



義順中學

YISHUN SECONDARY SCHOOL

4 Yishun Street 71, Singapore 768516 Tel: 68767129 Fax: 67557748

30 March 2020

Dear Parents/Guardian

COVID-19 Update: Home-Based Learning on Thursdays (2 April and 9 April)

In light of the developing COVID-19 situation in Singapore, we have put in place strict precautionary measures over the past two months to keep our school a safe environment for our students, and to allow our students to continue learning.

With the recent spike in imported cases and the tightening of nationwide safe distancing efforts, we are further enhancing precautionary measures by reducing transient congestion during school dismissal. The current Term 2 timetable caters for staggered dismissal times for different classes.

From April 2020, all MOE schools will implement one day of Home-Based Learning (HBL) a week. This will help us prepare for an extended period of HBL should the need arise, so that our students can continue with their learning. **Our school will be conducting HBL on Thursdays, starting from 2 Apr 2020.**

HBL Structure and Support for Students

Please refer to the following documents for instructions on HBL.

Annex 1 : Lesson Schedule (available on the school website from 6:00 pm on Tue, 31 Mar)

Annex 2 : Instructions for HBL

Annex 3 : Frequently Asked Questions

If your child requires additional support for HBL such as access to personal learning devices or internet connection, please alert his/her form teacher during the **Pre-HBL Briefing** on Tue, 31 Mar, so as to be advised on alternative arrangements.

The school will remain open for a small group of students ascertained to have high needs such as no access to personal learning devices.

Expectations for HBL

Students will follow their Lesson Schedule. They are expected to log into SLS and to access the lesson materials for the relevant subject during that particular lesson.

For example, if they have English Language from 8:30 am to 9:30 am, they are expected to:

- Go into SLS and click on the English Language lesson assigned to them for the day
- Follow the instructions in the SLS lesson and work on their English Language lesson between 8:30 am and 9:30 am
- Submit any necessary work according to their subject teacher's instructions

As the students engage in their learning, they will be expected to complete their work through a blend of online and offline activities. Subject teachers will be monitoring their work submissions at the end of the daily HBL and will be following up on non-submissions.

WE SEEK, WE STRIVE, WE SOAR

Disciplinary measures will be taken against students who are not present for HBL lessons and do not complete the work assigned.

Scenario	Will be considered as
Student does not report attendance by 8:20 am	Latecoming
Student does not complete assigned work on SLS	Truancy
Student does not report attendance for the day and does not complete assigned work on SLS	Truancy

Learning Support at Home

The learning activities will be designed to allow students to complete them independently. We encourage you to support your child by providing a conducive environment at home. You could do this by:

- Working out a daily schedule/routine with your child and guiding your child in setting goals and scheduling tasks. For further tips on guiding your child in setting goals, refer to the Resilience Boosters at <https://go.gov.sg/selresforparents>.
- Establishing an agreement with your child on managing screen time. We will assign a maximum of 2 hours of online learning every day. For further tips and guides on reinforcing your child's cyber wellness, please refer to <https://ictconnection.moe.edu.sg/cyber-wellness/for-parents>.
- Encouraging your child to maintain an optimistic and positive outlook while accepting the changes and emotions that he/she has had to face as part of going through HBL.

On the day of HBL, 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.

Updates on External and Inter-School Activities

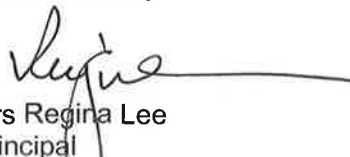
Co-Curricular Activities will remain suspended for the rest of Term 2. External activities and those that involve mingling of students across schools – Learning Journeys, outdoor learning activities at the Outdoor Adventure Learning Centres and the National School Games – will also remain suspended for the rest of Term 2.

MOE is monitoring the situation closely and we will update you should there be any changes to the precautionary measures that we are implementing. We urge parents to rely on official sources of information and not to circulate any unconfirmed information. If you have any further queries, please contact the school at Tel No. 6876 7129 or via email (yishun_ss@moe.edu.sg).

We look forward to working with you to provide meaningful learning for our students through these difficult times.

Keep safe and well.

Yours sincerely


Mrs Regina Lee
Principal

Instructions for HBL

During this period of Home-Based Learning, your teachers are here to support you and ensure that you continue to learn. You also have a role to play in taking ownership of your learning and working with your teachers to make this period of HBL an effective and conducive time.

Please read this instruction sheet for details on what to do during your period of home-based learning. You should contact your Form Teacher if you have any questions or clarifications about the information provided in this instruction sheet.

