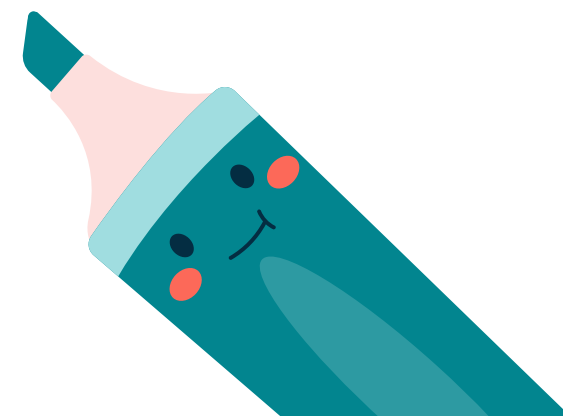


ADMIRALTY PRIMARY SCHOOL

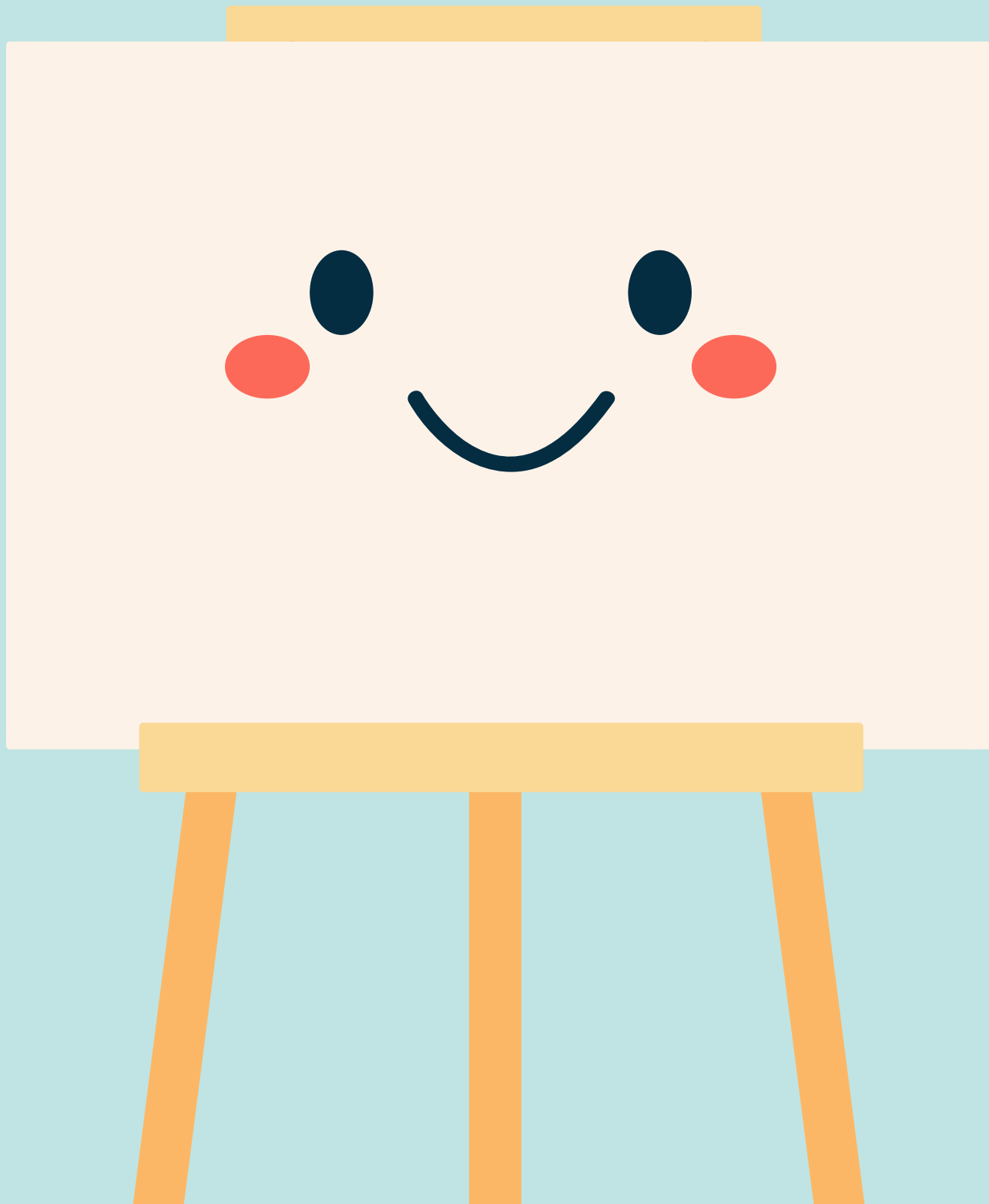
ADMIN MATTERS



ORIENTATION FOR P1 (2026 COHORT)



TO NOTE



01

PARENTS
GATEWAY (PG)

