



## KUO CHUAN PRESBYTERIAN SECONDARY SCHOOL

10, Bishan St 13, Singapore 579795  
Tel: 62593811 Fax: 63536535

18 May 2020

Dear Parents and Guardians

Warm greetings from KCPSS!

2. We hope you have all had a restful break and are ready to start the new term. I write to inform you of the guidelines for our graduating students who will be returning to school over the next two weeks (19 May – 29 May) for additional support in preparation for the national exams. We are mindful that the Circuit Breaker measures are all in force and seek your support to advise your children who may be returning to school of the need for strict adherence to the guidelines below. Teachers will additionally be reinforcing these measures with students.

3. All students returning to school are;

- a. To observe Safe Distancing, to wear a face mask and to practice high levels of personal hygiene at all times during their commute to school, during their time in school and during their commute back home.
- b. To bring their Oral Digital Thermometers (ODT). They are to ensure that their ODT is in good working order.
- c. To be prepared to perform an electronic check in/out using the Safe Entry app via their mobile phones or their Student Smart Card or NRIC. There will be staff to guide them at the security counter. The school reserves the right to refuse entry to any student who is unable to check-in using any of the above methods.
- d. To be in proper school attire and arrive at school 30 mins before their first lesson. This is to facilitate administrative processes before students are admitted to their classes.
- e. To leave the school premises immediately after their last lesson. Students are not allowed to remain in school to do their own work as the school is only permitted limited numbers on the premises at any one time. Students who need to stay on in school beyond the classes they have been registered for should approach the General Office for special permission.
- f. Not encouraged to remain in school over lunch time as the canteen will not be in operation and students will not be allowed to leave the school premises to purchase food. All students are strongly encouraged to bring dry snacks (sandwiches, biscuits etc) to tide them through the hours they are in school. Every effort has been made to ensure no child has been scheduled for AM and PM sessions on the same day. Please ask your child to alert the Form Teacher if he/she has inadvertently been scheduled that way.
- g. To bring their necessary stationery and learning materials as the bookshop will not be open during this period.
- h. Not to come to school if they are ill or exhibiting flu-like symptoms.



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4. We look forward to working with you for a smooth return to school for our graduating students and trust they will all be putting in their best effort in this last lap of their secondary school education.

Warm Regards

Mrs Elsie Rajaratnam  
Principal