



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

HWS/23/95

7 September 2023

Dear Parents / Guardians

Administrative Matters for Primary 1, 2024

Congratulations on your child'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 education journey.

You may wish to take note of the following administrative matters (*do note that the Admin Day will take place from 16 to 18 October and Orientation will take place on 17 November afternoon. Details will be made known later*):

1) Student Care Centre in Hong Wen School (Little Professors Learning Centre Pte Ltd)

Little Professors Learning Centre Pte Ltd is our school's student care service provider and 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 Sept 2023**.

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

Should you require more information, you may contact Little Professors @ 8725 6091 or email them your enquiries.

2) School Uniform Matters*

If you wish to purchase your child's school uniform prior to the Primary 1 Admin Day, you may visit our school uniform vendor at their retail outlet or make the purchase online. Kindly take note of your child's **House Colour** in the email for the purchase of uniform.

Shanghai School Uniforms Pte Ltd.

Address: 63@Ubi, 63 Ubi Avenue 1, #04-09 Singapore 408937.
Tel: +65 6747 8037 Email: contact@shanghai-uniforms.com

Operating Hours:

Mon – Sat: 10am to 6pm (Closed for Lunch from 1pm to 2pm)
Closed on Sunday, Public Holiday & Eve of Public Holiday.

Website: <https://shanghai-uniforms.com/>

You are encouraged to visit the Uniform Vendor at their outlet as they carry higher volume of stock on the different sizes. Visit to the outlet is on appointment basis. You may make appointment at the weblink below before going to the retail outlet:

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

<https://shop.shanghai-uniforms.com/appointment-booking/>

You may refer to the attached Uniform Measurement Guide on the size range and measurement details.

** For families requiring financial assistance, please contact the school @ 6294 3340 before making any purchases.*

3) Name Tag Matters

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 **15 Sept 2023**. Payment of \$8.60 for a set (5 pieces) of name tags will be done during the Primary 1 Admin Day.

<https://go.gov.sg/p1hws2024ntag>



<https://go.gov.sg/p1hws2024ntag>

4) School Bus Matters

Our School Bus operator contact is as follows:

Phua Swee Sun &/Or Serene Tan Poh Tin

Contact Number: 9698 9908

Email: Hongwenschoolbus@gmail.com

Kindly contact the above for your child's/ward's transport needs and complete the attached school bus request form if you need to engage their services. Do take note that the submission deadline is **31 October 2023**.

5) Individual Student Details Report

We seek your assistance to complete the information required via the Form SG link below by **15 Sept 2023** so that we can support your child better.

<https://go.gov.sg/p1hws2024isdr>



<https://go.gov.sg/p1hws2024isdr>

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

6) Other Information

All information shared will also be available on our school's website under Parents' Hub section:
<https://hongwen.moe.edu.sg>

Primary 1 booklist together with other administrative forms as well as the allocated appointment date and time for the Primary 1 Admin Day conducted between **16 and 18 October 2023** will be sent to you 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	E-Registration of interest to Student Care Centre in Hong Wen School (If applicable)	22 Sep 2023
2	Name Tag Order Form	15 Sep 2023
3	School Bus Request Form (If applicable)	31 Oct 2023
4	Individual Student Details Report	15 Sep 2023

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