

MARSILING PRIMARY SCHOOL

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Every Marsilian can Learn, Lead and Serve

Ref No.: MPS/2018/T1/31

22 January 2018

Dear Parents / Guardians



Re: Implementation of School Cockpit Attendance Taking App

The school will be implementing the School Cockpit Attendance Taking App from **Monday 29 January 2018** to: (a) improve the student attendance data collection process to aid decision-making, and (b) enhance communication with parents/ guardians with regard to their child/ ward's absence from school.



In view of the above, please note the following attendance taking processes that will be adopted with immediate effect:

- Attendance taking by Form Teacher by 7.30am (as per current practice)
- Updating of latecomers' attendance by General Office staff from 7.30am to 8.10am
- Sending of automated SMS to parents/ guardians of absentees by 10am
Please do not reply to the SMS as it is computer-generated. You can contact the school or your child/ ward's Form Teacher should you have any updates on your child/ ward's attendance.
- Submission of relevant documents (e.g. medical certificate) by absentees to their Form Teacher the next school day/ upon their return to school (as per current practice)



To ensure that the attendance taking processes are carried out effectively, we seek your cooperation to inform your child/ ward's Form Teacher if there is a change to your contact number(s). Please feel free to contact Mdm Herianti Abu Shah at herianti_abu_shah@moe.edu.sg or Mr Jasper Chua at chua_ban_hwee_jasper@moe.edu.sg if you have any questions pertaining to the attendance taking processes or app.



Thank you very much for your kind support.

Yours faithfully



Mdm Herianti Abu Shah
HOD CCE

Ms Cheryl Chee
Principal

