



Guide to Textbook and Grade Report Collection (At School)



From 25th May – 1st June 2020 : 8.30 am - 4.00 pm

For everyone's safety while entering the campus, the school has established preventive measures and complete steps of textbook and grade report collection.

1 Check your date for textbook collection.

| Date | Classroom |
|---------------------------|-------------------------------|
| Mon. 25 th May | NC.1 and all other /A classes |
| Tue. 26 th May | NC.2 and all other /B classes |
| Wed. 27 th May | All /C classes |
| Thu. 28 th May | All /D classes |
| Fri. 29 th May | Y.2G and all other /E classes |
| Mon. 1 st June | Y.2H and all other /F classes |

- If you are not available on the date stated, please come to the school and collect textbooks starting from 15th June (EXCEPT Saturday and Sunday).
- For those who have already completed the questionnaire, in case the students have brothers or sisters, please come to collect textbooks on the date of the oldest student. If you have not completed the questionnaire yet, please note that the textbooks have not been prepared for you yet. Please contact the information to seek help.

2 Please check your health condition.

If you are healthy, please do not forget to wear a surgical face mask or cloth face mask.

If you are ill or have fever, coughing, or sneezing, please avoid coming to the school.



3 After arriving at the campus, please go to the fever screening point.



4 Have your hands sanitized with alcohol-based hand sanitizing gel provided by the school.



5 Receive a sticker and a queue ticket.



6 Please sit at the designated area.



In addition, please leave a space approximately 1-2 meters between each other. Avoid extended chatting.

7 When you are called to collect textbook and grade report, please check all the textbooks against the textbook list before leaving the campus.



Remark:

1. Textbooks to be used in semester 2 for the students in NC.-Y.3 have not been allocated yet. Teachers are going to put name labels on them. After this, all the textbooks will be kept at the school to prevent loss.
2. Students in KG.1- Y.1 level who have ordered items from Rembrandt Studio can collect their ordered items at textbook collection points.
3. Only for Year 7 and new Year 8-11 students, please contact "Add Line Checker" points after collecting textbooks and grade reports.
4. For Y.10-12 GAC students, before collecting textbooks, please collect modules at GAC Media Room on the 4th floor of Baptist Building.
5. For parents whose summer course fee has not been refunded yet, please contact administration offices. (Lists of required documents are listed in first comment of this post)
6. Student uniform cannot be purchased at these times. (Dates can be purchased will be announced later.)
7. If you are accompanied by any students, only secondary students need to wear student uniform. Students in other year levels can wear casual outfits.

Venue

Kindergarten and Primary

(entering through Soi Sathu 20 only)

NC. : Ground floor, Bldg. 1

KG.1 - 2 : Ground floor, Dominic 1 Bldg.

KG.3 : Floor 2, Bldg. 6

Y.1 : Floor 3, Bldg. 6

Y.2 - 3 : Ground floor, Dominic 2 Bldg.

Y.4 : Ground floor, Bldg. 4

Y.5 - 6 : Ground floor, Dominic 1 Bldg.

Secondary

(entering through Soi Sathu 26 only)

Y.7 - 9 : Ground floor, Bosco Bldg.

Y.10 - 12 : Ground floor, Baptist Bldg.

The area plan for textbook and grade report collection for Secondary Dept.





The area plan for textbook and grade report collection for Kindergarten and Primary Dept.

Entering through Soi Sathu 20 only

Soi Sathu. 20

Walk way to Secondary Dept.

Security

+ Screening point / receiving queue tickets

Collect textbook and the grade report point

Parking Area

Information

Soi Wat Phai Ngoen

Court 3



Security

Y.1 : 3rd Fl.

KG.3 : 2nd Fl.

Bldg. 6



Ground Floor

Bldg. 3

Gate 5

Gate Closed

Dominic 2 Bldg.

Y.2 - Y.3

Court 2



Mineral swimming pool

Dominic 1 Bldg.



