



SCHOOL ACCESS POLICY

GATE A SECURITY POST

1 Staff, Teachers & Board of Governors (Including Outsourced Staff)

- 1.1 Uses School eCard to scan at the Security Post to enter and exit School.
 - 1.2 All entry & exit to Campus MUST be scanned using the eCard for identification purpose.
 - 1.3 Staff/Children of staff (in vehicle) required to scan too.
 - 1.4 In the event the eCard is forgotten for the day, a temporary V eCard MUST be obtained from the Security. Upon exit, scan and return the eCard to Security.
 - 1.5 Lost School eCard and temporary V eCard will be charged at RM20.00 per card.
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2 Student

- 2.1 Uses School eCard to scan at the Security Post to enter and exit School.
 - 2.2 In the event the eCard is forgotten for the day, a temporary card MUST be obtained from Security. Upon exit, scan and return the V eCard to Security.
 - 2.3 Lost School eCard and temporary V eCard will be charged at RM20.00 per card.
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3 Parents & Additional Family Member/s

- 3.1 Each family will be issued 2 parent eCards.
 - 3.2 Uses parent eCard to scan at the Security Post to enter and exit School.
 - 3.3 Additional family member/s visiting the School MUST register and surrender personal ID equivalent card (driving license, and etc.) to obtain V eCard from Security.
 - 3.4 In the event the additional family members are unable to surrender ID equivalent card, the parent must surrender his/her personal ID equivalent card (driving license, and etc.) to obtain V eCard for them.
 - 3.5 Upon exit, scan and return the V eCard to obtain your personal ID equivalent card from the Security.
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4 Visitors & Vendors

- 4.1 Based on online External Appointment System, data to be submitted by staff member
 - 4.2 MUST Register and surrender personal ID equivalent card (driving license, and etc.) to obtain V eCard to scan enter and exit School.
 - 4.3 Upon exit, scan and return the V eCard and collect your personal ID equivalent card from Security.
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5 Inter-School Sports & Other Events

- 5.1 Department Head to inform Operations Executive (minimum 3 working days' notice) and provide list of names and headcount.
 - 5.2 Person in Charge (PIC) from the visiting school MUST register, surrender personal ID equivalent card and obtain V eCard from the Security to scan to enter & exit school.
 - 5.3 Headcount of students will be performed by the Security and visiting school PIC based on the name list submitted and V eCard will be issued to the students of the visiting school.
 - 5.4 Upon exit, scan and return the V eCard to obtain the personal ID equivalent card from the Security by the visiting school PIC. Students, scan and return the V eCard to the Security.
 - 5.5 Parents/Guests from visiting school MUST register and surrender personal ID equivalent card (driving license, and etc.) to obtain V eCard to enter and exit school.
 - 5.6 Upon exit, scan and return the V eCard to obtain personal ID equivalent card from the Security.
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GATE B SECURITY POST

6 Bus Marshalls & Students (School Bus Service)

- 6.1 Students uses student eCard to scan at the Gate B Security Post to enter and exit school.
- 6.2 Bus Marshall to assist to monitor the above exercise.
- 6.3 In the event the eCard is forgotten for the day, a temporary V eCard MUST be obtained from the Security. Upon exit, scan and return the V eCard to Security.
- 6.4 Lost School eCard and temporary V eCard will be charged at RM20.00 per card.