



## JURONG WEST SECONDARY SCHOOL

61 Jurong West Street 65 Singapore 648348

Tel: 62623593 | Fax: 62623587 | Web: [www.jurongwestsec.moe.edu.sg](http://www.jurongwestsec.moe.edu.sg)

School Reference No: JWSS/2020/0254

31 March 2020

Dear parents/guardians

### IMPLEMENTATION OF HOME-BASED LEARNING DAY

1 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 staff as well as students, and to allow our students to continue learning.

2 From April 2020, all MOE schools will implement one day of Home-Based Learning (HBL) a week. This will allow us to progressively transit to a blended learning model where we can increase the number of HBL days should the need arise. This will also enable us to prepare for an extended period of HBL, so that our students can continue with their learning.

3 HBL is not new to us as in JWSS we had HBL Days once a year from 2015 to 2017 where students did not come to school and teachers designed and delivered HBL lessons according to the class timetable for the day. In 2018, HBL took a different form and became online learning for all students during the March and June Holidays. All students had to log onto the Student Learning Space (SLS) to complete packages prescribed by subject teachers and be self-directed in their learning. You would thus be reassured to know that in our school, we have a large proportion of teachers very well versed in the use of SLS for HBL which enables good provision of guidance and support for teaching and learning.

4 Our school, like all other secondary schools, will be conducting HBL on Thursdays, starting from 2 April 2020. The next HBL Day will be on Thursday, 9 April 2020 should there be no further developments. In the event that the day of HBL falls on a public holiday, your child will not need to make up for HBL on another day. **Classroom lessons will still proceed as usual on all the other days of the week, hence your child would need to be in school all other days of the week as usual.**

5 During HBL, each class will follow the class timetable for the day. HBL may be a mix of e-learning, reading textbooks / notes, completing workbooks / worksheets / assignments. Completed assignments may need to be submitted by students via different modes (e.g., email) to respective subject teachers. Specific instructions would be available on SLS.

6 Your child has been briefed and provided with the necessary instructions on how to access their HBL materials on HBL Days by his/her form teachers. Please see Annex A attached to this letter for further details on the school's HBL plans. 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 advise on alternative arrangements.



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7 The learning activities during HBL are 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 about 2 hours of screen time on the computer each HBL 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.
- A Parent Kit from MOE, *Home-Based Learning, Don't worry, be steady!* Is attached in Annex B. This Parent Kit provides further tips on how you can support your child's HBL and address some key concerns you may have.

8 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.

9 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. The Singapore Youth Festival Arts Presentation will be cancelled.

10 In school, we have been constantly advising and reminding all students to remain at home as much as possible after school and avoid spending time in public places so they can remain safe and minimise their exposure to the coronavirus. We have also shared with students productive ways in which they could spend their afternoons at home which includes doing homework and revision, engaging in simple exercises to keep healthy, helping out with household chores or simply spending quality time with family members.

Jurong West  
Secondary School



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11 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.

12 Should you require any clarification or have any further queries, please do not hesitate to contact any one of the following school personnel:

a	Your child's Form Teacher at his/her extension number or email address which can be found on our school website at <a href="https://jurongwestsec.moe.edu.sg/parents/class-form-teachers-2020">https://jurongwestsec.moe.edu.sg/parents/class-form-teachers-2020</a>
b	Ms Amanda Lee, Year Head at 6262 3593 (ext 125) or <a href="mailto:lee_si_jie_amanda@moe.edu.sg">lee_si_jie_amanda@moe.edu.sg</a>
c	Mr Rayner Goh, Head of Department, Partnership & Outreach at 6262 3593 (ext 132) or <a href="mailto:Rayner_GOH@moe.edu.sg">Rayner_GOH@moe.edu.sg</a>

13 I look forward to your continued strong support and cooperation.

14 Let us all keep safe, keep healthy and work together as one united people to overcome this challenge.

Yours sincerely

Mr Michael Muhunthan  
Principal

*Jurong West  
Secondary School*

Jurong West Secondary School  
Home-Based Learning (HBL)  
Useful Information for Parents

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## A INTRODUCTION

HBL can comprise different modes of learning such as e-learning, reading textbooks / notes, completing workbooks / worksheets / assignments and submission of work to teachers. Different subjects use different modes depending on the nature of the subject, content/skills being taught as well as needs of the students.