02

OTHER OFFICIAL
COMMUNICATION
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03

GIRO STANDING
ORDER

04

EDUSAVE
STANDING
ORDER

05

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DETAILS FORM
(SDF)

06

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ASSISTANCE
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07

POSB SMART
BUDDY

08

TEXTBOOK AND
UNIFORMS SALE

09

SCHOOL BUS
SERVICE AND
STUDENT CARE
CENTRE

PARENTS GATEWAY <PG>

COMPULSORY

- THIS IS A MOE-MOUNTED MOBILE APP SPECIALLY DESIGNED FOR PARENTS/GUARDIANS.
- ALLOW PARENTS TO PERFORM ADMINISTRATIVE FUNCTIONS AS WELL AS RECEIVE UP-TO-DATE SCHOOL INFORMATION.

**DOWNLOAD THE
“PARENTS GATEWAY” APP
ON YOUR MOBILE PHONE**





PARENTS GATEWAY <PG>

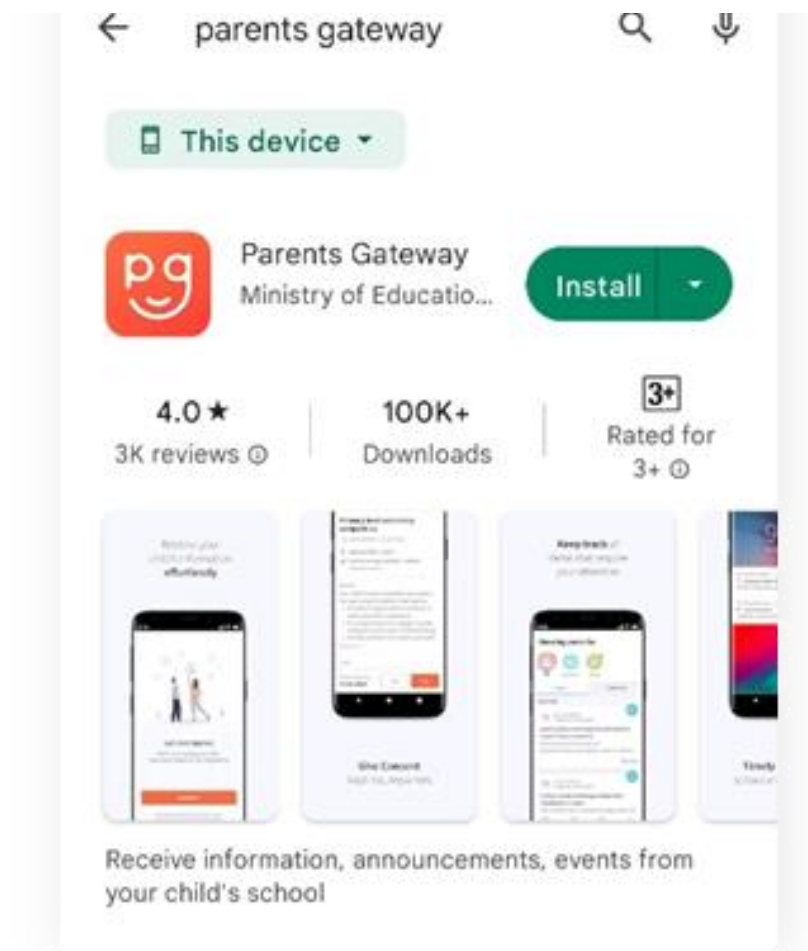
STEP-BY-STEP GUIDE TO DOWNLOAD

Step 1 – Ensure you have a valid Singpass and 2FA Setup

Step 2 – Download Parents Gateway Mobile App:

- Open the Apple App Store, Google Play Store or Huawei App Gallery on your mobile phone.
- Search for the 'Parents Gateway' mobile app, or scan the QR code
- Download and install the app on your phone.
- Enable 'Allow Notifications' to receive push notifications.

Note: Supported OS Versions – Android 8.0 or later & iOS 12.0 or later



| For iOS | For Android | For Huawei |
|---|---|---|
|  |  |  |



PARENTS GATEWAY <PG>

ONBOARDING

1

Tap on “Log in with SingPass”

2

Log in with your Singpass (and 2FA)

