



# HENRY PARK PRIMARY SCHOOL

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## Appendix 1

### Gate Opening Hours and Pickup Points

#### Arrival (By Car)

	Gates Opened	Gates Closed	Remarks
Level 1, Gate 4 (vehicle entrance gate)	0630 hrs	0800 hrs	
Level 3, Gate 2 (vehicle entrance gate)	0630 hrs	0735 hrs	If you arrive after gate opening hours, please use Level 1, Gate 4
Level 3, Gate 6 (vehicle exit gate)			This gate is strictly for cars to exit only

**Note:** Please drive off immediately after dropping your child. Parents are not allowed to park in the school.

#### Arrival (Walk-in)

	Gates Opened	Gates Closed	Remarks
Level 1, Gate 3 (Bus Bay Pedestrian Gate)	0630 hrs	0800 hrs	
Level 1, Gate 5 (Bus Bay Exit Gate)			Students are NOT to enter school from this gate
Level 3, Gate 1 (Pedestrian Gate near vehicle entrance gate)	0630 hrs	0735 hrs	Students who arrive after gate opening hours, should use Gate 3 (Bus Bay Pedestrian Gate). Parents will not be allowed in.
Level 3, Gate 7 (Pedestrian Gate near vehicle exit gate)	0630 hrs	0735 hrs	Students who arrive after gate opening hours, should use Gate 3 (Bus Bay Pedestrian Gate). Parents will not be allowed in.

**Dismissal (By Car)**

	Gates Opened	Gates Closed	Remarks
Level 1, Gate 4  (vehicle entrance gate)	Wednesday		Gate 4 is controlled through arm barrier access. Parents may drive in only after school buses have left.
	1315 hrs	1900 hrs	
	Monday, Tuesday, Thursday & Friday		
	1345hrs	1900 hrs	
Level 3, Gate2,  (vehicle entrance gate)	Wednesday		Parents should arrange to pick their children at Level 1, Gate 4 if they come in after gate opening hours.
	1250 hrs	1345 hrs	
	Monday, Tuesday, Thursday & Friday		
	1320 hrs	1415 hrs	
Level 3, Gate 6 (vehicle exit gate)			This gate is strictly for cars to exit

**Vehicle Pickup Points for Children**

Level	Pickup Point	Access Gate	Gate Opens
Lower Pri, P1 to P3	Level 3, Foyer	Via Gate 2	<p><b>Mon, Tue, Thu and Fri:</b> 1320H to 1415H</p> <p><b>Wed:</b> 1250H to 1345H</p> <p>*Pick up after gate closure time will be at Bus Bay (Level 1 via Gate 4)</p>
Upper Pri, P4 to P6	Level 1, Bus Bay	Via Gate 4	<p>After all the school buses have left the Bus Bay.</p> <p><b>Mon, Tue, Thu and Fri:</b> Est. 1345H</p> <p><b>Wed:</b> Est. 1315H</p>

**NOTE:** For families with children from across levels, the Lower Primary child(ren) will always follow the Upper Primary sibling’s pickup point. All P1 – P3 students will proceed to the school library, where they will wait for their Upper Primary siblings. On days where the Upper Primary sibling is not in school or staying back in school for lessons, the Lower Primary sibling will still proceed to the Bus Bay for pickup. For example, in Term 3 Week 2, if a P2 child has a P5 sibling who is staying back in school, the P2 child’s vehicle pickup will still be at the Bus Bay. This is to ensure consistency for the children and parents.

**Dismissal (Walk-Out)**

	<b>Gates Opened</b>	<b>Gates Closed</b>	<b>Remarks</b>
Level 3, Gate 1 (Pedestrian Gate near vehicle entrance gate)	Wednesday		Students who are walking out after gate opening hours, should use Gate 3 at Level 1 (Bus Bay Pedestrian Gate).
	1245 hrs	1345 hrs	
	Monday, Tuesday, Thursday & Friday		
	1315 hrs	1415 hrs	
Level 1, Gate 1B (near Indoor Sports Hall)	Wednesday		Parents will be allowed into the <b>designated waiting area behind canteen.</b>  Enter Gate 1B via road level, Gate 1.
	1245 hrs	1330 hrs	
	Monday, Tuesday, Thursday & Friday		
	1315 hrs	1400 hrs	
Level 1, Gate 3 (Bus Bay Pedestrian Gate)	Wednesday		
	1315 hrs	1900 hrs	
	Monday, Tuesday, Thursday & Friday		
	1345 hrs	1900 hrs	
Level 1 Gate 5, (Bus Bay Exit gate)			Students are NOT to exit school from this gate
Level 3, Gate 2A (Pedestrian Gate near vehicle entrance gate) & Turnstile	Wednesday		This is for students who are walking out. It is a one-way exit only.  Students who are walking out after gate opening hours, should use Gate 3 at Level 1 (Bus Bay Pedestrian Gate).
	1245 hrs	1345 hrs	
	Monday, Tuesday, Thursday & Friday		
	1315 hrs	1415 hrs	
Level 3, Gate 7 (Pedestrian gate)	Wednesday		Parents will be allowed in to wait at the <b>designated waiting area at School Exit Gate Porch on:</b>  - <b>Wednesday from 1245hrs to 1330hrs</b>  - <b>Monday, Tuesday, Thursday &amp; Friday from 1315hrs to 1400hrs.</b>
	1245 hrs	1800 hrs <i>(One-way exit only)</i>	
	Monday, Tuesday, Thursday & Friday		
	1315 hrs	1800 hrs <i>(One-way exit only)</i>	