Y.5 - Y.6

Court 1



Y.4

Bldg. 4

KG.1 - KG.2

Admin. Office

Gate 4

Gate Closed

Bldg. 1

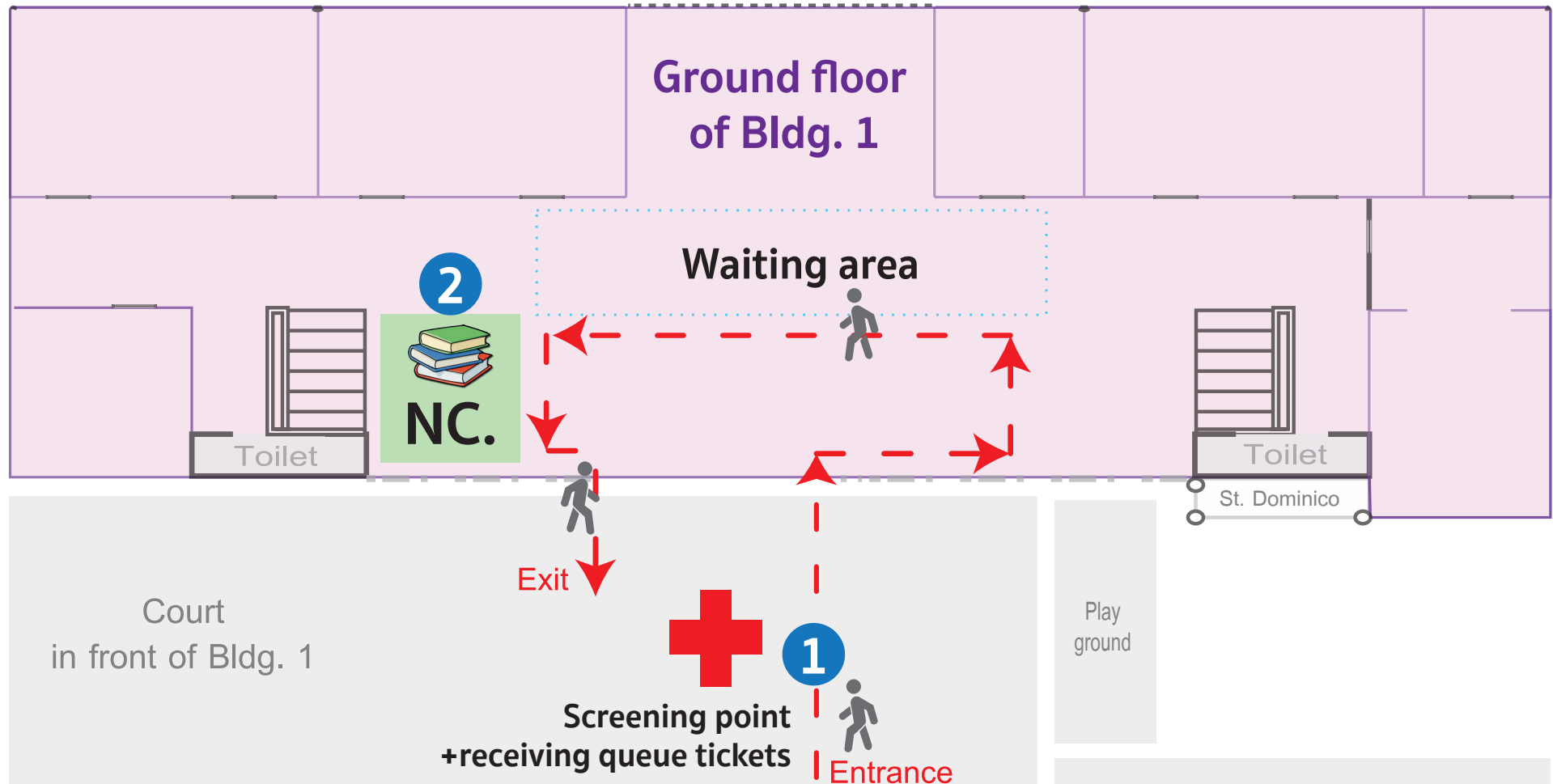


NC.

Court in front of Bldg. 1

Canteen
Food Court

The area plan for textbook and grade report collection for students in NC.



Steps for textbook and grade report collection

- 1** Firstly, please go to the Screening point to have your temperature checked, to receive alcohol based hand sanitizing gel, a sticker and queue number. Then wait at the waiting area.
- 2** Collect textbooks and grade report. Please check all textbooks that you are given against the order form before leaving campus.

