

RIVERVALE PRIMARY SCHOOL
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Instructions for Visitors to Rivervale Primary School

As a visitor to Rivervale Primary School, your safety & security is of top priority. To help us in protecting you when you visit our school, please read and adhere to the following school rules and give your full co-operations to the school security guards:

1. Prior to your visit, please provide your personal particulars (full Name, identity card or passport number, nationality), vehicle license plate number if applicable, purpose of visit and other relevant details as requested to the teachers/staff. The teachers/staff will submit the clearance to the school Operations Manager via email (tan_wee_cheon@moe.edu.sg) to facilitate your security clearance into Rivervale Primary School. We will clear your access by security passes or by an in-processing counter using nominal roll. The below mentioned are the clearance base on security passes:

Security clearance by passes

| S/No | PASS TYPES | ACCESS AREA IN SCHOOL | REMARKS |
|------|------------------|------------------------|--------------------------------|
| 1 | OFFICE ONLY | General Office | Restricted to Office only |
| 2 | BOOKSHOP | Bookshop (in Canteen) | Bookshop Opening hours |
| 3 | DENTAL | Dental Clinic | Dental Appointment |
| 4 | CONTRACTOR | School Area | Maintenance |
| 5 | GUEST | School Area | School Guest |
| 6 | INSTRUCTOR | School Area | CCAs /Enrichment |
| 7 | PARENT VOLUNTEER | Canteen Area /Compound | Location where services needed |
| 8 | STUDENT CARE | Student Care | Parents to fetch children |

2. Access Control Policy are based on two standards. The 1st standard is based on the safety and security of our students and staff. The 2nd standard is based on the needs for official visit to the school by MOE Staff, partners, contractors, and visitors. The access control policies are made up of six parts. It starts from the morning assembly, curriculum time, dismissal of school, remedial/enrichment/CCA, dismissal of remedial/enrichment/CCA and closing of school. The details are as follows:

Access Control Policy Table

| Access control policy | Gate | Category of people that is allow to enter the school. | Category of vehicle that is allow to enter the school |
|---|---|---|--|
| Morning Assembly (7am to 7:50am) | Only Gate 1, Gate 2 and Gate 5 are open. Note: Other Gates are based on request to the OM. | Only Students, Staff, Parents, PSG, and PV. Note: All other official visits are only allowed after 8am. | Only staff personal car. Note: Staff that take taxi, uber and grab car are Only allow to alight in the school before 725am. |
| Curriculum Time (7:50am to 1:50pm) | Only Gate 2 are open. Note: Other Gates are based on request to the OM. | All categories that are on official visit. Note: Access to the school is Only after the Security Officers is able to clear them. | Only staff personal car. |
| Dismissal of school (1:50pm to 2:30pm) | Only Gate 2, Gate 3 and Gate 5 are open. Note: Other Gates are based on request to the OM. | All categories that are on official visit. Note 1: Access to the school is Only after the Security Officers is able to clear them. Note 2: Parents who are picking up their children are Only allowed to wait at the carparks at Gate 3 and outside the gate at Gate 2. | Only staff personal car. Note: All vehicles are not allowed to use Gate 3 to exit the school. |
| Remedial / Enrichment / CCA 2:30pm to 4pm | Only Gate 2 are open. Note: Other Gates are based on request to the OM. | All categories that are on official visit. Note: Access to the school is Only after the Security Officers is able to clear them. | Only staff personal car. |
| Dismissal of Remedial / Enrichment / CCA | Only Gate 2 and gate 5 are open. | All categories that are on official visit. | Only staff personal car. |

| | | | |
|--------------------------------|--|---|--|
| (4pm to 6pm) | Note: Other Gates are based on request to the OM. | Note: Access to the school is Only after the Security Officers is able to clear them. | Note. Parents are not allowed to drive into the school to pick up their children. They can park their car at the HDB carpark behind the school and pick up the children at Gate 5. |
| Closing of school (6pm to 7pm) | Only Gate 2 are open. Note: Other Gates are based on request to the OM. | Only students and staff. | Only staff personal car. |

3. On the day of your visit, please report to the Security Post to register yourself and a security pass will be issued to you. If necessary, the Security Officer may need to hold you at the Security Post for further verification of your visit with General Office or the staff concern.

4. For drivers, the school parking lots are strictly reserved for school staff and MOE staff. There are parking facilities around the school such as the HDB and the Rivervale Mall. The speed limit is 10 km/hr on all service roads within the school premises. The security officers will be at the Gate to assist you and your full co-operations is required for the safety and security of the school children and staff.

5. If required, you may undergo security screening where your belongings would be checked. Please follow instructions on this by our Security Personnel.

6. The school requires you to display your Security Pass prominently at all times during your visit.

7. Smoking is strictly prohibited within Rivervale Primary School.

8. While you are in our school, you must remain at the area that you are cleared and not to wander on your own to any rooms or facilities without permission.

9. In the event of fire, the fire alarm in the school will be activated. Please remain calm and do not panic. Listen to the instructions that are announced on the Public Address System and evacuate to the football field. Please refer to Annex A

Tan Wee Chean
Operations Manager
Rivervale Primary School

Annex A

