

School summer vacation notice Tutorial

School Summer Vacation Notice

As the academic year draws to a close, schools across the region prepare to announce their official summer vacation schedules. The **school summer vacation notice** is an essential communication for students, parents, teachers, and staff to plan accordingly. This notice not only marks the beginning of a well-deserved break but also outlines important dates, guidelines, and activities during the vacation period. Clear and timely communication ensures a smooth transition into the holidays, allowing everyone to make the most of their summer break.

Understanding the Importance of the Summer Vacation Notice

A well-structured summer vacation notice serves multiple purposes:

1. Informing Stakeholders

It ensures that students, parents, teachers, and administrative staff are aware of the official start and end dates of the vacation.

2. Planning and Preparation

Helps families plan travel, extracurricular activities, or summer courses in advance.

3. Maintaining School Operations

Details about administrative closures, maintenance schedules, and reopening dates are communicated clearly.

4. Ensuring Safety and Security

Provides guidelines on safety measures, emergency contacts, and school policies during the break.

Typical Content of a School Summer Vacation Notice

A comprehensive summer vacation notice should include the following key components:

1. Official Dates

Specify the exact start and end dates of the vacation period.

2. Academic Year Summary

Briefly mention the previous academic year's highlights and performance.

3. Reopening Details

Provide the date and time when students and staff should return to school.

4. Holiday Guidelines

Outline rules for students during the break, including safety tips and conduct expectations.

5. Summer Programs and Activities

Mention any summer camps, workshops, or extracurricular programs organized by the school.

6. Administrative Closure

Indicate whether the school office and other facilities will be operational during the vacation.

7. Contact Information

List emergency contacts and channels for inquiries.

Sample School Summer Vacation Notice Template

To illustrate, here is a sample format for a typical summer vacation notice:

Dear Parents, Guardians, and Students,

We are pleased to inform you that the school will observe summer vacation from **June 15, 2024** to **July 31, 2024**. The academic year concludes on **June 14, 2024**, and students are expected to return on **August 1, 2024**.

Important Details:

- **Vacation Duration:** June 15 ? July 31, 2024
- **School Reopening:** August 1, 2024, at 8:00 AM

- **Administrative Office Closure:** June 15 ? August 1, 2024
- **Summer Programs:** Registration for summer camps is open until June 10, 2024.

Guidelines for Students During Vacation:

- Engage in reading and educational activities to retain learning gains.
- Participate in supervised outdoor activities for physical fitness.
- Follow safety protocols, especially if traveling or participating in outdoor sports.
- Avoid exposure to harmful digital content and maintain a healthy routine.

Contact Details:

- School Office Phone: (123) 456-7890
- Email: [\[email protected\]](#)
- Emergency Contacts: [Insert relevant contacts]

We wish all students a safe, enjoyable, and productive summer vacation!

Best Practices for Communicating Summer Vacation Notices

Effective communication of the vacation schedule is crucial. Here are some best practices:

1. Use Multiple Channels

Distribute the notice via:

- School website and online portals
- Emails to parents and guardians
- Printed notices sent home with students
- School social media platforms
- Local community centers or bulletin boards

2. Provide Clear and Concise Information

Avoid ambiguity by stating all dates, guidelines, and expectations explicitly.

3. Send Reminders

Issue follow-up reminders closer to the start of the vacation for reinforcement.

4. Engage Stakeholders

Encourage feedback and queries to address concerns proactively.

5. Include Visuals and Highlights

Use infographics or bullet points to make important information stand out.

Planning for a Safe and Enjoyable Summer Vacation

A summer vacation isn't just about taking a break; it's an opportunity for growth and relaxation. Schools can encourage students to make the most of their break by:

1. Participating in Educational Camps

Many schools organize summer camps focusing on arts, sports, science, or language learning.

2. Engaging in Community Service

Encourage volunteering or community projects to develop social responsibility.

3. Pursuing Personal Interests

Support hobbies such as painting, music, or coding.

4. Maintaining a Healthy Routine

Promote regular sleep schedules, nutritious eating, and physical activity.

5. Traveling and Exploring

Travel can broaden horizons; ensure safety and preparedness.

