

30 March 2020

Dear Parents/Guardians,

Home-Based Learning

1. In light of the developing COVID-19 situation in Singapore, we have put in place strict precautionary measures over the past two months to keep our school a safe environment for our students, and to allow our students to continue learning.
2. From April 2020, all MOE schools will implement one day of Home-Based Learning (HBL) a week. This will help us prepare for an extended period of HBL should the need arise, so that our students can continue with their learning. **Catholic Junior College (CJC) will be conducting HBL on Fridays, starting from 3 Apr 2020 (Fri).** In the event that the day of HBL falls on a public holiday (eg. 10th April which is Good Friday), your child/ward will not need to make up for HBL on another day. **Classroom lessons will still proceed as usual on the other days of the week.**
3. During these HBL days, your child/ward is expected to stay at home and follow his/her normal timetable on Fridays as a routine. A HBL Class Timetable Summary and Subject Lesson details for lessons for each HBL day will be made available on Student Learning Space (SLS) to all students at least 2 days before the HBL day. Your child/ward will receive further instructions from his/her Home Tutor and Subject Tutors regarding access to the learning materials.
4. The learning activities will be designed to allow students to complete them independently. We encourage you to support your child/ward by providing a conducive environment for learning at home. You could also support by
 - Reminding your child/ward to keep to the schedule and to follow closely the lesson instructions including completing assigned homework.
 - Encouraging your child/ward 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.
5. Your child/ward has been advised to check and confirm his/her access to SLS before Friday to ensure HBL is conducted smoothly. Should your child/ward be unable to access SLS, he/she can refer to the attached guide *Support for Students on SLS* for further instructions. If your child/ward requires additional support for HBL such as access to digital devices or internet connection, please alert his/her Home Tutor, who will be able to advise on alternative arrangements.
6. During HBL days, your child's/ward's Home Tutor will be checking in with the class at the start of the morning's time table by 8.40am. Your child/ward should remain contactable by the College/Subject Tutors. Please ensure that your child/ward stays at home 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 Home Tutor if he/she displays any fever or flu-like symptoms and is given an MC.

7. Co-Curricular Activities will remain suspended for the rest of Term 2. External activities and those that involve mingling of students across schools – Learning Journeys, outdoor learning activities and the National School Games – will also remain suspended for the rest of Term 2. The Singapore Youth Festival Arts Presentation will be cancelled.

8. MOE is monitoring the situation closely and we will update you should there be any changes to the precautionary measures that we are implementing. We urge parents to rely on official sources of information and not to circulate any unconfirmed information. For further tips on guiding your child/ward in setting goals and reinforcing cyber wellness, refer to the Resilience Boosters at <https://go.gov.sg/selresforparents> and <https://ictconnection.moe.edu.sg/cyber-wellness/for-parents>.

9. If you have any further queries, please contact your child/ward's Home Tutor or Subject Tutor or contact the General Office at 62524083/4 or email catholic_jc@moe.edu.sg.

10. Thank you for your support.

With warm regards,



Mrs Phyllis Lim
Principal



Catholic Junior College

Support for Students on SLS-related Technical Matters

- Home-based lessons and assignments will be uploaded to SLS or as advised by your tutor.
- SLS-related technical matters include:
 - Password reset
 - Unlocking of account
 - Queries on lesson assignments, please visit school website and/or seek clarification from your tutor
- Format (Username) to login to SLS

First 5 characters of your name in NRIC +
Last 5 characters of your NRIC

Eg:
Name: **Christopher Tan Yi Ming**
NRIC: T123**4567X**
Username chris4567X

Key in your password

- Support for students on SLS-related technical matters:

1. Self-reset password

- You can do a self-reset for your SLS password if you had previously set a verified password reset email address in SLS.

If you have forgotten your password, please do a password reset now

Enter username
First 5 characters of your name in NRIC + Last 5 characters of your NRIC

An email with the password reset link will be sent to your email address.
Click the reset password link in the email.

2. School-based channels (Home Tutor/Subject Tutor)

- You can approach your HT to reset your password if you are not able to do a self-reset. Do note that your HT is not able to unlock/activate your SLS account. To do so, you will need to approach a SLS Administrator for assistance (see point below).

3. School-based channels (SLS Administrator)

- For password reset and/or to unlock SLS account, you can also approach a SLS Administrator for assistance.
- To do so, scan the QR code below to request for school's SLS Administrator's help to reset.



<http://go.gov.sg/reset>

- Password reset is only available from Mon-Fri 8am-4pm. Request sent after 4pm will be reset on the next working day.
- The new password will be sent to you via the email address keyed in the form after you scan the QR code.
- Please refrain from submitting multiple requests while your initial request is being processed.

4. SLS Central Helpline/Helpdesk (outside school-based operating hours 8am-4pm)

- For assistance outside the school operating hours, please contact
 - ✓ SLS Helpdesk: 6702 6513
 - Mondays - Fridays: 4:00 pm - 9:00 pm
 - Saturdays: 9:00 am - 9:00 pm
 - *Closed on Sundays & Public Holidays
 - ✓ Alternatively, students can email the SLS Helpdesk helpdesk@sls.ufinity.com at any time for assistance. When emailing the SLS Helpdesk, they should include their full name, name of school and form class.