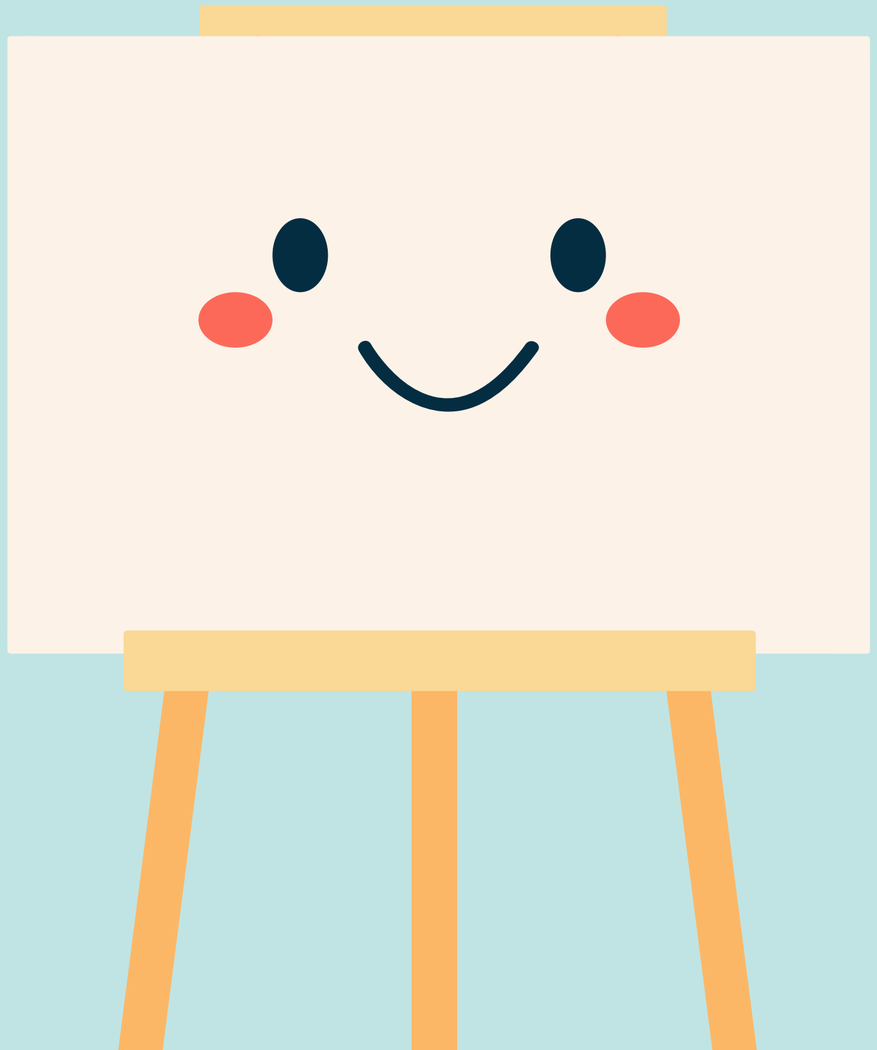
ADMIRALTY PRIMARY SCHOOL

ADMIN MATTERS

ORIENTATION FOR P1 (2027 COHORT)

TO NOTE



01
PARENTS GATEWAY (PG)

02
OTHER OFFICIAL COMMUNICATION CHANNELS

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GIRO STANDING ORDER

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EDUSAVE STANDING ORDER

05
STUDENT DETAILS FORM (SDF)

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PARENTS GATEWAY ⟨PG⟩



COMPULSORY

•THIS IS A MOE-MOUNTED MOBILE APP SPECIALLY DESIGNED FOR PARENTS/GUARDIANS.

•ALLOW PARENTS TO PERFORM ADMINISTRATIVE FUNCTIONS AS WELL AS RECEIVE UP-TO-DATE SCHOOL INFORMATION.

DOWNLOAD THE “PARENTS GATEWAY” APP ON YOUR MOBILE PHONE

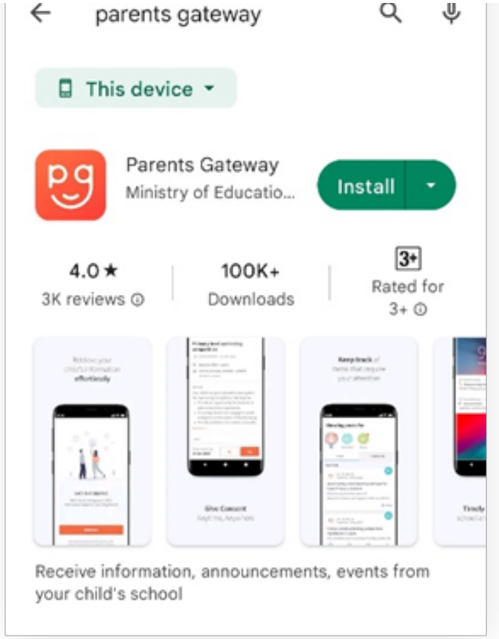
PARENTS GATEWAY ⟨PG⟩

STEP-BY-STEP GUIDE TO DOWNLOAD

Step 1 – Ensure you have a **valid Singpass** and **2FA Setup**

Step 2 – Download Parents Gateway Mobile App:

