

# Home-Based Learning(HBL) @ Bukit Timah Primary School



# Preparation

In preparation for the HBL, students are to ensure the following :

1. Refer to the HBL lesson instruction/plan on the school's HBL website <https://bukittimahpri-moe-edu-sg-admin.cwp.sg/information-for-parents/home-based-learning>
2. Students are able to log in to the Student Learning Space (SLS)
3. Students have access to a mobile device with internet connectivity.
4. Provision will be made for students who do not have the above.

# 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)
- Hardcopy Assignments (e.g. worksheets, workbook or practice papers)
- Reading from textbooks
- Drawing an art piece



# HBL can includes :

Academic and non-academic subjects like Art, Physical Education, Music and PAL. In BTPS, we have include a short quiz on student well-being to enable the form and co-form teachers to monitor the students' well-being on HBL day.

## Duration of HBL :

4 hours of HBL with maximum 2 hours of online learning

# HBL Schedule

- HBL schedule will be published on the school website

<https://bukittimahpri-moe-edu-sg-admin.cwp.sg/information-for-parents/home-based-learning>

- HBL schedule may vary from week to week to ensure your child becomes familiar with HBL for most of his/her subjects.

# Support for HBL

## **School Operating Hours**

- During school operating hours, 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.
- School-based Helpline: 64662863 or email [lee\\_weng\\_philip\\_james@schools.gov.sg](mailto:lee_weng_philip_james@schools.gov.sg)
- Mondays - Fridays: 8:00 am - 4:00 pm

## **Non- School Operating Hours**

- Outside the school operating hours, students should contact the SLS Helpdesk for support. (Closed on Sundays & Public Holidays)
- Call SLS Helpdesk at 6702 6513
- Mondays - Fridays: 4:00 pm - 9:00 pm
- Saturdays: 9:00 am - 3:00 pm
- Email SLS Helpdesk at [helpdesk@sls.ufinity.com](mailto:helpdesk@sls.ufinity.com)
- When emailing the SLS Helpdesk, students should include their full name, name of school and form class.

# Students' Responsibilities During HBL

- Manage time well to meet timelines and due dates . Pupils should try to complete all HBL assignments on that day itself. However for pupils who are unable to complete all the assignments due to valid reasons, they are given two more days to complete the assignments.
- Identifying a safe and quiet space in your home where you can learn effectively
- Communicate proactively with your teachers and approach classmates and teachers if you need help.
- Collaborate with and support each other in their learning
- Eat healthily, exercise regularly and have enough sleep
- Adopt safe Internet practices and limit distractions



# Here are some ways that parents can support their children during HBL

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

- Passwords and Login IDs, the HBL schedule and relevant materials
- Set up a study area and limit distractions at home
- Set regular meal times and limit unhealthy snacks
- Encourage regular exercise
- Set expectations on Internet and social media use.
- Remind your child on safe Internet use and respectful interactions
- Check in and communicate regularly with your child at home



# Ethics and responsible use of video conferencing platforms

- Students are expected to conduct themselves in the same manner as in a face-to-face classroom interaction
- The following slides outline the expectations of virtual meetings



# Setting a conducive environment for learning

- Dress appropriately for the conferencing session. Put on the school T-shirt and ensure that your hair is tidy.
- Hold the conferencing session in a room away from family activities so as to reduce noise distraction.
- Ensure that the room has good lighting.
- Take video calls from your desk
- Sitting posture /No lying on the couch with laptop on chest / stomach
- Test your headphones, microphone, and camera to make sure the class can hear and see you
- You are required to sit through the session. Please use the toilet before the start of the session to minimise movement

# Online Classroom Rules

1. Be punctual
2. Be respectful
  - Keep your microphone muted
  - Raise your hand (in Zoom) and wait for the teacher before unmuting your microphone if you have something to say
  - Look at the camera to make eye contact when talking
  - Participate actively in all activities

