



# GREENRIDGE PRIMARY SCHOOL

11 Jelapang Road, Singapore 677744

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## 2018/ 2019 Phase 2B Parent Volunteer Application Form

**(For P1 pupils' intake in 2020)**

*(Children born between 2 Jan 2013 - 1 Jan 2014)*

**Closing date for application: 18 May 2018**

### **IMPORTANT**

- (1) Please ensure that the form is completed and duly signed. Completed application form to be submitted **personally** to the General Office. Any intentional omission of important information will render the application null and void.
- (2) A photocopy of the child's birth certificate or Child Entry & Re-Entry Permit and both parents' NRIC or Entry /Re-Entry Permits are to be submitted with the application form. Original documents must be brought along for verification on the day of submitting the application form.

*Photo of Applicant 1  
(Father)*

*Photo of Applicant 2  
(Mother)*

### **SECTION 1 – Parent's Particulars**

	<b>Applicant 1 (Father)</b>	<b>Applicant 2 (Mother)</b>
Full Name of Parent (as in I/C)		
NRIC No.		
Citizenship	Singaporean <input type="checkbox"/> SPR <input type="checkbox"/>	Singaporean <input type="checkbox"/> SPR <input type="checkbox"/>
Home Address		
Contact No.	(H)	(H)
	(HP)	(HP)
Email Address		
Highest Academic Qualification		
Any professional qualification or certificates		
Occupation		
Company		
Days of commitment	weekdays ( )	weekdays ( )
	ad hoc basis ( )	ad hoc basis ( )

## **SECTION 2 – Child’s Particulars**

<b>Full Name of Child (as in BC/Passport)</b>	<b>BC No./ Passport No.</b>
<b>Gender :</b> Male * <input type="checkbox"/> Female * <input type="checkbox"/>	<b>Date of Birth (DD-MM-YYYY)</b>
<b>Citizenship of Child:</b> Singaporean* <input type="checkbox"/> Singapore Permanent Resident* <input type="checkbox"/>	
Note: (Phase 2B is <b>ONLY</b> open to children who are Singaporean or SPR)	
<b>Year of Admission : 2020</b>	

\* Please tick  accordingly

## **Section 3 – Areas of Contributions**

The school’s aim for engaging parents is to nurture and provide meaningful learning experiences for the pupils. Besides being involved in the school activities like learning journeys, the school also requires the assistance of parent volunteers in the areas listed below.

Interested applicant should indicate at least two areas of involvement on any of the school programmes or activities listed below.

<b>No.</b>	<b>Specific Skill Set</b>	<b>Father</b>	<b>Mother</b>
1.	Able to conduct workshop for pupils /parents (e.g. financial literacy, nutrition, stress management, how to deal with a special needs child )		
2.	Designing using Adobe Photoshop (e.g. designing flyers & posters)		
3.	Sharing knowledge of different cultures and practices		
4.	Conduct career talk for pupils		
5.	Teaching oral presentation skills (English & Mother Tongue)		
6.	Able to teach music/art/ drama/ sports (need to be a certified instructor)		
7.	Possesses technical skills (e.g. editing photo and video recording, video production or creating a photo or video montage)		
8.	Support events organised by the school’s Parent Support Group (PSG)		
9.	Chaperoning duties (e.g. following pupils on learning journeys)		
10.	Others : (Please specify)		
11.	Others : (Please specify)		

Please use the space below to share more on your skill set or experience

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## **Section 4 – Terms & Conditions**