Conclusion

A well-communicated **school summer vacation notice** is vital for ensuring that all stakeholders are aligned and prepared for the upcoming break. It fosters transparency, facilitates planning, and promotes a safe and enjoyable holiday experience for students and families alike. Schools should aim to deliver this message through clear, multiple channels and include all relevant details to make

the summer vacation period productive, safe, and memorable. As the summer approaches, let's embrace this time as an opportunity for relaxation, learning, and growth beyond the classroom.

School Summer Vacation Notice: Essential Information and Guidelines for Students, Parents, and Educators

As the academic year draws to a close, the arrival of summer signals a well-deserved break for students, teachers, and school staff alike. The school summer vacation notice serves as a critical communication tool that ensures all stakeholders are well-informed about the schedule, rules, and expectations during this period. Proper planning, transparency, and clarity in such notices help facilitate a smooth transition into the break and prepare everyone for a safe and enjoyable summer.

Understanding the Importance of a Summer Vacation Notice

A well-crafted summer vacation notice is more than just a formal announcement; it plays a vital role in:

- Informing students and parents about the official dates and duration of the break.
- Providing guidelines on academic responsibilities, extracurricular activities, or other programs during the vacation.
- Ensuring safety protocols and emergency contacts are clearly communicated.
- Facilitating logistical arrangements such as transportation, hostel facilities, and fee payments.
- Promoting awareness about summer-specific health and safety precautions, including hydration, sun protection, and COVID-19 considerations if applicable.

Having a comprehensive summer vacation notice minimizes confusion, prevents last-minute issues, and fosters a cooperative environment among all parties involved.

Key Components of a School Summer Vacation Notice

A detailed summer vacation notice typically includes the following elements:

1. Official Dates and Duration

- **Start Date:** Clearly specify the first day students are expected to vacate the premises.
- **End Date:** Indicate when students are expected to return, if applicable.
- **Extended Activities:** Mention any summer camps, remedial classes, or special programs scheduled before or after the regular break.

2. Academic and Administrative Guidelines

- Holiday Homework and Assignments: Outline any assignments students are expected to complete over the summer.
- Examinations or Assessments: Notify about any upcoming assessments or placement tests scheduled immediately after the break.
- Fee Payment Deadlines: Remind parents of deadlines for fee payments or other dues.

3. Safety and Health Protocols

- COVID-19 Guidelines: If relevant, include vaccination requirements, mask mandates, or health check protocols.
- General Safety Tips: Emphasize hydration, sun protection, mosquito-borne disease precautions, and personal safety.
- Emergency Contacts: Provide numbers for school authorities, local health services, and emergency assistance.

4. Extracurricular and Summer Programs

- Details about summer camps, sports activities, arts and crafts workshops, or other enrichment programs offered by the school.
- Registration procedures, deadlines, and contact information.

5. Transportation and Hostel Arrangements

- Information on transportation schedules and routes.
- Hostel or dormitory rules, if applicable, including check-in/check-out dates.

6. Contact Details and Support

- Phone numbers, email addresses, and office hours for queries.
- Special instructions for parents and students needing assistance during the break.

Best Practices for Drafting an Effective Summer Vacation Notice

Creating a clear, concise, and comprehensive notice is essential. Here are some best practices:

- Use Clear Language: Avoid jargon and ensure the language is simple and understandable.
- Be Precise: Include exact dates, times, and deadlines.
- Use Bullet Points and Headings: Make the notice easy to scan and locate information quickly.
- Include Visuals: Incorporate school logos, icons, or tables for better visual appeal.
- Distribute Widely: Share via emails, school website, notice boards, SMS alerts, and social media platforms.
- Provide Copies: Distribute printed copies to students and parents, especially for important sections.

Sample Summer Vacation Notice Template

Dear Students and Parents,

We are pleased to announce the upcoming summer vacation for the academic year 2023-2024. Please find the detailed schedule and guidelines below:

Vacation Dates:

- Start Date: June 15, 2024
- End Date: July 31, 2024

Important Notes:

- Students are expected to vacate the school premises by June 14, 2024, evening.
- The school reopens on August 1, 2024, at 8:00 AM.

Academic Responsibilities:

- Kindly complete the provided summer assignments by the first week of August.
- Remedial classes will be conducted from August 2 to August 15 for students requiring additional support.

Health & Safety:

- All students are encouraged to get vaccinated and follow COVID-19 precautions.
- Carry adequate sun protection and stay hydrated during outdoor activities.

