



MAYFLOWER PRIMARY SCHOOL

200, ANG MO KIO AVENUE 5

SINGAPORE 569878

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<http://www.mayflowerpri.moe.edu.sg>

2 November 2017

Notification: 068/2017

Dear Parents / Guardian,

Important End-of-Year School Schedules and Matters

With the 2017 school year coming to a close, please take note of the following reminders:

1. Online Travel Declaration

Please inform the school of your child's or ward's travel plans in November and December 2017, by entering the details via MCOOnline, latest by Tuesday, 7 November. It is important to declare the travel plans of your child/ward, regardless of travel intent, for the purpose of contact-tracing in the event of an emergency situation.

Do refer to the attached Annex A for the "Guide on How to Do An Online Travel Declaration". Please fill in a hardcopy of the travel declaration form, if you have no Internet access, and submit it to your child's or ward's form teacher.

2. Administration and Promotion Exercise

The school will be conducting the Administration and Promotion Exercise on Friday, 10 November 2017. As such, all pupils need not attend school on that day. Pupils will report back to school on 13 November.

3. Use Your Hands Campaign

As part of the school's Values-in-Action (VIA) programme, all pupils will participate in a 'Use Your Hand Campaign'. P6 pupils will be involved on 13 November, and P1 to P5 pupils will be involved on 15 November.

The objectives of this campaign are to nurture in each pupil the spirit of service and to develop a sense of ownership, belonging and responsibility towards the school in line with the school's motto of 'Service before Self'. This campaign will also enable our pupils to make the conscious effort to show gratitude towards the cleaning 'uncles and aunties' who have contributed to a clean, pleasant and safe school environment for all pupils.

All pupils are to be in their PE attire on that day. They are highly encouraged to bring rags from home for this VIA activity.

Mayflower Primary School | Our Pupils, Exemplary Citizens of Tomorrow



4. Early dismissal on 16 November at 11.15am and P6 Farewell Ceremony

The school will be holding the P6 Farewell Ceremony on Thursday 16 November 2017, from 11.45am to 1.00pm. As such, all P1 to P5 pupils will be dismissed at 11.15am on that day. The bus company has been informed of the early dismissal. Please make the necessary transport arrangement if you are picking your child/ward from school. All pupils are to report to school as usual on 16 November at 7.30am.

5. 39th Awards Presentation and Partners' Appreciation Ceremony

The school will be holding the 39th Awards Presentation and Partners' Appreciation Ceremony on **17 November, Friday, 9.00am to 12.00pm**. Only awards recipients and performers need to come to school on that day. Award recipients are to report to the school hall in their school uniform by 8.15am. Performers will report at different reporting times as instructed by their respective teachers-in-charge.

For pupils who are not involved in the 39th Awards Presentation and Partners' Appreciation Ceremony, **16 November 2017 will be the last day of school.**

6. School Holiday Activities

There will be some activities scheduled during the school holidays. Pupils who are required to come to school to attend the activities will be notified by their teachers.

Kindly note that the end-of-year school holidays will be from 18 November to 31 December 2017. The new school year will begin on 2 January 2018. All pupils will report to school on 2 January 2018 by 7.30am.

7. Temperature-Taking Exercise 2018

The school will be conducting its first temperature-taking exercise of the new year on **Friday, 5 January 2018**. Please ensure that your child's or ward's Oral Digital Thermometer (ODT) is in good working condition. If the ODT is not working, a new one can be purchased from the school bookshop. All Primary 1 pupils will be issued with an ODT in the new school term.

We seek your support and cooperation to ensure that your child/ward brings his/her ODT to school on the first week, 2 to 5 January. 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.

We wish you and your family an enjoyable break during this end-of-year school holidays.

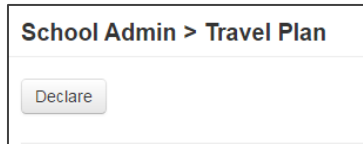
Yours sincerely,

Mrs Lim-Chua Siow Ling
Principal

1. Login to **mconline.sg** to declare online.
User ID: mfps23456a (mfps is a default login followed by last 6 characters of pupil BC number e.g. T0123456A)
School ID: Mayflower Primary School
Password: 2017mfps4 (2017mfps4 is a default password for pupils in term 4)



2. Select School Admin
3. Select Travel Plan: Travel Plan
4. Select Declare



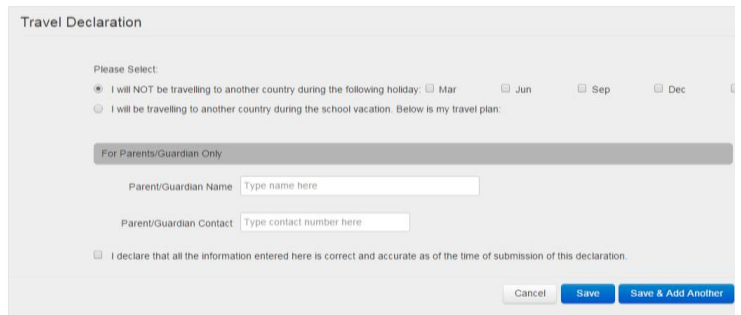
If NOT Travelling:

Select, **I will NOT be travelling to another country during the following holiday.**

Select **Month**, eg. December

Tick, I declare that the information entered here is correct and accurate as of the time of submission of this declaration.

Click **Save**.



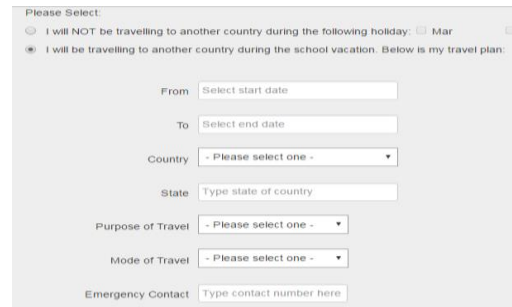
If Travelling:

Select, **I will be travelling to another country during the school vacation.**

Fill in the form.

Tick, I declare that the information entered here is correct and accurate as of the time of submission of this declaration.

Click **Save**.



If you have no internet access, please fill in the form below and submit to the form teacher:

Informing School of Child's/Ward's Travel Plans

Name of Pupil: _____ () **Class:** _____
Travelling during the Nov/Dec School Holidays: Yes / No (Circle accordingly)
 If **Yes**, please indicate the details below.

| Country of Intended Travel | Period of Stay (Date) | |
|----------------------------|-----------------------|----|
| | From | To |
| | | |
| | | |

 Name of Parent / Guardian

 Signature / Date