

**2023 ROSYTH SCHOOL PARENT VOLUNTEER PROGRAMME
– APPLICATION PROCEDURE –**

1 Eligibility

Parents of children who are Singapore Citizens (SC) or Singapore Permanent Residents (SPR) are eligible for this programme. Priority will be given to children who are SC over SPR should there be an overwhelming response.

Based on the P1 registration for Rosyth School over the past few years, balloting is usually conducted at Phase 2B. Thus greater consideration, in the selection of Parent Volunteers, will be given to parents who live within 1 km from the school. This is in view of balloting, if necessary, under Phase 2B where home-school distance is considered.

2 Documents for Submission

- A. Duly completed Parent Volunteer Application Form
- B. Photocopy of birth certificate of child born between 2 Jan 2018 and 1 Jan 2019
- C. Photocopies of applicant and spouse's NRIC

The School reserves the right to reject any application form which is incomplete or illegible, or which is not accompanied by the supporting documents listed above.

3 Application Process

- A. Completed application forms must be received by the School no later than **Thursday, 16 Feb 2023, 4pm**. The School regrets that all application forms received after 16 Feb 2023 will not be considered.
- B. The School will not be returning any application forms received (including application forms which are not properly completed, or which are received after 17 Feb 2023) to applicants.

4 Mode of submission

To be submitted **through post only** to:

Rosyth School
21 Serangoon North Avenue 4
Singapore 555855
Attention: Rosyth School General Office
2023 Parent Volunteer Programme

The School will update the list of applications received on the school web-site (at <https://www.rosyth.moe.edu.sg>) on 10 Feb 2023 and 17 Feb 2023, using the following format:

Date received	Name of Applicant	NRIC Number
10 Feb 2023	Eg X Y Tan	Xxxxx402F

5 Application Timeline

By 10 Mar 2023	Shortlisted applicants will be notified to attend face-to-face meetings / interviews, which may be conducted in groups. <i>With the evolving situation of the covid pandemic, should safe management measures be required, interviews may be conducted online. Mode of interview will be confirmed by the school for shortlisted applicants.</i>
By 31 Mar 2023	School will notify all interviewees the outcome of the interview.

6 Results of Applications

All successful applicants, selected after the interview, will receive a phone call from the school by 31 Mar 2023. The school's shortlisting decision is final and we seek your understanding and cooperation that we are unable to address telephone or email inquiries pertaining to your application.