



Home Based Learning (HBL) Expectations

The purpose of this FAQ document is to provide guidance to students and parents about how the school anticipates HBL to work. However, it is important to recognise, that the school is implementing HBL for the first time. As we gain experience of HBL from both staff and students we may find that our approach changes and expectations may evolve over time. We seek your patience, understanding and feedback as we explore and develop HBL at ACS (International).

What can I expect from HBL?

For access to required resources, content and work students can find them in one of the three school wide platforms, Google, Firefly and Managebac (IB only). The type of learning activities will be what the students are used to in normal face-to-face lessons, but adapted for HBL. Teachers have already setup these platforms with the students in their class, so all students should already know which platform they need to login to access the resource content for each subject.

For teaching and learning content, each teacher will deliver this in a slightly different way. Students can expect teaching content through a range of different ways, which may include:

- Live lessons through platforms such as Google Meet or Zoom.
- Live shared document feedback and annotation e.g. Google Docs
- Pre-recorded teaching in the form of video, audio or recorded PPTs.
- Live online chats.
- Recorded and live student presentation
- Independent and guided readings and listening
- Independent and guided writing.
- Online group work
- Collaborative tasks
- Forum assignments

Most teachers will use a range of these methods and they may differ from lesson to lesson. For a subject with three lessons a week, students can expect two of these lessons to be delivered in the modes above, and one lesson set aside for completing work. Students can contact teacher through email at other points during the week if they require additional support.

Note that students should not expect the school to move to a webinar style model with teachers providing lecture style addresses online for the full lesson time. Any live lessons with direct teaching will be short in nature with time given afterwards for work. This approach is consistent with normal classroom routines.

When should students be online for HBL?

Students should be online throughout the day after they have checked in with their House Tutor in the House Tutor time at 8:30am. On the whole the normal school timetable will be followed throughout the day with students accessing online sessions or work to complete in those timeslots. Sometimes within a lesson there will be a requirement to watch or participate in a lessons and also to be offline completing work or practical activities. There will not be an online lesson in every timeslot, as some lessons are set aside for completion of work in the same way that there is classroom time set aside for completion of work in a normal lesson.

How will attendance be taken?

There will be morning registration be at 8:30am just like for a normal school day. The students have to register with their House Tutor at 8:30am, the student's House Tutor should have already informed them of how they are to register. A House Tutor may request to 'meet' with a student between 8:00am and 8:30am if they need a further check-in with them.

Students who do not register during House Tutor time will be considered as absent and will be marked on the school register as absent. If a student shows a pattern of absence they will be followed up by their Head of House.

If a student is ill and cannot participate, parents should follow regular procedures and contact the school using the absence@acsinternational.edu.sg.

Lesson-by-lesson registration is not required. This is because the school wishes to maximise lesson time, however individual teachers may take lesson-by-lesson attendance to check on students. All teachers will be in contact with students throughout the week to ensure that they are engaging in learning activities.

What should students wear when conducting HBL?

It is not necessary for a student to be in school uniform, however they should be dressed appropriately, for example students should not be in pyjamas.

What happens if my child needs assistance?

Teachers are contactable through email and other platforms that have been setup with students, which may include chat rooms in their eClassrooms, forums in Firefly or Google Meet sessions. Teachers are available during the normal lessons slots for 'live' feedback during most lessons. In addition to that, they are also available through the normal online methods such as email.

When will assignments and activities get posted?

Much of the required work will be posted before the lesson. However, other activities like live collaboration work and formative assessment may be posted during the lesson.

How does my child submit work and receive feedback?

This will be different for each subject as they use different platforms. Students should have already established with their teacher the method for submission. If they are unclear about this, they should contact their teacher for clarification. Student work will be returned online to students within the normal timeframe.

Will counselling services still continue?

Yes, the school counsellors will continue to be available through HBL. You can find a number of resources and the school counsellors contact details in the website below:

<https://www.acsinternationalschoolsingapore.com/>

My child has learning support, will this still continue?

Yes, the children who receive additional learning support will still be able to access this support, in a HBL modified format. The Learning Support Specialist (Ms Adina Wong) will be in touch with you with more details if your child receives this support.

How do we keep everyone safe online?

There is more information of the expectations on students found in the document “Home Based Learning - Student Expectations”, however the points below should be used as a general guide.

- Respect the online learning platform and treat this space as a classroom. Other students should not be able to distract or be visible. This includes during one-to-one conferences with the class teacher.
- Parents or responsible adults should be monitoring students as they engage in HBL online activities. This can be done through working in the same area or through proactive checking.
- Respect intellectual property and use the online learning platform and material respectfully. Material should not be shared with others outside the school community.
- Parents and students should not use, download or share any photos or live recordings of teachers or students.
- Parents should review and set their privacy and password setting accordingly, to ensure that children are safe online.
- Students should be appropriately dressed when appearing in online video sessions.
- Appropriate language and behaviour should be used at all times.
- Although HBL is taking place outside the physical school campus. All school polices and codes of conduct are still in place.

How will HBL impact after school activities?

On HBL days there will be no activities at school that students need to attend. Houses will provide some suggested wellness type activities for students outside of classes. In keeping with the Education Minister Ong Ye Kung’s challenge to students we also challenge students to follow his words, “try to learn outside of the syllabus, read widely ... find what subjects, what areas you are passionate about. So, stay safe, stay home, stay curious.”

Who do I contact for technical support?

For technical issues, students can also email ITSupport@acsinternational.edu.sg or use this [form](#) to report for help.

You can also contact the addresses below for specific issues:

School Google	robert.icban@acsinternational.edu.sg
Firefly, Managebac	choongkiat.chia@acsinternational.edu.sg
Remote Access (staff), Email	harold.manalo@acsinternational.edu.sg
Teacher, student and parent portal	Rosdiawati@acsinternational.edu.sg
Temp loan of devices	sam.loh@acsinternational.edu.sg