



## **2025 Advisory Letter for Primary One Parents using the School Bus Transport**

Dear Parents,

We would like to provide you with some important information regarding the school bus transport service for the upcoming academic year. Please take note of the following key points:

### **1) School Dismissal Hours:**

- School dismissal from Mondays to Fridays will be scheduled for 1:30 pm for all students.
- Buses will depart promptly at 1:45 pm.

### **2) Early Arrival Recommendation:**

- We strongly advise parents to arrive at the bus pick-up and drop-off points 5 minutes earlier than the times specified by the bus operators.
- Please monitor these timings closely during the first two weeks of school.
- Bus pick-up and drop-off times will be adjusted and calibrated for efficiency and accuracy by the third week.

### **3) Dismissal Procedures:**

- Primary One students using the school bus will receive a bus name tag from their class form teacher on the first day of school.
- This name tag should be securely pinned to the lanyard provided by the school for two weeks.
- The name tag helps teachers and bus drivers identify each student and allocate them to the correct bus (including the bus number).
- Parents are responsible for ensuring that their child brings the name tag to school daily during this period.

### **4) Parent Pick-Up After School:**

- If you need to pick up your child after school dismissal, we strongly recommend doing so at the designated school bus bay, rather than elsewhere on the school premises.
- Please ensure that you inform your child's bus driver if you plan to pick up your child personally.
- This approach helps minimize confusion and allows students to become familiar with the bus system.

## 5) Collection of Bus Fare:

- No deposit is required for bus service registration.
- Students will receive a bus fare payment advice during the first week of January, February, March, April, May, July, August, September, and October (covering 9 months) for the collection of bus fare.
- Parents are encouraged to make bus fare payments conveniently via PayNow or by placing cash along with the bus fare card in the provided holder.
- Please submit the payment to your child's respective bus operator/driver by the 7th day of each calendar month to ensure uninterrupted bus service.

We sincerely appreciate your cooperation in adhering to these guidelines and the **Bus Service Terms and Conditions**, as they contribute to the smooth and efficient operation of our school bus service. We trust that your experience with our Transport Company will be a pleasant one.

If you have any questions or require further assistance, please do not hesitate to reach out to us.

Thank you for entrusting us with your child's transportation needs.

Yours sincerely,

Carrie Lee

Overall In-charge School Bus Contractor  
for Anglo-Chinese School (Primary)