

2024 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, in the selection of Parent Volunteers, greater consideration will be given to Singaporean parents who live within 1 km from the school. This is in view of balloting, if necessary, under Phase 2B where citizenship and home-school distance are considered.

2 Documents for Submission

- A. Duly completed Parent Volunteer Application Form
- B. Photocopy of birth certificate of child born between 2 Jan 2019 and 1 Jan 2020
- 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 **Friday, 16 Feb 2024, 4pm**. The School regrets that all application forms received after 16 Feb 2024 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 16 Feb 2024) 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
2024 Parent Volunteer Programme

The School will update the list of applications received on the school website (<https://www.rosyth.moe.edu.sg>) by 6pm on 14 Feb 2024 (applications received 6 Feb to 9 Feb) and 19 Feb 2024 (applications received 6 Feb to 16 Feb), using the following format:

Date received	Name of Applicant	NRIC Number
8 Feb 2024	Eg X Y Tan	Xxxxx402F

5 Application Timeline

By 16 Feb 2024, 4pm	Submit Application Form
14 Feb 2024 and 19 Feb 2024 after 6pm	Review applications received
By 8 Mar 2024	Shortlisted applicants will be notified to attend face-to-face meetings / interviews, which may be conducted in groups. <i>Interviews may be conducted online, if the School deems it necessary. Mode of interview will be confirmed by the School for shortlisted applicants.</i>
By 28 Mar 2024	School will notify all interviewees about the outcome of the interview.

6 Application Outcomes

The school will shortlist PVs based on a range of considerations such as citizenship, distance from school, diversity, and school needs for the area of proposed contribution. After the interview, applicants will receive an email from the school sharing the outcomes of the interview by 28 Mar 2024

The school's decisions on shortlisting PVs and the final list of PVs are final. We regret that due to the large number of applicants, we will be unable to address telephone or email inquiries about your application or explain why an application was rejected or selected. Please note that the school consciously restricts the number of PVs selected to ensure that PVs who fulfill the required service hours will have a reasonable chance of obtaining a place in the school.