Ref No: PCPS 2026/271 **(1 of 5)**

16 October 2026

Dear Parents/Guardians,

ADMINISTRATIVE MATTERS FOR 2027 PRIMARY ONE COHORT

Greetings from Punggol Cove Primary School! A warm welcome to you and your child/ward to the PCPS family! We look forward to welcoming your child/ward in January 2027 and partnering with you to provide a positive and enriching primary school experience for your child/ward.

As your child/ward prepares to embark on this exciting new chapter, we would like to share the following information to help you and your child/ward get ready for the start of the primary school journey.

P1 ORIENTATION DAY

1. Please be informed that the Primary 1 Orientation Day will be held on **Friday, 6 November 2026 from 2.30 p.m. to 4.30 p.m.** Registration starts at 2.00 p.m. More details will be sent to you.

P1 ADMINISTRATIVE MATTERS

2. To support your child's/ward's transition to Primary 1, the school will share with you the series of activities that you would need to take note of.

S/N	Activity	Action by Parents
1	**Bookshop** Purchase of **School Learning Resources (includes Textbook, Learning Materials and Name Tags)**	Our School Bookshop Operator is **BL Marketing Pte Ltd**. Enquiry email: sales@blmarketing.com.sg Tel: 62848785 Parents are encouraged to purchase the school textbooks and name tags from the school bookshop vendor to ensure that you purchase the correct books. Please see **Annex A** for the P1 Booklist. **Online Store** You may order the school textbooks online at www.blmarketing.com.sg **from 15 November 2026**. Payment Modes: **Credit Card / PayNow** *Note*: *Online purchase ends on 15 December 2026.* ***Option 1***: Home delivery service at a fee of $12.90 per trip.

S/N	Activity	Action by Parents
		Option 2: Self-collection in school on the selected dates and time. Dates : **2, 3, 4, 9, 10, 11, 14, 15, 16, 22 December 2026** Time : **9.00 a.m. to 3.00 p.m.** Venue : **CCA Room 2** **School Sale** You may also purchase the school textbooks at the school on the below dates and time. Payment Modes: **Cash / PayNow**. Dates : **26, 27 November 2026** Time : **9.00 a.m. to 3.00 p.m.** Venue : **CCA Room 2** ***Note***: **Please do not purchase the school textbooks if you are applying for MOE Financial Assistance Scheme.** You will be informed of the application outcome by December. The details for the redemption and collection will be sent to you through a school email notification.
2	**School Uniform** Purchase of **School Uniforms (includes Uniforms, Socks and Shoes)**	Our School Uniform Supplier is **Shanghai School Uniforms Pte Ltd**. / Tel: 67478037 Parents are encouraged to purchase the school uniforms online at https://shanghai-uniforms.sg/ **before 15 December 2026** to ensure that new uniforms are received before the new school year starts. Payment Mode: **PayNow**. **Option 1**: Home delivery service at a fee of $10.00 per trip (for orders below 10kg) **Option 2**: Smart Locker Self-collection @ Ubi Retail Store *You can select to collect from the retail store's smart locker. Collection is strictly by appointment booking.* ***Walk-in purchases are not available.*** Address: 63 Ubi Avenue 1, #04-09, 63 @ Ubi Singapore 408937. **School Sale** You may also purchase the school uniform at the school on the dates and times indicated below. *Please note that queues may be long, and waiting times may be longer than usual. We encourage you to bring your own reusable bags for your uniform purchases. A charge of $0.10 per bag will apply if you require a bag.* Dates : **26, 27 November 2026** Time : **9.00 a.m. to 3.00p.m.** Venue : **CCA Room 1** Payment Modes: **Cash / PayNow**