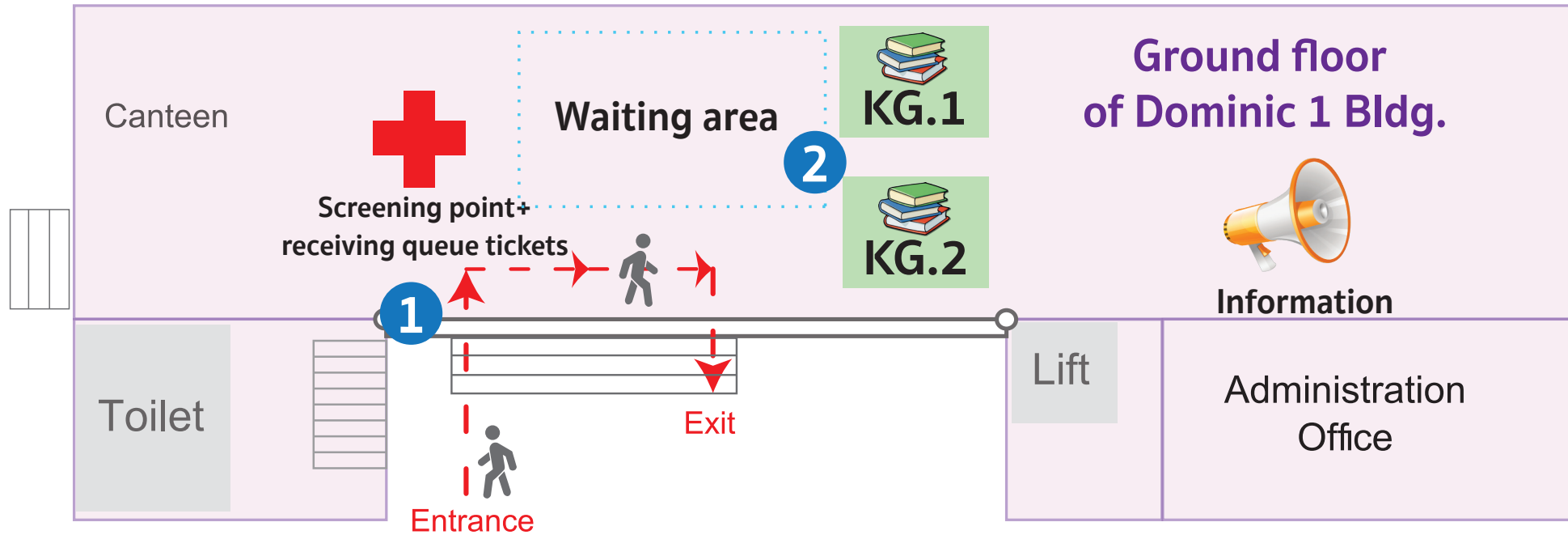
**** We kindly ask for your cooperation to follow the order of the queue ticket given. In addition, please follow the provided path, in the advised direction ONLY.****



Information
(in front of
Admin. office)

Dominic 1
Bldg.

The area plan for textbook and grade report collection for students in **KG.1 - KG.2**



Bldg. 1

Steps for textbook and grade report collection

- 1** Firstly, please go to the Screening point to have your temperature checked, to receive alcohol based hand sanitizing gel, a sticker and queue number. Then wait at the waiting area.
- 2** Collect textbooks and grade report. Please check all textbooks that you are given against the order form before leaving campus.

