Dear Parents

The school requires each Parent Volunteer to understand the roles and responsibilities of voluntary services to the school.

Please refer to the following:

1. Parent Volunteers are to adhere to the duties assigned. A maximum of **TWO** changes of duty are allowed for the entire period of service (July 2016 – June 2017).

2. Parent Volunteers are to serve a minimum of 60 hours.

3. The safety of our students is our utmost priority. The school considers absence without prior notice or valid reason, negligence of duty, and bad conduct as serious breaches of contract. Penalties would be deliberated upon and meted out to any Parent Volunteer who shows lapses in their execution of duty.

   For the 1st report of negligence, a written warning will be issued. A 2nd report of negligence is liable to a termination of the scheme.

4. Compulsory duties are to be discharged, and are not changeable. These duties are:
   4.1 Road traffic duty
   4.2 Recess duty
   4.3 Aesthetic Night duty
   4.4 Library duty

5. In the spirit of professionalism, parents are reminded to treat everyone with respect. The school does not condone any abusive remark made against any school or coordinating personnel. Any disputes are to be communicated and resolved amicably.
**Undertaking of Contract**

I, ____________________________, NRIC No. ____________, parent of ____________________________, BC No. ____________, hereby certify that I have read and fully understood the Contract of Understanding for Phase 2B Registrants.

_________________________  ______________________
Signature                  Date