

# P1 Parent Orientation 2022 – Admin Matters

26 AUGUST 2022



*25th Anniversary*



# P1 Parent Orientation 2022 – Admin Matters

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- What to expect between now and the start of school
- Purpose of GIRO and Edusave Standing Orders
- Parents Gateway
- Other mode of communication
- Purchase of Books and Uniform
- School Bus Service
- Student Care Centre
- MOE Financial Assistance Scheme
- Smart Buddy



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## What to expect between now and the start of school

Month	Activity / Action
<b>Today – Dec</b>	Submit GIRO and Edusave Standing Orders (form and online)
<b>Late Sep</b> Refer Sch website	Apply for MOE Financial Assistance (if appl) via online or form
<b>Oct –Nov</b> Refer to Sch and MSF website	<ul style="list-style-type: none"><li>▪ Search for after-school care (if appl)</li><li>▪ Arrange Transport (if appl)</li><li>▪ Childcare arrangement for Monday mornings (if appl), School arranged for a vendor to provide holistic programme in school at a fee</li></ul>



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## What to expect between now and the start of school

Month	Activity / Action
<b>Nov</b> Sch comm by WhatsApp/ email/ letter	<ul style="list-style-type: none"><li>• Download and sign in Parents Gateway App</li><li>• Complete Students Details Form (SDF) via Parents Gateway or form</li></ul>
<b>Nov</b> Link sent via WhatsApp/ email	Submit details for preparing temporary nametag
<b>Nov/Dec</b>	Purchase books and uniform (online or walk-in)



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## Purpose of GIRO and Edusave Standing Orders

### GIRO Standing Order

- For payment and refund of fees, enrichment programmes and charges

### Edusave Standing Order

- For payment of 2nd tier miscellaneous fees and enrichment programme charges

### Why should you sign up?

- It is for your convenience: you do not have to do monthly online payments or monthly payments at the General Office or worry about missing a payment.





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## Parents Gateway

- This is a MOE-mounted mobile app specially designed for parents/guardians.
- You will be able to perform a range of administrative functions as well as receive up-to-date school information. These include giving consent for participation in enrichment programmes.
- You will be able to see your child's details once it is tagged to the school (this will happen in the middle of November).
- For a minority of you, you can only see it after the child's particulars are updated.
- Please download the “Parents Gateway” app on your mobile phone



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## Parents Gateway

### Step-by-step guide:

- Sign in using SingPass
- Enable 'Allow Notifications' to receive push notifications
- DSA – Download, Sign in, Allow push notifications

You will be able to see your child's details when your child's details have been posted to our system.



## Parents Gateway

Ministry of Education (Singapore) Education

3+

This app is compatible with your device.

Add to wishlist



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## Other mode of communication – WhatsApp (Group Chat)

- Reminders
- For outgoing messages only
- In order to receive the messages, you **MUST** register the number as one of the contacts

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## Purchase Books

- Bookshop (Ricky Book Centre)
- Order online (mid-November) – Opt for either delivery or self-collection
- Opening hours during school term:

School Term	2022 Year-End School Holiday
9 a.m. – 2 p.m. (Mon – Fri except Public and School Holidays)	9 a.m. – 3 p.m. (Mon – Fri except eve of and Public Holidays)

- <http://www.rickybookcentre.com.sg>
- Tel: 63639159, 68923610



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## Purchase Uniform

- ❑ Uniform Vendor: Kong Chong Pte. Ltd.
- ❑ Opening hours during school term:

School Term	2022 Year-End School Holiday
11:30 a.m. to 2:00 p.m. (alternate Fridays; please check the school website for the schedule)	9 a.m. – 3 p.m. (Mon – Fri except for the period 22 – 31 Dec, eve of and Public Holidays)

- ❑ From 22 – 31 Dec, parents will have to purchase online or at the Sembawang Shopping Centre retail store.



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## Uniform (Kong Chong Pte. Ltd.)

- ❑ Online order for delivery:  
<https://www.euniforms.com.sg/shop/>
- ❑ WhatsApp +65 9077 2932 for online sales enquiry

## ❑ Retail Store

#02-13 Sembawang Shopping Centre  
604 Sembawang Road, Singapore 758459  
Tel: 67531489

## Business Hours:

Mon to Sat: 11.30 a.m. to 8 p.m.

Sun: 11.30 a.m. to 6 p.m.



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## School Bus Service

- ❑ Bus Company: Chang Chen Pte. Ltd.
- ❑ Transport fees for a two-way trip range from \$115 - \$200 (up to 6km) depending on the number of students taking the transport and distance
- ❑ For further enquiries, please call 6760 4835 or email to [GRIFLIM@hotmail.com](mailto:GRIFLIM@hotmail.com)



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## Student Care Centre (SCC)

- ❑ School SCC – operated by The Learning Harbour@Admiralty Primary School
- ❑ Download Indication of Interest Form from school website
- ❑ For further enquiries, please call 88775533 or email to Admin@learningharbour.org





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## Student Care Centre (External)

- ❑ Search using Google Map
- ❑ Then use MSF website (use link below) to check contact details and fees

[https://www.msf.gov.sg/studentcare/\\_layouts/15/MSFSCCMainSolution/pages/centrelist.aspx](https://www.msf.gov.sg/studentcare/_layouts/15/MSFSCCMainSolution/pages/centrelist.aspx)



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## MOE Financial Assistance Scheme

Item	Primary
Standard Miscellaneous Fee	Full waiver of \$6.50 per month
Textbooks	Free textbooks
School Attire	Free school attire
Transport Subsidy	65% of school bus fares for students taking school bus; or \$204 transport subsidy per annum for students taking public transport
School Meal	\$13.00 – \$18.20 per week

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## MOE Financial Assistance Scheme

### □ Criteria:

- Singaporean students
- Gross household income  $\leq$  \$2,750 or
- Per capita income  $\leq$  \$690

□ The forms will be ready around late September.



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## Smart Buddy

- ❑ We are one of the first few schools that started this programme.
- ❑ As a parent, enjoy greater convenience in managing your child's allowance and daily expenses with POSB Smart Buddy.
- ❑ **As compared to School SmartCard/EZLink Card**
  - No top up required
  - Deduct directly from parent's bank account
  - Able to set spending limit
  - Monitor expenses on Smart Buddy App
  - Disable the card if lose it

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## Smart Buddy

📄 Link to registration site

<https://www.posb.com.sg/admiraltypri>

