



COMMONWEALTH SECONDARY SCHOOL
Nurturing Champions of Today and Leaders of Tomorrow

Instructions for Full Home Based Learning (FHBL) (Updated 17 May 2021)

1. These instructions are for students of Commonwealth Secondary School.

Lines of Communications

2. MOE has announced that schools will transit to FHBL between Wednesday, 19 May 2021 and Friday, 28 May 2021.
3. Instructions for FHBL would be given via MS Teams. Read these instructions carefully and clarify your doubts with your Champion Mentor via MS Teams Chat or email.
4. Students who require additional support not related to learning should contact your Champion Mentors/Subject Teachers via established channels, e.g. MS Teams Chat, Email, WhatsApp or SMS.
5. The school would be sending updates to parents via Parents' Gateway and SMS. Parents are encouraged to onboard Parents' Gateway for more timely information.

General Conduct of FHBL

6. The schedule of FHBL will follow the existing, regular school timetable for each class and may take the following forms:
 - a. Synchronous lesson where a "Live" lesson would be conducted and students are expected to participate actively and attendance will be marked;
 - b. Asynchronous lesson where a pre-recorded lesson is uploaded and students are expected to submit a piece of work in a given time;
 - c. Independent Work where students are assigned a piece of work to be completed independently or as part of a group in a given time; and
 - d. Independent Study where students are assigned a given amount of time to revise previously taught concepts on their own.
 - e. Online collaborative learning where students have to work/ discuss with their classmates to complete assigned tasks collaboratively within a specific time
7. The school has made arrangements to deliver FHBL via varied platforms. Your teachers will inform you of which platforms their lessons will be conducted in. These platforms include:
 - a. MS Teams;
 - b. Zoom (for Secondary 4 and 5 Students only);
 - c. Google Classroom; and
 - d. Student Learning Space.
8. Students would be able to access these platforms via their Personal Learning Devices or their mobile devices.

9. FHBL will **NOT** require students to be using their PLD or mobile devices for an extended period of time. The school will ensure that the types of lessons are appropriately spaced apart to ensure students' eye health is looked after.

General Expectations

10. The school views FHBL as a continuation of schooling during a period of disruption. As with normal school days, students are expected to exhibit good study/work ethics according to the school code of conduct. These include, but not limited to, the following:

- a. Attend all lessons punctually and to complete tasks assigned to them responsibly by deadlines; and
- b. If the FHBL takes the form of synchronous lesson with teachers/students from school, our home-based students must be in school-based attire (eg: school/cca/class-based T-shirts or uniform) and not study in bed. Exception is given to students who are hospitalised.

11. Just as how personal and social responsibility goes a long way in the dealing with the spread of COVID-19, the school expects her students to remain responsible for their own learning during the period of FHBL. In addition to the regulations in the student handbook with regard to responsible online behaviour, the school expects students to:

- a. Remain contactable throughout the FHBL duration;
- b. Respond to emails and messages from the school and teachers promptly, if necessary;
- c. Be collectively responsible to classmates by reminding each other of scheduled lessons and work assigned/due; and
- d. Be self-directed in taking charge of your own learning.

Other Matters

12. The General Office (GO) would remain open and staffed during office hours, even in the event of school closure. Students are to contact the GO as a last resort after attempts to contact your teachers are unsuccessful.

13. Additional support structures e.g. IT Help Desk, will be put in place at different points to help support FHBL. The details of these support structures will be sent via your school email account and MS Teams.