we stand united as one CHIJ OLQP family.

Take care and stay healthy!

Yours faithfully,

Mrs Karen Tan  
Principal