a. Open the Apple App Store, Google Play Store or Huawei App Gallery on your mobile phone.
b. Search for the ‘Parents Gateway’ mobile app, or scan the QR code
c. Download and install the app on your phone.
d. Enable ‘Allow Notifications’ to receive push notifications.



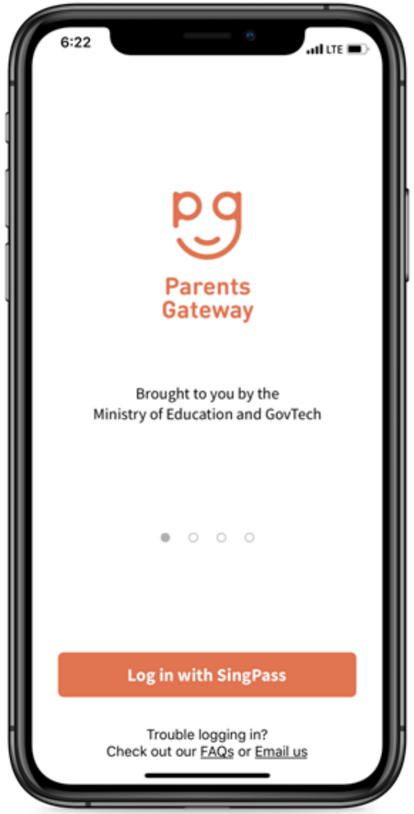
Note: Supported OS Versions – Android 8.0 or later & iOS 12.0 or later

