



School Reference Number: JWSS/2020/0325

30 May 2020

Dear parents/guardians

Arrangement for schools after Circuit Breaker

1. With the end of the Circuit Breaker period on 1 June 2020, and as announced by MOE, we will progressively bring students back to school from 2 June 2020 (Term 3), in a careful and safe manner.
2. With the end of the Circuit Breaker on 1 Jun 2020, we enter the phase of safe opening. 2 Jun 2020 (Tuesday) marks the beginning of a brand new school term. This new term with new arrangements and routines will be a new normal for all of us. The safety of all our students and staff continue to be of utmost importance.
3. For a start, students from Secondary 4 and 5 will attend school daily from Mondays to Fridays. Students from Secondary 1 to 3 will rotate weekly between Home-Based Learning (HBL) and returning to school for lessons.

Please refer to the table below for the weekly rotation schedule.

Week (Date)	In-School	HBL
T3W1 (2 June – 5 June)	Secondary 1, 2, 4 & 5	Secondary 3
T3W2 (8 June – 12 June)	Secondary 3, 4 & 5	Secondary 1, 2
T3W3 (15 June – 19 June)	Secondary 1, 2, 4 & 5	Secondary 3
T3W4 (22 June – 26 June)	Secondary 3, 4 & 5	Secondary 1, 2

4. Students will be receiving their timetables for Term 3 from their Form Teachers latest by noon on 1 June 2020 (Mon).
5. From 2 June – 26 June, students can be in **half uniform** (PE T-shirt with school shorts/pants/pinafore) on the days they are in school.
6. From Term 3 Week 5 onwards, we will work towards bringing all students back to school daily, if the situation permits. MOE will monitor the situation closely and we will inform all parents in due course.
7. Our school will ensure that safe management measures are in place to keep our students safe when they are in school:

*Jurong West
Secondary School*



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- a) All students are to proceed directly to their classroom once they arrive in school and to reduce congestion, students can enter the school via the 4 different school gates.
 - b) Daily temperature-taking with additional visual and question screening will continue to be carried out for all students and staff. In addition, students and staff who are unwell, or who have adult household members on home quarantine / Stay Home Notice or have flu-like symptoms such as fever and cough, will be required to stay away from school.
 - c) We will be cleaning high-touch surfaces more frequently and disinfecting the premises daily.
 - d) All students and staff are required to wear their masks or face shields.
 - e) Students will practise frequent hand-washing throughout the school day and practice wipe down of tables and shared equipment after use.
 - f) Intermingling across classes and levels will be minimised.
 - g) There will be fixed exam-style seating in classrooms and spaced seating in canteens or alternative venues.
 - h) Students will continue to follow the recess timings on their own class timetable as these are already staggered.
 - i) To reduce congestion, students will arrive and leave school via the 4 designated school gates. We will be staggering dismissal time to reduce congestion as attached in Annex A.
8. For the weeks when Secondary 1-3 students are on HBL, the HBL arrangements will be the same as when students were on Full HBL earlier. Students will follow the Term 3 timetable during HBL. Students and parents can continue to access the Daily and Weekly Guides on the school website according to the following schedule:

Week (Date)	Level on HBL	Date and time daily and weekly guides will be uploaded on school website
T3W1 (2 June – 5 June)	Secondary 3	Monday, 1 June, 3pm
T3W2 (8 June – 12 June)	Secondary 1, 2	Friday, 5 June, 6pm
T3W3 (15 June – 19 June)	Secondary 3	Friday, 12 June, 6pm
T3W4 (22 June – 26 June)	Secondary 1, 2	Friday 19 June, 6pm



9. Please be reminded that access to our school's HBL webpage will require either the parent's or student's passcode. The passcode for parents had been previously conveyed to you through our Parents Gateway announcement on 29 May 2020. If you need to retrieve your parent's passcode, please contact any one of the school personnel mentioned in Point 22 below.
10. Form Teachers will be engaging the students during Form Teacher Time (FTT) as well as during CCE lessons to support students in the progressive transition back to school. Form Teachers will be going through a series of packages with students in class to provide students with a sense of safety, stability and connectedness which would help them adjust as well as cope better during this period.
11. To help parents understand Back to School arrangements better and support parents in guiding their children to adjust back to school, MOE has put together a parent kit for transitioning back to school. The parent kit is attached in Annex B for your reference.
12. To ensure that our students remain active and keep healthy, in accordance with the guidelines provided by MOE, we will resume Physical Education (PE) lessons when they return to school, **with strict adherence to safe distancing and safe management measures**. During PE lessons, students and PE teachers will not be required to wear masks when engaged in strenuous physical activities such as running and workouts.
13. Students are required to bring along Ziploc bags/pouches on days when they have PE lessons with their names on the bags/pouches. At the start of the lesson, PE Teachers will guide students to remove and keep their face masks/shields in their respective Ziploc bags/pouches. Students may bring along additional masks to change to a new mask as well.
14. Given that students may not be sufficiently prepared physically, the **National Physical Fitness Award (NAPFA)** this year will be cancelled.
15. All **National School Games** competitions for 2020 will be cancelled, as there is insufficient time to complete the season within the school calendar. In addition, students would not be adequately prepared for the competitions due to lack of training.
16. We have received very good feedback from students on their online CCA sessions. To continue developing students holistically and be connected to their peers, online CCA sessions will continue in Term 3 for Secondary 1-3 students. Online CCA will take place once a week starting from 2 June 2020 based on their usual CCA days. Respective CCA teachers will be providing the necessary details to your child and we will be sharing the details with parents shortly.

