



**Convent of the Holy Infant Jesus
Our Lady Queen of Peace**

29 May 2020

Ref No.: OLQP/291/GENERAL

Dear Parents/Guardians,

It has been 2 months since we last saw our staff and students as a big CHIJ OLQP family. We are looking forward to having our various cohorts of students return to school over the next few weeks as we have missed the personal interaction and fellowship with everyone in school.

With the Circuit Breaker, Full Home-Based Learning (FHBL) and the mid-year school holiday, we have all had to adjust our routines and make significant changes to our personal, family and work life. While some of us may have experienced challenges at the initial stages, many of us have adapted to it.

In preparing for school re-opening in Term 3, our staff have worked tirelessly to plan and prepare for a safe and conducive environment for all. Aside from reviewing the curriculum, assessments and school activities, safe management measures have also been developed in line with national practices. To ensure continuity in learning, and in keeping the school safe for all our staff and students, we would like to share the various plans and measures which we have worked on.

With the end of the Circuit Breaker period on 1 June 2020, we will progressively bring students back to school from 2 June 2020 (Term 3), in a careful and safe manner.

For a start, **students from Primary 6 will attend school daily** from Mondays to Fridays. **Students from Primary 1 to 5 will rotate weekly between Home-Based Learning (HBL) and returning to school for lessons.** Please refer to the table below for the weekly rotation schedule.

Week	Dates	In-School	HBL
T3W1	2 to 5 June 2020	Primary 4, 5, 6	Primary 1, 2, 3
T3W2	8 to 12 June 2020	Primary 1, 2, 3, 6	Primary 4, 5
T3W3	15 to 19 June 2020	Primary 4, 5, 6	Primary 1, 2, 3
T3W4	22 to 26 June 2020	Primary 1, 2, 3, 6	Primary 4, 5

From Term 3 Week 5, we will work towards bringing all students back to school daily, if the situation permits. MOE will monitor the situation closely and we will inform all parents/guardians in due course.

Simple in Virtue, Steadfast in Duty
4 Chestnut Drive
Singapore 679287
Tel: 67691529 Fax: 67653551
www.chjourladyqueenofpeace.moe.edu.sg

Safety Management Measures in the School

In order to ring-fence and keep our school a safe place, and to prevent any potential spread of cases, we continue to depend on all parents, students and staff to uphold personal and social responsibility and integrity. **Students and staff should stay at home and NOT come to school if any household member is serving Stay-Home Notice (SHN), Home Quarantine Order (HQO) or Leave of Absence (LOA) in the same residence, or if an adult household member is on Medical Leave due to flu-like symptoms such as fever, cough, runny nose, sore throat and other respiratory issues.** We appeal to all parents/guardians to keep the school updated if applicable.

Schools will ensure that safe management measures are in place to keep our students safe:

- Daily temperature-taking with additional visual and question screening will continue to be carried out for all students and staff.
- Schools will clean high-touch surfaces more frequently and disinfect the premises daily.
- Students and staff are required to wear their masks or face shields.
- Students will practise frequent hand-washing throughout the school day and practise wipe down of tables and shared equipment after use.
- Intermingling across classes and levels will be minimised.
- There will be fixed exam-style seating in classrooms and spaced seating in canteens or alternative venues.
- Schools will also stagger dismissal and recess timings to reduce congestion.
- Minimise visitor presence and movement in the school premises.

Arrival Arrangements

There is no change to the start time for lessons. Morning assembly will begin promptly at 7.30 am. As the church carpark and gates will not be opened for public use in Phase 1 of the easing measures, parents/guardians who drive will need to turn into the school driveway to drop your children/wards off. You are advised to avoid the peak hour congestion between 7.15 am and 7.25 am. Parents/Guardians who walk to school or take the public transport to school with their children/wards will stop outside the school gates and allow your children/wards to walk into the school on their own.

Staggered Recess Timings

In order to provide safe distancing measures in the canteen, the canteen tables have been re-arranged to maximise the available space in the canteen for the students. We have also made provisions for 6 staggered recesses to reduce congestion. We encourage parents/guardians to allow your children/wards to pack food for their recess break and snack time. Classes having recesses before 10.00 am will have a snack time at 12.00 noon and those having recesses after 10.00 am can have an earlier snack time at about 9.00 am. Please refer to the table below for the 6 staggered recesses and snack times.