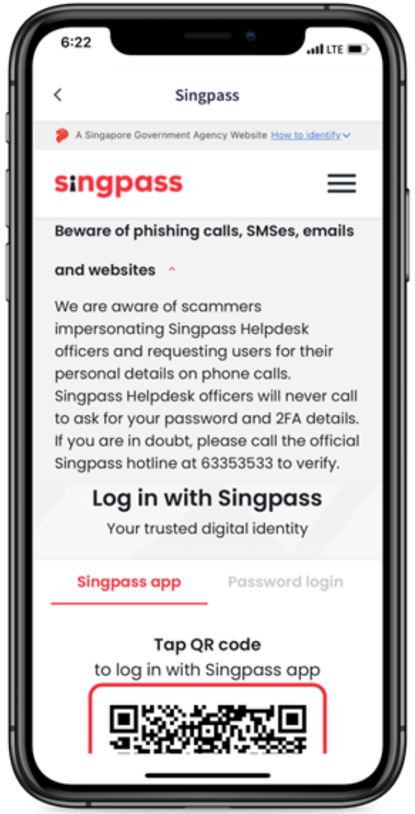
For iOS	For Android	For Huawei

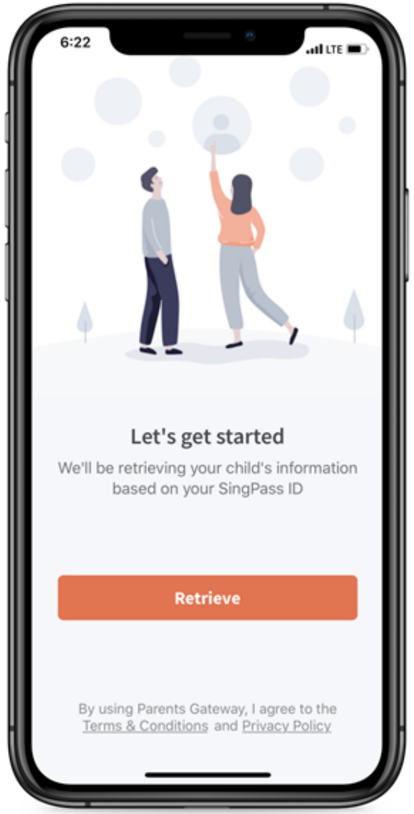
PARENTS GATEWAY ⟨PG⟩

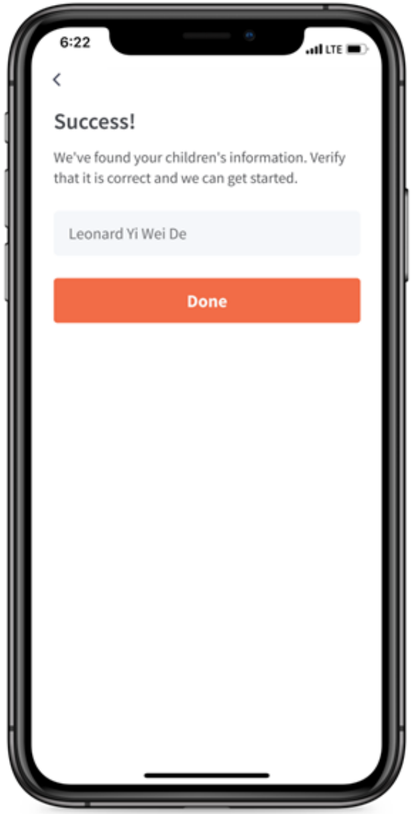
ONBOARDING

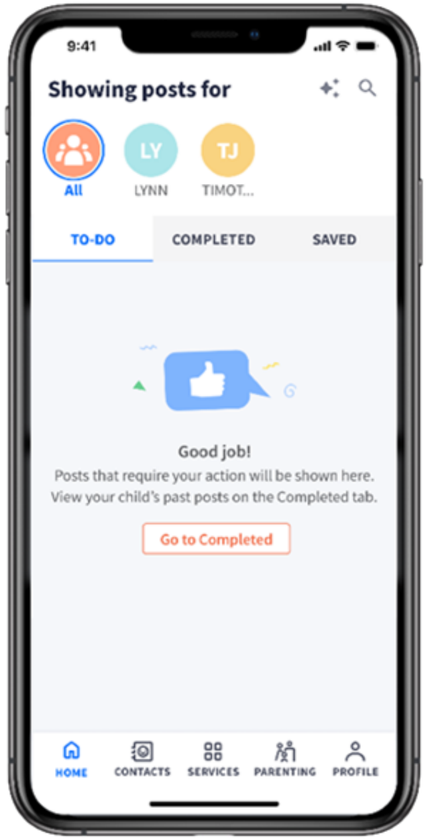
1. Tap on “Log in with SingPass”
2. Log in with your Singpass (and 2FA)
3. Tap on “Retrieve” to retrieve your child(ren)’s information
4. Tap on “Done” to complete onboarding
5. You should see your child(ren)’s initial(s) and announcements











OTHER OFFICIAL COMMUNICATION CHANNELS

Please save our school's contact information in your personal devices.

TEL: 6362 0598

General Office

H/P: 8331 4214

For WhatsApp Broadcast

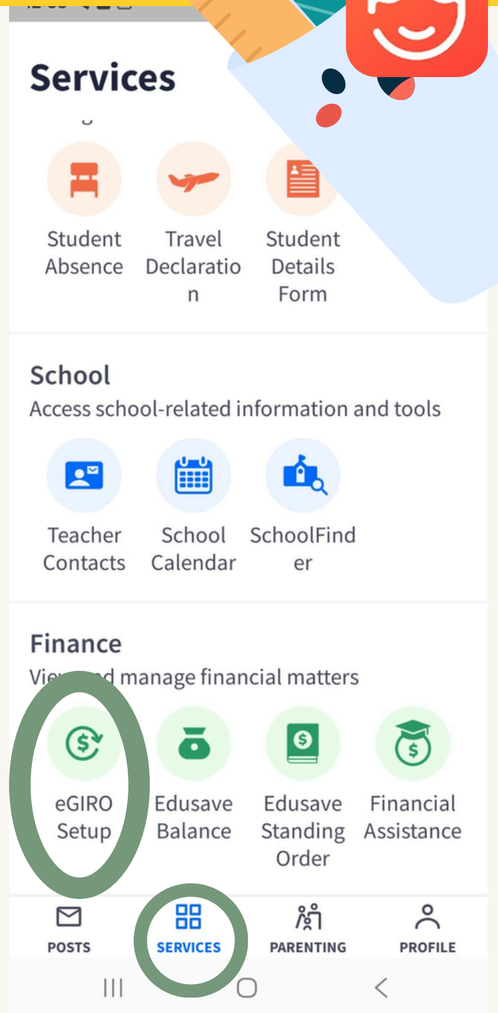
We will be forming a broadcast group on WhatsApp as an alternative mode of communication.

