

TAMPINES JUNIOR COLLEGE – EX-STUDENTS VISIT

INTRODUCTION

1. Following the announcement of the JC merger, the College has received numerous requests from ex-students to visit and use college facilities. We trust that our ex-students understand the College's need to manage their visits to meet safety and security requirements. Hence, as per current security guidelines, the visits of ex-students will be managed as per any other visitors during normal working hours. The use of college sports facilities will have to be approved by college management and should be an organised event as it has implications on personal injuries, claims or damage to college properties.

AIM

2. The aim of this instruction is to outline guidelines for ex-students' homecoming visits to the College.

VISIT POLICY FOR EX-STUDENTS AND EX-STAFF

3. All ex-students' visits will require prior appointment with current staff or General Office admin staff at Tel 67841955. The College expects our ex-students to book in as per any other visitors, be properly attired and adhere to college rules and regulations. The College is a **gazetted Non-Smoking area**, there should be no religious or race activities/events and appropriate behaviour while in an education institution is expected of our visitors. The College reserves the right to ask any visitors to leave for unacceptable behaviour while on premise. The canteen TPEat is designated as the meeting area for our ex-students with the accompanying teacher for such visits during normal work/school day. The college **Does Not** permit visits outside working hours.

4. Ex-students who wish to use college sports facilities can do so with prior appointment and clearance from the College. The use of college facilities for sports will be at the ex-students' own risks and the College shall not be responsible for medical injuries and charges incurred due to emergency evacuation, loss or damage to their personal property.

5. **The last Saturday of each month has been designated as the day for ex-students to visit/ use sports facilities.** The approved activity will be permitted from 7.30 am to 12 pm. Please note, all visits and use/requests for use of TPJC sports facilities other than those events announced in the TPJC web site by ex-students/staff are to be made with prior appointment before visiting the College. All visitors are still expected to sign in and be issued a visitor pass at the Security Post.

For Attention of All Visitors

6. All visitors will be screened at the gate by the security guards. Visitors will be issued visitor passes and these are to be displayed while in the school premises. All passes are to be returned at the end of the visit.

- a. For those who drive, please park at the Visitors' carpark.
- b. Drop off and Pick-up will be carried out at the Visitors' Car Park only.
- c. Visitors will not be permitted to remain in the College past normal school hours without the approval of the College's Principal or Vice-Principal.

VISITORS' UNDERTAKING

7. **Undertaking Form** – All ex-students will need to complete an Undertaking Form issued by the Security Guard. They will need to declare their purpose of visit and furnish contact details for verification checks. Upon arrival, they are to sign in for a visitor pass and return this at the end of the visit. They are to comply with the College's rules and regulations as stipulated and be properly attired.

8. The facilities of Tampines Junior College are for the exclusive use of the students, Staff and other authorised users only. The College shall not be responsible for any loss of property, accidental injuries or death arising out of the use of the sports facilities. Any person using the facilities shall do so at his or her own risk.

CONCLUSION

9. The visitor control system aims to enhance the security and safety of the premises and we trust that our ex-students appreciate they are necessary measures to ensure that they have a pleasant visit back to the college.

TPJC School Admin

22 Nov 17

ANNEX A



TAMPINES JUNIOR COLLEGE

2 Tampines Ave 9 Singapore 529564

Tel: 67841955 Fax: 67810061

Website: <http://www.tpic.moe.edu.sg/> E-mail: tpjc@moe.edu.sg

For TPJC Ex-Students' Use Only

(Please complete Part I and II of the Form, thank you.)

Acknowledgement and Indemnity on Visit/Use of TPJC Sports/CCA Facilities *(delete as appropriate)*

PART I - Acknowledgment:

I _____ (name) am an Ex-Student from
the _____ (Graduating Year/batch).

I have read and accepted the conditions on the use of college sports/CCA facilities. I also agree to comply with the terms and conditions of Tampines JC, including all stipulated rules and regulations for the visit.

- All visitors are to book in at the security post and be properly attired.
- The college is a **NO Smoking Gazetted Area**, no religious or race activities/events are permitted and appropriate behaviour are to be expected.
- The college reserves the right to ask me **to leave** for unacceptable behaviour while on premise.)

I am aware that I need to pass the PAR-Q questions before participating in any of my/ group sports activities.

Any use of the College facilities is done so entirely at my own risk and this acknowledgement shall deem that I have understood the risks and conditions associated with the use of the facilities as ex-students. Tampines Junior College shall not be responsible for any death, personal injury, loss or damage arising out of my use of the facilities. As such in the event of an accident or other emergency occurring during such visit, there will be no claimable expenses or provision of any medical or other types of assistance given.

I agree that if I am injured or require medical assistance, the college can, at my cost, arrange for medical treatment and emergency evacuation as deemed necessary. I agree that I am responsible for my own medical and ambulance charges/insurance cover.

The College reserves the right to remove any unattended bags at our premises for security reasons and will not be responsible for any losses and/or damage to the belongings.

Name: _____

Signature and Date: _____

Contact No: _____

PART II – Details of Visit:

1. Brief Description of Visit. (Please tick)

- Phototaking of college with notification to College
- Phototaking without notification to College *
- Visit teachers who taught me during my JC years
- JC reunion sports activities approved by College
- Support CCA-organised activities approved by College
- Others – please specify.

2. Date/Time: From _____ to _____

(Please note NO overnight stay is permitted due to security requirements)

3. Tick the sports facilities to be used: *(Please note use of facilities is permitted **only with approval** by College and limited to the following designated areas. We regret that we are unable to allow free access due to security reasons.) Please tick*

- Sports stadium (soccer/basketball/hockey/tennis/running track/volleyball/netball)
- Canteen Area
- Student Café
- Others – please specify areas that has been approved by College only

4. Particulars of coordinating staff/contact person from Tampines Junior College.

Name: _____ Contact: _____

(* Please contact Operations Manager at Mobile: 98294812)

(Form can be downloaded from <http://tpjc.moe.edu.sg>)