



**COMMONWEALTH SECONDARY SCHOOL**  
**Nurturing Champions of Today and Leaders of Tomorrow**

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**Instructions for Home Based Learning (HBL) (Updated 19 March 2020)**

1. These instructions are for students of Commonwealth Secondary School who are unable to attend regular lessons in school due to the COVID-19 outbreak.

**Lines of Communications**

2. Students issued with Stay at Home Notice (SHN) and Home Quarantine Order (HQO) must inform their Champion Mentors as soon as possible. This will facilitate the arranging of support for home based learning.

3. In the event of a school closure, students will be informed via their Champion Mentors in the first instance. An official email from the school will be sent to your school email account with details on the conduct of home based learning.

4. An email with specific instructions for HBL will be sent to your school email account at the start of the HBL duration. Read these instructions carefully and clarify your doubts with your Champion Mentor via WhatsApp or email.

5. Students who require additional support not related to learning should contact your Champion Mentors/Subject Teachers via established channels, e.g. Email, WhatsApp or SMS.

6. 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 HBL**

7. The schedule of HBL 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

8. The school has made arrangements to deliver HBL via varied platforms. Your teachers will inform you of which platforms their lessons will be conducted in. These platforms include:

- a. Zoom;
- b. Google Classroom; and
- c. Student Learning Space.

9. Students would be able to access these platforms via their Personal Learning Devices or their mobile devices.

10. HBL 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**

11. The school views HBL 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 HBL 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.

12. 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 HBL. 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 HBL 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**

13. 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.

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

15. Students will be expected to report to school immediately after the duration of the HBL. Further instructions will be sent via the school email account (for students) and parents' gateway as well as SMS (for parents).