



**CANTONMENT**  
PRIMARY SCHOOL

31 October 2022

2022- 222

Dear Parents / Guardian,

**CANTONMENT PRIMARY EMERGENCY EXERCISE TO EXTERNAL HOLDING AREA**

1. We wish to inform you that our School will be conducting an emergency exercise on **Friday, 4 November 2022 between 11.30am and 1.00pm**. This emergency exercise aims to train the staff and students to be prepared for any emergency in the school premises and to be familiar with the safety and evacuation procedures to an external holding area. Measures have been put in place to ensure your child/ward's safety and well-being during the exercise. We seek your understanding should you be turned away from the School during the period of the exercise.
2. We appreciate if you could take time to reinforce our teaching on the importance of safety and security with your child/ward, 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. Please ensure that your child has a good breakfast in the morning before coming to School. We will provide your child with biscuits and water should the exercise stretch over the recess time.
4. Lessons will be conducted before and after the exercise. Your child/ward will be dismissed at the usual school dismissal time, 1.30pm, on the day of the exercise.
5. If you need further clarifications, please contact the form teachers of your child/ward or the General Office at 6511 9555.

Yours sincerely,

Mrs Manokara S  
Principal

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**Acknowledgement slip**

**Re: CANTONMENT PRIMARY EMERGENCY EXERCISE TO EXTERNAL HOLDING AREA**

I have received the notification dated Friday, 4 November 2022 and the contents are noted.

Name of Parent: \_\_\_\_\_

Relationship to Student: \* Father / Mother / Guardian

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Contact number: \_\_\_\_\_

\*Delete where applicable