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Court 1

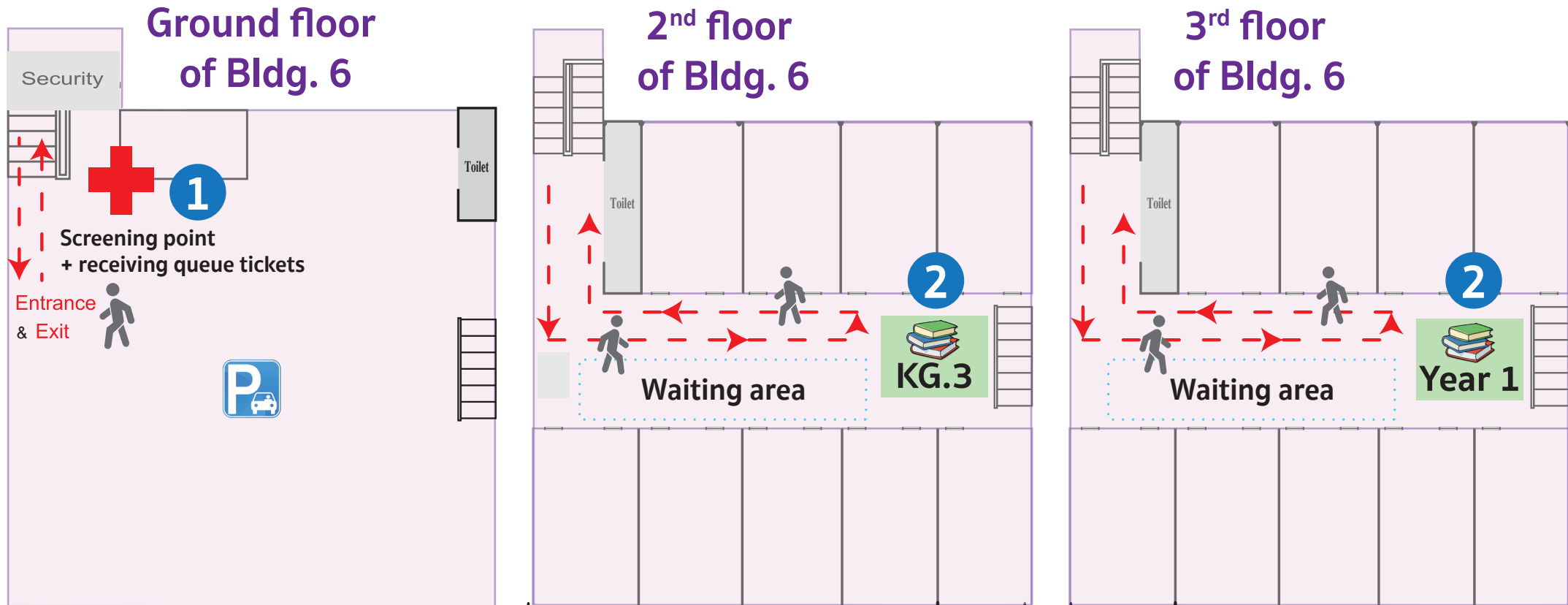
Court
in front of Bldg. 1



Gate 4

Bldg. 4


The area plan for textbook and grade report collection for students in **KG.3 - Y.1**



Steps for textbook and grade report collection

- 1** Firstly, please go to the Screening point to have your temperature checked, to receive alcohol based hand sanitizing gel, a sticker and queue number. Then wait at the waiting area.
- 2** Collect textbooks and grade report. Please check all textbooks that you are given against the order form before leaving campus.

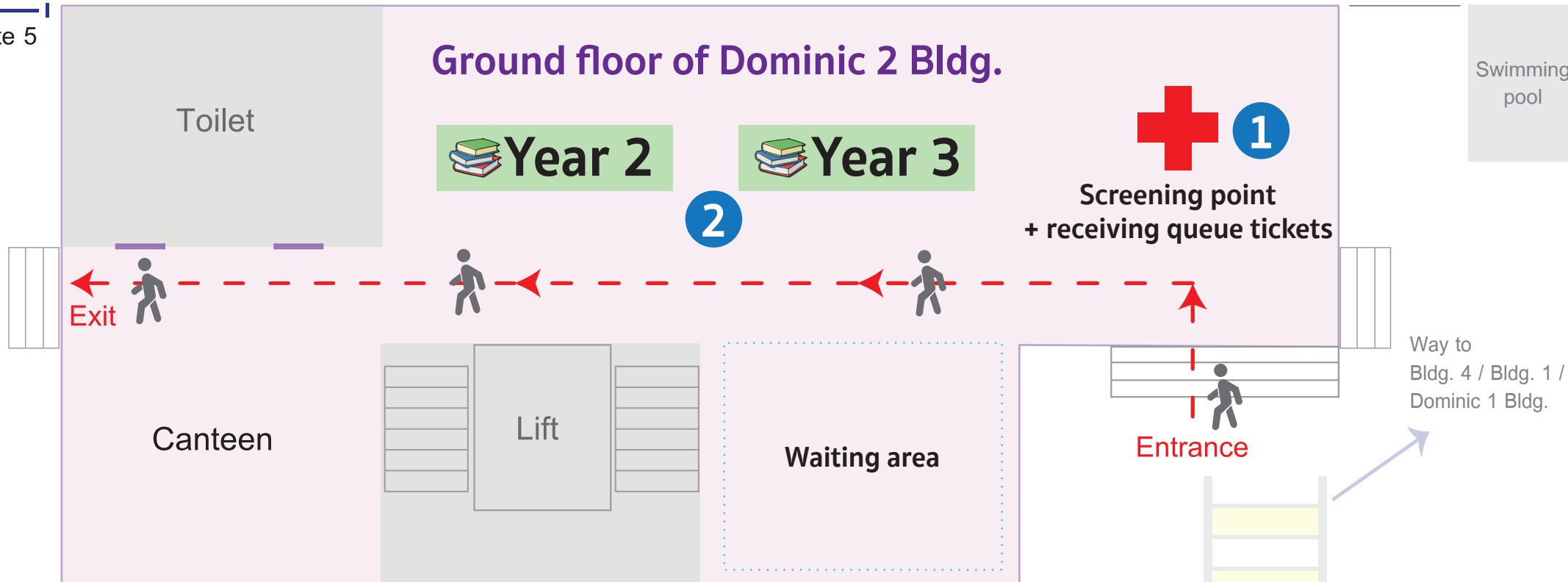
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 **Information**
(in front of
Admin. office)

