



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

HWS/22/79

6 Oct 2022

Dear Parents / Guardians

### **Primary 1 Admin Day Details**

Date: 17 or 20 October 2022

Time: By allocated time slot between 8.30am and 3.00pm on any of the days.  
Your allocated date/time and group number will be communicated in a separate email.

Venue: Hong Wen School (Entry via school main gate along Towner Road)

Duration: Estimated 1 hour.

We seek your understanding that we will be allowing only a maximum of two(2) parents/guardians and your child to enter the school and at the time allocated to you. If you feel unwell on the scheduled day, please contact the school at Tel: 6294 3340 to reschedule your appointment.

We are pleased to invite you to attend the virtual Primary 1 Orientation via Zoom Webinar on **18 November 2022 (Fri) at 2pm** where the School Principal will be addressing and welcoming all of you. This will be followed by an engagement session facilitated by the school's Parents Support Group (PSG). The invitation link will be sent nearer to date via **Parents Gateway**.

### **Admin Day Activities**

- 1) Submission of Edusave Standing Order Form.
- 2) Collection of Pupil's Lanyard (To be worn during the first two weeks of school in 2023)
- 3) Collection (For Pre-Order Online) and Purchase of Textbooks
- 4) Payment and collection of Name Tags
- 5) Purchase of School Uniform
- 6) Student Care Centre Registration, If applicable
- 7) Submission of MOE-Financial Assistance Scheme (MOE-FAS) Application Form, if applicable.

### **Edusave Scheme**

We would like to invite you to sign up to use your child's Edusave account to pay for the 2<sup>nd</sup> tier Miscellaneous fees and enrichment programmes to reduce your out-of-pocket expenses if your child is a Singaporean. Kindly refer to the below weblink for more information on the Edusave scheme.

Edusave Scheme: <https://www.moe.gov.sg/financial-matters/edusave-account>

You may sign up for Edusave Standing Order by completing the form attached, and return the original completed forms to us on Primary 1 Admin Day.

Please leave your child's class information empty. The school will fill in the information on your behalf when it is available.

Alternatively, you may sign up for Edusave Standing Order via the weblink below.

Weblink sign up for Edusave: <https://form.gov.sg/#!/5be24a1bb3f842000fdc4e59>

### **Primary 1 (2023) Book List & Uniform**

Enclosed is the Book List for Primary 1, 2023. You are encouraged to purchase the books online in order to minimize your queuing time in school. The online portal will be available from **10 Oct 2022** onwards. Kindly refer to the enclosed attachment for the online order instructions.

Please note that purchase of textbooks for other levels is not available during the Primary 1 Admin Day.

School Uniform is available for purchase in school. Kindly take note of your child's House Colour for the purchase of uniform.

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

### **MOE-Financial Assistance Scheme (MOE-FAS)**

Singapore Citizens in need of financial assistance can apply for MOE-FAS for school fees and other expenses. Kindly refer to the Financial Assistance Scheme (FAS) 2023 information sheet enclosed for benefits of the scheme as well as eligibility criteria.

Kindly complete the attached application form and submit the completed form together with supporting documents during the Primary 1 Admin Day should you wish to apply for the scheme abovementioned.\*

Alternatively, you may scan the QR Code or click on the Form SG link below and submit the application. **(Important: Please select current school of child as "HONG WEN SCHOOL")**

<https://go.gov.sg/moe-efas>



**\*Please do not make any textbook/uniform purchases till the outcome of the application is received.**

## **Parents Gateway**

Parents Gateway is a mobile app developed by MOE to support parents' involvement in their child's educational journey. The app enables you to receive information from the school and perform a range of administrative functions such as giving consent for school programmes and activities, and declaring travel plans.

As such, we strongly encourage you to download Parents Gateway on your mobile phone (available iOS and Android platforms only) if you have not done so. Upon successful download, the app will guide you through a simple one-time onboarding process. Kindly refer to the step by step guide enclosed.

## **Individual Student Details Report**

We seek your assistance to complete the attached (Individual Student Details Report for Primary 1) form on medical condition so that we can support your child better. Kindly return the form together with supporting documents (if any) during the Primary 1 Admin Day. Kindly take note of the group number in the email for the completion of the form.

## **Forms to Submit during Primary 1 Admin Day**

- (a) Completed Edusave Standing Order. (If not signing up online)
- (b) Individual Student Details Report

## **Other Information**

Parents who are driving are advised to park at the HDB carparks nearby.

Please contact the General Office at 6294 3340 or email: [hws@moe.edu.sg](mailto:hws@moe.edu.sg) should you have any enquiries.

We look forward to our close partnership with you in supporting the growth and development of your child.

Thank you.

Mrs Theresa Hong  
Principal

Enclosures:

- (1) Edusave Standing Order
- (2) Book List for Primary 1, 2023
- (3) Step by Step guide on ordering textbook online from Pacific Bookstore portal
- (4) MOE-FAS 2023 Information Sheet
- (5) MOE-FAS Application Form
- (6) Parents Gateway (PG) – Step by Step Guide to PG Onboarding
- (7) Individual Student Details Report