## B AIM

Home Based Learning (HBL) aims to ensure that students continue to be engaged in learning at home in the event of school closure. HBL will follow the scheme of work for each subject just like when students attend lessons in school so that learning continues in a coherent manner.

## C READINESS OF STUDENTS FOR HBL

All students have been briefed on HBL by their Form Teachers. The first briefing was conducted on 26 March 2020 and the second briefing was conducted on 30 March 2020. Form Teachers have also shared that students should take HBL as seriously as they would take lessons in school and adopt the right mindset and attitude towards HBL.

## D THE DESIGN AND DELIVERY OF HBL LESSONS

1. In the design of our HBL lessons, **we have ensured that learning continues in both academic and student development domains (e.g., CCE) as well as for both examinable and non-examinable** subjects. Each lesson is aligned with the respective Subject Overview so there is continuity and coherence in learning (you may refer to individual subject overviews given to all students at the beginning of the year).
2. In addition to lessons proceeding according to the timetable of the students, students will also have scheduled time with their Form Teachers via the Form Teacher Time (FTT) during HBL so that Form teachers can continue to provide the necessary reassurance, support and guidance. FTT will be done using Google Meet / Zoom and students have been briefed on this.
3. Our School Counsellors and AED (LBS) will continue to engage the relevant students online and through phone calls so that the holistic learning and development we deliver in school as well as support for students will continue during HBL.
4. **The Student Learning Space (SLS)** will serve as the main platform where students attend lessons and / or receive instructions from teachers for HBL. Teachers will continue to monitor students on their learning and check for understanding as well as provide timely feedback for the assignments given during HBL. (e.g., assignments to be submitted via email marked by teachers and returned or auto-marked quizzes via SLS etc)

5. The schedule for HBL will follow students' class timetable to ensure learning continues for every subject. However, the start time for FTT and lessons will be as follows:

	Lower Secondary	Upper Secondary
Form Teacher Time (FTT)	0800hrs – 0835hrs	0735hrs – 0800hrs
Commencement of lessons from period 1 on timetable	0835hrs onwards	0800hrs onwards

6. In doing the above, we have ensured that computer screen time takes up about 2 hours on each HBL day so you can expect your child to be doing offline work as well (eg. Reading notes, doing mind maps/concept maps etc.)

7. In supporting and guiding your child/ward with his/her HBL, here are some useful details for parents

	Description
Logging Into SLS	<ol style="list-style-type: none"> <li>1. Students should log into SLS <u>at the scheduled time</u>, and follow their timetable there on.</li> <li>2. All students have already verified their user id and password with their Form Teachers.</li> <li>3. The assignments for the day and subjects would appear on the students' workspace after login.</li> </ol>
During HBL	<ol style="list-style-type: none"> <li>4. Students are to follow their timetable accordingly for the day (eg. If period 1 is English, you should be doing English). When it is recess, students should take a break.</li> <li>5. Students will need to read instructions on each assignment <b><u>carefully</u></b> as some assignments may require students to submit their completed work via email, others via SLS.</li> <li>6. All subject teachers will be contactable. Should students face any difficulty in understanding the instructions for the lesson or need to clarify certain details, students can get in touch with the subject teacher. Should students not be able to reach the subject teacher, they can contact the school via the contact details provided in (E) below.</li> </ol>
Submission of assignments (if required)	<ol style="list-style-type: none"> <li>7. Students are to submit their assignments <b><u>by 6pm on HBL day</u></b>, unless otherwise stated.</li> <li>8. If students are submitting assignments to subject teachers via email, they will need to include their class, name and subject in the filename of the completed assignment as follows: <b>Math_Assignment2D_SandyLin_1E1</b></li> </ol>
Feedback from teachers	<ol style="list-style-type: none"> <li>9. Teachers will provide timely feedback to students directly through SLS or in the case of submission via email, his/her teacher will email the feedback directly to the student once the subject teacher has finished marking the assignment.</li> </ol>

8. Alternative arrangements have already been made for students with no access to computers/internet. Parents of these students would have already received a call from the Form Teachers.

