

9 February 2021

Dear Parents/Guardians,

Welcome to Millennia Institute

We are pleased that your child/ward has been enrolled in our school. We hope that the orientation programme planned for your child/ward has prepared your child/ward well for his/her journey at Millennia Institute (MI). To start off the year, we would like to take this opportunity to inform you about school matters.

1. Reporting Time

The school shall assemble punctually every morning in class, at **0745** hours for morning assembly and lessons will start at 0800 hours. Students who are not with their classes by 0750 hours will be considered late. Lessons on Thursday will be the exception to this norm, with lessons starting at 0900 hours, and students expected to arrive in school at 0845 hours. Students who are not with their classes by 0850 hours, on Thursdays, will be considered late.

2. Safety matters

a. Drop off points in the school

For your convenience, we have two drop off points in the school. If you intend to head towards the PIE after dropping off your child, please use drop off point 1 near the traffic island, so that you do not need to take a roundabout route to head out via the main gate. Please exercise caution when turning right at the first drop off point, as there will be vehicles driving in towards the second drop off point.

If you are heading towards Bukit Batok Central, please use drop off point 2 near the main lobby and directly opposite the stadium stands. Both drop off points have been clearly labelled with signage. Please refer to the attached diagram on the next page for further details.

Please do not use the red season parking lots to drop off your child/ward, as these are meant for staff, who will be coming to school at about the same time as yourselves, as doing so may cause a traffic situation.

b. Exiting the school via the main gate

Due to the increase in the number of residents in the area, there has been a higher pedestrian footfall across the main gate. We have introduced safety measures, such as clearly labelled speed breakers, safety mirrors and signs to enable you to enter and exit the school via this gate with greater caution.

The security guard on duty will also assist in controlling pedestrian movement.

c. Access gate via Bukit Batok West Ave 8

For the safety of our students, the Institute has installed a pedestrian access gate (Gate D) near the main entrance of the school. This facilitates entry for our students who alight at the bus stop outside the main gate, or along Bukit Batok Road. Access to the gate will be via their access card. Please refer to the attached photograph to get a reference point of Gate D.

d. Daily temperature taking

In line with measures to safeguard staff and students during the heightened awareness of Covid-19, the MOE has implemented twice daily temperature taking in all schools, for staff and students. We have supplied your child/ward with a thermometer during the orientation period, which they must bring to school every day to take their temperature. If they forget to bring their thermometer, a single reminder will be given, following which they will be asked to purchase one from the bookshop.

3. Parents Gateway

The Parents Gateway app is specially designed for parents to engage with the school, receive information and perform a range of administrative functions such as giving consent for school programmes. Parents can also update your particulars and contact details via this app. As much of our communication with parents will take place via this app, we strongly encourage all parents to download the app, if you have not already done so. Please look out for the instructions posted on this app for parents to opt for their child to collect the government-issued Trace Together token from the school.

SingPass 2-Step Verification (2FA) is required for onboarding. If you have not registered for a SingPass account or have not set up the 2FA, please visit the SingPass website (<https://www.singpass.gov.sg>). Should you require further assistance on the use of SingPass, you may also contact the SingPass Helpdesk at 6643-0555.

4. Personal Data Protection Act (PDPA)

Photograph(s) or video image(s) of students and their parents/guardians may be captured during school activities and events such as classroom lessons, during CCAs, and school events. The school may use and publish such photographs and video recordings in school publications, the school website, social media platforms and other communication channels. If you do not wish to have your child/ward featured in our publications and other platforms mentioned above, please write in to millennia_inst@moe.edu.sg by **1 March 2021** with your child/ward's name, class and CCA.

5. Visitor Management

If there is a need to enter the school (e.g. because of an official meeting with school staff), all visitors will be expected to adhere to the following safe management measures at the Security Guard Post:

- a. For both drive-ins and walk-ins, your temperature will be taken and you will be required to do a Safe Entry check-in on arrival. Visitors with a temperature above 38°C will not be allowed into the school
- b. Please indicate your purpose of visit and provide the name of the school staff whom you are meeting
- c. Upon arrival at the main school building, please display the given sticker visibly on shirt/blouse/dress and wear a face mask at all times

6. General Contact and Enquiries

Please do not hesitate to contact the school at 63023700 or millennia_inst@moe.edu.sg for any clarifications. We look forward to your continued partnership to bring out the best in your child.

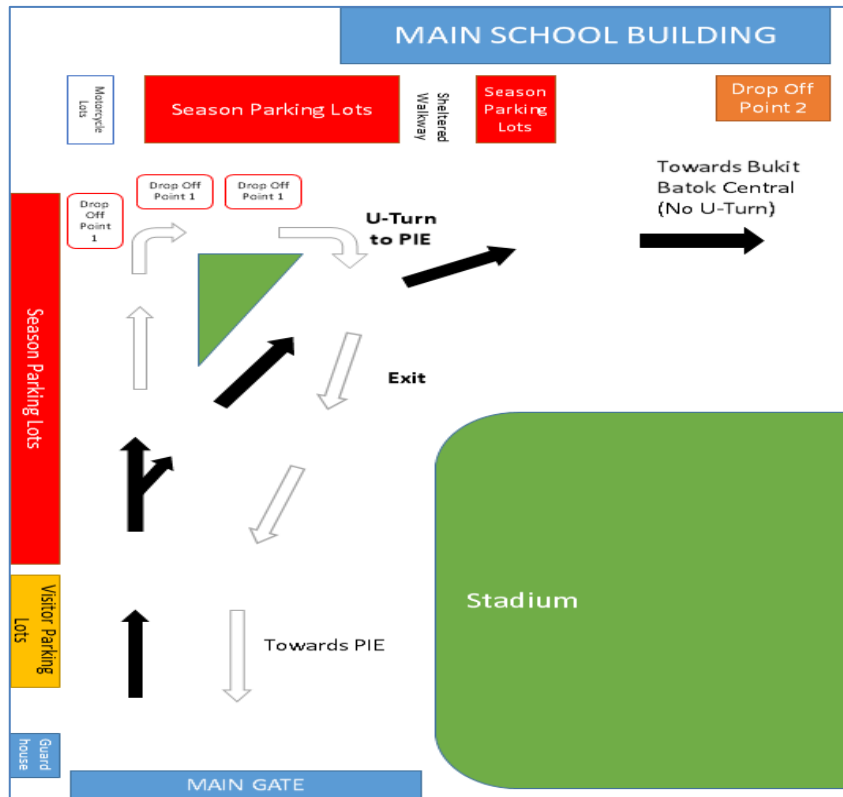
Yours sincerely,

Mrs Tan Wan Yu

Principal

(This is an electronic letter. No signature is required.)

DROP OFF POINTS FOR MILLENNIA INSTITUTE



ACCESS GATE VIA BUKIT BATOK WEST AVE 8