Summer Programs:

- The school will host a summer camp focusing on arts, sports, and technology from June 20 to July 20.
- Registration forms are available at the school office and must be submitted by June 10.

Transportation & Accommodation:

- Bus services will operate according to the regular schedule until June 14.
- Boarding facilities will be closed during the break; students returning after the vacation must adhere to hostel rules.

Emergency Contacts:

- School Office: [Phone Number]
- Health Clinic: [Phone Number]
- COVID-19 Helpline: [Phone Number]

We wish all students a safe, healthy, and enjoyable summer. We look forward to welcoming you back in August!

Warm regards,

[Principal/Headmaster Name]

[School Name]

[Date]

Special Considerations During Summer Vacation

While summer is a time for relaxation and recreation, certain aspects require special attention:

1. Safety First

- Encourage families to supervise outdoor activities.
- Educate students on water safety if they plan to swim.

- Promote awareness about insect-borne diseases like dengue or malaria.

2. Health & Wellness

- Emphasize balanced diets and hydration.
- Encourage physical activity but remind about avoiding excessive sun exposure.
- Provide tips for maintaining good hygiene during travel or outings.

3. Learning Continuity

- Suggest engaging in educational activities to prevent learning loss.
- Recommend reading books, educational games, or online courses.
- Consider enrolling in summer workshops or camps that promote skill development.

4. Parental Involvement

- Parents should monitor their children's activities and screen time.
- Encourage planning outdoor activities and family outings that promote bonding and physical health.
- Keep emergency contacts handy and ensure children know safety protocols.

Conclusion: Ensuring a Smooth Summer Break

A comprehensive school summer vacation notice is instrumental in setting expectations, ensuring safety, and fostering a positive environment for students and parents during the break. By clearly communicating dates, guidelines, safety protocols, and available programs, schools can promote a productive and enjoyable summer experience.

Remember, summer vacation is not just a break from academics but an opportunity for growth, exploration, and relaxation. Proper planning and communication help maximize these benefits while maintaining safety and discipline. Whether you are a student, parent, or educator, staying informed through detailed notices ensures everyone is on the same page and ready to make the most of the summer months ahead.

Wishing everyone a safe, fun, and rejuvenating summer holiday!

Question When does the school summer vacation typically start and end? The start and end dates of summer vacation vary by school and region, but generally, it begins in late June or

early July and ends in August or early September. Please check your school's official notice for exact dates. How will students be informed about the summer vacation schedule? Schools usually publish summer vacation notices on their official websites, send notifications via email, or distribute printed notices to students and parents closer to the end of the academic year. Are there any specific guidelines or activities planned during the summer vacation? Many schools recommend summer learning programs, sports, or cultural activities. Details about any organized activities will be provided in the official summer vacation notice or through school communication channels. Will there be any changes to the academic calendar due to unforeseen circumstances? Any adjustments to the summer vacation schedule caused by emergencies or special circumstances will be officially communicated through updated notices from the school administration. Can students or parents request for early or extended summer vacation? Requests for early or extended vacations are typically handled on a case-by-case basis and require approval from school authorities, often based on specific reasons and policies outlined in the vacation notice. What precautions are recommended for students during summer vacation? Students are advised to stay hydrated, protect themselves from the sun, engage in safe outdoor activities, and avoid excessive screen time. Schools may also provide safety guidelines in their vacation notice. Will there be any summer homework or assignments? Some schools assign summer homework to help students retain what they've learned. Details about such assignments will be included in the summer vacation notice or communicated by teachers. How can parents stay updated about any changes related to summer vacation? Parents should regularly check the school's official website, email notifications, or contact the school office directly for updates regarding summer vacation schedules and related notices.

Related keywords: school holiday schedule, summer break announcement, academic calendar update, student vacation notice, school closure notice, summer holiday timetable, school holiday dates, summer vacation policy, school break announcement, end of term notice

Request vacation letter sample bing

request vacation letter sample bing: How to Write an Effective Vacation Request Letter Using Bing Resources

When planning time off from work, one of the crucial steps is submitting a well-crafted vacation request letter to your employer. If you're searching for a *request vacation letter sample bing*, you're likely looking for guidance on how to structure your letter professionally and effectively. Fortunately, Bing offers a variety of resources, templates, and tips to help you draft the perfect request. In this article, we'll explore how to write a compelling vacation request letter, provide sample templates, and point you toward Bing's best resources to make your application stand out.