9. We understand that there could be situations where students may have siblings in secondary schools who are also on HBL and they may be sharing computers/laptops at home. In addition to staggering the starting time, the school is also allowing students to submit any assignment by 6pm on HBL day regardless of the time of the lesson in the timetable. We hope this will allow siblings who need to share devices to take turns to access the lessons.

10. The upcoming common test and mid-year examination are not affected by the implementation of HBL at this point in time. There is no impact on tests and examinations as HBL takes place once a week (2 April and 9 April) with lessons taking place in school on all other days. The upcoming common test and mid-year examination will proceed as planned. Should there be any changes due to unforeseen circumstances, we will inform parents of any changes.

## **E SCHOOL-BASED HELPLINE AND SLS HELPDESK**

Assistance and support will be available to all students during HBL day to ensure there is no undue stress on both students and parents in terms of continuity of learning as well as engagement with Form Teachers and subject teachers.

During School Operating Hours (Weekdays 8:00 am – 4:00 pm)

Students should contact the **School-based Helpline** for SLS queries including all SLS access matters such as password reset and unlocking of accounts, as well as queries about lesson assignments. The SLS School-based Helpline Form can be located on the school website.

School-based Helpline: 6262 3593

School-based Helpline Form: <https://form.gov.sg/#!/5d6e1250d6754c0012d7ef15>

Students may also email their queries to [jwss@moe.edu.sg](mailto:jwss@moe.edu.sg) for assistance.

During Non-School Operating Hours (4:00 pm – 9:00 pm on weekdays, 9:00 am – 9:00 pm on Saturday)

Students may contact the **SLS Central Helpline** for assistance during non-school operating hours.

SLS Central Helpline: 67026513

The SLS Central Helpdesk would be closed on Sundays and Public Holidays.

Students may email the SLS Central Helpdesk at [helpdesk@sls.unity.com](mailto:helpdesk@sls.unity.com) at any time for assistance. When emailing the SLS Central Helpdesk, they should include their full name, name of school and form class.





Ministry of Education  
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# Home-Based Learning

## Don't worry, be steady!

For parents of Primary, Secondary and JC/CI students



# Debunking Myths on Home-Based Learning (HBL)

MYTH

01

**My child must spend the whole day on the computer.**

FACT

HBL can consist of one or more of the following:

- **E-learning** (e.g. online assignments through the Student Learning Space (SLS) or other online learning platforms)
- **Emails** (e.g. notes or worksheets through emails)
- **Hardcopy Assignments** (e.g. worksheets or textbooks)

Every school has a different plan, based on the needs of their students. So don't compare, ok?





**MYTH**

**02**

**I only have one internet device. It is impossible for all my children to do HBL using the same device.**

**FACT**

Each child's HBL will occupy him/her for 4 (Pri), 5 (Sec) and 6 (JC/CI) hours each day. Not all of the time will require the use of an internet device. Schools will also provide students with sufficient time to complete any online work. Teach them to take turns!

**MYTH**

**03**

**My child's learning will be affected if I do not have an internet device or access to the internet.**

**FACT**

If your child's HBL plan requires the use of a computer/device, schools can loan devices to students who need them. Schools can also assist if your child does not have internet access at home.

MYTH

04

## I have to take over the role of teaching my children at home.

FACT

You do not need to take over the role of your child's teachers. Support your child to learn independently at home.

Encourage them to ask their classmates and teachers if they do not understand their assignments. For younger children, you may need to supervise them to some extent e.g. provide reminders and ensure that they are on task, but allow them to attempt the assignments on their own. We also encourage parents to read recreationally with, and to your child.