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17. For the **upcoming GCE-O Level Mid-Year Mother Tongue Language (MTL) Examinations** on 18 June 2020 and the **GCE-O Level Mother Tongue Language 'B' Syllabus Examinations** on 19 June 2020, we will put in place the necessary safe management measures in line with the guidelines provided by the Singapore Examinations and Assessment Board (SEAB). Students will be required to wear masks or face shields during the examinations.
18. All students taking the examinations have been briefed by their Form Teachers on the COVID-19 Precautionary Measures and had been given a softcopy of the *Precautionary Measures and Instructions to School Candidates for 2020 Singapore-Cambridge GCE Examination*. Parents may get a copy of this from their children or request a copy from the Form Teachers.
19. Students taking the GCE-O Level Mid-Year Mother Tongue Examinations will only need to report to school at 1:00pm on the day of their examinations. There will be no lessons in the morning for students taking the examinations.
20. To reduce the risk of possible transmission, students on Home Quarantine Order, Stay-Home Notice and Leave of Absence will not be allowed to sit for the above examinations. In addition, those who are on medical leave or unwell with flu-like symptoms (such as fever or coughing) will not be allowed to sit for the examinations. They will take the year-end examinations instead.
21. Our teachers will continue to monitor the progress of your child and be in regular contact with you and your child to provide support during this transition. MOE will continue to closely monitor the COVID-19 situation. We urge you to rely on official sources of information and not to circulate any unconfirmed information.
22. Should you require further clarifications of any of the above points, please do not hesitate to get in touch with the following school key personnel:

a.	Mr Rayner Goh at Rayner_GOH@moe.edu.sg Head of Department, Partnership & Outreach
b.	Ms Orry Zhang at zhang_zhihui@moe.edu.sg Year Head 1 (for matters related to Secondary 1 – 3)
c.	Ms Amanda Lee at lee_si_jie_amanda@moe.edu.sg Year Head 2 (for matters related to Secondary 4 & 5)

23. I would like to take this opportunity to thank all parents for your trust, patience and understanding in the last few months and as we move forward in Term 3.



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24. We are working behind the scenes to prepare our school to ensure the safety of our students so that learning can continue when school re-opens. We look forward to welcoming our students back in school.
25. Let us continue to work together in close partnership to guide and support our students to do well.
26. Let us also continue to Stay Safe, Stay Strong, Stay Healthy and Stay Home and work together to overcome this challenge as one united people.

#TeamJWSS #SGUnited #wearebehindyou

Yours sincerely

Mr Michael Muhunthan
Principal

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Annex A

For Monday – Thursday, the dismissal time is as follows:

Student Dismissal Time (Monday – Thursday)

Week No.	Level							
	4E	4N/5N	3E	3N	2E	2N	1E	1N
T3/Wk1	As per timetable	As per timetable	HBL	HBL	15mins <u>after</u> end of last period	15mins <u>after</u> end of last period	15mins <u>before</u> end of last period	15mins <u>before</u> end of last period
T3/Wk2			15mins <u>before</u> end of last period	15mins <u>before</u> end of last period	HBL	HBL	HBL	HBL
T3/Wk3			HBL	HBL	15mins <u>before</u> end of last period	15mins <u>before</u> end of last period	15mins <u>after</u> end of last period	15mins <u>after</u> end of last period
T3/Wk4			15mins <u>after</u> end of last period	15mins <u>after</u> end of last period	HBL	HBL	HBL	HBL

For Friday, the dismissal time is as follows:

Student Dismissal Time (Friday)