3

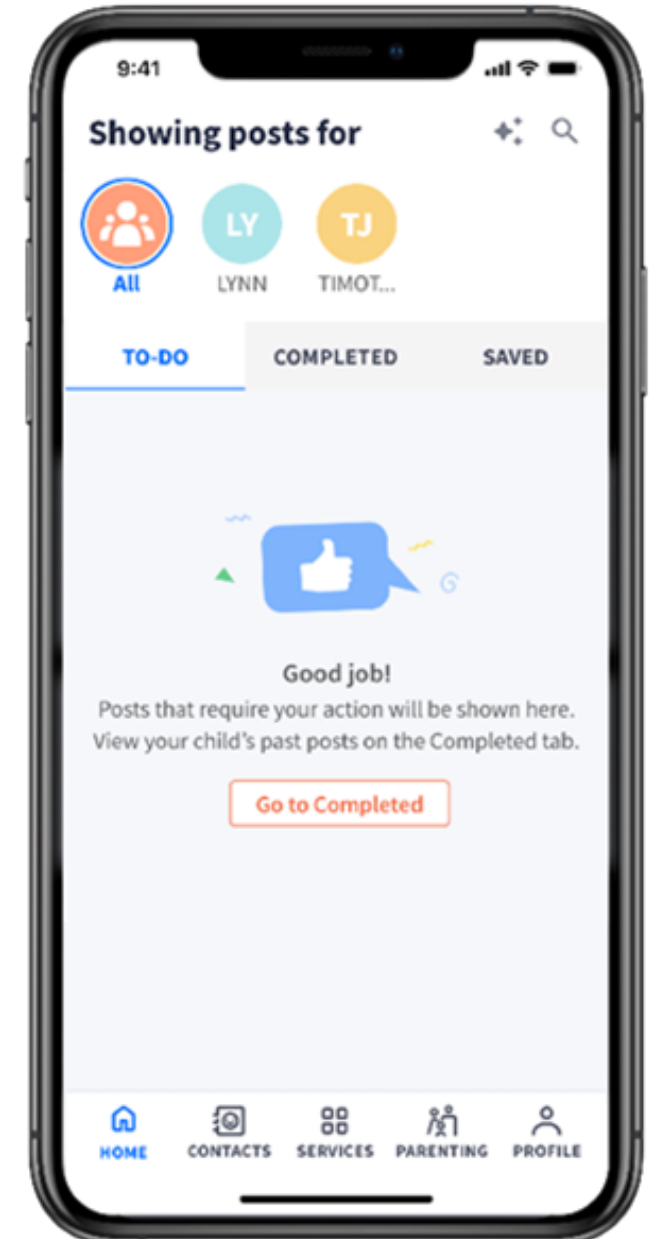
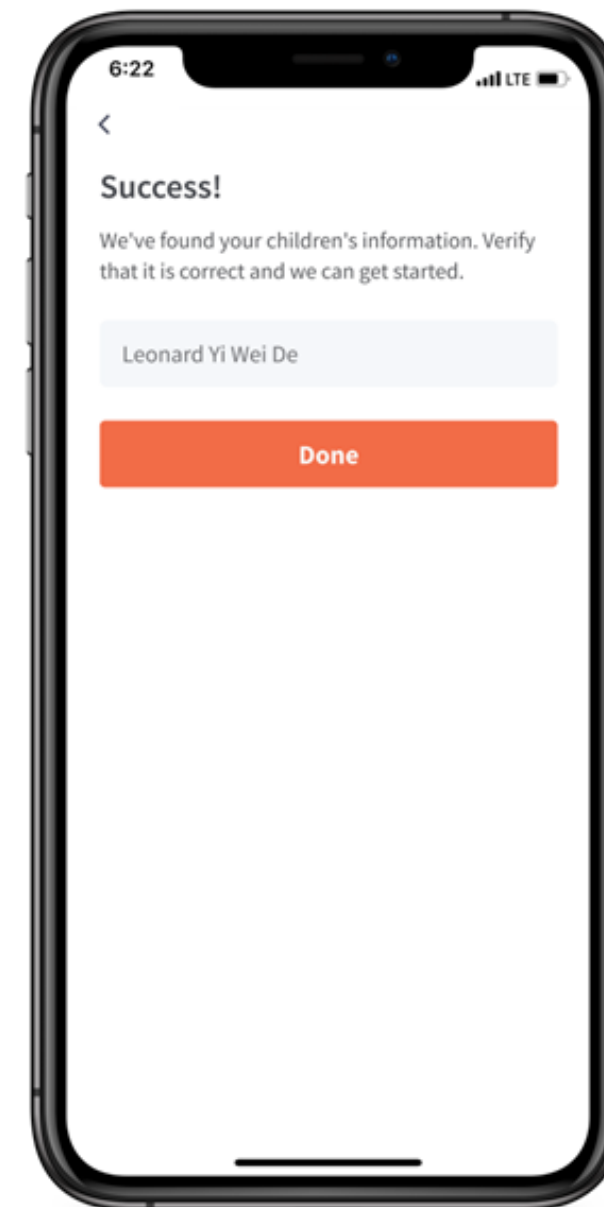
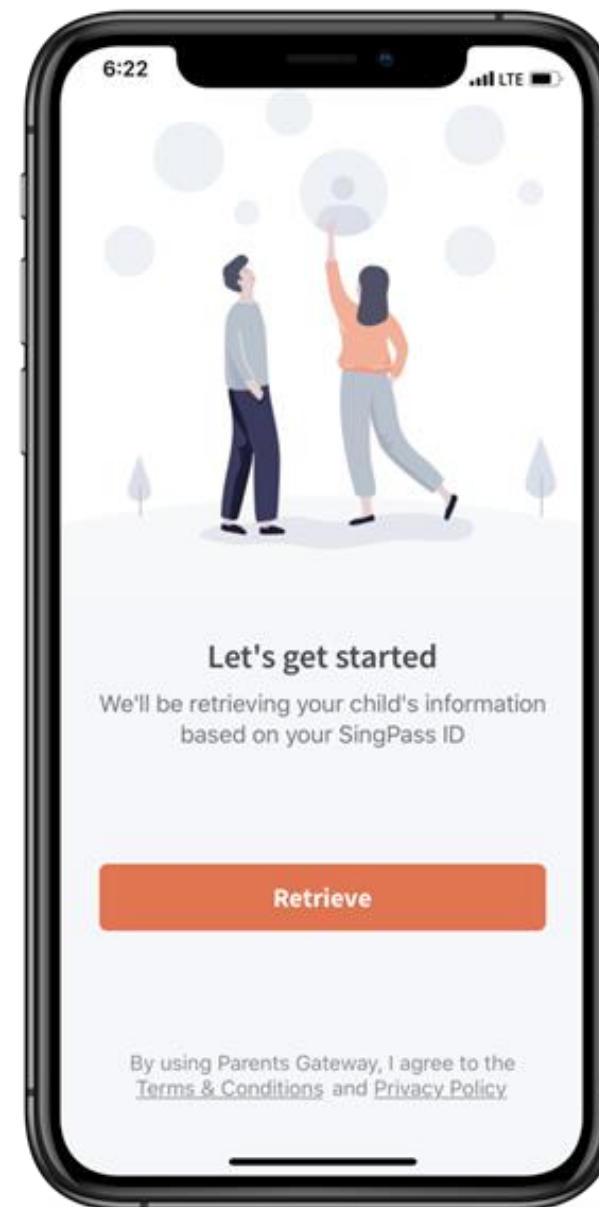
