



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

HWS/22/67

6 September 2022

Dear Parents / Guardians

Administrative Matters for Primary 1, 2023

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 Orientation will take place from 17 to 20 October. 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 **5pm on 18 Sept 2022**.

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 Orientation Day, you may visit our school uniform vendor at their retail outlet or purchase via 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 6352 2741 Email: contact@shanghai-uniforms.com

Operating Hours:

Mon – Sat: 10am to 6pm (Closed for Lunch from 1pm till 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 below weblink before going to the retail outlet:

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

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

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 **18 Sept 2022**. Payment of \$8.50 for a set (5 pieces) of name tags will be done during the Primary 1 Orientation.

<https://go.gov.sg/p1hws2023ntag>



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/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 **30 Sept 2022**.

5) 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 orientation date and time will be sent to you in early-October prior to the Primary 1 Orientation Day conducted between **17 and 20 October 2022**.

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

Thank you.

In partnership with you,

Mrs Theresa Hong
Principal

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