Understanding the Importance of a Well-Written Vacation Request Letter

Before diving into samples and templates, it's essential to understand why a well-written vacation request letter matters.

The Role of a Vacation Request Letter

A vacation request letter serves as a formal communication to your employer, informing them of your intended time off and requesting approval. It sets the tone for your professional relationship, demonstrates respect for company policies, and provides necessary details to facilitate approval.

Benefits of Using a Sample or Template

- Ensures professionalism and clarity
- Saves time in drafting
- Reduces chances of omission or errors
- Provides a proven format that meets workplace standards

How to Find the Best Request Vacation Letter Sample Bing

Bing, as a leading search engine, can be your go-to resource for finding high-quality vacation request letter samples. Here's how to optimize your search:

Effective Search Strategies

- Use specific keywords: For example, "request vacation letter sample bing," "vacation leave letter template bing," or "professional vacation request letter bing."
- Filter results by date to access the most recent and relevant samples.
- Look for reputable sources such as HR websites, company templates, or educational blogs.
- Utilize Bing's image search for visual templates or sample letters.

Evaluating Bing Search Results

To ensure you select the best sample, consider:

- Source credibility: Prefer official HR sites, well-known career advice platforms, or company HR portals.

- Format clarity: Choose samples that are easy to follow and customize.
- Relevance: Select templates that match your employment status (full-time, part-time, remote, etc.) and company culture.

Sample Vacation Request Letter Templates

Using Bing, you can access various templates tailored for different needs. Here are some common types and their key features:

Basic Vacation Request Letter Sample

This template is suitable for most professional environments and is straightforward.

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Date]

[Manager's Name]

[Company Name]

[Company Address]

[City, State, ZIP Code]

Dear [Manager's Name],

I am writing to formally request vacation leave from [start date] to [end date]. I have ensured that my current projects and responsibilities will be managed appropriately during my absence. I am happy to assist in any handover processes to ensure a smooth workflow.

Please let me know if you require any additional information or if there are forms I should complete.

Thank you for considering my request. I look forward to your approval.

Sincerely,

[Your Name]

Detailed Vacation Leave Request Sample

Ideal for situations where you need to provide more context or assurance.

Subject: Vacation Leave Request - [Your Name]

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request vacation leave from [start date] through [end date]. This time off will allow me to [brief reason, if appropriate, e.g., spend quality time with family, handle personal matters].

I have coordinated with [colleague's name] to cover any urgent tasks and will ensure all my responsibilities are up to date before my departure. I am also willing to assist with any transitional tasks to minimize disruption.

Please let me know if my proposed dates are convenient or if adjustments are necessary. I appreciate your understanding and support.

Thank you for considering my request.

Best regards,

[Your Name]

[Your Position]

Tips for Writing an Effective Request Vacation Letter Using Bing Resources

Once you've found a suitable template on Bing, customize it to fit your specific circumstances. Here are some tips:

Personalize Your Letter

- Address your manager by name

- Specify dates clearly
- Mention any arrangements made to cover your duties

Keep the Tone Professional and Respectful

- Use polite language
- Express appreciation for consideration
- Be concise and to the point

Include Relevant Details

- Your planned dates
- Any impact on projects or deadlines
- Contact information during your absence

Follow Company Policies

- Check your employee handbook or HR portal for specific procedures
- Attach any required forms or documentation

Additional Resources on Bing to Assist Your Vacation Request

Bing offers more than just sample letters. Here are some additional resources to enhance your request:

- **Templates and Downloadable Forms:** Search for downloadable vacation leave forms or templates that you can edit directly.
- **HR Advice Articles:** Find articles explaining company policies on vacation leave, approval tips, and best practices.
- **Sample Emails:** In addition to formal letters, you can find email templates for a quick and professional request.
- **Legal and Policy Guidelines:** Understand your rights and responsibilities regarding leave policies in your region or industry.

