



EAST SPRING PRIMARY SCHOOL

31 Tampines Street 33 Singapore 529258

Tel : 6786 6192 Fax : 6786 6649 Email : esps@moe.edu.sg

www.eastspringpri.moe.edu.sg

17 October 2022

Ref: ESPSPC_2022_206

Dear Parents/Guardians

Welcome to East Spring Primary School

Welcome to the East Spring Family! We thank you for selecting us as your partner to provide your child/ward with a holistic education, with emphasis on character and values as his/her core foundation.

1) P1 Orientation

We are pleased to inform you that the P1 Orientation will be held on **9 November 2022** at our school hall from 2.30pm - 4.30pm. Your child/ward will get to meet his/her teachers and classmates and participate in class activities. We will be sharing important school information with parents to prepare your child/ward ready for Primary One.

2) School Uniform Sale, Textbook Sale, School Bus & Student Care Centre Services

You can purchase uniform and textbook for your child/ward on that day from 12pm to 5pm. The vendors will be on stand-by at the School Canteen to assist and advise you with your orders and registrations for the services. Please refer to Annex A for more information.

3) Parents Gateway Mobile App

Parents Gateway (PG) mobile app will be used to send notifications regarding school events, assessment and other important announcements. We strongly encourage you to download the app **by 24 October**. Please refer to the accompanying letter (Annex B) for information on how to onboard PG. Please turn on 'Push Notifications' in the app settings to ensure you will receive all school notifications.






Please look out for further notifications from PG mobile app in the coming days as we will be sending you follow up information and forms to complete your child/ward's admission in our school.

4) Documents for Parents' Completion

Please refer below on the list of document for completion and submission due dates.

Type of Document	Description of document/form	To submit by:
a) Student Details Form	This form is required for capturing student's particulars and record. Please look out for our notification in November in Parents Gateway on the form availability.	To be advised in November.
b) Application Form for Interbank Giro	GIRO will be used for your child/ward's payment of school fees, enrichment programmes and school charges. We will be sending you the GIRO form for your completion via Parent Gateway in November.	To be advised in November.

c) Dismissal location for your child	The school will release your child/ward at the location/gate as indicated. Please let us know your preferred dismissal location via the QR code or link.	25 October  https://tinyurl.com/4a7r2htm
d) Standing Order for Use of Edusave Account	<p>This form is applicable to Singapore Citizen students only. Students will receive annual download of \$230 from the start of their primary school until completion of secondary school education.</p> <p>The Edusave account of Singaporean student may be used to subsidize / pay for:</p> <ul style="list-style-type: none"> - Monthly school 2nd-tier miscellaneous fees (\$6.50) and - Enrichment programme charges. <p>Please complete and submit the standing order to authorize the use of your child/ward's Edusave Account for the above-mentioned payment.</p>	25 October  https://go.gov.sg/edusave-standing-order
e) Non-Mother Tongue Language Application Form	<p>To be submitted only by students who are:</p> <ul style="list-style-type: none"> - Not taking their Mother Tongue Language - Not taking any of the 3 official Mother Tongue Languages (Chinese, Malay or Tamil) <p>Please e-mail esps_admin@moe.edu.sg for an application form if your child/ward is eligible.</p>	25 October
f) Financial Assistance Scheme (FAS)	<p>The FAS Scheme is for Singapore Citizen students with Gross Household Income of \$3000 and below OR Per Capita Income of \$750 and below.</p> <p>If you are eligible, you may submit your application through:</p> <ol style="list-style-type: none"> 1) hardcopy form attached or 2) online via E-FAS link <p>Please contact our General Office if you require further assistance on required supporting documents.</p>	25 October  E-FAS link: https://go.gov.sg/moe-efas

We look forward to receive your submission where applicable by the due dates above. Please contact the school at 6786 6192 or email to esps_admin@moe.edu.sg if you need any assistance.

Thank you.

Yours sincerely,

Ms Jasmine Ng
Vice Principal (Admin)