



**PARENT VOLUNTEER APPLICATION FORM**

**2020 Primary 1 Registration Exercise  
For Admission to Primary 1 in 2021**

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: \_\_\_\_\_ (Hand phone)

Tel: \_\_\_\_\_ (Hand phone)

Email: \_\_\_\_\_

Email: \_\_\_\_\_

Professional / Academic Qualification: \_\_\_\_\_

Professional / Academic Qualification: \_\_\_\_\_

Language Proficiency: \_\_\_\_\_

Language Proficiency: \_\_\_\_\_

**I am able / interested to offer my voluntary service 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 video 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 Programmes**

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

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

5. **Other ad hoc assignments**

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:**

1. You may submit your 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](mailto:hws@moe.edu.sg)  
By Fax: 62937625

**Application starts from 15 August 2018. Application Form must be received by the school no later than 30 June 2019.** 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 62943340 if you do not receive an acknowledgement.

2. The school reserves the right to select 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 2019. The decision of the school is final and the school is not obliged to provide any reason for unsuccessful application.

3. 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 2020** in order to qualify to register at **Phase 2B of the P1 Registration Exercise 2020** (subject to changes announced by the Ministry of Education hereafter). The school shall not be 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.

4. Please note that qualifying to register under Phase 2B of the P1 Registration Exercise 2020 **DOES NOT GUARANTEE** your child a place in the 2021 P1 admission. Balloting will be conducted (as in accordance to Ministry of Education 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