



SENG KANG PRIMARY SCHOOL

A Vibrant Community of World-Ready Learners

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

21 Compassvale Walk, Singapore 545166; Tel: 6384 0809; Fax: 6384 0839

SKPS/2014/P / VP/ 137

11 March 2014

Dear Parents / Guardians,

Emergency Preparedness

As part of the school's emergency preparedness, the school would like to seek parent's support and cooperation regarding the following:

1. Updating of Addresses, Contact Numbers and Commuter status

Whenever there is a change of contact information, parents are to inform the school as soon as possible. This is to facilitate communication with parents should there be an emergency.

If there has been changes in your address and/or contact numbers (handphone, house phones and e-mail addresses) recently and the school has not been informed, please call the school to inform your child's form teacher. Alternatively, you could also write the updated information in your child's Student Companion and remind your child to show it to his / her form teacher. This would also inculcate a sense of responsibility in your child.

If your child commutes daily across the causeway, it would help greatly if a local contact number of a relative / guardian be given to the school in case of emergency.

2. Students with Medical Conditions

If your child has a medical condition and the school has not been notified, please do so as soon as possible by submitting a letter from the doctor informing the school of your child's precise medical condition. The doctor's letter can be handed to your child's form teacher or to the General Office.

Students with medical conditions that require medication such as inhalers for asthmatics are to ensure that they have their medication with them all the time.





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3. Students Who Are Unwell

It has also come to our attention that some students who are unwell still report to school. Although we appreciate that our students enjoy coming to school, we need to inculcate in them the social responsibility that if they are unwell, they should seek doctor's advice and rest at home until they are fully recovered. It would thus be much appreciated if parents could help monitor the health of their child and refrain from sending them to school if they are unwell.

4. Travel plans

Just a reminder that should your child go on overseas trips during the holidays or long weekends, he / she is reminded to complete the travel declaration form and return it on the stipulated date. In the event that after the trip your child is unwell, please bring him / her for medical attention especially if he / she has returned from a country with a history of flu outbreak.

Thank you for cooperating with the school to make it a safe and conducive place for your child to learn and grow. Let's all do our part in it.

Yours sincerely,

Mrs Winefrede Loo
Vice-Principal

cc Mrs Rabia Shahul, Principal
Mr Albert Chia, Vice-Principal