

## Alumni Visitation Guidelines

We welcome all ex-students of Fuchun Secondary School to return to the school premises to visit the teachers as well as to contribute/participate in our school activities. However, there is also a need to ensure that normal school operations is not affected. Student and staff safety remains as the school's priority.

From end February 2017 onwards, all Alumni Core Team as well as CCA Alumni Volunteers will be issued the FCS Alumni Card which must be presented at the school's security post. All other Alumni will sign in at the school security post when they arrive in school.

Thus, alumni visitation will be categorized into the three main types:

1. Visiting as an Alumni Core Team or as CCA Alumni
2. Visiting on Normal School Days
3. Visiting on Special Occasions such as Chinese New Year celebrations and Teachers' Day celebrations

### 1. Alumni Core Team/CCA Alumni

- All CCA Alumni/Alumni Core Team should have an Alumni card. This must be presented at the school's security post.
- The Alumni is welcome to come to school at the required timing for his/her purpose.
- The Alumni should be dressed appropriately.\*

### 2. Alumni Visiting on Normal School Days

- The Alumni is welcome to visit their former teachers on school days between **3:30 pm to 6 pm on weekdays**.
- The Alumni is encouraged to make a prior arrangement with the teacher(s) whom they wish to meet.
- If the Alumni has an FCS Alumni card, please present the card at the school's security post.
- If the Alumni does not have an FCS Alumni card, they would need to use their identity card in exchange for a visitor's pass. The visitor's pass should be returned when they leave the school.
- Please go to the General Office and inform the General Office staff the teacher(s) you will like to meet.
- The Alumni should be dressed appropriately.\*

### 3. Alumni Visiting on Special Occasions

- The Alumni are welcome to visit your former teachers on special occasions indicated by the school.
- The Alumni are strongly encouraged to register for attendance at special events (A Registration Form will be sent out prior to the event.)
- If the Alumni have not registered, they would need to sign in at the school's security post.
- Alumni movement is restricted to Level 1 and outside Staff Room area only.
- The Alumni should be dressed appropriately.\*

#### \* Alumni Dress Code

- No revealing attire (top or bottom)
- No short shorts.
- No extreme coloured hair/dye.
- No tattoos should be seen.
- If Alumni is in school for CCA purposes, the Alumni should preferably wear a CCA-related shirt/uniform.