



義安公司主辦 義安小學

NGEE ANN PRIMARY SCHOOL

344 Marine Terrace, Singapore 449149

Tel: 64418677 Fax: 64417411

20 April 2009

Dear Parents/Guardians,

It is my happy task to introduce to you the Ngee Ann Primary School **Parent Support Group (PSG)**. The PSG was formed on 29th September 1999 with just 30 members. Since then, the group has grown to be 160 strong with many fathers, mothers and some grandparents too, actively participating in the various activities and festive events organised by the school.

The PSG started with the mission of supporting the school in whichever way was possible in the hope of bringing the best out of our children. Over the years, the PSG had consciously forged a close relationship with the Principal and her staff so much so that the PSG had become an integral part of the school. The continuous rendering of assistance by scores of PSG members has given the teachers the impetus to give their best to our children in turn.

You too can lend your support to your child/ward and the school by joining as a member of the PSG. Please complete the attached form and get your child/ward to drop it into the box in the general office if you would like to be a part of the PSG. Do indicate your area of preference and the frequency of voluntary service you wish to contribute. Should you need further clarification, please email me at koejane@hotmail.com.

Sign up as a PSG member. Your effort, combined with that of the group, will certainly make a difference to our children and the Ngee Ann community.

Warmest Regards,
Jane Koe
Chairperson, Ngee Ann Primary Parent Support Group



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**Parent Support Group (PSG)
Application Form**

Particulars of Child/Ward Currently in School

Child's Full Name: _____

Class: Pr. ____ / _____

Class: Pr. ____ / _____

Class: Pr. ____ / _____

Particulars of Parent/ Guardian

Full Name: Mr / Mdm / Mrs _____ NRIC No: _____

Relationship to child: Father / Mother / Guardian E-Mail Address: _____

Address: _____ S (_____)

Contact Nos: _____ (HP) _____ (Home) _____ (Office)

Educational Background

Highest Academic Qualification: _____

Professional Qualification: _____

Current Job Description

Name of Organisation	Job Title	Duties and Responsibilities

Interests/Hobbies: _____

Remarks (if any): _____



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Parent Support Group

I am able to render the following Area & Type of Voluntary Services:

Area of contribution	Job Scope	Day / Time	Frequency of Voluntary Service able to render (please tick where applicable)		
			Daily	Weekly	As & when necessary
Canteen Safety	To monitor the behaviour of the pupils in the school canteen	<u>Weekdays</u> Recess: 10.15 am . 10.45 am 10.45 am . 11.15 am			
Road Safety	To monitor the safety of the pupils at traffic light junction/school gates/bus stop/car park drop off point	<u>Weekdays</u> Before school hours: 7.00 am . 7.30 am After school hours: 1.45 pm . 2.15 pm			
Library	To assist in shelving of books and monitoring of pupil behaviour in the library	<u>Weekdays</u> Recesses: 9.00 am . 11.45 am After school hours: 1.45 pm . 3.15 pm			
Sports Day	To assist at the game stations during Sports Day	<u>Term 3</u> 8.00 am . 1.00 pm			
NAPFA Test	To monitor the behaviour/ safety of the pupils during NAPFA Test	<u>April & July of Year</u> 2.00 pm . 5.00 pm			
Mass Walk/ Mass Work-Out	To monitor the safety and behaviour of the pupils	<u>Fridays</u> 7.45 am . 8.15 am			
Mother Tongue Languages	To assist in story telling sessions Please specify Mother Tongue Lang Type: _____	<u>Weekdays</u> During school hours			
Excursion/ Field Trip	To accompany pupils on excursion/field trip	Ad-hoc basis			

Area of contribution	Job Scope	Day / Time	Frequency of Voluntary Service able to render (please tick where applicable)		
			Daily	Weekly	As & when necessary
Concert/ Performance/ Other School Functions	To assist in preparing concert items/activities for the various school celebrations, e.g. Teachers Day, Children's Day, Chinese New Year, etc, or To assist in make-up & hair-do before the concert/performance.	Ad-hoc basis			
Jumble Sale	To assist in organising/ running of the event	<u>November of Year</u>			
Recycling of Used Textbooks & School Uniforms	To assist in organising/running of the project.	<u>November of Year</u>			
Learning Support Programme	To assist in teaching reading to academically weak pupils. Please specify subject/area: _____	<u>After school hours:</u> 2.00 pm . 3.00 pm			
Morning Assembly Duty	To monitor the behaviour of the pupils at the assembly area	<u>Weekdays</u> 7.00 am . 7.30 am			
Others	Please specify subject/area: _____ _____	Please specify time: _____ _____			

Acceptance of this application form does not render the school liable to accept the voluntary services offered by the applicant as selection is based on the needs of the school as well as on a first come, first served basis.

Name of Parent/Guardian

Signature

Date

For Official Use Only

1 st Contact Date: _____	2 nd Contact Date: _____
Confirmed by: _____	Date: _____