



28th August 2015

RE: CAMPUS SECURITY

Dear Parent/Guardian

As you are aware, we are introducing a new security system which will further enhance the safety of all members of our school community. The new system is primarily focused on the management of adult visitors and is designed to ensure that only those with authorisation can access the site and that we know who is on site in the event of a fire or similar.

The new system requires that all adults who regularly access the campus are issued with a smart photo ID card. This card, when swiped across the scanner, will give them school access at the turnstiles at both the Primary and Secondary entrances. The security guards will require any adult who does not have a smart ID card to explain their purpose and authorised visitors will then be required to provide ID and sign in the visitor log. Old style ID cards will not work with this system.

Each family will be issued with up to 4 photo ID cards to be used by parents, aunts, drivers or other adults who regularly drop off or collect children from school. These cards are personalised with the photo and name of each adult. Please sign up all of the adults in your household who will be involved in this process and encourage them to wear their red lanyard and use their smartID card every time they come to school. It will help to make the beginning and end of the school day as smooth as possible, as without the card they will be required to go through a visitor check and signing in process.

We will have a phased introduction of this new system to allow us to effectively manage the card production & distribution, and fine tune the system. We aim to be fully operational before the Golden Week Holiday.

Phase 1: Week beginning 24 th August 2015	Staff / IB Students
Phase 2: Week beginning 31 st August 2015	EYF Cubs / KS1 applications Cards issued within 7-10 days
Phase 3: Week beginning 7 th September 2015	KS2 applications Cards issued within 7-10 days
Phase 4: Week beginning 14 th September 2015	KS3 / KS4 / KS5 applications Cards issued within 7-10 days



Applying for your smart ID cards

To register for your smart ID card, please visit our website and complete the online application. <http://www.nordangliaeducation.com/our-schools/shanghai/puxi/our-security-id-cards>

You must also upload the required photos. Photos must meet the requirements outlined below. Please note that as this is a new system, we can not transfer previously held information and require that everyone complete a new application. Thereafter, your details will be uploaded onto our school management information system and will only require updating when you inform us of changes to the adults who come to school with your children.

Photo Requirement – the same as UK passport photos

- 45mm high 35 mm wide , plain or cream background
- Close up of head and shoulders, facing forward and looking at the camera
- Only of you and with no other people or objects

If you have any problems accessing or completing your registration forms, please contact us using the email address below. Violet Zhu will respond to Primary enquiries and Suya Yan will respond to Secondary enquiries. id@bisspuxi.com

Collection of Cards

Cards will be ready approx. 7-10 days from your application being uploaded. You will receive an email informing you that your card is ready for collection from the Primary or Secondary reception. Parents who have requested that their ID cards are sent home will receive an email on the day that the ID cards have been sent home with their child.

Lost Cards

We do ask that you look after these smart ID cards carefully and use them on a daily basis. In the event of a lost card, please contact Violet (Primary) or SuYa (Secondary) via id@bisspuxi.com and they will coordinate a replacement for you. Each replacement card will incur a charge of 20 RMB per card.

Thank you for your cooperation as we launch this new system. If you have any questions, please contact Violet or Suya via id@bisspuxi.com.

Yours sincerely,

Kevin Foyle
Principal