



FUCHUN PRIMARY SCHOOL

A Concerned Leader, A Lifelong Learner

Ref : 2018/FCPS/COMMS/061

Date : 9 July 2018

Dear Parents/Guardians,

Fuchun Primary School Emergency Exercise

1. We wish to inform you that our school will be conducting an emergency exercise on **Tuesday, 24 July 2018 between 9.30 am and 11.30 am**. This exercise, involving a lockdown and evacuation to an external holding area at the neighbouring blocks, aims to train our staff and pupils to be prepared for any emergency in the school premises and to be familiar with safety and evacuation procedures. All staff and pupils will be briefed on the lockdown and evacuation procedures prior to the exercise on 24 July 2018.
2. All pupils will be involved in the lockdown drill. However, only the Primary 3 to Primary 6 pupils will be evacuated to the external holding area. The Primary 1 and 2 pupils will remain in school.
3. This exercise is a collaborative effort between the school, the Ministry of Education's Security and Emergency Planning Office (SEMPO) and the Singapore Police Force (SPF). Hence, please do not be alarmed when you see ambulance and police car(s) in the school premises. We also seek your understanding should you be turned away from the school during the period of the exercise.
4. We would appreciate if you could take some time to reinforce the importance of safety with your child/ward, not only in the context of the school but also as a nation. We want to remind our pupils that every Singaporean should be vigilant to be prepared for any emergency.
5. Due to the exercise, please take note of the following changes in timings for recess and snack time for that day.

| Levels | RECESS Time | SNACK Time |
|-----------------------------------|----------------------|------------|
| Primary 1 and 2 | 10.30 am to 11.15 am | 8.30 am |
| Primary 3 and Primary 4D, 4E & 4F | 8.45 am to 9.15 am | 12.00 pm |
| Primary 5 and Primary 4A, 4B & 4C | 8.15 am to 8.45 am | 12.00 pm |
| Primary 6 | 7.45 am to 8.15 am | 12.00 pm |

6. School hours for the 24 July 2018 will be as usual from **7.30 am to 1.30 pm**. Lessons will be suspended during the exercise from 9.30 am to 11.30 am. Your child's/ward's Form Teacher will inform him/her of the books/materials required for the other lessons.
7. Should you require further clarifications, please contact your child's/ward's Form or Co-Form Teacher.
8. We seek your co-operation and understanding for any inconvenience caused. Thank you.

Yours faithfully,

Mrs Yap Dai Jee
Principal