



QUEENSWAY SECONDARY SCHOOL

• Address: 2A Margaret Drive, Singapore 149295 • Office: 6474 1421 • Fax: 6479 1302 • Email: qss@moe.edu.sg

17 May 2021

Dear Parents/Guardians,

How fast events have moved! I sent you a letter in the afternoon sharing with you processes we would take these next 2 weeks but by 8 pm last night, MOE has made the decision to have all students in schools go onto Home-Based Learning (HBL). This move is to reduce movement of students and the emphasis is that they stay at home and do not leave their homes to meet with friends.

Thankfully, we had your support in placing orders for your child's/ward's Chromebook quickly and we were able to secure the on-boarding for all our students last month. This makes HBL easier to facilitate for all our Sec 1-3 students. Also, we have intensified the use of Student Learning Space (SLS) with our graduating cohort and they would be very familiar with how they can also do HBL as we have been through this process last year.

School Loan of Learning Device & Internet Connectivity

To support our graduating students who do not have a learning device to use from home, I have asked students this morning to inform their Class mentors (CMs) about it. We will issue these students with a learning device tomorrow after school ends. Students will have to take responsibility of the device and will have to make good if the device is lost or damaged due to negligence. Similarly, students without internet connectivity have been told to inform their CMs. We will make the necessary arrangements for these students.

Briefing for Students on HBL

Tomorrow morning, we will conduct a briefing for all our students on HBL processes. We will also be stressing on the "DOs" and "DON'Ts" when using their devices for lessons. We expect students to be respectful and responsible especially of their teachers and classmates, just as we would expect of them when they are in school.

Timetable Schedule

Students will follow the timetable that they have for the next 2 weeks. They will be given a timetable with certain lessons highlighted in "Yellow". These are synchronized lessons, which require students to login to the lesson and teachers will be conducting the lesson virtually. These lessons will allow teacher and students to interact and stay engaged.

About the subject matter being taught. The other lessons will be asynchronized, meaning students will be assigned materials to read, complete and to be submitted to their teachers. Teachers will mark the work, provide feedback and returned the marked work back to students.

The timetable will be sent to students via SLS and parents/guardians will receive the timetable via PG. Your child/ward should be responsible to keep track of the type of lessons he/she has.

Timetable Schedule for Students taking GCE O-Level Mother Tongue

As the GCE O-Level Mother Tongue will continue as planned, we will have our Mother Tongue Intensive Programme as planned for our students starting from Wednesday, 19 May 2021. Students will have their regular lessons till 1.15 pm followed by a lunch break. The programme will be from 2 pm to 4.30 pm



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Sec 2 & 4/5 Checking of Examination Scripts

As the examinations are still ongoing today, marking of the scripts have not been completed. For a more meaningful process, we will conduct the script checking with students when they return to school in Semester 2. The graduating students taking their O-level Mother Tongue will go through their scripts as they are preparing for the national examinations when the school holidays begin.

Student's Result Slips

All students will receive their result slips through their SLS account by Thursday, 27 May. This will also allow parents/guardians to have meaningful conversations with your child's/ward's teachers during the Parent Teacher Meeting (PTM) scheduled for 28 May. Some of you may have concerns that there could be mark changes during the script checking process. These are generally few in number, and if there are such changes to be done, it will be done in Semester 2. These students will receive a fresh report slip after the amendments are made. Do note that these scanned result slips will not be signed but serve the purpose for the PTM. The signed copies will be issued in Semester 2, and we will require you to sign them.

Parent Teacher Meeting (PTM) – Friday, 28 May 2021

As your child/ward will be at home, and you may be at home too, taking guidance from the national posture to work from home if possible, we will change our time for PTM on that day. We will conduct the sessions between 9 am to 4 pm instead. This will allow us to accommodate more parents/guardians for the session. We will be sending invitation letters to parents/guardians for you to book an appointment with the teachers. Each slot will be 15 minutes.

Sign-up for MyLibrary ID

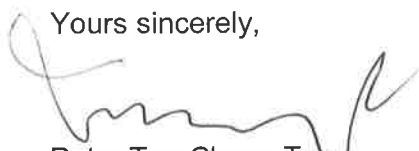
To enhance our students' access to reading materials, we seek your assistance in helping your child/ward to either sign up for or to retrieve their MyLibrary User ID and Password from the National Library Board. Please refer to the annex attached. This will allow students to borrow and read e-books, magazines, audiobooks and periodicals from the National Library's collection. If you have any concerns or challenges with the sign-up, please contact Mr Makoto Kawaguchi, Level Head/English, at makoto_kawaguchi@schools.gov.sg.