The area plan for textbook and grade report collection for students in Y.2 - Y.3



Gate 5



Steps for textbook and grade report collection

- 1 Firstly, please go to the Screening point to have your temperature checked, to receive alcohol based hand sanitizing gel, a sticker and queue number. Then wait at the waiting area.
- 2 Collect textbooks and grade report. Please check all textbooks that you are given against the order form before leaving campus.

**** We kindly ask for your cooperation to follow the order of the queue ticket given. In addition, please follow the provided path, in the advised direction ONLY.****



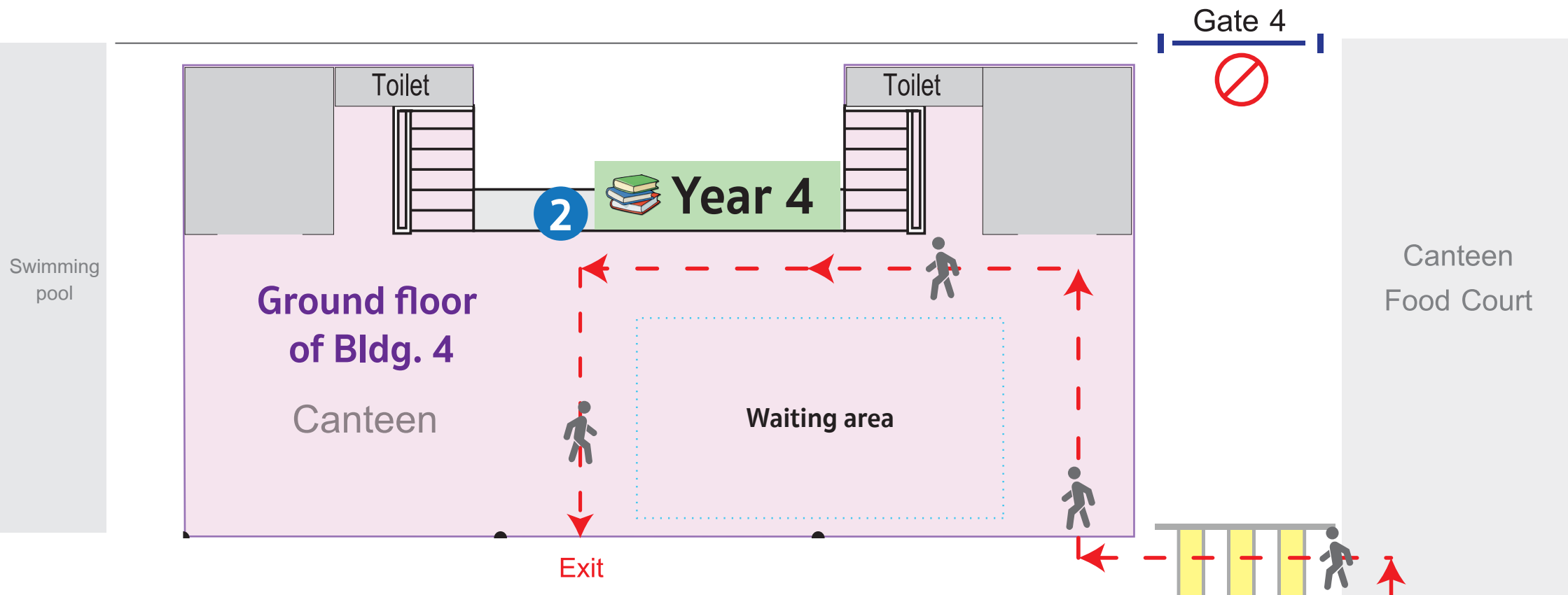
Court 2



Information
(in front of
Admin. office)

Dominic 1
Bldg.

