



CTP/2020/P/VP/040

6 April 2020

Notification on Full Home-Based Learning (FHBL)

Dear Parents / Guardian,

In line with the Multi-Ministry Taskforce's latest efforts to further enhance safe distancing measures, schools will step up their safe distancing measures. **From 8 April 2020, all MOE schools will shift to FHBL till 4 May 2020.** You can read more about this at:

<https://www.moe.gov.sg/news/press-releases/schools-and-institutes-of-higher-learning-to-shift-to-full-home-based-learning-preschools-and-student-care-centres-to-suspend-general-services>

I truly appreciate your strong support in providing a conducive home space and assistance in resolving technical issues during the National HBL on 1 April. We saw an encouraging login rate of 97.6% for Google Meet. Indeed, it is a reflection of your commitment to support your child in his/her learning and our strong home-school partnership.

Our Clementians' will experience FHBL for the first time for one month. Please do not fret if your child is unable to access any of the Google Meet session. It is important to focus on your child's well-being during FHBL. We encourage you and your child to maintain an optimistic and positive outlook while accepting the changes and emotions that he/she may face as part of going through FHBL. Your child's teachers will provide information on FHBL via Class Dojo and Google Classroom. The school will also make refinements along the way as we will review the FHBL regularly.

If your child needs learning or emotional support, he/she can approach our teachers and other school personnel such as our allied educators and school counsellors, who will continue to work from home or from school. Our teachers will also be in regular contact with you and your child.

## 1. Overview of our school's FHBL

Our school is taking a blended approach towards the use of Google Classroom, SLS and Google Meet to meet the learning needs of Clementians. Different modes of learning, such as e-learning, reading textbooks, completing activity books and worksheets, will be utilised depending on the nature of the subject and learning needs of the students. During this period of FHBL, your child will experience a mix of **synchronous** and **asynchronous** learning.

**Synchronous** learning refers to online learning that takes place in real time on Google Meet with your child's subject teachers. Your child will be informed of the time slots for him/her to

attend live lessons via Google Meet. If you have more than one child who requires the computing device at the same time slot, please approach one of your children's subject teachers for a change of time slot. We have appended an overview of our school's FHBL in [Annex A](#).

With last week's single-day HBL, we have made refinements in preparation for the FHBL. To ensure a more productive learning session during your child's synchronous learning via Google Meet, my teachers would like to ask that you go through an infographic on the video conferencing routines ([Annex B](#)) before the FHBL begins. Your child's Form Teachers have already gone through with your child last week after last Wednesday's HBL.

Your child will be given online assignments and instructions to complete pen-and-paper assignments via Google Classroom; this is what we refer to as **asynchronous** learning. Your child can access these online materials and complete the assignments at **his/her own pace**. We advise Clementians not to spend more than two hours per day on the computer and to take breaks in between their use of the computer. We seek your assistance to support your child to manage his/her daily schedule/routine when completing the scheduled learning tasks.

## **2. No HBL**

There will be no HBL on Good Friday 10 April and Labour Day 1 May.

## **3. Logins for online learning platforms**

Clementians should be familiar with their login IDs and passwords for the various platforms as we have been using them frequently with them. As posted in our school's Facebook page on 4 April 2020, we would like to encourage you to update your e-mail address for your child/ward's SLS account so that you can reset your child's password promptly, should the need arise.

If your child requires additional support for HBL such as access to digital devices or internet connection, please alert his/her form teacher who will be able to provide advice on alternative arrangements.

## **4. School-based Student Care Centres**

Student care centres will suspend their general services during this period. If you are working in essential services, and are unable to secure alternative care arrangements, you may approach the school for assistance.

## **5. Examinations and Assessment**

All school-based Mid-Year Examinations will be cancelled. We will adjust the weightings for Term 2's Informal Assessment and the Mid-Year Assessment accordingly. Our teachers will continue to monitor the progress of your child through HBL assignments, such as online quizzes and your child's self-assessment rubrics (SAR).

The Primary School Leaving Examinations will proceed as planned.

## 6. Conclusion

Please ensure that your child stays at home and continues to observe good hygiene practices such as washing their hands frequently with soap. If he/she feels unwell, please seek medical attention promptly and inform his/her form teacher if he/she displays any fever or flu-like symptoms.

