



宏文學校
HONG WEN SCHOOL
30 TOWNER ROAD SINGAPORE 327829
TEL: (65) 6294 3340 FAX: (65) 62937625

HWS/17/118

26 July 2017

Dear Parents / Guardians

HONG WEN SCHOOL EMERGENCY EXERCISE

1. We wish to inform you that our school will be conducting an emergency exercise on **Monday, 7 August 2017 between 8.00am to 11.00am**. This emergency exercise aims to prepare the school community for emergency situation in the school premises by helping our staff and pupils to be familiarized with the safety and evacuation procedure.
2. This exercise is a collaborative effort between the school, MOE's Security and Emergency Planning Office (SEMPO) and the Singapore Police Force (SPF). Please do not be alarmed should you see emergency services vehicles (ambulance and police car) entering our school premises and Northlight School's premises on that day. We seek your understanding should you be turned away at the school gate during the period of the exercise.
2. We appreciate if you could take time to reinforce our teaching on the importance of safety with your child, not only in the context of the school but also as a nation that every Singaporean should be vigilant to be prepared for any emergency.
3. We seek your assistance to ensure that your child has a good breakfast in the morning before coming to school as there may be slight delay to the recess timing due to the exercise.
4. If you need further clarifications, please contact the School Administration Manager Mr Mohd Fauzi or Operations Manager, Mr Young Khai Mong at Tel: 6294 3340.
5. Please take note that the reporting and dismissal time for pupils remain as per normal on the day of the exercise.

Thank You.

Yours sincerely,

Mr Poon Siow Leng
Principal

