



## MGS Security Measures for the Primary and Secondary School

Time Period	
Before school (6.30 - 7.30 am)	<p><b>Walk-in</b> Girls walk in <u>on their own</u> via: - <b>main gate</b> and follow the walkway to Concourse. - <b>side gate</b> and enter the school building through the <u>side entrance near the bookshop</u>.</p> <p><b>Drive-in</b> Parents/Guardians drive in via: - <b>main gate</b>. Girls alight at Concourse or the carpark bus shelter and enter the school <u>on their own</u> through Concourse only. - <b>side gate</b>. Girls alight along the canteen area and enter the school building through the <u>side entrance near the bookshop</u>.</p> <p>Note that girls may alight along the side stretch of the canteen and girls should walk along the designated pathway to the side entrance near the bookshop.</p> <p>No parking in school is permitted for visitors.</p>
During School Hours  Mon, Tues & Thurs: 7.30 am to relevant dismissal time  Wed (Sec) & Fri (Pri) late days: 8.30 am to relevant dismissal time	<p><u>All school gates closed</u>. Cars will not be allowed to drive in except in cases of pick-up of children who are sick or have special needs.</p> <p>Girls who come to school after flag-raising enter the school <u>on their own</u> through the <b>main gate</b> and through Concourse only.</p> <p><u>No change</u> to current practice for <b>when leaving early during Curriculum Time</b>.</p>
At School Dismissal	<p><b>Walk-in</b> <b>Primary School Dismissal</b> Parents/Guardians may wait at <u>two designated waiting areas</u>: 1. Parents' Corner 2. Waiting Area near bookshop (facing Old Holland Rd)</p> <p><u>Access to Waiting Area at Parents' Corner &amp; Waiting Area near bookshop will be made available 30 minutes before dismissal time. Access to Waiting Area near bookshop will close 30 minutes after dismissal time.</u></p> <p><b>Secondary School Dismissal</b> Secondary girls are to walk out on their own from school via the main</p>



	<p>gate only.</p> <p><b>Drive-in</b>  <b>Primary School Dismissal</b>          Parents/Guardians drive in via both gates after school to pick up girls ONLY after buses have exited the school. Parents would not be able to wait within the school premises.</p> <p><b>Secondary School Dismissal</b>          Parents/Guardians drive to the concourse or carpark bus shelter <u>via main gate only</u>.</p> <p>Girls should be dismissed on time but please allow a few minutes for the girls to pack their belongings, collect their items from the lockers etc. They are not expected to have long chats with friends and forget about meeting you. Do share with your girls the value of being responsible and the importance of being punctual in meeting you at the agreed time.</p>
Dismissal after supplementary lessons and CCAs (3.00 pm to 6.30 pm)	<p><b>Walk-in</b>          Parents/Guardians are to pick up the girls at the Parent's Corner and are advised to be punctual.</p> <p><b>Drive-in</b>          Cars will be allowed to drive in <b>via main gate only</b> to pick up the girls from the Concourse. No parking will be made available.</p>
<b>Other points of concern</b>	
<b>Leaving school during curriculum time with valid reason</b>	Students are to collect a leaving early slip at the General Office and hand it to the security guardhouse upon leaving the school.
<b>Access to the school on official business</b>	<p><b>Visitor Pass</b>  <u>Only Parents/Guardians on official business with school personnel may gain access to the school.</u></p> <p>They are to <u>exchange their IDs for Visitor Passes</u> at the Security Counter located at the Guardhouse. <u>Thereafter they are to report to the General Office.</u>  <u>Visitor Passes are to be prominently displayed at all times for identification.</u></p>
<b>Bookshop</b>	<p>The bookshop is <u>open to parents with Visitor Passes.</u></p> <p>All parents should exchange their IDs for Visitor Passes at the Security Counter located at the Guardhouse before visiting the bookshop.</p>



<b>Parking</b>	<p>Parking within the school compound is <u>strictly for cars with valid season parking decals</u>. Parking at visitor lots is subject to availability.</p> <p>Visitors and Parents/Guardians can park at the nearest public carpark at Sime Darby Building along Dunearn Road and are strongly encouraged to take the train to school and alight at King Albert Park Station.</p>
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These measures apply to weekdays, school holiday periods and when necessary, specific days approved by the School Management.

For P1 students, there will be separate security arrangements in place on orientation days and during the initial weeks to smoothen their transition to Primary School. Teachers will inform P1 parents of these arrangements.

We seek your understanding on the following:

- Only those on official business are permitted to be present in the school.
- The school gates are closed when learning is in session during school curriculum time.
- To continue to safeguard the wellbeing of the girls, all parents/guardians are not allowed to go directly to the classrooms (as with current practice).