		Please note that students are required to wear ***black shoes with black rubber soles and plain white socks*** ***without fanciful designs***. You may buy shoes and socks from the school uniform vendor. Alternatively, you may also buy them from the open market. As a guide, you may wish to note that there will be 4 days in a week when the students will be required to wear P.E. Attire to school for P.E. and Programme for Active Learning (PAL) lessons. Recommended for P1 students • 4 white polo shirts • 2 bermudas/skirts • 2 P.E. shorts • 2 pairs of white socks • 1 pair of black shoes ***Note****: Name tags are to be ordered through the school bookshop.* Please see **Annex B** for more information on the purchase of school uniforms. ***Note***: **Please do not purchase the school uniforms if you are applying for MOE Financial Assistance Scheme.** The details for the redemption and collection will be sent to you through a school email notification.
3	**School Bus** Registration for **School Bus Service**	Our School Bus Operator is **SFX Transport Pte Ltd**. Please download the **SFX Schoolbus app** from the Apple App Store or Google Play Store to register for the school bus service for your child/ward for 2027 **between 15 October 2026 to 30 November 2026**. Please see **Annex C1 & C2** for more information and step-by-step instructions for New School Bus Registration.  Should you have any queries, please contact Ms Jasmin at **87770262** / **62820262** from Monday to Friday, between 10.00 a.m. to 5.00 p.m. or email to punggolcovepri@sfxtransport.com.sg. ***Note***: Parents who missed the above registration period may register from 16 January 2027 onwards. The arrangement of school bus service will take approximately two weeks after registration, with the estimated commencement date on 1 February 2027, subject to seat availability.

S/N	Activity	Action by Parents
4	**Student Care Centre** Registration of Interest for **Student Care Services**	The Student Care Centre in PCPS is operated by **NASCANS Pte. Ltd**. If you would like to place your child in NASCANS @ Punggol Cove Primary School Student Care Centre in 2027, please scan the QR code below and complete the form **by Friday, 23 October 2026**. Parents will be informed of the application results by early November 2026. Should you have any enquiries, you may contact them at Tel: 82426846 or pcvscc@nascans.com. Please see **Annex D** for more information.
5	**Parents Gateway (PG) Mobile Application** **SingPass Registration**	Parents Gateway (PG) is a mobile app developed by MOE to support parents' involvement in their child/ward's education journey. The app enables you to receive information from the school and MOE and to perform a range of administrative functions such as giving consent for school programmes and activities and declaring travel plans. You may download the free Parents Gateway mobile app on your mobile phone and perform a simple one-time on boarding process. Please refer to Annex E for the step-by-step guide. **Step 1 – SingPass Registration and 2FA Setup** SingPass 2-Step Verification (2FA) is required for onboarding. If you have not registered for a SingPass or have not set up the 2FA, please visit the SingPass website (https://www.singpass.gov.sg), or scan the QR code on the left to do so. Should you require further assistance, please contact the SingPass Helpdesk at 6335-3533. **Step 2 – Download Parents Gateway Mobile App** Thereafter, you can download the Parents Gateway app via the following steps: 1. Go to App Store (for iOS) or Play Store (for Android) or Huawei App Gallery on your mobile phone. 2. Search for 'Parents Gateway' mobile app. 3. Download and install the app on your phone. 4. Enable '**Allow Notifications**' to receive push notifications. **Step 3 – Log in with Singpass to onboard Parents Gateway** ***Note:*** Supported OS Versions - **Android 8.0 or later** & **iOS 12.0 or later**.

Some Points to Note*:*

- **No parking is available in the school**. If you are driving, please park at nearby HDB car parks.

- Subsequent letters on the following matters will be sent to you via email and Parents Gateway in due course. As such, you are encouraged to download the Parents Gateway app.

    1) (2 of 5) – Finance-related Administrative Matters Letter *(On 16 October 2026)*
    2) (3 of 5) – MOE Financial Assistance Scheme Application *(On 16 October 2026)*
    3) (4 of 5) – 2027 P1 Orientation Letter to Parents *(By 20 October 2026)*
    4) (5 of 5) – Collection of Student Data via Student Details Form Portal *(In end-November)*

If you require further assistance with the above matters, please call the school at Tel: 63857339 or email us at punggolcove_ps@moe.edu.sg. Thank you.

Yours sincerely,



Mrs Teo Whye Choo
Principal