Week No.	Level							
	4E	4N/5N	3E	3N	2E	2N	1E	1N
T3/Wk1	12.55pm	12.50pm	HBL	HBL	12.45pm	12.45pm	12.40pm	12.40pm
T3/Wk2	12.50pm	12.45pm	12.40pm	12.40pm	HBL	HBL	HBL	HBL
T3/Wk3	12.55pm	12.50pm	HBL	HBL	12.45pm	12.45pm	12.40pm	12.40pm
T3/Wk4	12.50pm	12.45pm	12.40pm	12.40pm	HBL	HBL	HBL	HBL

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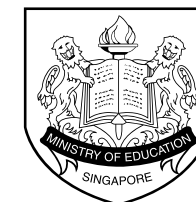
Annex B

[Parent Kit for Transitioning back to School (16 pages)]

*Jurong West
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Transitioning Back to School

It's a New Normal for Us All



Ministry of Education
SINGAPORE

Parent Kit

PART

06

Missed our
last issue?

[Click here](#) for our
previous Parent Kits



“How do I cope with the ‘new normal’ after the Circuit Breaker?
What do I need to do to prepare for it?”

Have you been asking yourself these questions?

When school starts in Term 3, your children will be moving into a new normal. The wearing of masks/face shields, not seeing some of their juniors/seniors when in school, having to maintain a safe distance from their classmates and other safe management measures will become some of the new routines for your children.

Your children will be transitioning into the new normal with both excitement and anxieties. We’ve pulled together a few tips to support you in guiding your child to take on the new normal.

Don’t worry, be steady!



Find the answers to your questions

- As parents, you may have some concerns as we approach the new school term. Your emotions affect your children.
- Before attending to your children, attend to yourself first through a better understanding and reassurance of the new normal for your children.
- Here are a few sources of information:
 - [This video](#) illustrates the safe management measures that will be put in place in schools
 - Minister of Education, Mr Ong Ye Kung addresses top concerns on Back to School arrangements [here](#)
 - [MOE FAQs page](#)



Have a “Debrief” with your children to bring closure to the Circuit Breaker experience

- **The fluidity of the COVID-19 situation has brought about many changes to our lives for the past 2 months with different experiences and responses to the situation.**
- **Revisit this journey with your children and have a conversation with them about their experiences. You can also share about your experiences. You can talk about:**
 - What changes did they have to adapt to?
 - What feelings did they experience? Why?
 - What they are grateful for?
 - What as a family, should you be grateful for? Why?
 - What are the new things they have learnt?
 - What are some things they could have done differently?
 - How has this experience made them a stronger person?
 - How can you continue the positive experiences as a family?

Have a “Debrief” with your children to bring closure to the Circuit Breaker experience

- **Share with them what you’ve learnt about/from them.**
- **Affirm your children for adapting and demonstrating the spirit of resilience.**
- **Explain to your children that Singapore will exit the Circuit Breaker and resume activities safely over three phases. Discuss with them about how the family can make adjustments (e.g. travelling safely to school, new care arrangements) to transit into the next phase.**



Get ready to embark on the phase of safe opening

- Share with your children the [arrangements for schools](#) and the [measures that would be in place](#) when school reopens in Term 3 and explain to them the importance of taking these measures seriously. This will help your children to be mentally prepared.
- There are new measures on top of those that were introduced in Term 2, as such:
 - Students and staff are required to wear masks or face shield
 - Students and staff who have adult household members who have flu-like symptoms (e.g. fever and cough), will be required to stay home.



- **Have a discussion with your children about their concerns on returning to school and how these concerns could be resolved. Remember, it is not just about the academics! Children may also have social concerns (e.g. anxiety about meeting their friends again, not being able to spend as much time with their parents).**
- **In schools, the teachers will also guide the children to put in place these measures and understand the importance of everyone playing our part and staying united to overcome COVID-19.**

**By complementing each other's efforts,
we can do more for each child in partnership
than we could do alone.**

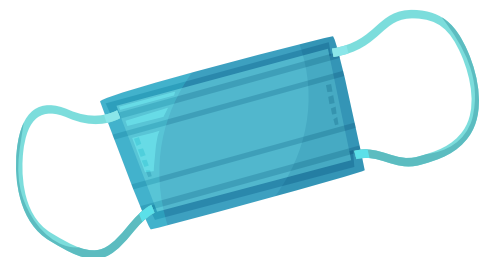


For Back to School weeks...

- Old habits take time to change and new ones might take some getting used to.
- Practising routines will help your children have a smoother transition. For younger children, here are some possible routines to practise:

For example:

Wearing of mask



When schools re-open, all our staff and students will be required to wear a mask (or face shield) when in school. Wearing a mask for an extended period of time will be uncomfortable but it is necessary to keep our children safe. Help your child slowly get used to mask wearing by practising as a family (e.g. start by putting on the mask for 30 mins each day and progressively increasing the duration).