Conclusion: Using Bing to Craft the Perfect Vacation Request Letter

A well-written vacation request letter is essential to ensure your time off is approved smoothly. By

leveraging Bing's search capabilities, you can access a wealth of *request vacation letter sample* *bing* resources, from templates to expert advice. Remember to tailor any sample to your specific situation, maintain professionalism, and adhere to your company's policies. With the right approach and the right tools from Bing, you'll be well on your way to securing your vacation time with confidence and clarity.

Request Vacation Letter Sample Bing: A Comprehensive Guide to Crafting Effective Leave Requests

In the realm of professional communication, requesting time off from work is a fundamental task that requires clarity, professionalism, and proper formatting. When searching for resources or templates online, many employees turn to platforms like Bing to find "request vacation letter sample Bing"?a phrase indicative of the widespread need for clear, effective templates that facilitate smooth communication with employers. Whether you're planning a vacation, personal leave, or any other form of time-off, understanding how to craft a well-structured request letter can significantly impact the approval process and maintain positive workplace relationships.

This article aims to serve as a comprehensive guide for those seeking to understand the nuances of writing a vacation request letter, including sample templates, best practices, and key elements to include. By the end, you'll be equipped with the knowledge to draft professional, persuasive, and courteous leave requests?whether you're searching for inspiration on Bing or writing from scratch.

Understanding the Importance of a Vacation Request Letter

A vacation request letter is more than just a formal notification; it is a professional document that communicates your intentions clearly and respectfully. Properly addressing your supervisor or HR department demonstrates your responsibility and respect for organizational procedures. An effective request can:

- Ensure clarity: Clearly specify the dates and reasons for your leave.
- Maintain professionalism: Show respect for company policies and your colleagues.
- Facilitate approval: Increase the likelihood of your request being granted by presenting a well-structured, courteous message.
- Create a record: Serve as documentation for both parties, especially in case of future disputes or clarifications.

Understanding these benefits underscores the importance of investing time in crafting a well-written request.

Key Elements of a Request Vacation Letter

Before exploring sample templates, it's essential to understand the core components that make a vacation request effective:

- Proper Salutation

Begin with a respectful greeting, addressing your supervisor or HR representative by name if possible (e.g., "Dear Mr. Smith," or "Dear Jane,").

- Clear Statement of Request

Explicitly state your intention to request vacation leave, including specific dates.

- Reason for Leave (Optional)

While not always necessary, briefly explaining the reason (e.g., family vacation, personal matters, health reasons) can add context.

- Duration of Leave

Specify the start and end dates, and mention the total number of days.

- Assurance of Work Coverage

Express your willingness to ensure your duties are covered, such as completing tasks beforehand or delegating responsibilities.

- Contact Information

Provide details on how you can be reached during your absence if necessary.

- Closing Remarks

End with appreciation for considering your request and a courteous closing.

- Signature

Include your name and position, and consider attaching a formal signature if sending a hard copy.

Sample Request Vacation Letter Templates

Using templates can streamline the process of writing your own request. Below are sample formats that you can adapt to your specific situation.

Sample 1: Formal Vacation Request Letter

Subject: Vacation Leave Request ? [Your Name]

Dear [Supervisor's Name],

I am writing to formally request vacation leave from [start date] to [end date], totaling [number of days] days. I have planned this leave to [briefly mention reason, e.g., spend time with family, personal rest].

I have ensured that my current projects are on schedule, and I am happy to complete any pending work before my departure. I will also coordinate with colleagues to ensure a smooth workflow during my absence. During this period, I can be reached at [your contact information] for any urgent matters.

Thank you for considering my request. I look forward to your approval.

Sincerely,

[Your Name]

[Your Position]

Sample 2: Informal Vacation Request Email

Subject: Vacation Leave Request

Hi [Supervisor's Name],

I hope you're doing well. I would like to request leave from [start date] to [end date], as I plan to take some personal time off. I will ensure all my responsibilities are managed before I leave, and I will coordinate with the team to cover any urgent tasks.

Please let me know if you need any additional information or adjustments. Thank you for your understanding.

Best regards,

[Your Name]

Sample 3: Quick Notification with Formal Tone

Subject: Leave of Absence Request

Dear [Manager's Name],

I am writing to request vacation leave starting on [start date] and ending on [end date]. I will make sure to wrap up my current assignments and delegate responsibilities as needed. Please confirm if this period is suitable or if adjustments are necessary.