### **Terms and Conditions**

1. Applicants whose children are Singapore Citizens or Singapore Permanent Residents are eligible to apply.
2. All application forms must be duly completed and submitted in **hardcopy**. (Attention to: Ms Doris Sng, Admin Manager. Emails and fax copies **will not be accepted**.)
3. The school reserves the right to close the application early before the stipulated date if response from parents is overwhelming.
4. Kindly note that all applications are subject to the school's selection process prior to successful enrolment into the PV scheme. The school reserves the right to short-list applicants it deems fit to meet the needs of the school or reject applicants whose services are not required. Most of the service areas required by school are to be performed on site and during weekdays. Working parents are advised to consider their availability before completing the application form.
5. Parents can **share volunteering hours**. E.g. mother completes 30 hours of service and father completes the remaining 10 hours of service. However, they are **not** allowed to enlist help from other people (eg grandparents, maids, friends, relatives etc) to clock the hours for them. Both parents can come for the same event and clock in hours separately (e.g. both father and mother may come for a 2 hr learning journey and each can clock in 2 hours separately).
6. To be eligible for Phase 2B registration, parent volunteers **must** complete at **least 40 hours** of volunteer service before the Primary One Registration Exercise. The school **will not** be held responsible in the event that the parent volunteer is not able to fulfill the minimum 40 hours of voluntary services and hence not able to meet the requirement for registration at Phase 2B of the Primary One Registration Exercise. Under such circumstances, the parent may wish to register his/her child under Phase 2C.
7. A successful parent volunteer applicant is **not guaranteed** a place in our school. Balloting will be conducted in the event that the number of applications for Phase 2B **exceeds** the number of vacancies available.
8. A parent volunteer can be terminated by the school anytime if he/she is found to have provided false information and/or behaves in a manner contrary to the school's values and policies while serving the school.
9. A parent volunteer who wishes to withdraw from the Phase 2B Parent Volunteer Scheme can do so by writing to school or sending an email: grps@moe.edu.sg.
10. The Primary One Registration Exercise is subject to the terms and conditions laid down by the Ministry of Education.

### **Balloting Procedure will be as follows:**

Since the 2012 P1 Registration Exercise, when balloting is necessary in a specific phase, Singapore Citizens (SCs) will be given absolute priority over Singapore Permanent Residents (PRs).

SCs and PRs will continue to be eligible for the same phases, and all applicants will be admitted if the total number of applications in any phase does not exceed the number of vacancies. However, if the number of applications exceeds the number of vacancies in a specific phase, SCs will be admitted first ahead of PRs, before home-school distance is considered.

Should the number of SC applications exceed the number of vacancies in a specific phase; places will be balloted according to the home-school distance category in the following order of priority.

- (a) Children living within 1 km of the school of choice
- (b) Children living between 1 km and 2 km of the school of choice
- (c) Children living outside 2 km of the school of choice

Should the number of SC applications be less than the number of vacancies in a specific phase, all SCs will be admitted first. The remaining vacancies in that phase will be balloted amongst the PRs based on the above homeschool distance category.

**Section 5 –Acknowledgement of Terms & Conditions**

**Acknowledgement by Applicant(s)**

I/We have read and accept the terms and conditions stated above and agree to commit myself/ourselves to perform parent volunteer services for Greenridge Primary School.

\_\_\_\_\_  
Signature of Applicant (1) / Date

\_\_\_\_\_  
Signature of Applicant (2) /Date

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**Tentative Timeline**

Child's Year of Birth	P1 Registration Year	P1 Admission Year	Application Period	Commencement & Completion Date for Volunteering Work
Children born between 2 Jan 2013 - 1 Jan 2014	July 2019	January 2020	1 Mar 2018 to 1 May 2018	25 June 2018 - 31 May 2019

**Section 6 –For Office Use**

The application was received & checked by \_\_\_\_\_ on \_\_\_\_\_.  
(Name of staff receiving the form) (Signature & Date)

The application was reviewed by \_\_\_\_\_ on \_\_\_\_\_.  
(Name & Signature of Reviewing Officer) (Date)

The application was reviewed by \_\_\_\_\_ on \_\_\_\_\_.  
(Name & Signature of Reviewing Officer) (Date)

**The application is successful / unsuccessful**

Endorsed by:

\_\_\_\_\_  
Name / Signature of P/ VP

\_\_\_\_\_  
Date