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## INTRODUCTION TO GOOGLE MEET

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### STEP 1:Login to SLS account, the Google Meet 2020 is under "New Assignment".

Click the assignment continue to next page.

			Find Assignments	Q
Assigned	In Progress	Completed		
📝 New Assignment				
1B Google Meet 2020 1B Google Meet 2020 Started on 27 Mar due on 31 Dec				
	No Assignments		No Assignments	



#### **STEP 2: Click "START" button continue to next page.**

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#### STEP 3: Click the URL link to start Google Meet.

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#### STEP 4: Click "Allow" in the browser pop-up





#### STEP 5: Click "Allow" to enable use of device microphone and camera





#### STEP 6: Click "Join now"





#### STEP 7: Wait for other participants to join the group

Ensure that you device speakers are switched on and enable your webcam.





#### STEP 8: End the meeting

Click on the "Leave call button to end the meeting.





## EXPECTATIONS OF THE PUPILS DURING THE HBL

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### **Netiquette Pupils during the Home Based Learning(HBL)**

- Identify a safe and quiet space in your home where you can work effectively
- Seek permission from your parents/guardians when you are using the computer
- Be properly attired during at all times during your HBL
- Follow the time schedule given closely for your HBL
- Check for daily announcements/feedback from teachers in SLS homepage
- Have a positive mind set when learning
- Treat everyone online with respect

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#### Provide support for your children by:

- Establishing routines and expectations.
- Define a space for your child to work in.
- Monitor communications from teachers.
- Begin and ending each day with a check-in.
- Take an active role in helping your children process their learning.
- Encourage physical activity and/or exercise.
- Check in with your child regularly to help them manage stress.
- Monitor how much time your child is spending online.
- Keep your children social, but set rules around their social media interactions.



Provide support for your children by: Establishing routines and expectations

- TKPS will provide your child with a schedule or timetable for their learning. This will include regular breaks for rest. During the breaks, it is important that your child get up and move around.
- From the first day, you will need to establish routines and expectations. You should use the timetable or schedule provided by TKPS to set regular hours for school work.
- Keep normal bedtime routines for your child.
- It is important that you set these expectations as soon as Home-Based Learning (HBL) is implemented.



Provide support for your children by: Setting up a learning environment

- Try to create a quiet and comfortable learning space.
- A space/location for Home-Based Learning (HBL) should be a family space, not in a bedroom. It should be a place that can be quiet at times and have a strong wireless internet signal, if possible.
- Above all, it should be a space where you or another adult is present and can monitor your child's learning.



Provide support for your children by: Taking care of their well-being

- Talking to your whole family about what is happening and understanding the situation will reduce your child's anxiety during the period of HBL.
- Help your children to think about how they have coped with difficult situations in the past and reassure them that they will cope with this situation too.
- Remind that the isolation during HBL won't last long.
- Exercise regularly.
- Encourage your child to keep in touch with family members and friends via telephone, email or social media (where appropriate)



Communication: Communicating with your child

- We encourage you to start and finish each day with a simple check-in. These check-ins need to be a regular part of each day and start straight away. Not all students thrive in a remote learning environment; some struggle with too much independence or lack of structure and the check-ins help them on track.
- The questions matter because they allow your child to process the instructions that have received from their teachers and help them organise themselves and set priorities.



Communication: Communicating with your child

#### • In the morning, ask:

- What are you learning today?
- What are your learning targets or goals?
- How will you be spending your time?
- What resources do you require?
- What support do you need?



Communication: Communicating with your child



- What did you learn today?
- Acknowledge one thing that was difficult. Either let it go or come up with a strategy to deal with the same problem if it comes up again.
- Consider three things that went well today. Why were they good?
- Are you ok? Do you need to ask your teacher for something? Do you need help with something to make tomorrow more successful?



Communication: Communicating with your child's school

- Make sure that you know how the school and your child's teachers will be communicating with you and check that channel regularly.
- Make sure you know how to contact teachers for learning support and who to contact for technical support.
- This situation will be new for the teachers and families. Tanjong Katong Primary School will be trying to engage in a cycle of continuous improvement and refinement based on feedback so TKPS may ask you and your child for your thoughts on how the system is working.



#### Communication: Communicating with your teachers

- Teachers will need to communicate with your child when they are learning from home. Teachers may have set times where students can chat with them online and they can deliver video lessons. When digital options are not possible they may have set times for calling your child on the telephone.
- It is important for you and your child to remember that teachers will be communicating with dozens to more than 100 other families and that your communications should be meaningful and short.
- You may also need to remind your child to be patient when waiting for support or feedback.