

3e International understands that the safety of your child is paramount. As such, we would ask that you observe the following security policy when collecting your child or entering the school:

3e Security Policy

All 3e parents should fill a 3e access card application form or update the information on file and pass to the Operations Coordinator. You will then receive your 3e access card before your child starts school.

This access card system contains the student's general information (name, class, emergency contact, and the information of parents/guardians and carers (e.g. grandparents/ayi/driver) who have permission to collect the child from school.

Your card should be swiped each time you enter or exit 3e International. This helps school to maintain clear information regarding how many people and indeed who is in the building at any given time, which in an emergency situation, is vital.

Anyone without an access card will be stopped and questioned (for instance a driver, ayi or visitor) and a phone call will be made to the child's parents to ensure that the person gaining access is authorized to collect children. Parents who have forgotten to carry their access card will be asked to sign a form on entry. Visitors will be issued a temporary visitors card as soon as the purpose of their visit has been established and approved.

Each family may apply for a maximum of 6 Cards. Each card requires a 50RMB deposit. This deposit is refunded when cards are returned to 3e International. Lost or broken cards should be reported to school immediately, the cost of replacement is 50RMB.

Please remember to inform us if the card holders change, in the case of ayis or drivers for example, the information held at school should be altered accordingly. When collecting a student from school, parents/carers will be cross-referenced with the photographs and names on the student's 3e ID card at the main gate's security check.

We would also ask you to supervise young children very carefully on and near school premises when dropping off/collecting a student. Children should never be allowed to run freely in car park areas. Please do not bring pets within the school grounds (if necessary pets may be left tied up near the main gate at the security office).

Agreement

In accordance with 3e International policy, all parents must abide by the above security policy. Please complete and sign this letter in the space provided below and return to the Admissions Office. It is recommended that you keep a copy of this policy for future reference. If you have any questions, please contact us on 6437 3344.

I/We, the undersigned, agree to abide by 3e International's security policy as detailed above:

Father's signature

Father's name (Block Letter)

Mother's signature

Mother's name (Block Letter)

----- / ----- / ----- Date (DD/MM/YY)