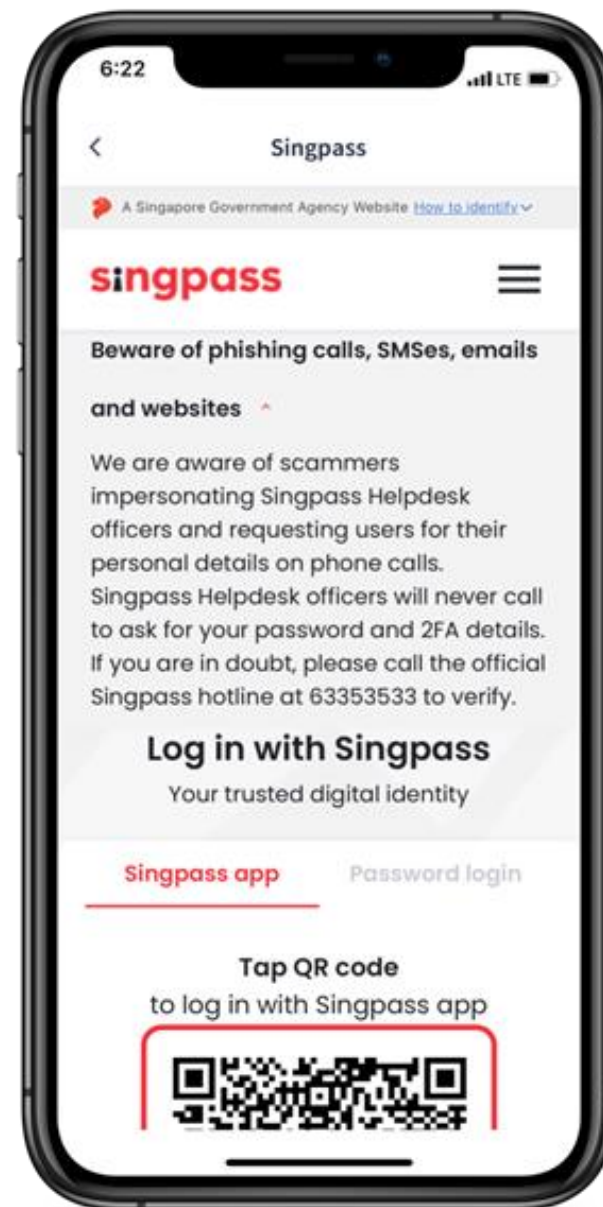
Tap on “Retrieve” to retrieve your child(ren)’s information