The key is to continue the momentum of learning!



**MYTH**

**05**

## **Schools will be closed during HBL days.**

**FACT**

Most teachers will work from home and there will be teachers who can assist your child online.

There will be teachers in school in case a few students need computer access or other support.

If you know of a parent who needs assistance, let them know they can approach their child's school.



**Have more questions?**

**[Click here.](#)**

**?**



# Here are some quick tips to support your child in **Primary** School:

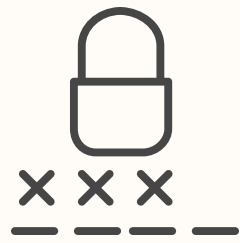
## TIP

## Get ready together

# 01

Set up an area conducive for learning, such as at the dining table or study desk. This should not be where your child sleeps!

Check that your child has the necessary resources, such as:



### **Passwords and Login IDs**

Access the online portals that the school will be using (e.g. SLS) with your child, and get them to note down their login details.



### **The HBL timetable and relevant materials**

Ensure that your child knows the schedule and brings the materials home the day before.



### **Point of contact for HBL queries**

Teachers will inform your child about their preferred mode of communication - they are not required to share their mobile numbers.

Arrange the materials by subjects in the study area for easy access.

**TIP**

## Establish a structure together

**02**

Unlike in school, an adult may not always be present to supervise your child. It is important to work out a routine with them on:



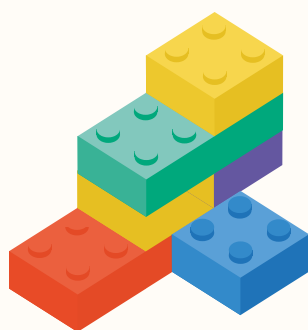
**Study, meal, rest timings**



**"School" time**  
(e.g. change out of pyjamas before starting HBL)



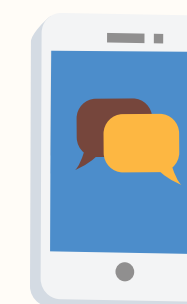
**"Recess" time**  
(e.g. healthy, balanced diets)



**Recreation time**  
(e.g. 15 mins after completing each subject)



**Recreational activities at home**  
(e.g. reading story books, craft work, exercise)



**Recreational activities online**  
(e.g. decide how much time he/she should spend online, establish boundaries such as not chatting with strangers)

## TIP

# Have regular check-ins

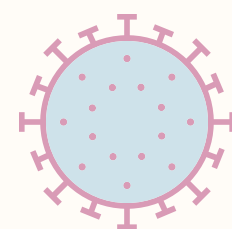
# 03

At the end of the day, have a conversation with your child about his/her experience. You can talk about:



### The HBL experience

- How was his/her day?
- What did he/she learn?
- Was it difficult/manageable?
- Would he/she need to tweak the learning area/routine?
- What other support would he/she require?



### The COVID-19 situation

- How does he/she feel about the current situation with COVID-19?
- How is he/she feeling about being away from his/her friends?
- Does he/she have any questions about COVID-19? It is ok if you don't have the answers - look for the answers and learn together!
- Affirm him/her for adapting and showing the spirit of resilience.



**TIP**

## **Plan ahead**

**04**

Working parents should take this time to think about alternative childcare arrangements should the situation change and the number of days for HBL is increased.



**Continue on for differentiated tips if your child is in Secondary School, JC/CI!**

**Want more Parent Kits? Click [here](#) to tell us what you'd like to know – about HBL and beyond!**





# Here are some quick tips to support your child in **Secondary School, JC/CI:**

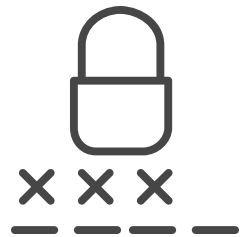
## TIP

## Guide your child to get ready

# 01

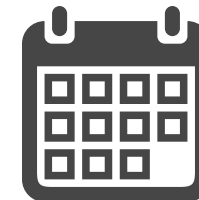
Set up an area conducive for learning, such as at the dining table or study desk. This should not be where your child sleeps!

