



# South View Primary School

29<sup>th</sup> Mar 2025

Dear Parents/Guardian,

1. Thank you for your interest in applying to be a Parent Volunteer (PV) in South View Primary School for your child born between **2<sup>nd</sup> Jan 2020 to 1<sup>st</sup> Jan 2021** for Primary 1 (P1) registration in 2026 and enrolment in 2027. Our PV shortlisting and selection process is one that is open and transparent. The final selection is done by the team of School Leaders.
2. For the past few P1 registration exercises, South View Primary School has seen high rates of application for P1 places. The school can therefore only take in a small number of PV applicants every year. Despite the reduced numbers, the last 4 years saw a need for balloting in Phase 2B of the P1 registration. To minimise disappointment, please note that the school will only select PVs staying within 1 km of the school. To check the distance of your home from school, you may click on this link at <https://www.moe.gov.sg/primary/p1-registration/distance>.
3. As you will be participating in the 2026 P1 registration exercise, we would like to inform you that Phase 2B eligibility includes active community leaders. As such, being selected and completing your 40 hours of contribution as a PV **does NOT guarantee your child a place in South View Primary School**. Should the number of applicants in Phase 2B exceed the number of vacancies available, priority will be given in the following order:

- i. Children who are Singapore Citizens
- ii. Distance between home and school \*\*

\*\*IMPT: Based on P1 Registration from 2021 to 2024, under Phase 2B, PVs residing outside 1 km were all unsuccessful and did not qualify for balloting despite having completed more than 40 hours of service.

- a. Balloting will be conducted by MOE HQ, if application number exceeds the number of vacancies available.
  - b. If you are considering applying as a PV in another school, you may do so. Should you be selected by them or us subsequently, you may then decide which school you would like to serve.
4. **PV Application Process**: To assist us in our selection, you are required to complete a FormSG together with a **detailed written proposal (PDF format, maximum of 5 pages and less than 5 MB)** on what areas you intend to contribute. You are required to select minimally 2 categories (one primary and one secondary) but no more than 3 categories.

6 Choa Chu Kang Central, Singapore 689762.

Tel: +65-6769 7176 Fax: +65-6763 1091

Email: [svps@moe.edu.sg](mailto:svps@moe.edu.sg)

Website: <http://www.southviewpri.moe.edu.sg>

You may clock the 40 hours using single or both parents' contribution to the school. To guide your submission, your proposal should state the following:

- A short introduction of your child and the family
- The reason/motivation for you wanting to be a PV at SVPS
- The categories you have selected to volunteer in (refer to the table below)
- A brief description on the reason/s for your selection
- Your strength and experience in the selected categories
- Certifications/qualifications to support your selection
- Samples of your previous work/testimonials/references relevant to the selected categories
- Your commitment to being a PV. The support available from home and how you intend to de-conflict your work and family time since all our school activities are carried out on weekdays and during school hours, including the afternoons.
- Any other useful information to support your selection

- You are to clearly indicate your selection according to your preference and priority (primary/secondary). You are to also confine your contributions to the categories that the school needs and **NOT what you can offer**. The categories that the school needs your contributions are as follows:

Category			
A.	<p>Extensive Reading Programme (ERP)</p> <p>Applicants must possess good phonics skills to read to lower primary students in <u>English</u>. PV must be able to commit time on Monday and Wednesday afternoons over a period of one year excluding school holidays.</p>		
B.	<p>Events Management</p> <p>Planning, organising and running of school activities in 2025/2026. These activities include:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tbody> <tr> <td style="vertical-align: top;"> <ul style="list-style-type: none"> <li>• P5 Camp</li> <li>• Teachers' Day Celebrations</li> <li>• Children's Day Celebration</li> </ul> </td> <td style="vertical-align: top;"> <ul style="list-style-type: none"> <li>• Education and Career Guidance Day</li> <li>• Games Festival</li> <li>• Annual Prize Giving Day</li> </ul> </td> </tr> </tbody> </table> <p>As well as any other events requested.</p>	<ul style="list-style-type: none"> <li>• P5 Camp</li> <li>• Teachers' Day Celebrations</li> <li>• Children's Day Celebration</li> </ul>	<ul style="list-style-type: none"> <li>• Education and Career Guidance Day</li> <li>• Games Festival</li> <li>• Annual Prize Giving Day</li> </ul>
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C.	<p>Social media – Photography/Videography</p> <p>Able to support school events and activities, performances and significant milestones with professional photo and video capturing skills. Adept in design tools and relevant ICT skills to put together video montages, photo collages and webpage designs and leverage on technology to capture significant moments in the school.</p>		



D.	<p>Facilitators</p> <p>Facilitate school activities and events such as Outdoor Learning Journeys, Primary 5 Camp, culinary assistants in our Gastro Lab lessons and safety chaperons for SwimSafer programme. PVs for this area are required to facilitate activities with teachers and preferably possess valid certification in First-Aid AED and food handling. Our events are conducted during school curriculum time and is subjected to the national posture guided by MOE HQ.</p>
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- a. The school reserves the right to review the categories by adding or removing them. This is subject to the prevailing situation and guidance from MOE HQ on the conduct of events and activities in and out of school.
- b. Your submission and proposal should reach us **no later than 30<sup>th</sup> Apr 2025 (Wednesday) by 1 pm**. Application submitted without a clear proposal will not be considered and appeals for late submission after closing will not be entertained.
- c. Applicants shortlisted for an interview session with School Leaders will be notified by 16<sup>th</sup> May 2025 and due to expected high number of applicants, **ONLY candidates successfully shortlisted for interview with School Leaders will be notified**. Following the interview session, the final list of selected candidates will be notified in writing by 12<sup>th</sup> Jun 2025 of the outcome. Selected PVs will be required to attend a compulsory onboarding briefing (minimally one parent) on 12<sup>th</sup> Jul 2025 (Saturday) morning. The PV duties will commence in Jul 2025 till end Jun 2026 for a period of a year. The school reserves the right to revoke PVs who are not committed and disruptive upon successful onboarding.
- d. We seek your understanding that the measures we are taking are meant to mitigate disappointment of parents in the P1 registration exercise should there be insufficient places.

5. Should you have any queries or require any assistance, you may write to:

Mdm Zaleha Sallai Admin Executive	<a href="mailto:zaleha_sallai@schools.gov.sg">zaleha_sallai@schools.gov.sg</a>
Mr Ramesh Tiwari Vice-Principal (Admin)	<a href="mailto:ramesh_tiwari_ramadhar_tiwari@schools.gov.sg">ramesh_tiwari_ramadhar_tiwari@schools.gov.sg</a>

If you have read and understood all the information and requirements, you may now click this link to apply at [PV Application](#) with your detailed proposal.

All the best!

Ms Ang Mui Khoong  
Principal