GIRO STANDING ORDER

(applicable for All students)

BENEFITS:

- **Hassle-free payments** for school fees, school charges and enrichment programmes
- **Convenient** way for payments of national examination fees
- **Elimination of manual payments** or the need for your child to carry excess cash to schools
- **Facilitation of disbursements** (e.g. school awards) or refunds (cancellation of programmes or excess payments)



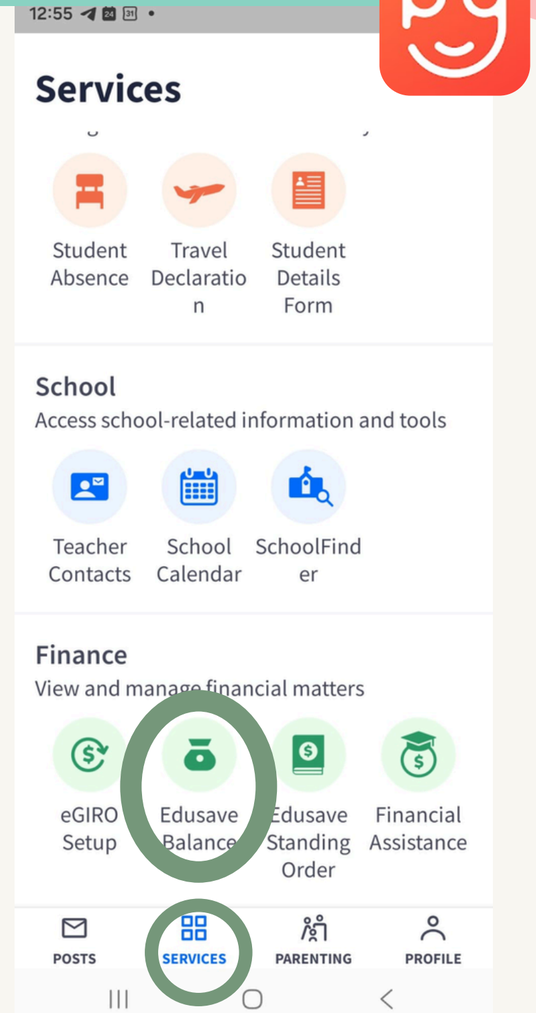
EDUSAVE STANDING ORDER

(applicable for SC child only)

1. **All Singapore Citizen (SC) students** will have an Edusave account automatically opened for them and receive a yearly contribution.

2. Child's Edusave account can be used to pay miscellaneous fees and enrichment programmes to **reduce cash out-of-pocket expenses.**

3. **Sign up** via Parents Gateway **NOW!**





STUDENT DETAILS FORM

COMPULSORY



New students admitted to primary schools are required to submit their details through the **online Student Details Form portal** from

30 November 2026, 10.00am.

The portal can be accessed via the Services page on **Parents Gateway (PG)** mobile app, the URL: https://pg.moe.edu.sg/forms/sdf, or the QR code below.

Either parent can login to submit the required particulars.

MARK YOUR CALENDAR!

You will receive a notification on PG to submit the form.

TEXTBOOK AND UNIFORMS SALE

DETAILS WILL BE SHARED VIA PG BY 30TH NOVEMBER 2026

PACIFIC BOOKSTORES PTE. LTD.

14 Arumugam Road, #08-01
LTC Building C, SINGAPORE 409959

Online Order: https://www.pacificbookstores.com/#purchase

Please contact our vendor, if you have problems accessing the site.

MARK YOUR CALENDAR!

JEEP SING FASHION

4012 Ang Mo Kio Ave 10 #01-09,
Techplace 1, Singapore 569628

Opening Hours:
Mon to Friday: 10am to 6pm
(Lunch break and Sanitising of Store: 1pm to 2 pm)
Sat: 10am to 2pm
Closed on Sun and PH

Mode of Payment: CASH, NETS, Paynow, DBS Paylah!

Online order: https://www.jeepsinguniform.com.sg

Please contact our vendor, if you have problems accessing the site.



Financial Assistance Scheme (FAS)

This is applicable to Singapore Citizens (SC) child who requires financial assistance.