Make sure your child is familiar with and has the following:



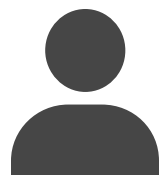
### **Passwords and Login IDs**

Access to the online portals that the school will be using (e.g. SLS), and he/she has taken note of the login details.



### **The HBL timetable and relevant materials**

Check that your child knows the schedule and has the materials he/she needs to complete his/her work.



### **Point of contact for HBL queries**

Teachers will inform your child about their preferred mode of communication - they are not required to share their mobile numbers.

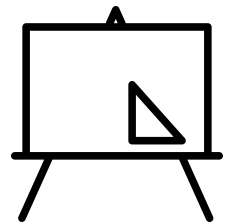
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TIP

# Guide your child to get ready

01

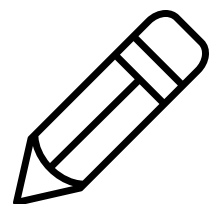
Make sure your child has access to the following tools:



**Digital tools available on different platforms** (e.g. annotation function on SLS, whiteboard function on Zoom)



**Digital shortcuts** (e.g. use bookmark or folders for electronic learning materials for easy access)



**Note-taking techniques** (e.g. make notes, list questions that arise during HBL and organise them by subjects for clarification back in school or over e-consultation with teachers)

**TIP**

## Agree on a structure

**02**

Unlike in school, an adult may not always be present to supervise your child. It is important to establish a routine with them on:



**Study, meal, rest timings**



**"School" time**  
(e.g. change out of pyjamas before starting HBL)



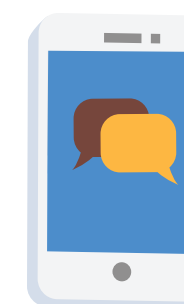
**"Recess" time**  
(e.g. healthy, balanced diets)



**Recreation time**  
(e.g. 15 mins after completing each subject)



**Recreational activities at home**  
(e.g. reading story books, craft work, exercise)



**Recreational activities online**  
(e.g. decide how much time he/she should spend online, behave responsibly online)

**TIP**

## Have regular check-ins

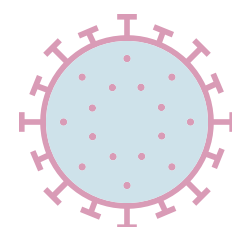
**03**

At the end of the day, have a conversation with your child about his/her experience. You can talk about:



### **The HBL experience**

- How was his/her day?
- What did he/she learn?
- Was it difficult/manageable?
- Would he/she need to tweak the learning area/routine?
- What other support would he/she require?
- Any queries that he/she may wish to speak to the teachers on but not sure how to go about doing it?



### **The COVID-19 situation**

- How does he/she feel about the current situation with COVID-19?
- How is he/she feeling about being away from his/her friends?
- Does he/she have any questions about COVID-19? It is ok if you don't have the answers - look for the answers and learn together!
- Affirm him/her for adapting and showing the spirit of resilience.

**TIP**

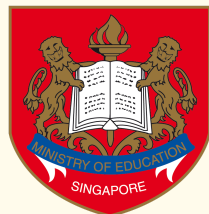
## **Remind your child to stay at home**

**04**

For working parents, do remind your child to stay at home, so that he/she can remain safe, minimise any exposure to the coronavirus and practise social responsibility. Specifically:

- Remain at home as much as possible
- Minimise visitors to the house
- Minimise time spent in public places and contact with others
- Monitor his/her health and temperature
- Follow his/her HBL plan closely to continue with learning





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SINGAPORE

# Home-Based Learning

## Don't worry, be steady!

We are starting with one day of HBL a week, to allow our students and parents to be better prepared for more days of HBL, should the situation call for it.

We hope that the tips would come in useful in supporting you to guide your child.

**Want more Parent Kits? Click [here](#) to tell us what you'd like to know – about HBL and beyond!**

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