



Convent of the Holy Infant Jesus  
Our Lady Queen of Peace

2 February 2018

Dear Parents/Guardians,

The following information is for your kind attention and necessary action, please.

### 1. Chinese New Year celebrations 2018

Our school will be celebrating Chinese New Year on Thursday, 15 February 2018. We encourage our pupils to wear **traditional Chinese attire** to school. Pupils who may not have the Chinese attire and would like to wear it can make arrangements with their Chinese classmates. The Form teacher will assist them in this.

Girls who choose not to wear the traditional Chinese attire will be in their school uniform. All students are to wear their school shoes with the traditional attire or school uniform.

School will end at 10:30am on that day. School will be closed on Friday, 16 February and Monday, 19 February 2018 for the Chinese New Year Holidays. Pupils will report to school on **Tuesday, 20 February 2018**.

On behalf of the all the staff of CHIJ OLQP, we would like to wish all pupils and parents:

新年快乐，万事如意！

### 2. Travel Declaration for Chinese New Year long weekend and Term 1 School Vacation

With the Chinese New Year and March Holidays around the corner, you may be travelling with your child / ward overseas. We are requesting that you declare your child's / ward's travel plans via **MOnline portal**. Please submit the online travel declaration by Sunday, 11 February 2018.

Parents / Guardians of **ALL Primary One children** need to submit a travel declaration regardless of the travel intent. For Primary 2 to Primary 6 pupils, only those who are travelling need to submit their travel declaration.

The steps to submit the online travel declaration are attached. Please refer to Annex 1.

*Simple in Virtue, Steadfast in Duty*

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### **3. PSG Movie Night**

PSG would like to thank all parents / guardians in supporting them for the coming Movie Night on Friday, 9 February 2018. The response has been overwhelming.

For those who are driving, please ensure that you park properly at the designated parking lots only. As parking at St Joseph Church Carpark is limited, we would like to encourage you to make use of public transport.

The PSG will be selling piping hot churros (which must be consumed before 6pm), non-carbonated drinks, popcorn, cotton candy and potato chips on that day as well. Purchases can only be made in cash. No other food is allowed in the school hall. Please wear comfortable clothings as everyone will be seated on the floor.

For parents / guardians who have ordered the bento sets, please note that the food will be ready for collection near the vending machines at the school canteen by 5pm. Food not collected by 6:15pm will be given away.

### **4. Pupils' Data Protection**

The PDPA establishes a data protection law that comprises various rules governing the collection, use, disclosure and care of personal data. It recognises both the rights of individuals to protect their personal data, including rights of access and the needs of organisations to collect, use or disclose personal data for legitimate and reasonable purposes.

As the school carries out the everyday activities, we do take photographs and videos of students engaging in these activities. As parents / guardians to your child / ward, if you do not wish to have your child's photo to be taken, please drop the school an email, so that we will take note of your preference.

### **5. Continual Assessment 1 (CA1) for Primary 5s & Primary 6s**

The Primary 5 & Primary 6 pupils will be sitting for written CA1 examination from Monday, 26 February 2018. CA1 Time-table and topics to be tested have been given out in our letter dated 24 January 2018.

### **6. Parent-Pupil-Teacher Conference**

The Pupil-Parent-Teacher Conference for Primary 5 and 6 parents will be held on **Thursday, 8 March 2018** from **2:15pm to 5pm**. You are encouraged to bring your daughter along for the session.

The online appointment booking will begin on the Monday, 20 February 2018 and will end on Tuesday, 6 March 2018. A letter will be issued to you with regard to the booking procedure.

For parents / guardians who drive, please park your vehicle at St Joseph Church car park at the designated parking lots. Thank you very much.

Let us continue to work together in partnership as we strive to make your daughter's learning experience at CHIJ OLQP both a memorable and enriching one.

Thank you.