The area plan for textbook and grade report collection for students in Y.4



Steps for textbook and grade report collection

- 1 Firstly, please go to the Screening point to have your temperature checked, to receive alcohol based hand sanitizing gel, a sticker and queue number. Then wait at the waiting area.
- 2 Collect textbooks and grade report. Please check all textbooks that you are given against the order form before leaving campus.

**** We kindly ask for your cooperation to follow the order of the queue ticket given. In addition, please follow the provided path, in the advised direction ONLY.****



Information
(in front of
Admin. office)



Court 1

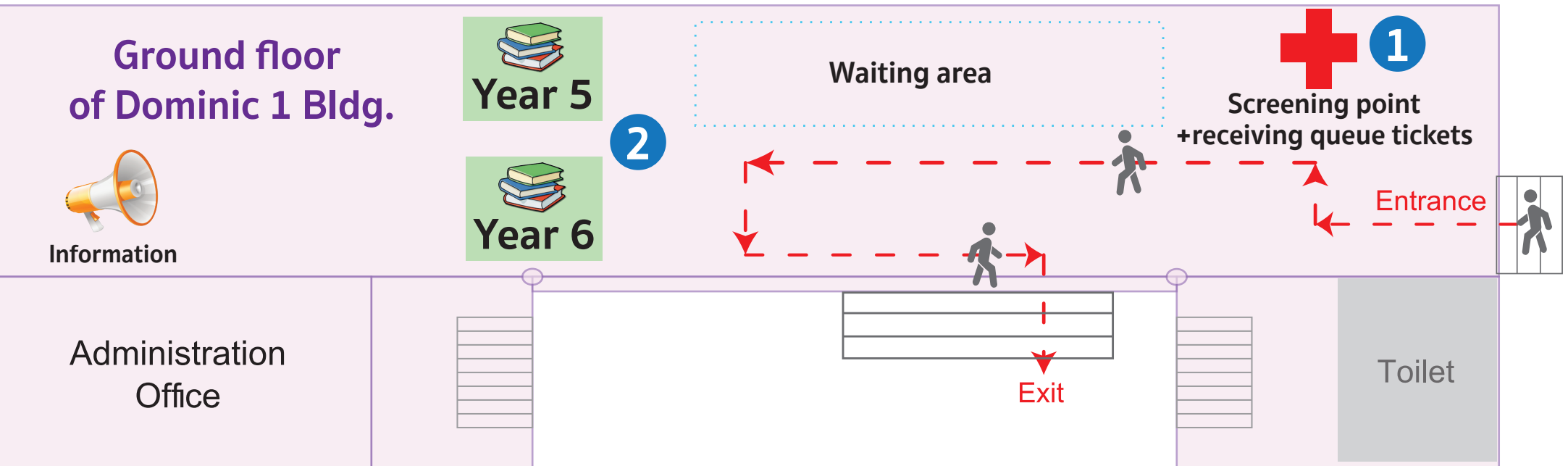
Way to
Dominic 1
Bldg.
↓



