



JURONG WEST SECONDARY SCHOOL

61 Jurong West Street 65 Singapore 648348

Tel: 62623593 | Fax: 62623587 | Web: www.jurongwestsec.moe.edu.sg

School Reference Number: JWSS/2020/0268

6 April 2020

Dear parents

IMPLEMENTATION OF FULL HOME-BASED LEARNING (8 April – 4 May 2020)

1. 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 full Home-Based Learning (HBL) till 4 May 2020.**

2. Our school, like all other secondary schools, will be shifting to full HBL from 8 April 2020 to 4 May 2020. During the period of full HBL, our school will provide instructions and support for your child to access a range of both online and hardcopy HBL resources so that learning can continue.

3. During HBL, each class will follow their respective class timetable for the day and start each day with Form Teacher Time (FTT) where their Form Teachers will take attendance and check in on the students' well-being. The HBL lesson for each subject 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., via SLS, email etc) to respective subject teachers.

4. Student and parents would be able to access two HBL related documents (customised according to class) on the school website (<https://jurongwestsec.moe.edu.sg/highlights/hbl-guide>) as follows:

a	Daily Guide to HBL Lessons	To provide students and parents with details on the lessons for each day during the HBL period including assignments, assessments, submission, feedback and remediation (if any)
b	Weekly Overview of HBL Lessons	To provide students and parents with a weekly overview of lessons for the week so that students can consolidate their learning and plan their time well whilst parents can monitor as well as support the learning

Students and parents can access the two documents from the school website according to the schedule shown below:

HBL Week	Dates	Date & Time students and parents can access the Daily Guides & Weekly Overviews on the school website
Week 1	For 08 April – 09 April	on 07 April after 6pm
Week 2	For 13 April – 17 April	on 12 April after 6pm
Week 3	For 20 April – 24 April	on 19 April after 6pm
Week 4	For 27 April – 04 May	on 26 April after 6pm



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5. Your child/ward will be briefed by his/her Form Teacher during FTT on 7 April 2020 and will be provided with the necessary instructions for full HBL as well as advised to take HBL as seriously as they would take lessons in school. You may wish to support your child by providing a conducive environment at home through:

- 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.

6. If your child needs learning or emotional support, he/she can approach any one of his/her teachers and other school personnel such as our allied educators and school counsellors, who will continue to work from home or from school. Your child's form teachers as well as subject teachers will also be in regular contact with you and your child.

7. The school-based Mid-Year Examination and Common Test will be cancelled. However, national examinations, including the mid-year GCE O-Level Mother Tongue Language Examinations in June, Year-End school-based Examinations and Year-End GCE O-Level Examinations will proceed as planned and with the necessary precautionary measures in place.

8. Our teachers will continue to monitor the progress of your child through assignments and unweighted assessments which would be marked and returned to students. These may be done online via SLS or emails. Subject teachers would also conduct online remediation as well as consultation.

Details of the remediation and consultation sessions for identified students who will be informed by respective subject teachers are as follows:

Level	Details
Secondary 1 – 3	Monday – Friday from 2:25pm onwards Subject teachers will arrange with identified students
Secondary 4 & 5	Monday – Friday from 2:25pm onwards To follow the structured remedial schedule sent out previously



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9. To continue to keep students engaged in CCA experiences which they are very passionate about as well as connected to their CCA mates, the school has scheduled short online CCA sessions for Secondary 1 – 3 students as follows:

Day	Time	Conducted by	Instructions to students
Mondays	3:45pm – 4.15pm	CCA Teachers	By CCA Teacher I/C

10. Please ensure that your child stays at home during HBL 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.

11. We plan to resume classes on 5 May 2020. MOE will continue to closely monitor the COVID-19 situation 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.

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 https://jurongwestsec.moe.edu.sg/parents/class-form-teachers-2020
b.	Ms Amanda Lee, Year Head at 6262 3593 (ext 125) or lee_si_jie_amanda@moe.edu.sg
c.	Mr Rayner Goh, Head of Department, Partnership & Outreach at 6262 3593 (ext 132) or Rayner_GOH@moe.edu.sg

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*