

**St Gabriel's Primary School Parent Volunteer Scheme [Aug 2019 to Jun 2020]**  
**Applicable only if the child is a Singapore Citizen / Singapore Permanent Resident**  
**and is born between 2 January 2014 and 1 January 2015**  
**[For pupils to be registered in 2020 and to be admitted to Primary One in 2021]**

The Parent Volunteer Scheme is subject to the conditions and rules as stated below. Please read them carefully before completing the form.

**Terms and Conditions of Parent Volunteer Scheme**

1. Applicable only if the **child is a Singapore Citizen / Singapore Permanent Resident** who is born between **2 January 2014 and 1 January 2015**.
2. Primary One Registration Exercise takes place during the 3rd quarter of the year prior to the admission year. Parents who are interested in applying as Parent Volunteers need to fill out the application form at the General Office during office hours (Monday – Friday, 8am – 5pm). The **deadline for submission is 30 April 2019**.
3. The school reviews and selects applicants during the 2nd quarter of each year (the year prior to the P1 Registration Exercise). **Selection is done based on the needs of the school, which may vary every year**. Successful applicants will be notified by the end of the 2nd quarter in 2019.
4. Parent Volunteer Scheme does not guarantee a place in the school but accords only an eligibility to register in Phase 2B.
5. Should you be selected and your child is successfully registered in the P1 Registration Exercise, the school is looking forward to having you as our long term key stakeholders, as our partners. Hence, we seek your understanding to continue to support the school even if you have fulfilled the minimum requirement of 40 voluntary hours in the event that the school requires your continued assistance.
6. Parents who are accepted as Parent Volunteers will start contributing their voluntary hours one year before the start of the Primary One Registration Exercise. Successful applicants are to serve 40 hours of volunteer work from 1 Aug 2019 to 30 June 2020 to be eligible for Phase 2B registration.
7. Parent volunteers are responsible for the completion of 40 hours of voluntary work to be eligible for Phase 2B of the Primary One Registration Exercise. Should the number of applications exceed the number of places available for this phase, the school will need to conduct balloting. Singapore citizens will be admitted first ahead of PRs, before home-school distance is considered.
  - 7.1 Children living within 1 km from the school
  - 7.2 Children living between 1-2 km from the school
  - 7.3 Children living outside 2 km from the school

To verify the home-school distance, please refer to the One Map School Query Service, [www.onemap.sg](http://www.onemap.sg), managed by the Singapore Land Authority (SLA).

8. Supporting documents for PV application:
  - 8.1 Copy of child's birth certificate
  - 8.2 Copy of both parents' NRIC

\* Parents may apply to volunteer their service at more than one school. You would need to check with the schools concerned, their application procedures.

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**Acceptance of this application form does not render the school liable to accept the voluntary services offered by the applicant. All applications must be accompanied by a detailed proposal of how the 40 hours would be contributed.**

I hereby acknowledge that I have read and understood the terms and conditions of the Parent Volunteer Scheme.

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Name of Parent

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Signature of Parent

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Date

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**Particulars of Volunteer**

Affix recent photograph here.

**Name of Volunteer:** (according to NRIC) \_\_\_\_\_ Mr/Mrs/Mdm/Dr\*: \_\_\_\_\_

**Relation to child :** \_\_\_\_\_ **Religion :** \_\_\_\_\_

**NRIC/Citizenship No** \_\_\_\_\_ **Date of Birth:** \_\_\_\_\_

**Marital Status :** \_\_\_\_\_

Address: \_\_\_\_\_

Residential No. \_\_\_\_\_ Mobile No. \_\_\_\_\_ Office No. \_\_\_\_\_

Email Address: \_\_\_\_\_

**Educational Background of Volunteer**

Highest Academic Qualifications obtained & Awarding Educational Institution \_\_\_\_\_

**Previous Work Experiences**

Name and address of Organisation	Job Title	Duties and Responsibilities	Length of service / Year

**Current Job Description**

Name and address of Organisation	Job Title	Duties and Responsibilities	Length of service / Year

**Particulars of spouse**

Affix recent photograph here.

**Name :** (according to NRIC) \_\_\_\_\_ Mr/Mrs/Mdm/Dr\*: \_\_\_\_\_

**Relation to child :** \_\_\_\_\_ **Religion :** \_\_\_\_\_

**NRIC/Citizenship No.** \_\_\_\_\_ **Date of Birth:** \_\_\_\_\_

**Marital Status :** \_\_\_\_\_

Address: \_\_\_\_\_

Residential No. \_\_\_\_\_ Mobile No. \_\_\_\_\_ Office No. \_\_\_\_\_

Email Address: \_\_\_\_\_

**Educational Background of Volunteer**

Highest Academic Qualifications obtained & Awarding Educational Institution \_\_\_\_\_

**Previous Work Experiences**

Name and address of Organisation	Job Title	Duties and Responsibilities	Length of service / Year

**Current Job Description**

Name and address of Organisation	Job Title	Duties and Responsibilities	Length of service / Year

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**Particulars of Child (Must be Singaporean or Singapore Permanent Resident)**

Name of Child: \_\_\_\_\_

Birth Certificate No : \_\_\_\_\_ Date of Birth: \_\_\_\_\_

In order of frequency : Most frequently to Least frequently

Language(s) spoken \_\_\_\_\_

Mother Tongue language the child will be taking in school.