Time of Recess	Level	Time of Snack Break
Recess 1 : 8.30 am	Primary 4	12.00 noon
Recess 2 : 9.00 am	Primary 2	12.00 noon
Recess 3 : 9.30 am	Primary 1	12.00 noon
Recess 4 : 10.00 am	Primary 5	12.00 noon
Recess 5 : 10.30 am	Primary 6	9.00 am
Recess 6 : 11.00 am	Primary 3	9.00 am

Staggered Dismissal Arrangements by Mode of Transport

To reduce congestion and overcrowding of students and parents/guardians waiting during dismissal, we will implement staggered dismissal of students based on their mode of transport. We seek the support and cooperation of all parents and guardians to follow the guidelines so that all students can be dismissed in an orderly and safe manner.

Time of Dismissal	Mode of Transport
1.15 pm	<p><u>Students who Walk Home or Take Public Transport</u></p> <ul style="list-style-type: none"> Parents/Guardians waiting outside the school to fetch students who walk home or take public transport are to practise safe distancing at the sheltered walkway. Only Parents/Guardians of Pr 1 and Pr 2 students will be allowed to enter the school to fetch their children/wards. They must use the SafeEntry App to check-in and check-out at the Security Guard Post and wait at the foyer with safe distancing measures. Entry to the school will begin at 1.05 pm via the main gate only. Parents/Guardians of Pr 3 to Pr 6 students are requested to wait for the students at the sheltered walkway across the road. No entry into the school is allowed. The Pedestrian Gate that leads to the canteen is strictly not for entry. It will be used only for students who walk home or take public transport on their own. <p><u>Please note: Parents/Guardians who drive to pick up their children/wards are NOT to enter the school on foot. This is to minimise the number of parents/guardians in the school grounds. Please time your arrival after the school buses leave the school compound at 1.45 pm.</u></p>
1.25 pm	<p><u>Students who take the School Bus or go to our School-based Student Care Centre</u></p> <ul style="list-style-type: none"> These students will assemble at their designated areas with safe distancing measures. Parents/Guardians are advised to be at the assigned pick up area near their homes about 10 minutes earlier due to the smaller number of students to be dropped off during the first 4 weeks of June.
1.45 pm	<p><u>Students who are Picked up by Private Vehicles</u></p> <ul style="list-style-type: none"> Parents/Guardians will not be allowed to enter the school on foot. Once again, this is to minimise the number of parents in the school grounds. Please note that the church gates will be locked and the church carpark will not be available for your use. Please time your arrival after 1.45 pm. Please do not park indiscriminately along Chestnut Drive. This will slow down the departure of our school buses from the school compound, as the drivers will not be able to move off quickly and smoothly. Inconsiderate behaviour would also cause inconvenience to the residents and obstruct other vehicles moving along Chestnut Drive. To avoid intermingling and ensure safe distancing, students to be picked up by private vehicles will be dismissed by their teachers from their respective classes directly only after the school buses have left the driveway.

We appeal to the understanding and cooperation of all parents and guardians in adhering to the above. While these new arrangements may cause inconvenience to some of you, we seek your understanding that these procedures are to ensure alignment to national safety management measures to protect the wellbeing of our students.

Personal Hygiene and use of Face Masks or Face Shields

Students should observe personal hygiene at all times. Students are advised to have with them their own set of stationery and refrain from borrowing from others. It would be advisable for your child/ward to bring an extra mask in a clean Ziploc bag in case she needs to use a clean one when the one she wears get soiled. Students are also encouraged to bring their own hand sanitisers or wet/disinfectant wipes for their own use. They will continue to wash their hands with soap and water regularly as well as before and after recess and snack breaks.

Temasek Foundation, in partnership with MOE, will provide each primary school student with a reusable face shield and two bottles of hand sanitiser – a 50 ml pocket-sized one to carry around and a 500 ml bottle that students can keep at home for refills.