Roles and Responsibilities of Students

- Be prepared for all lessons. Ensure you have the necessary materials.
- Be punctual in accessing and completing your HBL lessons. Submit any work promptly and in adherence to your teacher's instructions.
- Be disciplined and focused during home-based learning. Practise balanced use of ICT. Refer to <https://ictconnection.moe.edu.sg/cyber-wellness/cyber-wellness-101/balanced-use-of-ict>
- Observe proper rules of online courtesy and positive online behavior. Refer to <https://ictconnection.moe.edu.sg/cyber-wellness/cyber-wellness-101/netiquette>
- Take ownership of your learning. Do your best and ensure that you have reviewed all lesson materials and assignments by the deadline set by your respective subject teachers.

Preparing Yourself for HBL online learning

- Prepare a conducive place to do home-based learning. You should be studying at a table/desk.
- You should have a personal learning device (laptop, desktop computer, tablet) with internet access.
 - ✓ You may also want to prepare earphones and enable your computer's microphone if this is supportive to your learning.
 - ✓ Ensure you have a charger and access to a charging point.
 - ✓ If your personal learning device belongs to your parent or another member of the family, please ensure that they have enabled your access to the relevant sites and functions for the duration of the HBL.
 - ✓ Ensure that you are able to log into the Student Learning Space (SLS). You can enable self-reset for SLS by doing the following: update and verify your email address at the profile icon (top right)>Edit Profile>Email Address
- Download relevant apps that you are likely to use, to ensure better access than a browser-based version, e.g. Zoom, Nearpod
- Be appropriately attired during the HBL period. You may wear your PE or class T-shirt. This also ensures that you are mentally focused and ready for the school day.
- For video communication, note the following:
 - ✓ Join a video session (e.g. via Google Meet or Zoom) at an appropriate location with adequate lighting. Ensure there is nothing in the background you wouldn't want others to see.
 - ✓ Mute your microphone when you are not speaking and only unmute when you are asked to speak. Be loud and clear when you need to speak.

- ✓ Use the Chat function to pose comments or questions as directed by the teacher. Do not use it for casual conversations.

Expectations for HBL

You will follow your Lesson Schedule. You are expected to log into SLS to access the lesson materials for the relevant subject during that particular lesson.

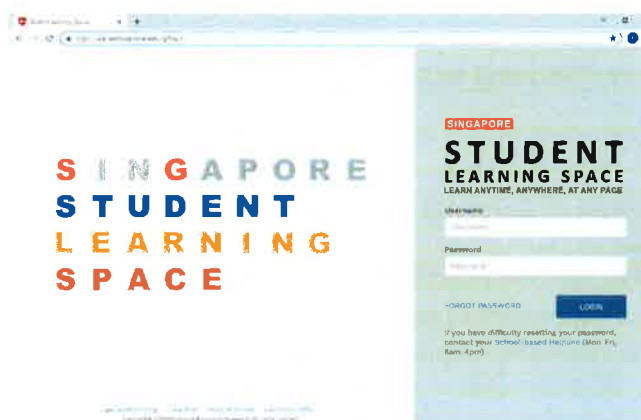
For example, if you have English Language from 8:30 am to 9:30 am, you are expected to:

- Go into SLS and click on the English Language lesson assigned to you for the day
- Follow the instructions in the SLS lesson and work on your English Language lesson between 8:30 am and 9:30 am
- Submit any necessary work according to your subject teacher's instructions

As the students engage in their learning, they will be expected to complete their work through a blend of online and offline activities. Subject teachers will be monitoring their work submissions at the end of the daily HBL and will be following up on non-submissions.

How to Access Lessons in SLS

1. Log in to Student Learning Space (SLS) via <https://vle.learning.moe.edu.sg/login>



2. Take your 'virtual' attendance with your form teacher at **8:00** am daily and prepare yourself for the HBL lessons for the day.
3. Once you are logged in, under 'Assignment', you will find all the HBL lessons for the day. Attend these lessons by following the HBL timetable provided.

ANNEX 2

4. The first lesson for each day will be Form Teacher Time from 8:00 am – 8:30 am. You will need to provide the following information by updating on SLS:
 - Your daily temperature
 - Whether any of your family members are placed on SHN (Stay Home Notice) or QO (Quarantine Order)
 - If you are unwell. Do seek medical help if you are unwell.
 - Any other areas of concerns

All students are to update the information required by 8:20 am.

