

1st February 2023

PHASE 2B PCS PARENT VOLUNTEER SCHEME

*****Please read the details carefully before applying and then click the link at the bottom of the page to apply.**

Dear Parents/Guardians,

Application for Poi Ching School's Parent Volunteer Scheme (PCS PV Scheme) is now open for parents whose child (Singapore Citizen or Singapore Permanent Resident) born in the year 2018 is registering for the 2024 Primary One Registration Exercise for admission to primary one in the year 2025.

Instructions for Application for PCS PV Scheme

1) **Eligibility**

Applicable for parents **whose child (Singapore Citizen or Singapore Permanent Resident) is born between 2 January 2018 and 1 January 2019 (both dates inclusive).**

2) **Documents for Submission**

- a) Duly completed Parent Volunteer Application Form
- b) Photocopy of child's birth certificate and recent photo
- c) Photocopies of applicant and spouse's NRIC

3) **Application Timeline**

Timeline	Sequence of Events
1 st February 2023 to 28 th February 2023	PCS Parent Volunteer Scheme Application
27 th April 2023 to 30 th April 2023	All applicants shall be notified on the outcome of their applications
1 st June 2023 – 31 st May 2024	Period of Parent Volunteer's voluntary service

4) **Application Process and Closing Date**

Application is open from 1st February 2023 and must be received by the school no later than 28th February 2023. The school reserves the right to reject any application form which is not accompanied by the supporting documents listed above.

- 5) The school reserves the right to select the parent volunteers based on the needs of the school. Parents will be notified in writing whether or not they are successful in their application, from **27th April 2023 to 30th April 2023**. The decision of the school is final, and the school is not obliged to provide any reason for unsuccessful application.
- 6) Parents who are successful in their application as parent volunteers have to contribute at least **60 hours** of voluntary service to the school by **31st May 2024** in order to qualify to register at Phase 2B Registration of the Primary One Registration Exercise. Upon successful

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admission into Primary 1 in 2025, parent volunteers would be automatically opted-in into the Parent Support Group/ Senior Alumni to assist in their respective functions from **1st January 2025 to 31st December 2026**.

- 7) The school shall not be held responsible for parents who fail to meet the minimum 60 hours of voluntary service. The voluntary service must be rendered by parents only. The total hours may be shared by both parents throughout the period of voluntary service.
- 8) **Please note that qualifying to register under Phase 2B Registration of the P1 Registration Exercise 2024 DOES NOT GUARANTEE your child of a place in the 2025 Primary One admission.** Balloting will be conducted in accordance with Ministry of Education's guidelines where necessary. **For further details on Primary One Registration Exercise, please refer to MOE's website at <https://www.moe.gov.sg/primary/p1-registration>.**
- 9) For information/clarification, please send in your enquiries to:

Mr Abdul Mohamed Ziawul Haq
HOD Discipline and Student Management (DM)
Tel: (65) 6785 6420
Email: contact@poiching.moe.edu.sg

[Click to apply for the Parent Volunteer Scheme 2023 \(Poi Ching School\)](#)
– Available only from 1st February 2023 onwards