



Clementi Primary School

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24 January 2018

CTP/2018/ADMIN/016

Dear Parents/Guardians,

Clementi Primary School's Emergency Exercise on 1 February 2018

1. We wish to inform you that our School will be conducting an emergency exercise on Thursday, 1 February 2018 from 8.30 a.m. to 11.00 a.m.. This emergency exercise aims to train the staff and students to be prepared for any emergency in the school premises and to be familiar with safety and evacuation procedures.
2. This emergency 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). Therefore, there will be ambulances and police cars entering the School. We seek your understanding, should you be turned away from the School during the period of the exercise.
3. We appreciate your partnership to reinforce our teaching on the importance of safety with your child, not only in the context of the school but the broader message that every Singaporean should be vigilant and prepared for any emergency.
4. We seek your assistance to ensure that your child packs a small bag and has a good breakfast in the morning before coming to School. We will provide your child with bread and water as the exercise stretches over the recess time. In addition, all pupils will be given a snack break at **12 p.m.** on that day. Please prepare a **healthy snack** for your child. All Clementians are allowed to put on PE attire for the whole day. Below is a schedule for your information.

Time	Activity
7.30 a.m. to 8.30 a.m.	Lessons as usual
8.30 a.m. to 11 a.m.	Emergency Exercise
11 a.m. to 11.30 a.m.	School Debrief
11.30 a.m. to 12 p.m.	Class Debrief
12 p.m. to 12.30 p.m.	Snack Break
12.30 p.m. to 1.30 p.m.	Assembly Programme

5. **School hours for pupils are as usual (7.30 am to 1.30 pm)** on the day of the exercise, and your child will be dismissed at 1.30 p.m. Afternoon lessons, if any, proceed as usual and the school's student care centre's operations are **not** affected.
6. If you need further clarifications, please contact the School Administration Manager, Mr Henry Look at 6779 7449.

Thank you.

Yours sincerely,
Mr Chia See Chew Albert
Principal