



# Convent of the Holy Infant Jesus (Katong) Primary

*Our Vision – From Girls to Women of Grace and Substance*

24 June 2021

Dear P3 Parents/Guardians,

As announced by Ministry of Education on 14 June 2021, to ease into full resumption of school when Term 3 begins, only Primary 4 to Primary 6 students will return to school. Primary 1 to Primary 3 students will be on Home Based Learning (HBL) for the first week from Monday 28 June to Friday 2 July 2021.

For this upcoming HBL, our Primary 3 students will follow the schedule (see below) with a daily check-in via ZOOM at **8.30am**. The respective Form Teachers will send via Parents Gateway (PG) the collated daily class timetable with the ZOOM meeting IDs and passcodes for the subjects. In the event that your daughter encounters any difficulties, you may contact the school at 63443072 for assistance.

<b>P3 HBL TIMETABLE (28 JUNE – 2 JULY 2021)</b>						
<b>DAY/DATE</b>	<b>8.30AM</b>	<b>9.00AM</b>	<b>10.00AM</b>	<b>11.00AM</b>	<b>11.30AM</b>	<b>12.30PM</b>
<b>MON</b> 28 June	CHECK IN	ENGLISH	MATH	<b>BREAK</b>	MTL	ART
<b>TUES</b> 29 June	CHECK IN FTGP	ENGLISH	MATH		MTL	SCIENCE
<b>WED</b> 30 June	CHECK IN	ENGLISH	MATH		MTL	PE MUSIC
<b>THURS</b> 1 July	CHECK IN	ENGLISH	MATH		MTL	SCIENCE
<b>FRI</b> 2 July	CHECK IN	ENGLISH	MATH		MTL	SCIENCE

**FTGP** : Form Teacher Guidance Period

**MTL** : Mother Tongue Language

**PE** : Physical Education

## **Safety and Security of E-Learning Platforms**

Teachers have put in place multiple measures to prevent uninvited participants from entering the ZOOM platform. Some of these measures include:

- *Password protection of sessions*
- *Identification of participants before admission to the session*

## **Support for Teacher-Student Live Interaction Sessions**

Your daughter's subject teachers will be conducting a live lesson or interaction sessions via ZOOM on HBL days. The timings of the live sessions will be collated on the daily class timetable. To support the sessions, your child should prepare the following:

- *Headphones/earphones*
- *Microphone*
- *Web camera*

## **Live Session Etiquette**

During live sessions, your daughter should also observe the following etiquette:

- *Log on **5 minutes** before the specified time*
- ***Join with video** turned on and **microphone muted***
- *Display a clear background*
- *Be presentable in appearance*
- *Face should be clearly visible and not partially covered*
- *Use the chat function to ask questions or seek clarifications only*
- *Avoid eating on screen*

## **Recording of Live Sessions**

Please note that live sessions may be **recorded** by the subject teachers to support other students who are unable to join in at the specified time. However, personal recording of the sessions are strictly prohibited.

Please advise other members of the household to be mindful of their behaviour while your daughter is in a live session.

## **Conducive Learning Environment**

Please provide a conducive learning environment for your daughter to participate actively in the HBL activities.

- *Sufficient space on the table for both learning device and other materials*
- *A comfortable chair*
- *A quiet environment*
- *A well-lit and ventilated area*

Thank you for working in partnership with the school in the development of your daughter.

Stay Safe!

Warm regards,

Mrs Tracey Hoa  
Year Head (Middle Primary)

This is a computer generated letter. No signature is required.