



宏文學校  
**HONG WEN SCHOOL**  
30 TOWNER ROAD SINGAPORE 327829  
TEL: (65) 6294 3340 FAX: (65) 62937625

HWS/25/111

12 September 2025

Dear Parents / Guardians

**Administrative Matters for Primary 1, 2026**

Congratulations on your child/ward's successful registration with Hong Wen School. We welcome your child/ward to the school and partner with you in his/her next lap of the education journey.

Please note that the Admin Day will be held from 13 to 15 October 2025 and the Orientation on 21 November 2025 in the afternoon. Further details will be provided at a later date.

Please take note of the following administrative matters.

**1) Name Tag**

Our name tag vendor is **Stitchwerkz Pte Ltd**. Kindly submit the information required for your child's name tag via the Form SG link below by **16 September 2025**. Payment of \$10.00 for a set (5 pieces) of name tags will be collected during the Primary 1 Admin Day.

<https://go.gov.sg/2026ntaghwsp1>



Hong Wen School - Name Tag Order  
Form for Primary 1 (2026)

**2) Individual Student Details Report (ISDR)**

We seek your assistance to complete the information required via the Form SG link below by **16 September 2025** so that we can support your child better.

<https://go.gov.sg/p1hws2026isdr>



Individual Student Details Report  
for Primary 1 2026

***This is an e-letter. No signature is required.***

### **3) Student Care Centre at Hong Wen School**

Little Professors Learning Centre Pte Ltd is the student care service provider at Hong Wen School. Should you require after-school care services for your child/ward, please complete the attached e-registration of interest form and submit it to Little Professors Learning Centre Pte Ltd by **22 September 2025**.

Kindly refer to the document “3. Student Care Centre @ Hong Wen School” for more details.

Should you require more information, you may contact Little Professors at 8725 6091 or email them at [hongwen@littleprofessors.com.sg](mailto:hongwen@littleprofessors.com.sg) .

### **4) Other Information**

The booklist, house colour and other administrative forms will be provided in early October via email.

Should you have any further queries, please contact our General Office at 6294 3340.

Thank you.

In partnership with you,

Mrs Theresa Hong  
Principal

Summary on the various administrative matters:

S/N	Item	Due Date
1	Name Tag for Uniform	16 September 2025
2	Individual Student Details Report (ISDR)	16 September 2025
3	E-Registration of interest to Student Care Centre in Hong Wen School (If applicable)	22 September 2025