



宏文學校
HONG WEN SCHOOL
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HWS/21/78

28 Oct 2021

Dear Parents / Guardians

Subject : Administration Matters for Primary 1, 2022

As communicated through email earlier, the Primary 1 Admin Orientation Day scheduled between 18 to 21 October 2021 will be pivoted online due to the current COVID-19 situation.

We are pleased to invite you to attend the virtual Primary 1 Orientation via Zoom Webinar on **19 November 2021 (Fri) at 2pm** where the School Principal will be addressing and welcoming all of you. There will also be a briefing on some administrative matters and an engagement session facilitated by the school's Parents Support Group (PSG). The invitation link will be sent nearer to date via **Parents Gateway**.

In the meantime, please find the following administration matters that need your attention:

- 1) MOE Pupil Data Form
- 2) Submission of GIRO and Edusave Forms.
- 3) Primary 1 2022 Book List
- 4) MOE Financial Assistance Scheme (MOE-FAS), if applicable
- 5) Delivery of Primary 1 Resources and Name Tags
- 6) Student Care Centre Registration, if applicable
- 7) Parents Gateway

MOE Pupil Data Form

MOE has developed a Student Detail Form (SDF) portal to replace the hardcopy form previously used. The school will inform parents to complete the child's information on the SDF portal around end November 2021.

GIRO & Edusave Scheme

We would like to invite you to sign up for the GIRO scheme and enjoy hassle-free and convenient payment arrangement. In addition, for Singapore Citizen Primary 1 students, you can also sign up to use your child's Edusave account to pay for the 2nd tier Miscellaneous fees and enrichment programmes to reduce your out-of-pocket expenses. Kindly refer to the weblink below for more information on the 2 schemes.

GIRO Scheme: <https://www.moe.gov.sg/financial-matters/fees>

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

You may sign up for the GIRO and Edusave scheme by accessing the online forms via the links below.

Weblink sign up for GIRO (**For DBS and POSB Account Holders only**)

<https://www.form.gov.sg/#!/5d95490c7f5cfb0013133875>

For DBS/POSB and OCBC Account holders, you can also join the GIRO scheme through your respective online banking portals. Kindly refer to the attachment enclosed for details.

For other banks, you may download, print and complete the application form attached, and return the original completed form in a **sealed envelope** to us at our school's Guard Post during Office Hours. Kindly return the signed completed form by **15 December 2021**.

Do note that Child Development Account (Baby Bonus Scheme) and Industrial and Commercial Bank of China (ICBC) account cannot be used.

Weblink sign up for Edusave:

<https://form.gov.sg/#!/5be24a1bb3f842000fdc4e59>

Primary 1, 2022 Book List

Enclosed is the Book List for the Primary 1, 2022 cohort. You are strongly encouraged to purchase the books online.

Kindly refer to the order instructions in the enclosed book list for details.

MOE-Financial Assistance Scheme (If Applicable)

Singapore Citizens in financial need can apply for financial assistance from MOE on school fees and other expenses. Kindly refer to the Financial Assistance Scheme (FAS) 2022 pamphlet and application form enclosed for benefits of the scheme as well as eligibility.

You may email the completed form together with supporting documents to the school upon completion. (Email: Ong_Leng_Hong@schools.gov.sg) Kindly contact the school @ 6294 3340 during office hours should you need any clarifications.

IMPORTANT: Please do not make any textbook/attire purchases till the outcome of the application is received.

Delivery of Primary 1 Resources and Name Tag

The Parent Child Activity Book, Road Safety Brochure, Pupil's Lanyard (which must be worn during first two weeks of school in 2021) & Name Tag for your child will be mailed to your official residence via Singpost by end October / early November 2021.

As the Primary 1 Admin Orientation Day is pivoted online, the school will be making advance payment to the Name Tag vendor on behalf for all parents and will issue a school bill in February 2022 on the costs.

Student Care Centre Registration (If Applicable)

Little Professors Learning Centre (LPLC) will be contacting successful parents on the administration matters.

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

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.

Moving forward, the school will be using Parents Gateway platform to communicate with all parents and we strongly encourage you to download the Parents Gateway app if you have not done so. Kindly refer to the enclosed for a step by step guide.

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) Information to join GIRO scheme for DBS/POSB and OCBC account holders
- (2) Application Form for GIRO (For Non DBS/POSB Account Holders only)
- (3) Book List for Primary 1, 2022
- (4) Financial Assistance Scheme (FAS) 2022 pamphlet and Application Form
- (5) Parents Gateway(PG) – Step by Step Guide to PG Onboarding