



宏文學校
HONG WEN SCHOOL
30 TOWNER ROAD SINGAPORE 327829
TEL: (65) 6294 3340 FAX: (65) 62937625

HWS/25/117

3 October 2025

Dear Parents/Guardians,

Primary 1 Admin Day Details

Welcome to Hong Wen School! We would like to invite you to our school for the Primary 1 Admin Day. The activities for the Admin Day are:

- 1) Collection of Student's Lanyard
 - To be worn on Orientation Day and 1st two weeks of school in 2026
 - Please inform your child's group number for your collection of lanyard
 - Group number will be communicated in separate email
- 2) Payment and collection of Name Tags (To be ironed/sewn on school uniform)
- 3) Purchase of Textbooks
- 4) Student Care Centre Registration, if applicable

Date: 13, 14 or 15 October 2025

Time: By allocated time slot between 8.30am and 4.30pm on any of the days.

Your allocated date/time has been given to you in a separate email sent on 12 September 2025, "Hong Wen School - Primary 1 2026 - Admin Day Schedule".

Venue: Hong Wen School (Enter via school main gate along Towner Road)

Please note that parking in the school will not be available. Please park your vehicles at the public carparks near the school.

Duration: Estimated 1 hour.

We seek your understanding that we will be allowing only a maximum of two parents/guardians and your child to enter the school and at the time allocated to you. If you are unable to make it on the scheduled day/time, please contact the school at Tel: 6294 3340 to reschedule your appointment.

Parents Gateway

Parents Gateway is a mobile app developed by MOE to support parents' involvement in their child's educational journey. The app enables you to receive information from the school and perform a range of administrative functions such as giving consent for school programmes and activities, and declaring travel plans.

As such, we strongly encourage all parents to download Parents Gateway app on your mobile phone if you have not done so in order not to miss out on school announcements (available on iOS, Android and Huawei platforms only). Upon successful download, the app will guide you through a simple one-time onboarding process. Kindly refer to the step-by-step guide (5. Parents Gateway (PG) - Step by Step Guide to PG Onboarding) enclosed.

You may wish to refer to the user guide (6. Parents Gateway Mobile App - Quick Start Guide for Parents) on accessing the features on Parents Gateway.

This is an e-letter. No signature is required.

Edusave Scheme

All parents are strongly encouraged to use your child's Edusave account to pay for the school's miscellaneous fees and enrichment programmes to reduce your out-of-pocket expenses if your child is a Singaporean. Kindly refer to the weblink below for more information on the Edusave scheme. You are strongly encouraged to sign up for the Edusave Account deduction.

Edusave Scheme: <https://www.moe.gov.sg/financial-matters/edusave-account>

Please sign up for Edusave Standing Order via the weblink below:

Weblink sign up for Edusave: <https://go.gov.sg/edusaveformsg>

Primary 1 Orientation Day

As informed earlier, we are pleased to invite you and your child to attend the Primary 1 Orientation in the school on **Friday, 21 November 2025 at 2pm** where the School Principal will be addressing and welcoming all of you and your child will take part in activities in groups. The group number for your child for Orientation Day will be communicated in a separate email.

Your child do not need to put on Hong Wen School Uniform when attending the orientation. However, we will require your child to put on the lanyard given on Admin Day.

Please note that sales of textbooks and uniforms will not be available during Primary 1 Orientation Day (21 November 2025).

Primary 1 (2026) Booklist

Enclosed are:

- (1) Booklist for Primary 1, 2026
- (2) Information Sheet on P1 CL Readers and Reading Passport and instructions on the purchase of these materials
- (3) Purchase Guide by Pacific Bookstores for onsite purchase and online order

Please note that purchase of textbooks for other levels (Primary 2 to Primary 6, 2026) is not available during the Primary 1 Admin Day (13-15 October 2025).

School Uniform

The new uniform vendor has informed us that the school uniform will be in stock from early December. You may visit their website for more information. Kindly take note of your child's house colour for the purchase of uniform, which will be communicated in a separate email.

Information for our school uniform vendor: -

My Uniform Shop (ASIA) Pte Ltd

Address: 209 New Upper Changi Road #03-651, Singapore 460209

Tel: +65 6276 6689 (Operating hours)

Email: myuniformshopasia@gmail.com

Operating Hours: (Updated - Please call to check stock availability before visiting)

- Wednesday to Friday: 3:00 PM to 8:00 PM
- Saturday: 10:00 AM to 4:00 PM
- Closed: Sunday to Tuesday and on Public Holidays

This is an e-letter. No signature is required.

Website: <https://www.myuniformshop.com.sg/>

For guidelines on how to determine uniform sizes, you may refer to this site:

<https://www.myuniformshop.com.sg/buying-guide>.

We have also attached a Uniform Size Chart for your reference of the sizes available.

* For families requiring financial assistance, please contact the school @ 6294 3340 before making any purchases.

School Bus

Our school bus operator contact is as follows:

Phua Swee Sun &/Or Serene Tan Poh Tin

Contact Number: **9698 9908**

Email: **Hongwenschoolbus@gmail.com**

Kindly contact the above for your child's/ward's transport needs and complete the attached school bus request form (7. Request for School Bus Services 2026) if you need to engage their services. Do take note that the submission deadline is **Friday 31 October 2025**. You may also refer to attached document (8. Annex A - Terms and Conditions for School Bus Services 2026) for more information of our school bus service.

Other Information

All information shared will also be available on our school's website under Parents' Hub section:

<https://go.gov.sg/hwsp1admin>

Please contact the General Office at 6294 3340 or email: hws@moe.edu.sg should you have any enquiries.

We look forward to our close partnership with you in supporting the growth and development of your child.

Thank you.

Mrs Theresa Hong
Principal

Enclosures:

- 1) Booklist for Primary 1, 2026
- 2) Information on P1 CL Readers & Reading Passport
- 3) Purchase Guide by Pacific Bookstores for onsite purchase and online order
- 4) Uniform Size Chart
- 5) Parents Gateway (PG) – Step-by-Step Guide to PG Onboarding
- 6) Parents Gateway Mobile App - Quick Start Guide for Parents
- 7) Request for School Bus Services 2026 - To submit your request by 31 October, 2025 (if applicable)
- 8) Annex A – Terms and Conditions for School Bus Services 2026
- 9) Welcome Letter from Parents Support Group (PSG)

This is an e-letter. No signature is required.