Yours sincerely,

Mrs Tan-Lim Kim Gek  
Principal

## Information on pupils travelling outside Singapore during Chinese New Year and Term 1 school vacation (10 March to 18 March 2018)

The steps to submit the online travel declaration are as follows:

1. Go to MC Online website at <http://www.mconline.sg> or scan the QR code below:



2. *Your Child's Login*

Your child's MC Online login will be in the following format:

*School ID* + *Last 5 characters* of her *BC Number*.

For example,

User ID: OLQP + T012**3456A** → **OLQP3456A**

School: CHIJ Our Lady Queen Of Peace

Password: **OLQP2018**

3. Please follow the guide to submit your child's travel declaration.

Please update us should there be any change in the travel plans. Please contact the office staff at 6769 1529 should you need to update us with the necessary details. If you face any technical difficulties, you may contact Marshall Cavendish Education Technical Support at 6777 5198.

## Guide to Declare Travel Plans

### Procedure 1:

**Step 1:**  
Click **School Admin**.

**Step 2:**  
Click **Travel Plan**.

Enrichment	School Admin	My Account
<b>School Admin</b>		
	Co-Curricular Activities CCA Registration	
	Holistic Assessment Student Holistic Report	
	Results Management View My Results	
	Travel Plan Travel Plan	Disciplinary Record My Offences My Incentives  Parent-Teacher Meeting View Form  School Matters Fault Reporting & Service Request Suggestion Box Temperature Taking

### Procedure 2:

#### School Admin > Travel Plan

**Step 3:**  
Click on **Declare**.

<input type="checkbox"/>	Purpose	Start Date	End Date	Submitted
No travel plan found.				

### Procedure 3:

Please Select:

I will NOT be travelling to another country during the following holiday:  Mar  Jun  Sep  Dec

I will be travelling to another country during the school vacation. Below is my travel plan:

**Step 1:**  
Select **Option 2** if you are travelling to another country.

**Step 2:**  
Click on the start & end dates and select from the pop-up calendar.

**Step 3:**  
Select the destination country from the drop-down list and enter the specific state.

From: 03/06/2013

To: 10/06/2013

Country: Bahamas

State: Bahamas

Su	Mo	Tu	We	Th	Fr	Sa
28	29	30	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1

**Procedure 4:**

The screenshot shows a form with three main sections. The first section has a label 'Purpose of Travel' and a dropdown menu with 'Vacation' selected. The second section has a label 'Mode of Travel' and a dropdown menu with 'Air' selected. To the right of this dropdown is a label 'If by Air, state Flight No.' and a text input field containing 'SQ911'. The third section has a label 'Emergency Contact' and a text input field containing '912345678'. Three yellow callout boxes with black borders provide instructions: 'Step 4' points to the 'Purpose of Travel' dropdown, 'Step 5' points to the 'Mode of Travel' dropdown and the 'Flight No.' field, and 'Step 6' points to the 'Emergency Contact' field.

**Step 4:**  
Select **Purpose of Travel** from the drop-down list, and specify the purpose if “**Others**” is selected.

**Step 5:**  
Select **Mode of Travel** from the drop-down list, and specify the Flight Number if travelling by air.

**Step 6:**  
Enter an emergency contact number

**Procedure 5:**

The screenshot shows a form titled 'For Parents/Guardian Only'. It has two text input fields: 'Parent/Guardian Name' with 'Liu Jun Rong' and 'Parent/Guardian Contact' with '912345678'. A yellow callout box 'Step 7' is positioned to the right of these fields. Below the fields is a checkbox with a checkmark and the text 'I declare that all the information entered here is correct and accurate as of the time of submission of this declaration.' A yellow callout box 'Step 8' points to this checkbox. At the bottom right, there are three buttons: 'Cancel', 'Save', and 'Save & Add Another'. A yellow callout box 'Step 9' points to the 'Save' and 'Save & Add Another' buttons.

**Step 7:**  
Enter Parent/Guardian Name and Contact details

**Step 8:**  
Check to confirm the accuracy of the declaration

**Step 9:**  
Click **Save** to save this record or click **Save & Add Another** if you are travelling to multiple destinations