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ST STEPHEN'S SCHOOL

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19 May 2017

Dear Parent/Guardian

1. Temperature Taking on Fri 30 Jun 2017

- As part of our efforts in maintaining the schools' preparedness in the temperature-taking regime, as well as to ensure that all new pupils are familiar with the temperature-taking procedure, a temperature-taking exercise will be conducted on **Fri, 30 Jun 2017**.
- Prior to the exercise, there will be a check on all Oral Digital Thermometers (ODTs) on **Wed, 28 Jun 17**. We would like to seek your assistance in ensuring that your child brings his personal ODT on the two days mentioned above.

2. Update of Student Particulars

- We would also be grateful if you could update your contact details in the space provided below if there any changes.

3. Travel Declaration for June Holiday

- **For P1 parents**, please declare your travel plans during the upcoming June holidays in the form attached. Please return the forms to your child's/ward's Form Teacher (FT) by **Thu, 25 May**.
- **For P2 to P6 parents**, we seek your co-operation in making travel declaration **online** for your child if he will be travelling during the coming school holidays and also anytime he is travelling out of the country in 2017 via www.mconline.sg. A step-by-step guide on how to access the Online Travel Declaration is attached.

Please note that your UserID to access the MCOonline portal is: P_ followed by your child's/ward's BC Number (Eg: P_T1234567A) and your default password is: learning1

Thank you for your support and cooperation. Together, we can conduct a successful temperature-taking exercise as part of our continuing efforts to provide a healthy and safe environment for all in our school.

Yours Faithfully

Tan Yong Seng
Administrative Manager