

School Case Reference:	
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SCHOOL INCIDENT REPORT

School:	Zhenghua Primary School		Date of Incident:	
Place of Incident:			Time of Incident:	
Date of Report:				
1	<u>People involved</u> <i>List details of pupils/staff involved in the incident e.g. names, classes etc.</i>			
	<i>Name</i>	<i>NRIC</i>	<i>Position</i>	<i>How are you involved?</i>
2	<u>What happened</u> <i>A detailed description of the issue/incident and include what activities pupils/staff concerned were involved in at the time of incident.</i>			
3	<u>Medical Info (if any)</u>			
4	<u>Latest development(s), if any</u>			
5	<u>Follow-up action (if any)</u> <i>E.g. speaking to parent(s), counselling pupils concerned etc.</i>			
Submitted by Teacher: (Name, Signature & Date):				
Contact Number:	(HP)	(Office No)		
YH informed (Signature & Date):				
Incident Report Entry in School Cockpit (Name of EAS & Date):				
Cockpit Reference:				