



Ref : 2018/FCPS/COMMS/057

Date : 25 June 2018

Dear Parents/Guardians,

Temperature-Taking Exercise and Bi-Annual Update of Pupils' Information

1. We would like to welcome your child/ward back to school for the new term.
2. As part of the school's continued efforts to ensure our pupils' safety and well-being, we will be conducting the activities indicated below. We seek your continued support to ensure that the activities are successfully implemented for the benefit of our pupils.

A. Temperature-Taking Exercise (Thursday, 28 June 2018)

- a) This exercise will be conducted to maintain our school's readiness to re-activate the temperature-taking regime should there be a need to. The exercise will also serve to educate our children on the need to take personal responsibility for their own health and practice social responsibility.
- b) In preparation for the exercise, we will be conducting a pre-exercise check on Oral Digital Thermometers (ODTs) on **Wednesday, 27 June 2018**. We seek your assistance to ensure your child/ward brings his/her personal ODT on these two days.
- c) In case there is a need for you to purchase a new ODT, you may do so from the school bookshop or any of the pharmaceutical stores.

B. Bi-Annual Update of Pupils' Information

- a) The school updates the pupils' information to ensure that we can reach all parents/guardians confidently in times of need. The updating is done in January and July each year.
- b) It is important that you update the school timely of any changes in your contact numbers. If your child/ward is a commuter, please provide the school with local contactable number. This is necessary in the event that you cannot be reached at your number provided to the school.
- c) For this update, we will need once again your assistance to go through every information on the document attached and complete all missing information. Should there be any change(s) to the information reflected, please cancel and write the correct information. Please also initial against the additional/amended information entered on the document. Do note that a **NIL return is compulsory** and hence, the document must be returned to the school.

d) Please return the document to us by **Wednesday, 4 July 2018** through your child's / ward's Form Teacher.

3. Thank you.

Yours faithfully,

Mrs Yap Dai Jee
Principal