We plan to resume classes on 5 May 2020. MOE will continue to monitor the COVID-19 situation closely to assess if HBL needs to be extended. We urge you to rely on official sources of information and not to circulate any unconfirmed information. If you have any further queries, please contact your child's Form Teachers.

Let us continue to keep our children safe by being socially responsible, both at home and in school. This situation has created an opportunity for our children to be more self-directed in their learning. We will get through this together and emerge stronger as a community.

**#SGUnited**

In Partnership,

A handwritten signature in black ink, appearing to read 'Albert', with a stylized flourish at the end.

Mr Chia See Chew Albert  
Principal



## SYNCHRONOUS LEARNING

- Lessons conducted through video conferencing in real time
- Follow weekly learning timetable



## AN OVERVIEW OF FULL HOME-BASED LEARNING IN CTP

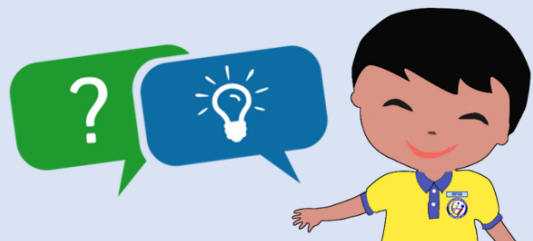
|                      | P1 & P2   | P3 to P6  |
|----------------------|---|---|
| English              | 2 sessions per subject (up to 30 min each)  | 2 sessions per subject (up to 30 min each)  |
| Math                 | 2 sessions per subject (up to 30 min each) + Asynchronous Learning of up to 2 hours per subject each week | 2 sessions per subject (up to 30 min each) + Asynchronous Learning of up to 3 hours per subject each week |
| Mother Tongue        | 2 sessions per subject (up to 30 min each) + Asynchronous Learning of up to 2 hours per subject each week | 2 sessions per subject (up to 30 min each) + Asynchronous Learning of up to 3 hours per subject each week |
| Science              | N.A.  | 2 sessions (up to 30 min each) + Asynchronous Learning of up to 1 hour per subject each week              |
| Higher Mother Tongue | N.A.  | 2 sessions (up to 30 min each) + Asynchronous Learning of up to 1 hour per subject each week              |



## ASYNCHRONOUS LEARNING

- Online learning is mapped to Clementians via these two main platforms:
  1. Google Classroom (GC)
  2. Student Learning Space (SLS)

|                                     | P1 & P2                            | P3 to P6                           |
|-------------------------------------|------------------------------------|------------------------------------|
| Social Studies                      | N.A.                               | Up to 1 hour per subject each week |
| Art                                 | Up to 1 hour each week             | Up to 1 hour per subject each week |
| Music                               | Up to 30 min per subject each week |                                    |
| Physical Health Education           |                                    |                                    |
| Character and Citizenship Education |                                    |                                    |
| FTGP                                |                                    |                                    |



## ADDITIONAL CONSULTATION SESSIONS WITH TEACHERS

- Caters to Clementians who:
  1. do not have online access during curriculum hours
  2. require additional remediation by subject teachers



## SCHOOL-BASED STUDENT CARE CENTRE

- Continues to operate with a small selected group of Clementians with **high needs**
- ICT department to provide laptops and headsets to facilitate HBL

# VIDEO CONFERENCING ROUTINES FOR CLEMENTIANS (HOME-BASED LEARNING)



Dear Clementians,

Here are some routines for you to adhere to so that we can all have a pleasant Home-Based Learning experience! 😊

1

Inform your teacher early if you are unable to join the lesson.

2

Eat a nutritious breakfast.

3

Dress appropriately. Your hair must be neat and tidy.

4

Choose an area in the house that is well-lit and quiet.

5

Minimise all other kinds of distractions.

6

Prepare your learning materials before your lesson.

7

Be punctual for each lesson. Follow the timing that was assigned to you.

8

Join the meeting only when your teacher is present.

9

Observe good sitting posture throughout your lesson.

10

Angle your device properly if you are using the camera function.

11

Avoid doing other things during your lesson.

12

Use the chat box to seek clarification.