



Ref No: S32/2018

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23 July 2018

Dear Parents and Guardians,

**PARKING POLICY IN HGS WITH THE INTRODUCTION OF SEASON CAR PARKING FOR ALL SCHOOLS BY MOE WEF 1 AUGUST 2018**

MOE will be introducing season car park charging for all schools with effect from 1 August 2018. All regular car park users whose dedicated place of work is located within the school premises will have to apply for season parking and charges will apply accordingly.

As there are limited carpark lots within the school compound, priority for season parking will be accorded to our school staff. The season parking lots are marked in red and **only season parking holders are allowed** to park in these lots.

The school has set aside 2 visitors' lots which are marked in white. These visitors' lots are reserved for emergency vehicles and for personnel from MOE or other schools visiting our school on official purposes, subject to approval from the school's management.

We seek your understanding and co-operation to use the public car parks in the vicinity when waiting to pick up your child or when visiting the school.

When dropping off or picking up your child/ward, we seek your assistance to:

1. Please ensure your child/ward alights quickly from the vehicle at the designated drop-off point so that traffic is not held up during arrival and dismissal time;
2. If you are picking up your child/ward at dismissal time, we seek your understanding to enter the school compound **20 minutes after dismissal time** (from 2.00pm on Mondays to Thursdays and from 1.00pm on Fridays), after the school buses have left the school compound;
3. If your child/ward has after-school activities – CCAs, enrichment, remedial, D3T2, please arrange to pick her up at the designated pick-up point **10 minutes after the scheduled end-time of the activity**. This will help to reduce your waiting time and facilitate a smooth drive-through pick-up of your child for you as well as for our other parent drivers.

To facilitate your planning, please find attached the opening hours of the various gates in the school on the overleaf of this notification letter (Annex A).

We seek your kind understanding and cooperation in the implementation of our school parking policy.

Thank you for being our supportive partners-in-education.

Yours faithfully,

Miss Lo Yen Nie  
Principal

**ANNEX A: OPENING HOURS OF SCHOOL GATES**

<b>Gate No.</b>	<b>Location</b>	<b>For</b>	<b>Opening Hours</b>
1	Main gate	Vehicles only	<p><u>Mon &amp; Tue</u>                      6.15am – 7.30am                      2.00pm – 2.30pm                      3.40pm – 4.10pm                      5.10pm – 5.40pm</p> <p><u>Wed &amp; Thu</u>                      6.15am – 7.30am                      2.00pm – 2.30pm                      3.05pm – 3.35pm                      3.55pm – 4.25pm</p> <p><u>Fri</u>                      6.15am – 7.30am                      1.00pm – 1.30pm                      3.00pm – 3.30pm                      4.30pm – 5.00pm</p>
2	Side gate next to Gate 1	Students and walk-in visitors only	6.30am – 6.00pm
3	Along Tembeling Road	Students only	<p><u>Mon to Thu</u>                      7.00am – 7.30am                      1.40pm – 2.10pm</p> <p><u>Fri</u>                      7.00am – 7.30am                      12.40pm – 1.10pm</p>
4	Along Everitt Road	Students only	<p><u>Mon</u>                      6.30am – 7.30am                      1.40pm – 2.10pm                      3.30pm – 3.45pm                      5.00pm – 5.15pm</p> <p><u>Tue</u>                      6.30am – 7.30am                      1.40pm – 2.10pm</p> <p><u>Wed &amp; Thu</u>                      6.30am – 7.30am                      1.40pm – 2.10pm                      2.55pm – 3.10pm                      3.45pm – 4.00pm</p> <p><u>Fri</u>                      6.30am – 7.30am                      12.40pm – 1.10pm                      3.00pm – 3.15pm                      4.30pm – 4.45pm</p>
5	Along Koon Seng Road, next to Indoor Sports Hall block	Vehicles only (EXIT only)	<p><u>Mon &amp; Tue</u>                      6.30am – 7.30am                      1.40pm – 2.30pm                      3.40pm – 4.10pm                      5.10pm – 5.40pm</p> <p><u>Wed &amp; Thu</u>                      6.30am – 7.30am                      1.40pm – 2.30pm                      3.05pm – 3.35pm                      3.55pm – 4.25pm</p> <p><u>Fri</u>                      6.30am – 7.30am                      12.40pm – 1.30pm                      3.00pm – 3.30pm                      4.30pm – 5.00pm</p>