



HORIZON PRIMARY SCHOOL ASSOCIATE PARENT VOLUNTEER SCHEME

For Parent
whose child is
born in
Year: 2013

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

Terms and Conditions of Associate Parent Volunteer (APV) Scheme

1. The objective of the scheme is to encourage parents and the community to develop continuous personal involvement and commitment to the school.
2. The child must be a Singapore Citizen.
3. Under this scheme, a parent must give at least forty (40) hours of voluntary services to the school in the 12 months before the child is due for registration (i.e between June 2018 and May 2019). All parents who have completed at least 40 hours (or beyond) of voluntary service will be accorded the same priority in the registration. In addition, all selected APV must complete at least 1 regular timeslot of Safety Associate Duty every week from the period of 25 Jun 2018 – 31 May 2019 and at least 4 school events/projects. Please refer to the undertaking & the form indicating Safety Associate Duty timeslot for more details.
4. All application forms together with the form indicating your available timeslot must be submitted to the school by **Friday, 13 April 2018** together with 1) Photocopies of the parents NRIC, 2) the child's birth certificate. We will not be accepting any application after this date.
5. Children whose parents have rendered the required number of voluntary hours as stated in (3) above may register under Phase 2B of the Primary One Registration Exercise.
6. If the number of Primary One places available has been filled during the Phase 1 and 2A exercises, parents who have volunteered their services under this scheme cannot hold the school responsible to accept the child.
7. In the event that the number of applicants exceeds the vacancies available in Phase 2B, the school will comply with MOE's procedure and conduct balloting for all eligible applicants according to the P1 Registration Exercise policy.
8. The School reserves the right to decide on the type of voluntary services it requires, based on the prevailing school needs and which it deems best suited in the interest of the school and its pupils.
9. The School will not keep track of the progress of the number of voluntary hours rendered by each Associate Parent Volunteer. It is the onus of the APV to commit and complete the 40hours or more of service to school within the stipulated time period before the P1 registration.
10. The school personnel will contact the applicants for an interview. Shortlisted applicants will be scheduled for interview on either **Thursday, 3 May, 1pm – 5pm or Friday, 4 May, 1pm – 5pm**. Each applicant will be given a 10mins slot.
11. **Acceptance of this application form does not render the school liable to accept the applicant. A Letter of Undertaking will be agreed and signed after the applicants have been selected.**
12. **All selected applicants need to attend a mandatory meeting on Wednesday, 16 May from 3pm - 4pm. A photograph of the parent volunteer has to be submitted at the meeting.**

I hereby acknowledge that I have read and understood the terms and conditions of the Associate Parent Volunteer (APV) Scheme:

Name of Parent

Signature of Parent

Date

We confirm receipt of the Application Form: _____
Name & Signature of School Staff Date



HORIZON PRIMARY SCHOOL ASSOCIATE PARENT VOLUNTEER APPLICATION FORM

Particulars of Parent Volunteer

Name of Volunteer: Mr/Mrs/Mdm _____

NRIC No: _____ Contact No: (HP) _____ / (Home) _____

Nationality: _____ Race: _____ Date of Birth: _____

Address: _____ Postal Code: _____

Email Address: _____

Particulars of Spouse

Name of Spouse: Mr/Mrs/Mdm _____

NRIC No: _____ Contact No: (HP) _____

Nationality: _____ Race: _____ Date of Birth: _____

Email Address: _____

Educational Background of Volunteer

Highest Academic Qualifications: _____

Professional Qualification (if any): _____

Current Job Description of Volunteer

	<u>Parent Volunteer</u>	<u>Spouse</u>
Name of Organisation:	_____	_____
Occupation:	_____	_____
Duties and Responsibilities:	_____ _____	_____ _____
Email Address:	_____	_____

Particulars of Child due for Primary One Registration in 2019

Name of Child: _____ Gender: Female / Male

Nationality: _____ Date of Birth: _____ (dd/mm/yy)

No of younger siblings: _____ Current Preschool: _____