

## Department of PR/Communications

Head of PR/Communications: Helen Kiran

Zekeriyaköy Mah.,Kilyos Cad., No: 227/1,2, Sarıyer, İstanbul

Tel: +90 212 202 7027 Ext: 175

+90 212 202 7709 Ext: 175

Fax: +90 212 202 7796

Email: [communications@bis.k12.tr](mailto:communications@bis.k12.tr)

[h.kiran@bisistanbul.org](mailto:h.kiran@bisistanbul.org)

web: [www.bis@k12.tr](http://www.bis@k12.tr)



26th September 2011

Dear Parents

### Student Safety

The following measures will come into effect as of Tuesday 27<sup>th</sup> September:

- Any students leaving school during school hours must have a permission slip (Gate Pass) to leave.
- Students catching buses will go home on the same bus number that they arrive to school on unless their Class Teacher has written permission in the Home School Communication Book.
- If you wish to occasionally change your child's routine, we will need your written permission in the Home School Communication Book. Please note that communications by telephone or email will not be acceptable.
- If you have a permanent pick up plan, for example, your friend is picking up your child three days a week, then please address a letter to Miss Amanda Ilhan, Pre and Primary Deputy Director.

Thank you for your co-operation.

Yours faithfully,

Helen Kiran



UNIVERSITY of CAMBRIDGE  
International Examinations

CAMBRIDGE INTERNATIONAL CENTRE