5. The assignments are labelled in the following manner –
Term&Week_Level&Stream_Subject&Lesson Number (e.g. *T1W9 Sec1Exp English01*)
6. At the end of each 1-hour HBL lesson, there will be a question at the end of your assignment to indicate you have completed the lesson. Do remember to click submit.
7. If you do not complete the HBL lesson, your subject teacher will contact you at the end of the daily HBL (after 3:00 pm) to remind you to complete your lesson. Disciplinary measures will be taken if you fail to complete your HBL lesson.
8. If you face any technical difficulties in SLS, you may contact the following.
 - a. Password issue: Your Form Teacher
 - b. Other issues: 68767122 (School Helpline)
 - c. Email: praveen_prakash@moe.edu.sg (Attn: Mr. Praveen)

FREQUENTLY ASKED QUESTIONS

1. Why are schools going into the blended learning model now?

When schools reopened post-March holidays, we have worked very hard to implement a very strict regime of precautionary measures to safeguard the wellbeing of our students and staff. In light of the recent spike in imported COVID-19 cases, it is timely to implement the blended learning model to support the national safe distancing measures. We are implementing this in a progressive manner to allow teachers, students and parents to be better prepared should the situation call for more days of HBL later on.

It is also an opportunity for all of us, as we cope with this crisis, to do blended learning in a more effective and engaging manner. However, even as we go into HBL, our desire is to still keep our schools open most days of the week. We want to support our students' academic progress and also look after their holistic development, and do our best especially for those who do not have conducive home support.

We are monitoring the developments closely, and are prepared to step up the number of HBL days if necessary.

2. What is HBL?

Home-Based Learning (HBL) is a plan to help students learn from home. It can comprise different modes of learning, such as e-learning, reading textbooks, completing workbooks and worksheets. There is a range, depending on the nature of the subject and needs of the students.

Students will be required to do about 4 to 6 hours of HBL, with no more than 2 hours of computer work per day.

3. How long will the blended learning model last?

The blended learning model will be implemented from April 2020 onwards.

We are monitoring the developments closely, and are prepared to step up the number of HBL days if necessary.

4. Can my child go out on HBL days, or must he/she stay at home all the time?

Our teachers will remind the students that they should be learning at home. We urge parents and care-givers to be our partners and reinforce this message, so that the students remain safe and minimise any exposure to the coronavirus. Specifically:

- Remain in their place of residence as much as possible
- Minimise visitors to the place of residence
- Minimise time spent in public places and contact with others
- Monitor their health and temperature
- Follow their HBL plan closely to continue with their learning

5. What is the effect of the blended learning model on examinations?

There is no impact on examinations for classes where Home-Based Learning (HBL) takes place once a week. For centre-based classes where face-to-face lessons are suspended, MOE will make alternative arrangements for these students. However, if HBL is scaled up significantly, we will adjust school-based assessments and examinations for the year where necessary.

The Singapore Examinations and Assessment Board (SEAB) is working closely with MOE in monitoring the COVID-19 situation, and will review the schedule for the national examinations, including the mid-year GCE Mother Tongue Language examinations.

6. I have forgotten my password. What should I do?

- a) Reset via email. This only works if you have register your email in the system.
- b) Reset via answering security questions.
- c) Call Yishun Secondary School helpline:
Tel: 68767122
Email: praveen_prakash@moe.edu.sg

7. I have forgotten my username. What should I do?

The format of your user name is a combination of the first 5 characters of your Name and the last 4 digits of your Birth Certificate/ NRIC number and the character.

8. My account has been locked. What should I do?

Your account will be locked after 6 consecutive attempts to log in with an incorrect password.

- a) Call Yishun Secondary School helpline:
Tel: 68767122
Email: praveen_prakash@moe.edu.sg
- b) SLS Helpdesk to unlock your account. You will need to answer the security questions to verify that you are the legitimate account holder.
Tel: (65) 6702 6513
Operating Hours
Mondays — Fridays: 9:00 am — 9:00 pm
Saturdays: 9:00 am — 3:00 pm
*Closed on Sundays & Public Holidays

9. I used the “Password Reset Link Method” but I cannot find my password reset email. What can I do?

If you cannot see the email in your inbox, it may be in the spam or junk email folder.

Note: The URL in the email will expire within 10 minutes. If the URL has expired, go to the login page and select “Forgot Password” to try again.

10. What are the Operating System and Browser Requirements for SLS?

The following are the recommended operating systems:

- Windows laptop/desktop with Microsoft Windows 7 SP1 and later
- Apple laptop/desktop with Mac OS X 10.9 and later
- iPad with iOS 8 and later
- Android tablet with Android 5 and later

SLS is accessible through the latest internet browsers (minimum: Internet Explorer 11, Google Chrome 51, FireFox 51 or Safari 7.1).

11. Can SLS run on mobile phones?

You can access SLS from internet browsers installed on your mobile phones or equivalent devices. However, the system is currently not optimised for use on these devices.