Updates on Curriculum Matters

As students are returning to school after a long break, the school's focus will be to ensure our students' wellbeing, and help them adjust back to school life and learning routines. The school has adjusted the scheme of work for the curriculum to factor in the removal of common last topics for the graduating cohort, as well as other topics to be taught for Pr 1 to Pr 5. The new timetable for Term 3 will be given to all parents via Parents Gateway.

Home-Based Learning (HBL)

During HBL for the different levels, the Lesson Guide will be uploaded in SLS after 7.00 am each day. Students are to refer to the Lesson Guide to complete and submit the assigned work by the different subject teachers. We would strongly encourage parents/guardians to take this opportunity to teach your children/wards the importance of discipline and independence in the completion of their work, and to adhere to a fixed structure/routine for the morning. This is to ensure that learning can remain a consistent part of your children's/wards' daily life despite the disruption to the school schedule. If your child/ward encounters any problem, she can call in to school and our administrative staff will direct her to the relevant teachers to assist her. You may also email the teachers if you have any queries. Following the HBL done from 8 April to 4 May, we are certain that our students would have developed the routines and discipline of HBL.

If you are still working from home on HBL days, you should keep your child/ward at home for HBL. If both parents are required to return to work and are unable to secure alternative care arrangements during the HBL days, please approach the school for assistance. We will advise you accordingly.

Higher Mother Tongue Lessons for Primary 5 and 6 students

Higher Mother Tongue (HMT) lessons are part of the formal curriculum and lessons will resume in Term 3. Students taking HMT lessons will receive a separate letter providing the details on the dates and time of the lessons.

Updates on After-School Programmes

There will be no CCA and Enrichment Programmes during the first 4 weeks. The graduating Pr 6 students may be required to stay back after school for support lessons from Week 3 onwards. More details will be furnished later depending on the evolving COVID-19 situation. Instead of a termly calendar, we will update you monthly until the situation stabilises.

Assessment Matters

The Pr 6 graduating cohort will be having their Preliminary Examination and PSLE on the following dates in Semester 2:

Dates	Subject and Components
27 & 28 July 2020	Primary 6 Preliminary Oral Examinations
3 August 2020	Primary 6 Preliminary Listening Comprehension
13 & 14 August 2020	PSLE Oral Examinations (Non-school day for Pr 1 to 5 levels)
20 to 26 August 2020	Primary 6 Preliminary Written Examinations
18 September 2020	PSLE Listening Comprehension (Non-school day for Pr 1 to 5 levels)
1 to 7 October 2020	PSLE Written Examinations

Assessment for the other levels will be issued in a separate notification later in the term.

Physical Education (PE)

To ensure that our students remain active and keep healthy, we will resume Physical Education (PE) lessons when they return to school, with strict adherence to safe management measures. During PE lessons, students and PE teachers will not be required to wear masks when engaged in strenuous physical activities such as running and workouts. Given that students may not be sufficiently prepared physically, the National Physical Fitness Award (NAPFA) this year will be cancelled.

School-based Student Care Centre (SCC)

Our School-based Student Care Centre (SCC) will resume operations from 2 June 2020 for all levels of students who are registered with them. They will be fixed groupings and required standards of hygiene with safe distancing measures.

National School Games

All National School Games competitions for 2020 will be cancelled, as there is insufficient time to complete the season within the school calendar. In addition, students would not be adequately prepared for the competitions due to lack of training.

Managing COVID-19 Together

Our teachers will continue to monitor the progress of your child/ward and be in regular contact with you and your child/ward to provide support during this transition. MOE will continue to monitor the COVID-19 situation closely. We urge you to rely on official sources of information and not to circulate any unconfirmed information or fake news. If you have any further queries, please contact the General Office for assistance

In working together as a nation to stop the spread of COVID-19 in the community, we sincerely hope that all students and parents will comply with the necessary measures. Let us remember that in acting responsibly, you protect not only your own child/ward, but all the students in CHIJ Our Lady Queen of Peace. In a crisis like this, we will work together for the interest and wellbeing of not just our families, but in the interest of everyone.

Thank you and keep safe.

Yours faithfully,

Mrs Karen Tan
Principal