**1 Screening point
+ receiving
queue tickets**

Court
in front of Bldg. 1

The area plan for textbook and grade report collection for students in Y.5 - Y.6



Steps for textbook and grade report collection

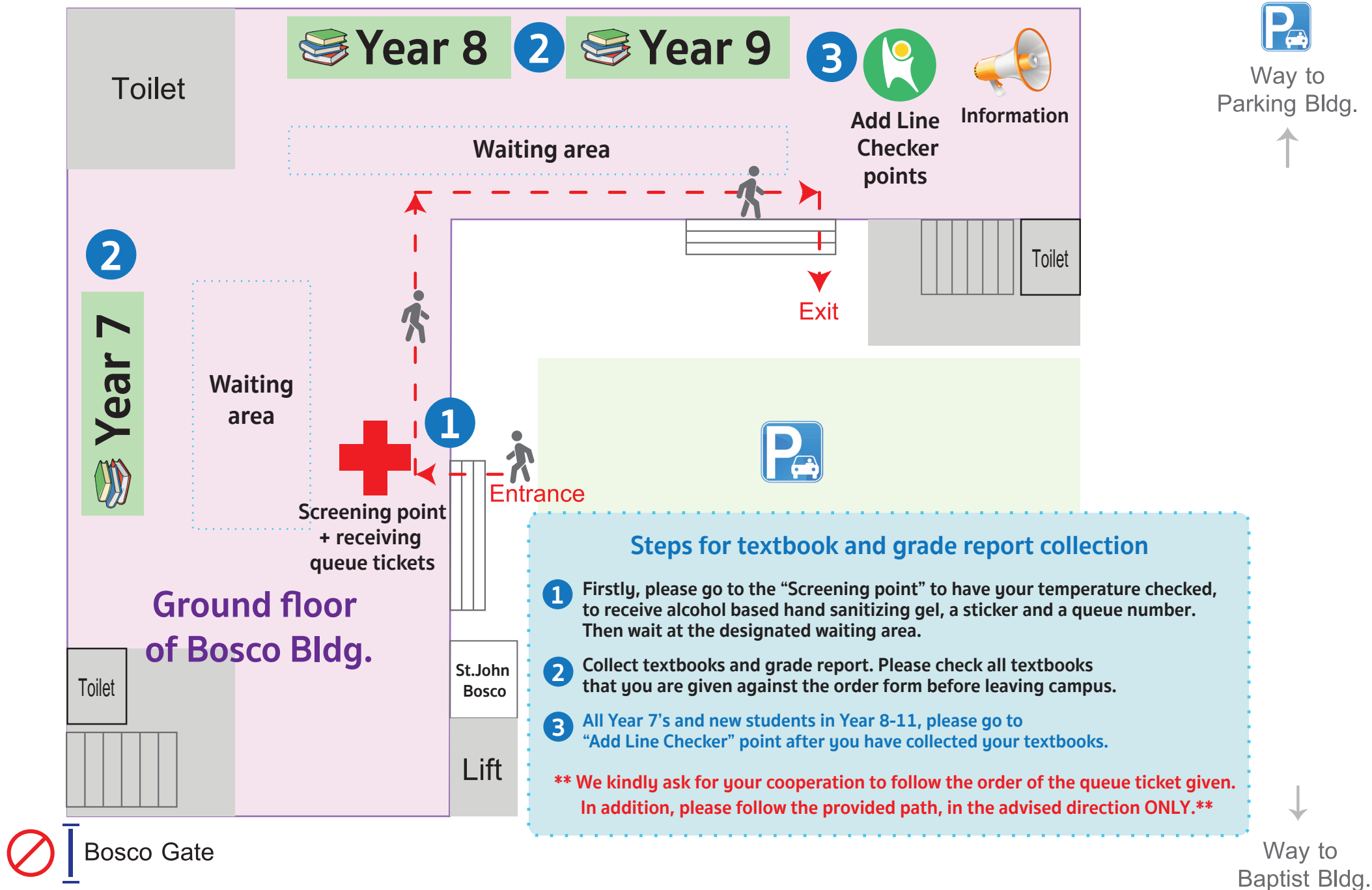
- 1 Firstly, please go to the Screening point to have your temperature checked, to receive alcohol based hand sanitizing gel, a sticker and queue number. Then wait at the waiting area.
- 2 Collect textbooks and grade report. Please check all textbooks that you are given against the order form before leaving campus.

**** We kindly ask for your cooperation to follow the order of the queue ticket given. In addition, please follow the provided path, in the advised direction ONLY.****



