

Ref: PGPS/19/09/98

16 September 2019

Dear Parents/Guardians,

Travel Declaration for School & Public Holidays in Term 4

1. The table below shows School and Public Holidays in Term 4. School will be closed on these days. Please take note of the dates in the table when your child/ward should be back in school. Kindly submit the **online travel declaration on Parents Gateway**. A nil response on the online travel declaration is also required.

School / Public Holiday	Date to return to School
PSLE Listening Comprehension (20 Sep, Fri)*	23 Sep (Mon)
Children's Day (4 Oct, Fri)	7 Oct (Mon)
PSLE marking (14 to 17 Oct, Mon to Thu)	18 Oct (Fri)
Deepavali (28 Oct, Mon)	29 Oct (Tue)
Result Processing (7 Nov, Thu) **	12 Nov (Tue)
Term Four School Holiday (16 Nov to 31 Dec)	2 Jan 2020 (Thu)
New Year's Day (1 Jan 2020, Wed)	

* Only P6 students will report to school

** PTCC will be on 8 & 11 Nov (Fri & Mon)

2. When travelling to other countries, do remind your child/ward to maintain high standards of personal hygiene at all times. If your child/ward develops flu-like symptoms after a trip, please inform the school immediately, see a doctor and refrain from coming back to school until your child/ward has recovered.

Thank you.



Ms Meredith Chiow
Administration Manager



Mrs Seah Lay Tin
Principal



PUNGGOL GREEN PRIMARY SCHOOL

Every PGPS Student, A Future-Ready Leader
Engaging Learners, Nurturing Leaders, Empowering Givers
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REPLY SLIP for [TRAVEL DECLARATION FOR SCHOOL & PUBLIC HOLIDAYS IN TERM 4]

Register No.

To Form Teacher

I, _____ parent / guardian of _____ of Primary _____
have received the notice, Ref: PGPS/19/09/98 (Travel Declaration for School & Public Holidays in Term 4) dated 16 September
2019 and have taken note of the content.

Name of Parent

Signature and Date

Online Travel Plan Declaration Procedure:

To Declare Travel Plans:



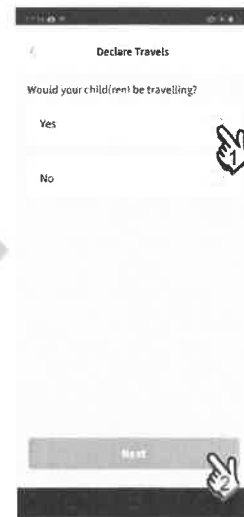
Go to '**SERVICES**' tab and tap on '**Declare Travels**'.



Tap on the '**+**' sign.



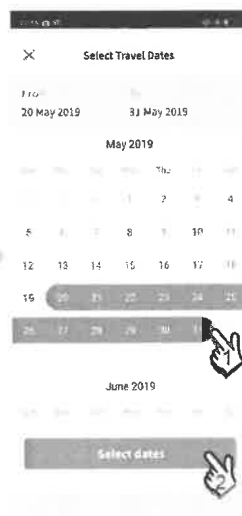
Select the child(ren) going on the trip and tap on '**Next**'.



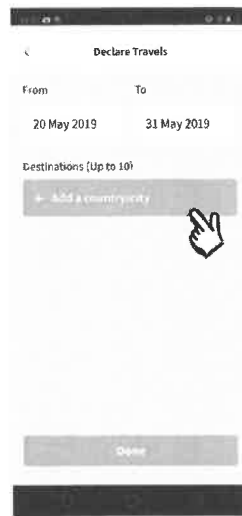
Select '**Yes**' for travelling and tap on '**Next**'.



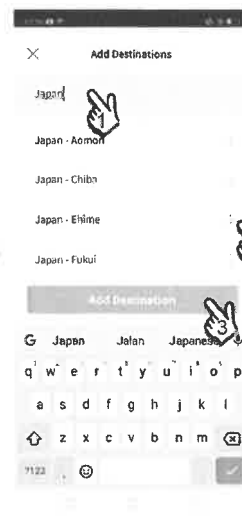
Tap on '**Start date**' to select travel dates.



Select your travel period and tap '**Select dates**'.



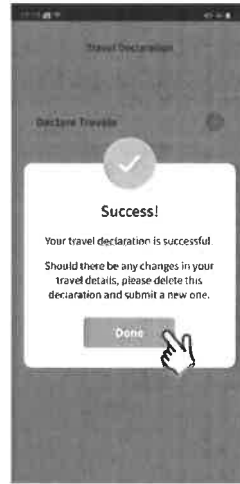
Tap on '**Add a country/city**' to select the travel destination(s).



Type country name to search for the country (/city). Tap '**+**' on right of all the countries / cities you're visiting, then tap on '**Add Destination(s)**'.



Tap on 'Done' to confirm.



Successful Declaration.

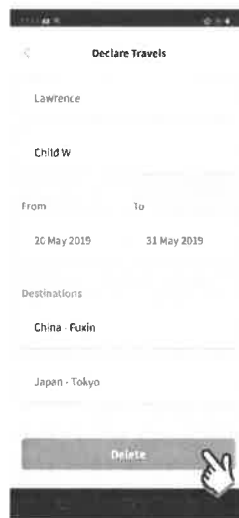


Travel Plan is shown as entered. You should delete and declare again if the details declared are not accurate.

To Edit Travel Declaration:



Tap on the travel plan to be changed.



Tap on 'Delete' to delete the plan.

Create a new travel plan.
(Refer to "To Declare Travel Plans")

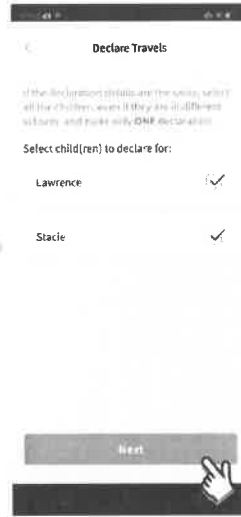
To Declare NOT Traveling:



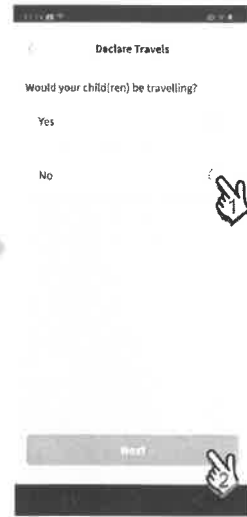
Go to '**SERVICES**' tab and tap on 'Declare Travels'



Tap on the '+' sig.



Select the child(ren) that are not travelling and tap on 'Next'.



Select '**No**'.



Pick the School Holiday period and tap on '**Done**'.