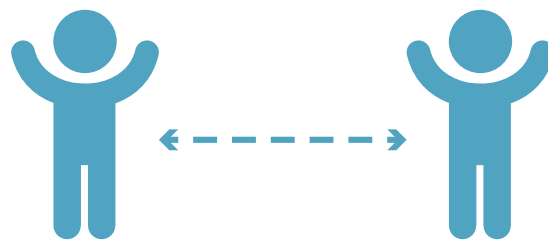
Provide a ziploc bag for them to keep their mask when they remove it for meals or PE lessons.

Hand-washing and wipe down routine



Remind and get your children to be socially responsible by continuing the habit of washing their hands regularly with soap and water and wiping down areas after use when they return to schools.

No intermingling among peers



As safe distancing would be practised when your children return to schools, remind them to follow arrangements (e.g. fixed exam-style seating in classrooms and spaced seating in canteens, and staggered arrival, dismissal and recess timings) and share why it is important to do so.

Bedtime



If your children have been going to bed late, get them to recall the usual bedtime during term time. Guide them to get back to the usual bedtime progressively by getting to bed earlier each day (e.g. adjust the bedtime by 15 – 30 mins each day).



[Click here](#) for more tips on how you and your family can get a good night's sleep.

- **For older children, discuss with them and make a list of routines that they need to start/stop/change/keep to get themselves ready for school.**

For example:

- Good habits they would like to start: Going straight home after school, minimising interactions with friends from other classes
- Unhelpful habits they would like to stop/change: Texting late into the night, spending too much time on online gaming, sharing food with their classmates
- Good habits they would like to keep: Getting enough sleep, good hygiene practices, keeping an open mind to adapt to changes



- **Help keep our schools and your children safe as you have done before the start of Full HBL:**

- Daily temperature-taking with additional visual and verbal screening will continue to be carried out for all students and staff. If your children are feeling unwell, do ensure they visit a doctor and stay home
- If there are adult household members on home quarantine/Stay Home Notice or have flu-like symptoms (e.g. fever and cough), inform the school and keep your children at home
- If your children are travelling to school using the public transport, get them to set off for school a little earlier to help thin out the arrivals
- If you are fetching your children after school, arrange to meet them further from the school gate to prevent crowding. Do remember to observe safe distancing while waiting for your children!



Staggered entry and dismissal timings will help to minimise congestion on public transport. Transport operators are also stepping up the cleaning of buses and trains, and will use anti-microbial chemical coatings on exposed surfaces. Let's all do our part too – minimise travel during peak hours, refrain from talking to one another or on our phones and maintain good personal hygiene.

For Home-Based Learning (HBL) weeks...



- **Continue the good practices you had put in place during your children's HBL by providing conducive spaces for learning and a supportive environment.**



- **Remember to take this opportunity to build your child's independence as you encourage him or her to take greater ownership of his or her learning in planning their own schedules.**



- **HBL in alternate weeks will continue to involve both online and offline modes. This adds variety to HBL activities and allows your children's learning to benefit from the full range of resources.**



- **With teachers delivering lessons in-person for levels returning to school while also supporting levels on HBL on the same day, it will be challenging for teachers to offer live lessons during HBL. Hence, please understand if HBL taps on more online (but not live) and print materials during this next phase.**



For more tips on an effective HBL experience for your children, visit the past issues of our Parent Kit on HBL [here](#).

“Adversity can produce tenacity. Adversity can produce audacity. Because we have found new ways of learning. We have surprised even ourselves.”

– Ms Liew Wei Li, Director of Schools.



Watch [this video](#), where Ms Liew speaks to a parent, and shares how teachers are looking forward to welcoming students back in school, and how many are working behind the scenes to prepare for a safe opening after the Circuit Breaker.



COVID-19 has put Singapore, families and schools in a challenging situation. It has brought about many inconveniences, but it has also been a valuable experience where we've learnt, unlearnt and relearnt as individuals, as families and as parents.

Let's build on the positive experiences and lessons learnt (e.g. greater independence and social responsibility in our children, resilience in our children and as a family, practicing gratitude, making family bonding time a habit) to journey on towards a COVID-safe Singapore! #SGUnited

Give yourself a pat on the shoulder. It has been no easy feat to balance WFH and guiding your children through HBL for the past 2 months.

On behalf of our schools, we look forward to welcoming our children back in school!



Transitioning Back to School

**It's a New Normal
for Us All**



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Parent Kits?**

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