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Founded 1953

15 February 2019

Dear Parents,

Participation in Parents Gateway

I refer to our letter "Invitation to Participate in Parents Gateway" dated 11 January 2019. Parents Gateway is a mobile app specially designed for parents to receive information from the school, and perform a range of administrative functions. It includes the convenience of giving consent for your child's school activities via your mobile phone.

We strongly encourage you to download the free Parents Gateway mobile app on your mobile phone (available on iOS and Android platforms) and perform a simple one-time onboarding process. Please refer to Annex A for a step-by-step guide.

If you do not wish to or are unable to come onboard Parents Gateway, please complete the reply slip and get your child to return it to the Form Teacher by **Friday, 22 February 2019**.

Kindly note that to support the school's effort to reduce paper usage, only parents who return the completed reply slip to the child's Form Teacher will continue to receive hardcopy of the school letters and consent forms with effect from Term 2/ 2019.

Should you have any questions, please contact Mr Low Kok Leong at low_kok_leong@schools.gov.sg.

We look forward to your support. Thank you.

Yours sincerely,

Mrs Cheong Ye Ling
Principal

Annex A - Instructional Guide

Step 1 – SingPass Registration and 2FA Setup

SingPass 2-Step Verification (2FA) is required for on-boarding. If you have not registered for a SingPass or have not set up the 2FA, please visit the SingPass website (https://www.singpass.gov.sg), or scan the QR codes below to do so. Should you require further assistance, please contact SingPass Helpdesk at 6643-0555.

SingPass Registration	2FA Activation

Step 2 – Download Parents Gateway Mobile App

a.   Open the Apple App Store or Google Play Store app on your mobile phone.

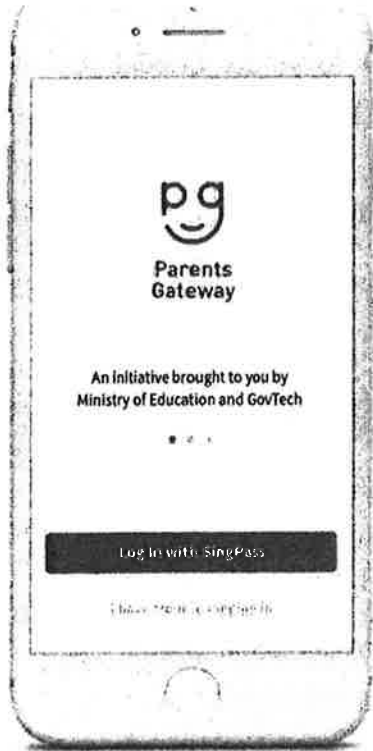b.   Search for the 'Parents Gateway' mobile app, or scan the QR code below.

For Android	For iOS

c.   Download and install the app onto your phone.

d.   Enable **'Allow Notifications'** to receive push notifications.

Note: Supported OS Versions - **Android 6.0 or later & iOS 9.1 or later**
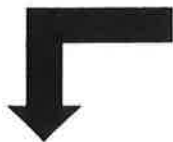
Step 3 – One-Time On-boarding

1. Tap on "Log in with SingPass"

2. Log in with your SingPass (2FA)

3. Tap on "Retrieve" to retrieve your child(ren)'s information

4. Tap on "Done" to complete on-boarding

Success!

We found your children's information. Verify that they are correct and we can get started.

Leonard Chen Jun Huo

Stacy Tanya Chen Ling Ting

Done

5. You should see your child(ren)'s school announcements and activities (if any)

Home

Children

LC ST

Swimming lessons

Early dismissal this thursday

REPLY SLIP
Parents' Gateway

To Form Teacher of Class _____

I do not wish/ I am unable to go onboard Parents Gateway.

Please continue to issue hardcopy of the school letters and consent forms to my child.

Thank you.

Name of Parent: _____

Signature of Parent: _____

Date: _____

Contact Number: _____

Name of Student: _____