



# CHIJ Primary (Toa Payoh)

*~Simple in Virtue ~~ Steadfast in Duty~*

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## Application for Pupil's Early Dismissal / Late Entry

### **Part I: To be completed by Parent (for early departure or late entry known in advance) / Pupil (for early departure not known in advance)\***

Name of Pupil: \_\_\_\_\_ Class: \_\_\_\_\_

I wish / My child wishes\* to apply to leave / enter\* the school during school hours on \_\_\_\_\_ (date) at \_\_\_\_\_ am/pm\* for the following reason \_\_\_\_\_.

\_\_\_\_\_  
Signature of Pupil

\_\_\_\_\_  
Name & Signature of Parent (if known in advance)

\_\_\_\_\_  
Date

### **Part II: To be completed by FM / Subject Teacher / AED / TA**

The application is noted and approved / not approved\*.

Name of Teacher / AED / TA: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### **Part III (a): To be completed by General Office Staff**

Pupil will be picked up by:  Parent  Guardian  Others: \_\_\_\_\_

Name of person picking up child from school : \_\_\_\_\_

IC No : \_\_\_\_\_

Signature & Date : \_\_\_\_\_

-----✂To be detached by General Office Staff✂-----

### **Part III (b): To be completed by General Office Staff & Security Guard at Primary School Main Gate**

The pupil named below has been granted permission to leave the school.

Name of Pupil : \_\_\_\_\_ Class: \_\_\_\_\_

Name and signature of General Office Staff : \_\_\_\_\_ Date and Time: \_\_\_\_\_

School Stamp: 

Name and Signature of Security Guard: \_\_\_\_\_ Date and Time : \_\_\_\_\_

(This copy is to be retained by security guard and returned to General Office for filing at the end of the day.)

\* Please delete accordingly