4

Tap on “Done” to complete onboarding

5

You should see your child(ren)’s initial(s) and announcements



OTHER OFFICIAL COMMUNICATION CHANNELS



Please save our school's contact information in your personal devices.

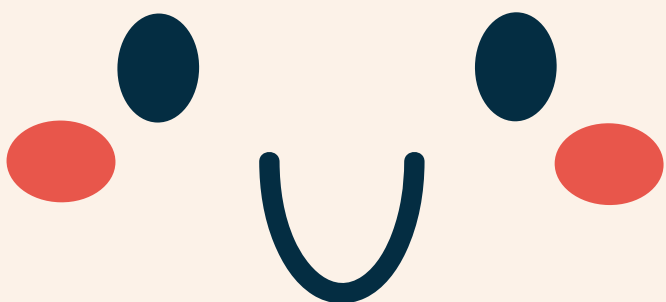
TEL: 6362 0598

General Office

H/P: 8331 4214

For WhatsApp Broadcast

We will be forming a broadcast group on WhatsApp as an alternative mode of communication.

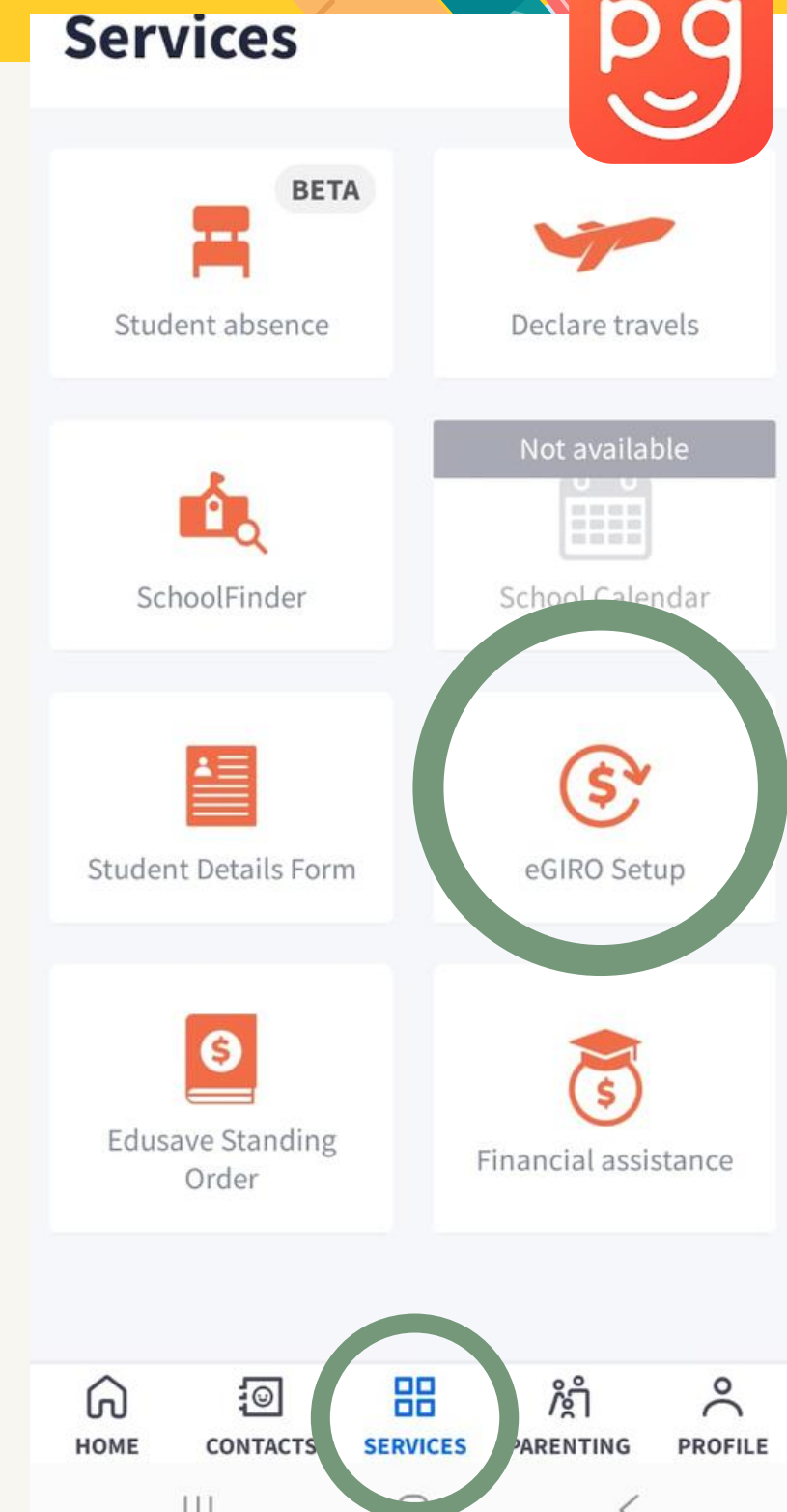


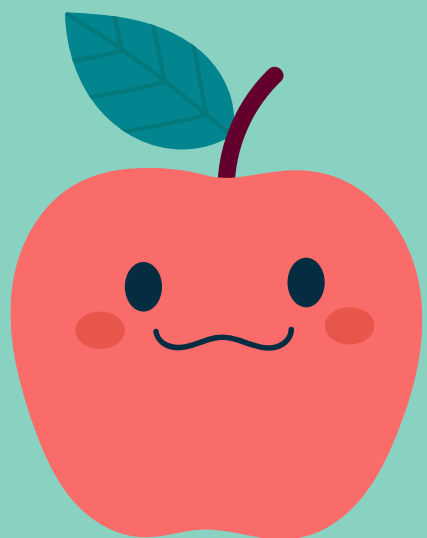
GIRO STANDING ORDER

(applicable for All students)

