



PARENT VOLUNTEER APPLICATION FORM

**2019 Primary 1 Registration Exercise
 for Admission to Primary 1 in 2020**

Name of Father (as in NRIC): _____	Name of Mother (as in NRIC): _____
Name of Child (as in birth cert): _____	Date of Birth of Child: _____
Citizenship of Child: _____	
Address: (as in NRIC) _____	

Please tick accordingly (can be both)

Father volunteering

Mother volunteering

Tel: _____ (Home/Office)

Tel: _____ (Home/Office)

Tel: _____ (HP)

Tel: _____ (HP)

Email: _____

Email: _____

Highest Qualification: _____

Highest Qualification: _____

Language Proficiency: _____

Language Proficiency: _____

I am able / interested to offer my services as a parent volunteer in one or more of the following:

1. Computer, Photography and Video Editing Skills

I am proficient in the following IT skills:

Designing of Apps

Word processing in Chinese Language

I am able to take good quality videos of events and am familiar with video editing.

Yes

No

I am able to take good quality photographs of events.

Yes

No

2. Traffic Marshal Duties

Ensure pupils' safety in heavy traffic areas near school

Mondays (6.45 am to 7.30 am)

Mondays (1.30 pm to 2.00 pm)

Tuesdays (6.45 am to 7.30 am)

Tuesdays (1.30 pm to 2.00 pm)

Wednesdays (6.45 am to 7.30 am)

Wednesdays (1.30 pm to 2.00 pm)

Thursdays (6.45 am to 7.30 am)

Thursdays (1.30 pm to 2.00 pm)

Fridays (6.45 am to 7.30 am)

Fridays (1.00 pm to 1.30 pm)

3. **Learning Journeys**

Accompany pupils and teachers on the trip, help ensure pupils' safety and perform other administrative duties. Parent volunteers will be informed in advance of the dates of the Learning Journeys.

4. **Chinese Cultural Programme**

These programmes are conducted during curriculum time. Required assistance includes help in areas such as washing brushes after Chinese calligraphy lessons, preparing the younger pupils for their *Guzheng* lessons and assisting teachers to maintain discipline of the class etc.

I am willing to commit to help out in the Chinese Cultural Programme on a regular basis.

5. **Others ad hoc assignment**

I am able to help out anytime on the following day(s): You may tick more than one.

Mondays Tuesdays Wednesdays Thursdays Fridays

Please specify other areas that you would like to offer your assistance: (eg. Organising educational trips, workshops and talks for teachers and pupils, etc)

Please Note:

- You may submit the application form to the school in any of the following ways:
 - by hand / post: Hong Wen School (General Office)
30 Towner Road Singapore 327829
 - by email: hws@moe.edu.sg
 - by fax: 6293-7625

Application starts from 1 August 2017. Application form must be received by the school no later than 30 June 2018. All application forms received will be acknowledged by the school and a copy of the acknowledgement will be returned to the applicant as proof of receipt. Please call the school at 6294-3340 if you do not receive an acknowledgement.

- The school reserves the right to select the parent volunteers based on the needs of the school and limit the number of parent volunteers to take in. **Parents will be notified in writing whether or not they are successful in their application by July 2018.** The decision of the school is final and the school is not obliged to provide any reason for unsuccessful application.
- Parents who are successful in their application as parent volunteers **have to contribute at least 40 hours of voluntary service to the school by 31 May 2019** in order to qualify to register at **Phase 2B of the P1 Registration Exercise 2019** (subject to changes announced by the Ministry of Education hereafter). The school shall not be held responsible for parents who are unable to meet the minimum 40 hours of service. The voluntary service must be rendered by parents only. The total hours of voluntary service may be shared by both parents.
- Please note that qualifying to register under Phase 2B of the P1 Registration Exercise 2019 **DOES NOT GUARANTEE** your child of a place in the 2020 P1 admission. Balloting will be conducted (as in accordance to Ministry of Education's guidelines) if Phase 2B applications exceed the number of vacancies available for the phase. In the event of balloting, Singapore Citizens will be given priority over Singapore Permanent Residents.

I have read and understand the notes above. I declare that all information provided in this form is true to the best of my knowledge.

Name of Parent Volunteer Applicant

Signature of Parent Volunteer Applicant

Date