Thank you for your consideration.

Best regards,

[Your Name]

Best Practices for Writing Your Vacation Request Letter

While templates provide a foundation, following best practices ensures your message is effective and professional:

Be Prompt and Respectful

- Submit your request well in advance, typically 2-4 weeks before your planned leave.
- Respect company policies regarding leave requests and procedures.

Keep It Concise and Clear

- Clearly specify the dates and reason (if appropriate).
- Avoid unnecessary details or lengthy explanations.

Maintain a Professional Tone

- Use polite language and proper formatting.
- Avoid slang or overly casual phrasing.

Offer Solutions

- Show willingness to ensure work continuity (e.g., completing tasks early, training colleagues).
- Mention your availability for handovers or briefings.

Follow Up

- Confirm receipt of your request.
- Be prepared to discuss or negotiate dates if needed.

How to Find and Use "Request Vacation Letter Sample Bing"

Many employees turn to Bing when searching for a quick template or sample letter. To make the most of Bing searches:

Use Specific Search Queries

- "Request vacation letter sample Bing"
- "Vacation leave request template"
- "Formal leave application letter sample"

Evaluate the Sources

- Prefer reputable sites such as company HR pages, educational institutions, or established template providers.
- Avoid unreliable sources that may provide outdated or inappropriate formats.

Customize Templates

- Adapt the template to match your situation.
- Personalize the tone based on your relationship with your supervisor.

Save and Edit

- Save the template for future use.
- Edit to include your specific details and context.

Legal and Organizational Considerations

Different organizations may have policies or legal requirements relating to leave requests:

- Company Policies: Always review your employee handbook or HR guidelines regarding leave procedures.
- Legal Rights: Employees in many jurisdictions have statutory rights to leave (e.g., annual leave, family leave). Ensure your request aligns with these rights.
- Documentation: Keep copies of your request and any approval correspondence for record-keeping.

Conclusion: Crafting a Successful Vacation Request

Searching for "request vacation letter sample Bing" is a common starting point for employees seeking guidance on how to formally request time off. While templates provide a solid foundation, the key to a successful vacation request lies in clarity, professionalism, and courtesy. By understanding the essential components, following best practices, and customizing your message to suit your circumstances, you can increase your chances of approval while maintaining positive relationships with your employer.

Remember, a well-crafted vacation request not only facilitates your time off but also reinforces your professionalism and respect for your organization. Whether you're using a sample found through Bing or composing your own, ensure your communication is thoughtful, timely, and aligned with organizational policies. Happy planning, and safe travels!

Question What should be included in a request vacation letter sample for Bing? A request vacation letter should include your intent to take leave, specific dates, reason for the vacation (if appropriate), and a polite request for approval. Providing contact information and expressing willingness to assist in the transition can also be helpful. **Answer** Where can I find a professional request vacation letter sample for Bing? You can find sample vacation request letters on reputable career websites, company HR portals, or through professional writing services. Bing's search engine can help locate templates tailored to your industry or company policies. How do I customize a vacation request letter sample for Bing employees? Customize the template by inserting your personal details, specific dates, and any relevant reasons for your leave. Ensure the tone remains professional and aligned with your company's culture, and double-check for accuracy before submitting. Is it necessary to mention the reason for vacation in the request letter when using Bing samples? While not always mandatory, including a brief reason can be helpful, especially if your

company prefers transparency. Review your company's policies to determine if detailing the purpose is appropriate. Can I use a Bing search to find the most trending vacation request letter samples? Yes, using Bing search can help you find the latest and most relevant vacation request letter samples, including templates that are frequently used and recommended for current workplace standards. What are some tips for writing an effective vacation request letter using a Bing sample? Ensure clarity and professionalism, specify exact dates, keep the tone polite, and provide any necessary contact information. Personalize the template to reflect your situation and proofread before submitting. Are there any legal or HR considerations when using a vacation request letter sample from Bing? Yes, make sure your request complies with your company's vacation policy and local employment laws. Use the sample as a guide, but tailor it to fit your specific circumstances and company protocols.

Related keywords: vacation request letter template, paid time off letter example, leave of absence letter sample, vacation leave application format, employee vacation request email, holiday leave letter template, formal vacation request letter, vacation approval letter sample, leave request letter for manager, sample leave application for vacation

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