



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

HWS/24/105

3 Oct 2024

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 during the first two weeks of school in 2025)
- 2) Purchase of Textbooks
- 3) Payment and collection of Name Tags
- 4) Purchase of School Uniform
- 5) Student Care Centre Registration, if applicable

**Date:** 14, 15 or 16 October 2024

**Time:** By allocated time slot between 8.30am and 4.30pm on any of the days.  
Your allocated date/time and group number will be communicated in a separate email.

**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.

### **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>

You may sign up for Edusave Standing Order via the weblink below:

Weblink sign up for Edusave: <https://form.gov.sg/5be24a1bb3f842000fdc4e59>

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

## **Primary 1 (2025) Book List & Uniform**

Enclosed is the Book List for Primary 1, 2025. Kindly refer to the enclosed attachment for information on online order and onsite purchase.

Please note that purchase of textbooks for other levels (Primary 2 to Primary 6, 2025) is not available during the Primary 1 Admin Day (14-16 October 2024).

School Uniform is available for purchase in school. Kindly take note of your child's House Colour for the purchase of uniform as communicated in our email on 3 September 2024.

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

## **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 iOS and Android 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 enclosed.

## **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 **15 November 2024 (Fri) at 2pm** where the School Principal will be addressing and welcoming all of you. Your child need not put on Hong Wen School Uniform when attending the orientation.

Please note that sales of textbooks and uniform will not be available during Primary 1 Orientation Day (15 November 2024).

## **Other Information**

Please contact the General Office at 6294 3340 or email: [hws@schools.gov.sg](mailto:hws@schools.gov.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) Book List for Primary 1, 2025
- (2) Step by Step guide on ordering textbook online from Pacific Bookstore portal
- (3) Parents Gateway (PG) – Step-by-Step Guide to PG Onboarding

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