Guide for Name Tag

1. Naming Examples

Official Student Name	Name on Tag (Max 15 Characters, include blank spaces between letters)	
	Acceptable	**Not Acceptable**
Tan Kok Keong Anthony	ANTHONY TAN (11) or TAN K K ANTHONY (15) or TAN KOK KEONG (13)	TONY TAN or TONY or TAN
Andy Tan Teck Hock	ANDY TAN (8) or ANDY TAN T H (11)	
Robert Chan Nicholas Tan	ROBERT CHAN (11) NICHOLAS TAN (12)	BOB CHAN or NICK TAN
Lim Heng Kiat	LIM HENG KIAT (13)	HENG KIAT or KIAT or LIM
Seetoh Cheang Loong	SEETOH C L (10) or SEETOH C LOONG (14) or S CHEANG LOONG (14)	LOONG or CHEANG LOONG or SEETOH
Muhammad Haritz Bin Muhammad Hassan	MUHAMMAD HARITZ (15) or MUHD HARITZ ((11)or MD HARITZ (9) or HARITZ HASSAN (13)	HARITZ or MUHAMMAD
Somasundaram S/O Rangenathan	SOMASUNDARAM R. (15)	SUNDARAM or SOMASUNDARAM
Nicholas Tremolieres	NICHOLAS T (10)	NICK or NICHOLAS or TREMOLIERES
Charles Timothy D'Cruz (if name is Timothy)	TIMOTHY D'CRUZ (14)	CHARLES T D'CRUZ

2. Positioning Guide

For school uniform: Base of name tag is 2cm above the opening of school shirt pocket, in a centralised position.

For Colour P.E. T-shirt: Base of name tag is to be in line with the base of the top vertical lines in a centralised position.

For P.E. T-shirt: To standardise the position of the student nametag on the P.E. t-shirt, we have created a placeholder as a guide for the position of the nametags. All nametags are to be sewn over the wording "ST. STEPHEN'S" on the top right-hand corner of the P.E. t-shirt.

School Uniform	P.E. T-shirt **(Colour)**	P.E. T-shirt (New)
Name Tag to be sewn above the pocket.	Name Tag to be sewn at the base of the stripes and above the badge.	Name Tag to be sewn over the placeholder.