



ST STEPHEN'S SCHOOL

20 SIGLAP VIEW SINGAPORE 455789

TEL : 6444 1645

FAX : 6442 2576

8 Nov 17

Dear Parent/Guardian

Yet another school year is coming to an end. Before we all go off for the school holidays, we need your assistance for some administrative matters below.,

1. Travel Declaration for Nov/Dec Holiday

- For P1 parents, please declare your travel plans during this upcoming school holidays in the form attached. Please return the form to your child's/ward's Form Teacher (FT) by **Wed, 15 Nov**. (You may also submit the declaration forms to your child's FTs during the Meet-the-Parents session on 14 Nov). A **NIL return is required**.
- For P2 to P6 parents, we seek your co-operation in making travel declaration **online** for your child **only if** he will be travelling during the coming school holidays via **www.mconline.sg**. Please note that your **UserID** to access the MOnline portal is: **P** followed by your child's/ward's BC Number (Eg: **P_T1234567A**) and your default password is: **learning1**


2. Temperature Taking on 5 Jan 2018

- 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, 5 Jan 18**.
- Prior to the exercise, there will be a check on all Oral Digital Thermometers (ODTs) on **Thu, 4 Jan 18**. We would like to seek your assistance in ensuring that your child brings his personal ODT on the two days mentioned above.

3. Sale of Car Decal

- To assist our security officers to identify parents' vehicles being driven into the school compound, we would require that your vehicle has a specially designed vehicle decal, issued by the school. The validity for the decal will be for one year. We will be using different colored borders to differentiate the years so identification would be easier for our security officers.
- For 2018, the border will be red in color. To purchase the decal, please complete the attached form. Your son/ward can use this form to purchase the decal from the booth set up outside the General Office on **Fri, 10 Nov, Tues, 14 Nov & Wed, 15 Nov**. Multiple decals can be purchased if you have more than one vehicle. The cost is \$ 1.00 per decal.

Yours Faithfully


 Tan Yong Seng
 Administrative Manager



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Purchase Of School Car Decal

Name of Child : _____

Class : Primary _____

No.	Vehicle No.	Price
1		\$ 1/- per decal
2		
3		
4		
5		
Total		\$

Note :

1) Please complete this form and bring it along to purchase the car decals on the following days :-

Fri, 10 Nov 17 - During recess (9.45 a.m. – 11.15 a.m.)
Tues, 14 Nov 17 - During recess (9.45 a.m. – 11.15 a.m.)
Wed, 15 Nov 17 - During recess (9.45 a.m. – 11.15 a.m.)