



宏文學校
HONG WEN SCHOOL
30 TOWNER ROAD SINGAPORE 327829
TEL: (65) 6294 3340 FAX: (65) 62937625

HWS/26/121

5 October 2026

Dear Parents/Guardians,

Primary 1 Admin Day

Welcome to Hong Wen School! We look forward to meeting you and your child/ward. During Admin Day, the following will be completed:

- Collection of Student Lanyard
- Payment and Collection of Name Tags
- Purchase of Textbooks and Uniforms
- Student Care Centre Registration (if applicable)

Date: **12, 13 or 14 October 2026**, as per your **allocated time slot** in our email sent on **2 September 2026**.

Who should attend

- Only your child/ward and up to two adults (parents/guardians) per child/ward.

Entry to the school

- Through the main gate along Towner Road.
- Through the Gate 5 along May Road
 - Mon 12 Oct and Tue 13 Oct (open from 8.00 am to 2.30 pm)
 - Wed 14 Oct (open from 8.00 am to 10 am)
- Parents/Guardians may exit only on Mon 12 Oct and Tue 13 Oct after 2.30 pm at Gate 5 through the turnstile facing May Road.

(Please note that parking is not available in the school. If you drive, please use the public car parks nearby. Passengers' drop-off and pick-up will have to enter via the vehicular gate along Towner Road. There is no drop-off nor pick-up along May Road.)

Parents Gateway (PG)

Parents Gateway is a free mobile app (available on iOS, Android, and Huawei) that lets you receive school updates and give consent for school activities. If you have not downloaded the app, please do so to stay informed. A step-by-step setup guide is available on our website. **(References 1a & 1b).**

This is an e-letter. No signature is required.

Edusave Standing Order (For Singapore Citizens only)

You may use your child's/ward's Edusave account to pay for school fees and enrichment programmes, reducing out-of-pocket costs. If you have not already done so, please sign up online via Singpass. A step-by-step guide is available on our website (**Reference 2**).

Textbooks

The following are available on our website:

- Booklist for Primary 1 (**Reference 3**)
- Information on Primary 1 Chinese Readers and Reading Passport (**Reference 4**)
- Bookshop Purchase Guide (**Reference 5**)

(Please note that textbooks for Primary 2 to Primary 6 are not available for sales during Primary 1 Admin Day.)

School Uniform

Uniforms may be purchased on Admin Day. For online purchases, please refer to the guide available on our website (**Reference 6**).

My Uniform Shop (ASIA) Pte Ltd
209 New Upper Changi Road, #03-651, Singapore 460209
Tel: 6276 6689 | Email: myuniformshopasia@gmail.com

School Bus

If your child/ward requires school bus services, please refer to the guides available on our website (**References 7 and 8**) for details. Please complete and submit the request form (if applicable) by 30 October 2026.

Phua Swee Sun / Serene Tan Poh Tin
Tel: 9698 9908 | Email: hongwenschoolbus@gmail.com

Primary 1 Orientation Day — Friday, 13 November 2026

We are pleased to invite you and your child/ward to our Primary 1 Orientation on Friday, **13 November 2026 at 2.00 pm**. The Principal will address all parents/guardians, and your child/ward will take part in specially planned group activities in the classroom.

Please note the following:

- Your child/ward should wear the lanyard collected on Admin Day.
- Your child/ward does not need to wear the school uniform. Shoes are encouraged.
- Textbooks and uniforms will not be on sale during Orientation Day.

Hong Wen Parent Support Group (PSG)

This is an e-letter. No signature is required.

As your child/ward enters primary school, a strong home-school partnership is important. The school works collaboratively with parents/guardians to support every child/ward in thriving. A welcome letter from our PSG inviting parents/guardians to be part of the larger Hong Wen family is available on our website (**Reference 9**).

Other Information

All information and references are available on our school website:
<https://go.gov.sg/hwsp1admin>

For any questions, please contact our General Office at 6294 3340 or email hws@moe.edu.sg.

We look forward to partnering with you in your child's/ward's growth and development.

Thank you.

Mrs Theresa Hong
Principal

References:

1. (a) Parents Gateway – Step-by-Step Guide to PG Onboarding
(b) Parents Gateway Mobile App – Quick Start Guide for Parents
2. Edusave Standing Order – Student Finance System Step-by-Step Guide to Sign Up
3. Textbook – Booklist for Primary 1, 2027
4. Textbook – Information on P1 CL Readers & Reading Passport
5. Textbook – Bookshop Purchase Guide
6. School Uniform – Uniform Purchase Guide
7. School Bus – Request Form (Submit by 30 October 2026, if applicable)
8. School Bus – Terms and Conditions for School Bus Services 2027
9. Parent Support Group – Welcome Letter