BENEFITS:

- **Hassle-free payments** for school fees, school charges and enrichment programmes
- **Convenient** way for payments of national examination fees
- **Elimination of manual payments** or the need for your child to carry excess cash to schools
- **Facilitation of disbursements** (e.g. school awards) or refunds (cancellation of programmes or excess payments)





EDUSAVE STANDING ORDER



(applicable for SC child only)



1

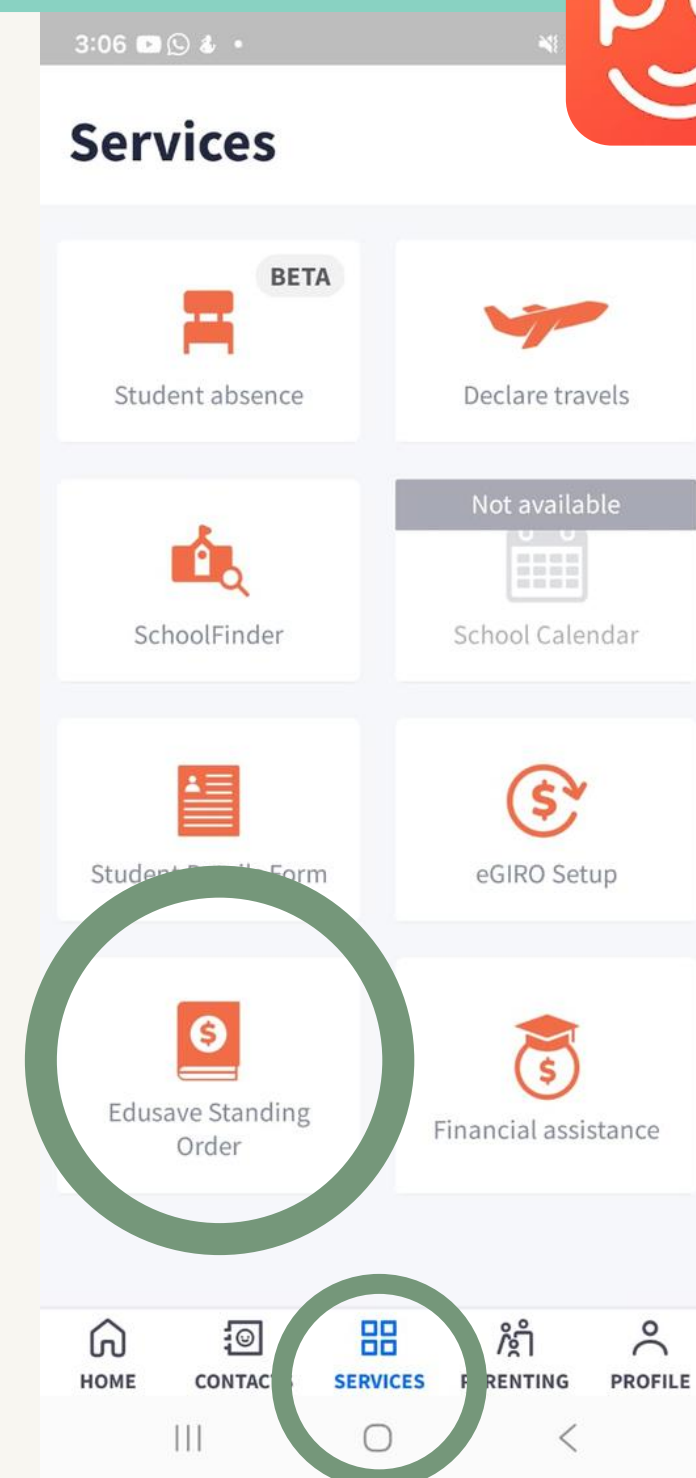
All Singapore Citizen (SC) students will have an Edusave account automatically opened for them and receive a yearly contribution.

2

Child's Edusave account can be used to pay miscellaneous fees and enrichment programmes to **reduce cash out-of-pocket expenses**.