Conclusion

These are challenging times. Some of our students come from homes that are financially challenged. We will continue to work with our community partners to seek their support in providing support in kind, such as grocery items and household necessities for those in greater need. We will reach out to these families should there be the possibility of these provisions.

Meanwhile, I wish all parents/guardians and our students and staff good health as we all take responsible actions to stay safe, using our face masks properly and for this period of time, stay home as much as possible.

Yours sincerely,



Peter Tan Chong Tze
Principal



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Instructions for MyLibrary ID

Scenario 1: My child/ward already has a MyLibrary ID and is actively borrowing and reading e-books from the National Library.

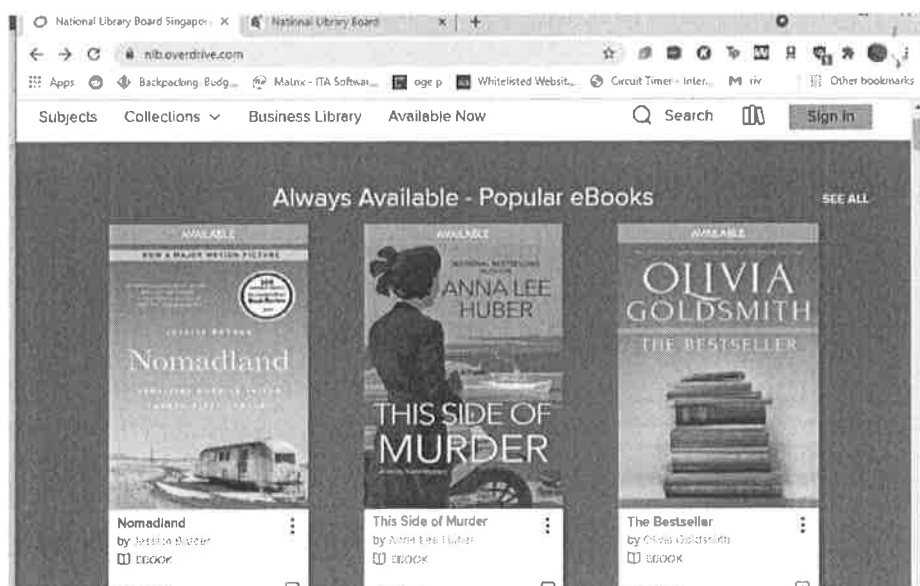
1. Visit <http://nlb.overdrive.com> on your child's/ward's Chromebook.
2. Click 'Sign In' in the top right hand corner and sign in with his/her MyLibrary ID and password.
3. If this has been keyed in correctly, you will be redirected back to the main NLB OverDrive page.
4. Ensure your child/ward remembers his/her MyLibrary ID and password.

Scenario 2: My child/ward has previously signed up for a MyLibrary ID, but has forgotten it or his/her password.

1. Visit <http://nlb.overdrive.com> on your child's/ward's Chromebook.
2. Click Sign In at the top right-hand corner of the page.
3. On the next page, click 'UserID help', and then 'Use NRIC/FIN'.
4. Key in your child's/ward's NRIC/FIN and date of birth. Then, retrieve the One-Time Password that is sent to the linked mobile phone number / email.
5. Take note of the MyLibrary ID. You may also reset your child's/ward's password.
6. Login using the steps shown in Scenario 1 above.

Scenario 3: My child/ward does not have a MyLibrary ID.

1. Visit <http://nlb.overdrive.com> on your child's/ward's Chromebook.
2. Click Sign In at the top right-hand corner of the page.
3. On the next page, click 'UserID help', and then 'Use NRIC/FIN'.
4. Key in your child's/ward's NRIC/FIN and date of birth.
5. You will be prompted to fill in a form. The email address can be your child's/ward's username@students.edu.sg address. They can choose any username they wish that is easy to remember. They will also be prompted to provide a mobile phone number for a one-time password to be sent for security verification.
6. Once the account is set up, follow the instructions in Scenario 1 above.



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