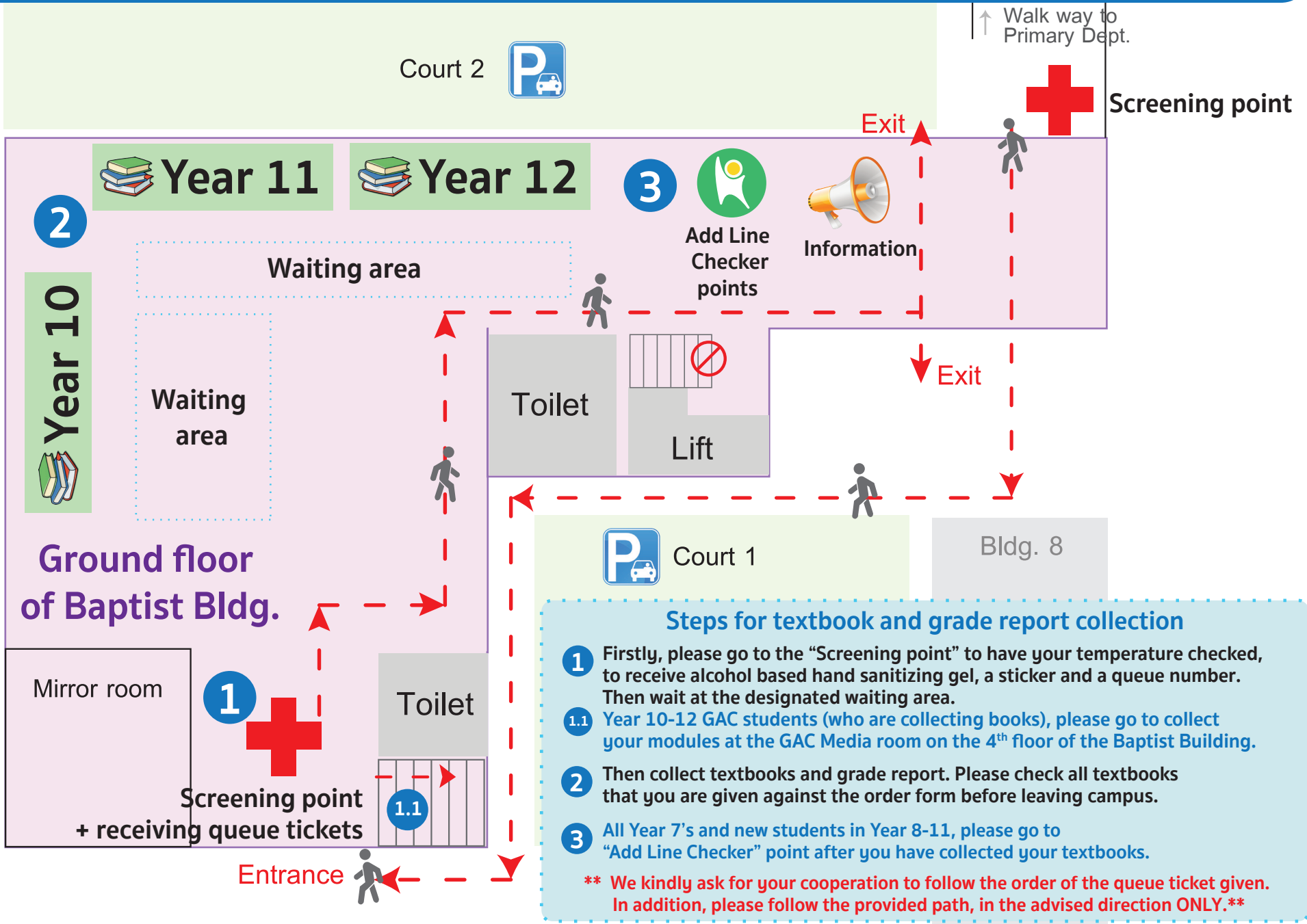
Court 1

The area plan for textbook and grade report collection for students in Y.7 - Y.9



The area plan for textbook and grade report collection for students in Y.10 - Y.12

Way to
Bosco
Bldg.
↑



- ### Steps for textbook and grade report collection
- 1** Firstly, please go to the “Screening point” to have your temperature checked, to receive alcohol based hand sanitizing gel, a sticker and a queue number. Then wait at the designated waiting area.
 - 1.1** Year 10-12 GAC students (who are collecting books), please go to collect your modules at the GAC Media room on the 4th floor of the Baptist Building.
 - 2** Then collect textbooks and grade report. Please check all textbooks that you are given against the order form before leaving campus.
 - 3** All Year 7’s and new students in Year 8-11, please go to “Add Line Checker” point after you have collected your textbooks.
- ** We kindly ask for your cooperation to follow the order of the queue ticket given. In addition, please follow the provided path, in the advised direction ONLY.****

Bldg. 9

Security

Sathu. 26 Gate