3

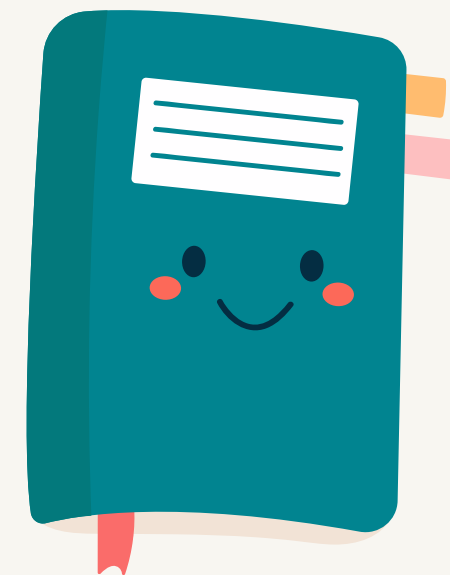
Sign up via Parents Gateway **NOW!**





STUDENT DETAILS FORM

COMPULSORY



New students admitted to primary schools are required to submit their details through the **online Student Details Form portal** from 1 Dec 2025, 10.00am.

The portal can be accessed via the Services page on **Parents Gateway (PG)** mobile app, the URL: <https://pg.moe.edu.sg/forms/sdf>, or the QR code below.

Either parent can login to submit the required particulars.

**MARK YOUR
CALENDAR!**

You will receive a notification on PG to submit the form.



TEXTBOOK AND UNIFORMS SALE

DETAILS WILL BE SHARED VIA PG IN 4TH WEEK OF NOVEMBER



RICKY BOOK CENTRE

Blk 219 Bukit Batok st 21,
#07-403 Singapore 650219.

Tel: 63639159, 68923610
Fax: 65679035

Email: sales@rickybookcentre.com.sg

Online Order: <http://www.rickybookcentre.com.sg>.

Please contact our vendor, if you have problems accessing the site.

**MARK YOUR
CALENDAR!**

JEEP SING FASHION

4012 Ang Mo Kio Ave 10 #01-09,
Techplace 1, Singapore 569628

Opening Hours:

Mon to Friday: 10am to 6pm
(Lunch break and Sanitising of Store: 1pm to 2 pm)
Sat: 10am to 2pm
Closed on Sun and PH

Mode of Payment: CASH, NETS, Paynow, DBS Paylah!

Online order: <https://www.jeepsinguniform.com.sg>

Please contact our vendor, if you have problems accessing the site.



FINANCIAL ASSISTANCE SCHEME (FAS)



This is applicable to Singapore Citizens (SC) child who requires financial assistance.

Income eligibility criteria: Monthly gross household income (GHI) \leq \$3,000, or a monthly per capita income (PCI) \leq \$750

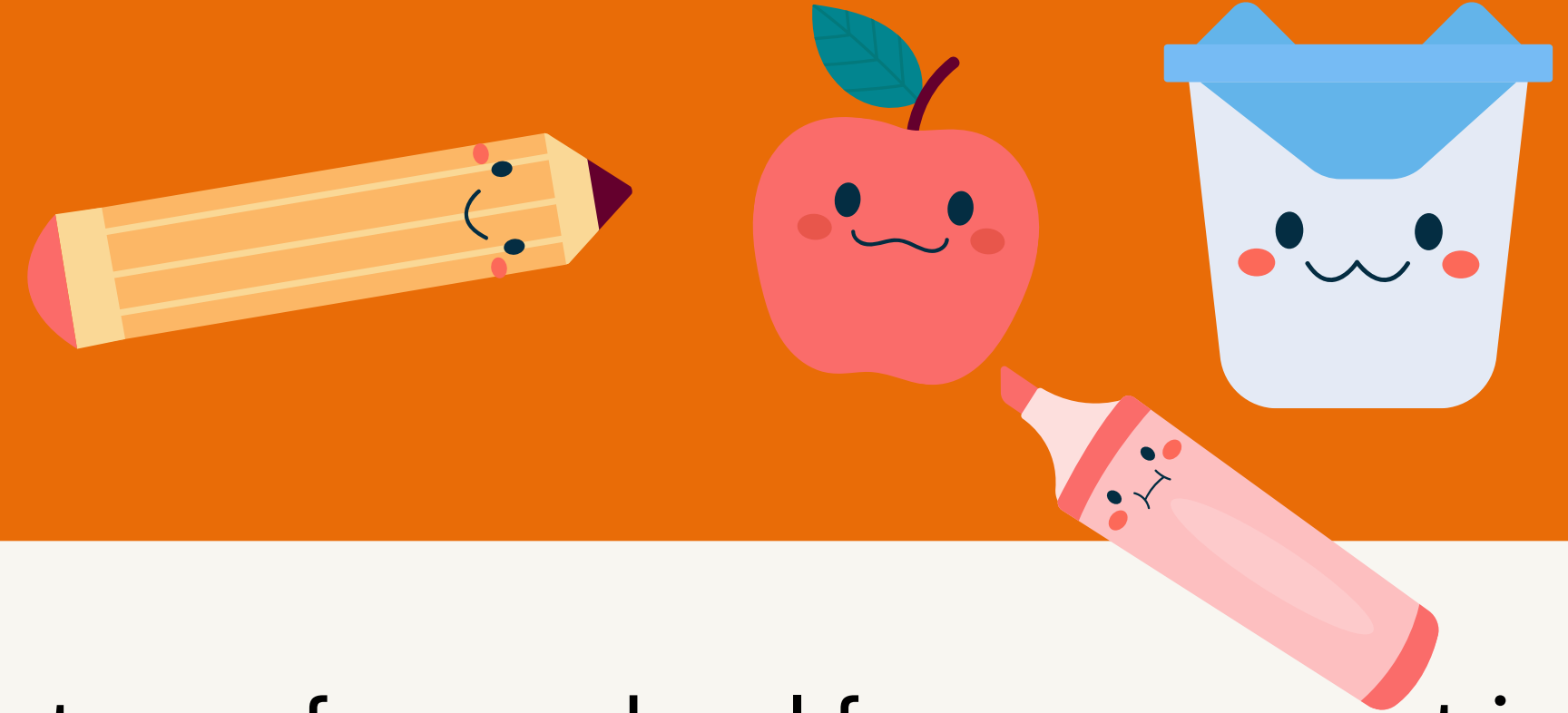
Benefits:

