

Dear Parents

Welcome to the new school year. We are delighted to begin the new year with so many new students and we welcome you and your families to the FIPS community.

To help ensure that the school functions efficiently, due to the large number of students in the school, we ask that all parents follow the guidelines below regarding drop off / pick up of students and parents movements around the school.

<p><b>7.00- 7.15am Drop-off</b></p>	<p>Please drop your child at drop-off areas. Primary and Secondary, please drop your child and allow our staff to assist the students to their classroom. Please do not enter the sections or classrooms. We request that students are not dropped off before 7.00am as no supervision is provided.</p>
<p><b>7.15am School Start Time (Primary / Secondary)</b></p>	<p><b>From 7.15</b>, the Primary and Secondary drop-off doors will be closed. <i>Any <b>late students must report to Reception</b> through the main entrance.</i> Students will be escorted to classes by school staff only.</p> <p>Please ensure your child is at school <b>on time</b> to ensure no learning or other activities are missed</p>
<p><b>7.30am School Start time (KG)</b></p>	<p><b>From 7.30</b>, the KG drop-off door will be closed. <i>Any <b>late students must report to Reception</b> through the main entrance.</i> Students will be escorted to classes by school staff only.</p> <p>Please ensure your child is at school <b>on time</b> to ensure no learning or other activities are missed</p>
<p><b>Meeting Teachers</b></p>	<p><i>Please note:</i> <b>We respectfully ask that parents do not enter the school and approach teachers before or after school.</b> Teachers have preparation and much other planning to attend to during those times.</p> <p>We always encourage parents to meet teachers when necessary. Please speak to Reception and an appointment time will be scheduled for you.</p>
<p><b>During the day</b></p>	<p>If you wish to come to the school for any reason during the day, please go straight to reception through the main doors.</p> <p><i>Please note:</i> We will not ask teachers to come out of their classes to meet parents during the school day as teaching is their top priority</p>
<p><b>1.40pm Collection (KG, Primary, Secondary)</b></p>	<p>Parents can collect their children between <b>1.40 and 2.00pm</b> from the collection points</p> <p><i>Please note:</i> The school cannot provide after-school care for students <u>beyond 2.00pm</u> as all of our staff have other duties, preparation and training to attend to.</p>
<p><b>Before and After School</b></p>	<p>If you have children in both Primary/Secondary and KG, please drop / collect students at one section and proceed to the other section <b>on the outside of the school only</b>. Due to space limitations, we cannot accommodate all parents inside the school. Please do not walk through the internal areas of the school.</p>

Thank you for your cooperation in this matter. Your assistance will help our school to operate efficiently and smoothly, allowing us to provide the very best for you and your child.

Frontline International School Leadership Team