



Dear Parents,

Please be informed that from now until the new year, School will be making some changes to our morning '**student drop off**' zones. These changes are due to all crescent courts (CC1, CC2 and CC3) and outdoor areas being in use during the Christmas period.

School gates will be open from **6 am onwards**. As always, we encourage students to come to school **before 8 am**, to ensure that they do not miss out on any of their morning activities or review sessions.

During our scheduled assembly days (**Monday, Wednesday, Friday**), parents are more than welcome to drop students off within school grounds. However, we kindly ask that **all cars** are cleared from the crescent court and surrounding areas no later than **8.30 am**. On **Tuesdays** and **Thursdays** (no morning assembly), please kindly move your car from the specified areas **no later than 8.00 am**.

Days	Time of Gate Closures	Drop off Zone (for late arrivals)
Monday, Wednesday, Friday	8.30 am	Building 3
Tuesday, Thursday	8.00 am	Building 3

From the 9th December onwards, we will **no** longer have **morning assembly** due to Christmas show preparations.

Please be aware that the school gate will be closed at the times mentioned above. Parents will no longer be permitted to drive into the school grounds to drop off students after these times. In case of late arrivals, there will be Thai teachers assigned to be on standby at Building 3, to help pick up and receive any students who come to school late.

Thank you for your understanding and cooperation.

Kind regards,

Infants Administration Team