- Full subsidy of miscellaneous fees, textbooks and school attire
- School meal subsidy: Up to 7 meals per school week
- Transport subsidy: 65% of monthly school bus fare OR, public transport subsidy of \$17 per month or up to \$204 per annum



Eligibility criteria and Benefits are subject to changes

POSB SMART BUDDY



POSB Smart Buddy is the official partner of our school for e-payment in the canteen and school bookshop.

We encourage you to come onboard this programme.

<https://go.gov.sg/smartbuddyposb>



SCHOOL BUS SERVICE AND STUDENT CARE CENTRE

PLEASE VISIT THEIR RESPECTIVE BOOTH AFTER THE SCHOOL TOUR

RushOwl Singapore Pte Ltd

Transport fees ranges from \$149 - \$195

Parent Briefing Sessions (via Google Meet)

- 1) Tuesday 28th October - 5pm to 6pm
- 2) Sunday 9th November - 5pm to 6pm



The Learning Harbour

Registration Form:

<https://go.gov.sg/adps-thelearninghabour>



important timeline

1

Download Parents Gateway
(October 2025)

4

Purchase Textbook and Uniform
(4th Week of November 2025)

2

Save our Contacts Numbers
TeL: 6362 0598 | H/P: 8331 4214
(October 2025)

5

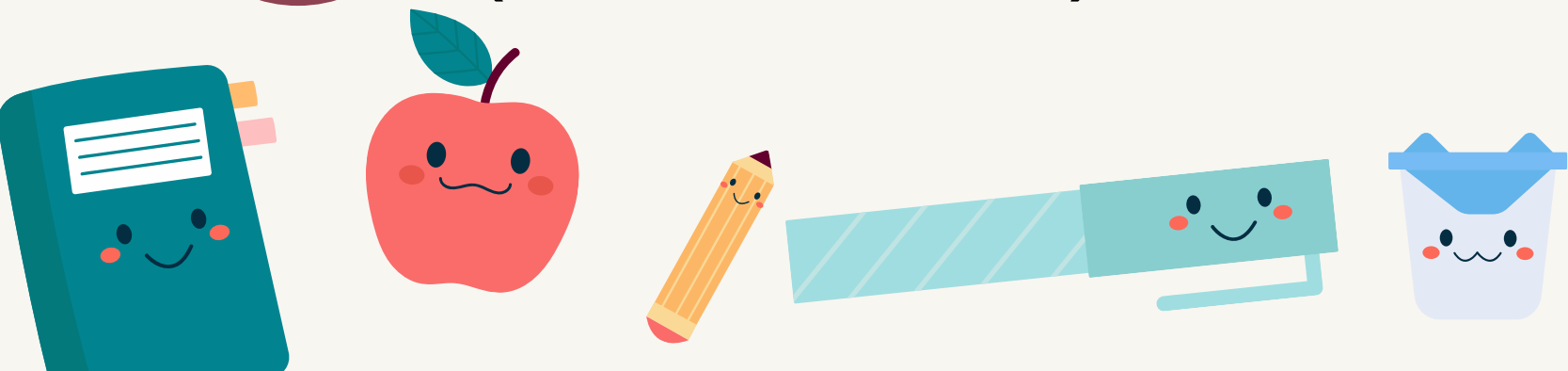
Submit Student Data Form
(1st December 2025)

3

Apply for GIRO and EDUSAVE Standing Order
(October 2025)

6

Apply for other services
(e.g. POSB smart Buddy, Financial Assistance, School Bus, Student Care Centre)



THANK YOU!

Admiralty Primary School P1 Orientation website:
<https://go.gov.sg/adpsp1orientationwebsite>



<https://go.gov.sg/adpsp1orientationwebsite>

TEL: 6362 0598

Email:

admiralty_ps@moe.edu.sg
ADMIRALTY PRIMARY SCHOOL
11, Woodlands Circle, Singapore

