



# Parents Gateway

Implementation for BPGHS from Term 3 2019

# Briefing Content

- Why Parents Gateway?
- How can Parents Gateway support teachers?
- Implementation Timeline for BPGHS

# Parents Gateway

**PARENTS  
GATEWAY**

**MOBILE APPLICATION**



# Why Parents Gateway?

**Parents Gateway Attempts to Solve Parents' & Teachers' Everyday Problems**

# Key Value Proposition of Parents Gateway

Strengthening school-home partnership through enhanced citizen-centric administration, communication and progress updates for the Child/Children.

Enhancing  
**CONVENIENCE**  
for **600,000** Parents

Reducing **33,000**  
Teachers'  
Administrative  
**WORKLOAD**

Leveling Up  
**355** Schools'  
**OPERATIONS**  
**CAPABILITIES**



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Centrally Coordinated, Secured & Cost  
**EFFECTIVE ADMINISTRATION**  
for all Schools

A Teacher  
can save at least  
**30<sup>+30</sup> minutes**  
per week in  
handling admin tasks



# 231

Schools  
Onboarded

327 Schools by Jun 2019

**BPGHS**

**25% Parents Onboarded**

# How can Parents Gateway Support Teachers?

Jan 2019



Updating of School's Information and Activities  
Announcements



Consent for Programmes and Activities



Student & Staff Movements



Class Allocation & School Postings Information

Feb 2019



Distribution of Letters & Memos  
Announcements (with attachments)



Collection of Data for Events, Registration, Activities & Various Programmes  
Not in T3 for BPGHS

Mar 2019



Communication & Sharing of Custom Groups



Parents Gateway Resource Centre for Schools

Apr 2019



Frequently Asked Questions

May 2019



Declaring of Travel Plans



Updating of Parents Contact

Jul 2019



Email Notifications for Parents (coming)



Reminders for Consent Forms (tentative)

Oct 2019



Custom Questions (tentative)

+ many more..

**1. Updating of School Information and Activities**

**2. Consent for Programmes and Activities**





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**BUKIT PANJANG GOVT HIGH SCHOOL**  
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**BPGHS/2019/004**

2 January 2019

Dear Sec 2 Parents/Guardians

Welcome to the new academic year! As a sec look forward to greater leadership roles and responsibility working diligently to achieve academic excellence. We school and enabling your child/ward to achieve holistic academic and co-curricular areas.

2. A rigorous and enriching programme has been our school values and acquire desired leadership quality of study at our school. In this circular, we wish to high our students. You may wish to refer to the 2019 School website, for details on the school examination schedule

3. As the school strives to provide a safe, respect and supports positive student behaviour and disciplinary responsibility for their actions or misbehaviours. The guidelines have been reviewed and updated.

4. For more details on examinations and other school our school website (<http://www.bpghs.moe.edu.sg>) complimentary to all students.

**Remedial / Consultation Sessions**

5 We strive to nurture our students into self-driven learners and strongly urge them to take



**BUKIT PANJANG**  
**INFC**

Dear parent/guardian

- This is to inform you that the \_\_\_\_\_ your \* daughter / ward \_\_\_\_\_ is required to attend:

S/N	Activity	
1		

- The Reply Form attached below

Thank you.

Teacher-in-Charge : \_\_\_\_\_

To : Mr/Mrs/Mdm/Ms \_\_\_\_\_

I have received your notice dated \_\_\_\_\_

Name of Parent: \_\_\_\_\_

Signature: \_\_\_\_\_



**BUKIT PANJANG GOVT HIGH SCHOOL**  
**CONSENT FORM**

To : Mr / Mrs / Mdm \_\_\_\_\_

This is to inform you that the school will be organising the following activities and we are seeking your consent for your \*son / daughter / ward \_\_\_\_\_ Sec \_\_\_\_\_ to participate in the activities: -

S/N	Activity	Venue	Date	Time

- The Reply Form attached below should be returned to me by \_\_\_\_\_. Thank you.

Teacher-in-Charge : \_\_\_\_\_

Signature : \_\_\_\_\_ Date : \_\_\_\_\_

**REPLY FORM**

To : Mr/Mrs/Mdm/Ms \_\_\_\_\_  
 Teacher-in-Charge

In the box, please indicate with a tick (✓) if you give consent and a cross (X) if you do not give consent.