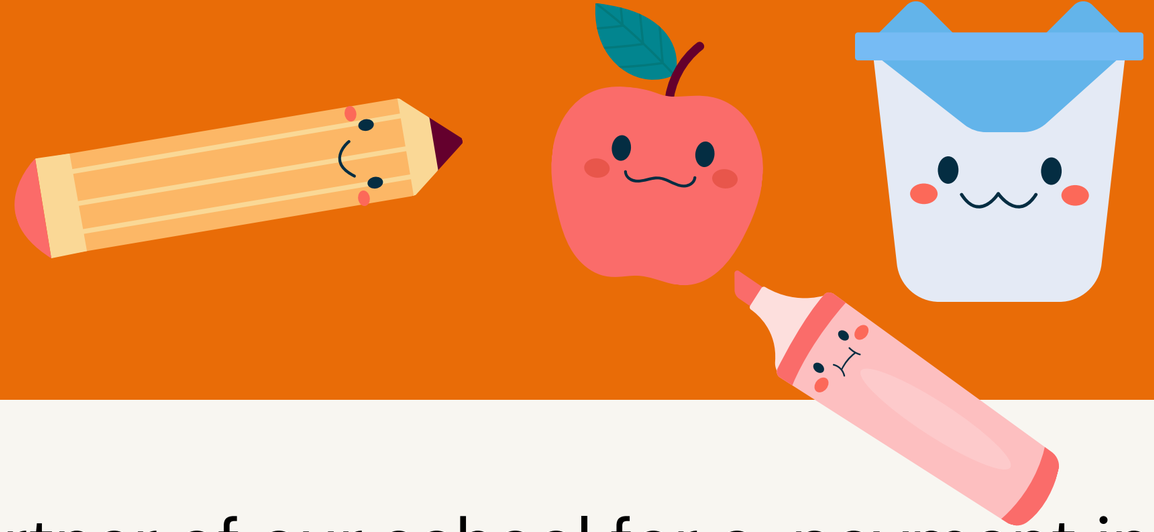
Income eligibility criteria: Monthly gross household income (GHI) ≤$4,000, or a monthly per capita income (PCI) ≤$1,000

Benefits:

- Full subsidy of miscellaneous fees, textbooks and school attire
- School meal subsidy: Up to 7 meals per school week
- Transport subsidy: 70% of monthly school bus fare OR, public transport subsidy of $21 per month or up to $252 per annum

Eligibility criteria and Benefits are subject to changes

POSB Smart Buddy



POSB Smart Buddy is the official partner of our school for e-payment in the canteen and school bookshop.

We encourage you to come onboard this programme. Please visit their booth for more information.
https://go.gov.sg/smartbuddyposb

OTHER SERVICES AVAILABLE

PLEASE VISIT THEIR RESPECTIVE BOOTH AFTER THE SCHOOL TOUR

SCHOOL BUS SERVICE

RushOwl Singapore Pte Ltd

Transport fees ranges from $149 - $200

Parent Briefing Sessions (via Google Meet)
23 November 2026

STUDENT CARE CENTRE

The Learning Harbour

Tel: (65) 8877 5533

Email:
Admin@learningharbour.org
Website:
https://scc.learningharbour.org

MONDAY HOLISTIC PROGRAMME

I Have Learnt! (KidsExcel)

https://www.vivakids.com.sg/register

IMPORTANT TIMELINE

1. **Download Parents Gateway**
   (By October 2026)

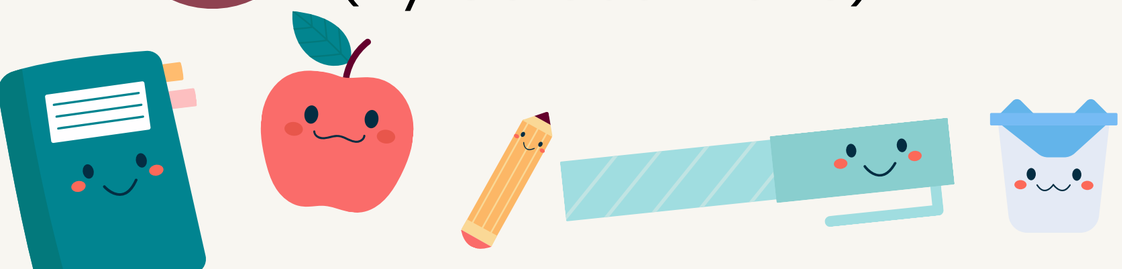
2. **Save our Contacts Numbers**
   TEL: 6362 0598 | H/P: 8331 4214
   (By October 2026)

3. **Apply for GIRO and EDUSAVE Standing Order**
   (By October 2026)

4. **Purchase Textbook and Uniform**
   (By 30th November 2026)

5. **Submit Student Data Form**
   (From 30th November 2026)

6. **Apply for other services**
   (e.g. POSB smart Buddy, Financial Assistance, School Bus, Student Care Centre)



THANK YOU!



Admiralty Primary School P1 Orientation website:

https://go.gov.sg/adpsp1orientationwebsite

https://go.gov.sg/adpsp1orientationwebsite

TEL: 6362 0598

Email: admiralty_ps@moe.edu.sg

ADMIRALTY PRIMARY SCHOOL
11, Woodlands Circle, Singapore 738907