Chinese / Malay / Tamil / Others (please specify)\* \_\_\_\_\_

Is there anyone in the family supporting him in Mother Tongue? Yes / No\*

How is he supported in Mother Tongue?

In Listening / Reading / Oral / Writing / Others (please specify)\* \_\_\_\_\_

**\* Please the appropriate choice(s)**

Please indicate if your child has any special needs so that we can prepare to support him where necessary :

	Please tick where applicable	Remarks
Autistic Spectrum Disorders (ASD)		
Attention Deficit Hyperactivity Disorder (ADHD)		
Learning Difficulties (LD)		
Dyslexia		
Hearing impairment		
Visual impairment		
Speech impairment		
Intellectual (II)		
Others* (please specify)		

Name of kindergarten : \_\_\_\_\_

Number of years in the kindergarten : \_\_\_\_\_

Number of younger brother(s) : \_\_\_\_\_ Number of younger sister(s) : \_\_\_\_\_

Number of older brother(s) : \_\_\_\_\_ Number of older sister(s) : \_\_\_\_\_

**Reason(s) for selecting St Gabriel's Primary School**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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**Areas of Contribution to the School**

Parents interested in volunteering 40 hours with the school are expected to provide a detailed proposal on how and when they are offering the services.

Please include the following in your proposal in:

- ◆ Outline of the programme(s) eg Coaching in Story-telling
- ◆ Objective(s)
- ◆ Responsibilities / job scope
- ◆ Time frame : Day and time, Term, Date etc  
e.g. Everyday, from 1.45pm to 3.15pm (1.5 hours per week)
- ◆ Pupils involved e.g. 10 Primary Two pupils

# EXAMPLE

<b>Programmes</b>	<b>Objectives</b>	<b>Responsibilities / Job Scope of Parent Volunteer</b>										
<b>Example</b> Social Emotional Learning (SEL) Workshop  Conduct workshop for selected pupils on Social Emotional Learning to help build their self esteem.	<ul style="list-style-type: none"> <li>◆ Build up self esteem of pupils through handson activities, personal reflection, self-affirmation, peer appreciation etc.</li> <li>◆ Teach pupils to appreciate that everyone is different and to learn how to interact and communicate with one another in acceptable and positive ways.</li> <li>◆ Help pupils understand that changes are part of life and equip them with a number of skills to cope with and manage changes</li> <li>◆ Teach pupils to seek help from a reliable source when they are in need.</li> </ul>	<ul style="list-style-type: none"> <li>◆ Provide selection criteria for the class teachers to select suitable boys for the programme.</li> <li>◆ Work with class teachers for the selection.</li> <li>◆ Plan materials for the workshops 2 lessons each on :               <ul style="list-style-type: none"> <li>➢ Building self esteem</li> <li>➢ Inter-personal skills</li> <li>➢ Adjusting to changes</li> <li>➢ Managing change</li> <li>➢ Asking for help</li> </ul> </li> <li>◆ Print and provide the materials</li> <li>◆ Issue consent forms &amp; see to the transport arrangements</li> <li>◆ Book suitable venue for the pupils</li> <li>◆ Conduct the lessons</li> </ul>										
<b>Time frame</b>	<b>Please state the date</b>	<b>Pupils involved</b>										
Every Friday, from 1.45pm to 3.15pm (1.5 hrs per week for 10 weeks in Term 3) Total hours : <b><u>15hours</u></b>	Term 3, Week 1 to 10 <table border="1" style="width: 100%; text-align: center;"> <tr> <td>1 Jul</td> <td>8 Jul</td> <td>15Jul</td> <td>22Jul</td> <td>29Jul</td> </tr> <tr> <td>5 Aug</td> <td>12 Aug</td> <td>19Aug</td> <td>26Aug</td> <td>2 Sep</td> </tr> </table>	1 Jul	8 Jul	15Jul	22Jul	29Jul	5 Aug	12 Aug	19Aug	26Aug	2 Sep	This would be done with 20 Primary 3 boys identified by the class teachers.
1 Jul	8 Jul	15Jul	22Jul	29Jul								
5 Aug	12 Aug	19Aug	26Aug	2 Sep								

\* To be agreed upon