S/No	Activity	Parent's Consent

# Examples

Areas	<b>INFORMATION FORM/ PARENTS' LETTER</b> <i>Activities that May Need Parental Acknowledgement</i>	<b>CONSENT FORM</b> <i>Activities that Need Parental Consent</i>
IP	<ul style="list-style-type: none"> <li>IP Competitions, Planned Learning Journeys</li> </ul>	<ul style="list-style-type: none"> <li>Overseas Learning Journeys</li> </ul>
CCE	<ul style="list-style-type: none"> <li>SED form to acknowledge receipt of info</li> <li>VIA trips, workshops / training prog</li> <li>3NA Advanced Elective Modules</li> <li>2NT/3NT Elective Modules</li> <li>2NT/3NA Experience ITE prog</li> <li>Level SLD programmes</li> <li>NE heritage Trails (Sec 1 &amp; 3)</li> <li>NE Learning Journeys</li> </ul>	<ul style="list-style-type: none"> <li>SEd opt out (if any)</li> <li>ECG programmes</li> <li>Sec 3 Work attachments</li> <li>Sec 3 SLD camp</li> <li>Sec 2 Apprenticeship Prog</li> </ul>
YH	<ul style="list-style-type: none"> <li>Bursary Ceremony</li> <li>After school activities e.g. Lifeskills workshops</li> <li>Consultation during holiday</li> <li>Bridging Programme</li> </ul>	<ul style="list-style-type: none"> <li>Outward Bound Singapore</li> <li>Sec 2 Adventure camp</li> </ul>
CCA	<ul style="list-style-type: none"> <li>Out of school activities (e.g. watching musical)</li> </ul>	<ul style="list-style-type: none"> <li>Overseas Learning Journey</li> <li>CCA camp</li> </ul>

**3. Declaration of Travel Plans**

**4. Updating of Parents' Contact**

	TRAVEL DECLARATIONS	UPDATING OF PARENTS' CONTACT
Current Practices	<ul style="list-style-type: none"> <li>● FTs remind students before Mar/Jun/Sep/Nov Hols</li> <li>● Parents to declare travel plans on FormDesk link on School Website</li> </ul>	<ul style="list-style-type: none"> <li>● Updating of Particulars done once every semester in hard copy verification exercise</li> <li>● Updates manually keyed in by General Office staff</li> </ul>
BPGHS on Parents' Gateway	<ul style="list-style-type: none"> <li>● FTs remind students before Mar/Jun/Sep/Nov Hols</li> <li>● Parents to declare travel plans on Parents' Gateway</li> </ul> <p><i>** Interim period– both weblinks will be made available</i></p>	<ul style="list-style-type: none"> <li>● Updating of Particulars done once every semester in hard copy verification exercise</li> <li>● Parents are also encouraged to update parents' contact through Parents' Gateway. Syncing of information will be done automatically through School Cockpit</li> </ul> <p><i>** Interim period – hard copy verification will still continue, manual updates will still be done</i></p>

# Overall Implementation Timeline

End Term 2 –  
Term 3, 2019

## Preliminary Phase

- P will send a “Welcome Message” via Parents Gateway by end of Term 2 Week 9
- Students will be briefed and issued parents’ letter/FAQ list back to their parents by Term 2 Week 9
- All staff accounts on Parents Gateway will be activated by Term 3 Week 1
- Use of Parents Gateway to issue Consent and Announcements will only be effective from Term 3 Week 1

## Preparatory Phase

- School takes a step-by-step approach to wean non-IT-savvy parents off hardcopy letters while getting teachers to become more confident with sending announcements
- Parents who have yet to onboard will still receive ANNOUNCEMENTS and CONSENT FORMS (hardcopy) until end-Term 3.

Term 4, 2019

## Proficiency Phase

- School has onboarded and are proficient in using the features on Parents Gateway.
- This includes new features that are tentatively planned to be released. For new features, further User Guides will be provided.

Term 1, 2020

- School will engage newly posted in Sec 1 parents during Sec 1 Registration about PG
- School stop sending hardcopy letters/forms to parents. If there are parents who are unable to use Parents Gateway for valid reasons, schools will provide necessary assistance.

Thank you