

Ministry of Education Language Centre

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19 June 2020

Phase 2 Reopening of MOELC for all cohorts

Dear Parent and Student,

In line with the re-opening of schools, MOE Language Centres and School-based Centres will also resume lessons in full classes for all cohorts *starting on 29 June*, with Safe Management Measures in place.

Weekly Curriculum Time

In order to adhere to Safe Management Measures such as staggered recess and dismissal, the weekly face-to-face lesson times for some levels at the MOELC will be adjusted as seen in the table below. The starting time of all classes remains unchanged. However, the ending time will be adjusted to allow for staggered dismissal.

Levels	Face-to-face Lesson at MOELC			Home-based Learning (HBL)
	Start	End	Recess (15min)	
Sec 1	3.30pm	6.00pm	4.30pm	1h 30min
Sec 2	3.30pm	6.15pm	4.45pm	1h 15min
Sec 3	3.30pm	6.30pm	5.00pm	1h
Sec 4	3.30pm	6.45pm	5.15pm	45min
	Start	End	Recess	HBL/ Teleconferencing
JC1/JC2	5.30pm	7.30pm	-	2h

Note: Timing for lesson and recess will be adjusted accordingly for classes that start at 2.30pm and 3.00pm

The remaining curriculum time for the Secondary level classes will comprise asynchronous (not real-time) Home-based Learning (HBL) which may include learning of content (eg vocabulary, grammar) or completion of assessment tasks to reinforce learning. Instructions and materials for HBL will continue to be placed on SLS.

The curriculum time for the JC level classes will comprise weekly face-to-face lesson, HBL and teleconferencing.

Arrival & Dismissal

To reduce intermingling of students across classes, students are advised to come to the Centre no earlier than 10 minutes before the lesson begins. If they arrive early, they should go to their classroom and wait in their assigned seat in the classroom. If they wish to have their own snack before the lesson begins, they may sit at the canteen. Spaced seating arrangements will be made in the canteen for safe distancing. Dismissal will be staggered to reduce congestion.

For parents who are picking their children by car, we seek your co-operation to arrive at the Centre only at the respective dismissal times. This is to avoid overcrowding at the dismissal area.

Class Transfers and Other Matters

Permanent class transfers will still be permitted and students can only attend the newly assigned class when all the administrative processes have been duly completed. However, during this period of time, students will not be permitted to attend ad-hoc make-up classes. If students are not able to attend class on their scheduled day due to illness or other valid reasons, they may obtain the lesson materials from their teachers and complete the assignments accordingly.

Safe Management Measures

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

- Students and staff who are unwell, or who have adult household members on home quarantine / Stay Home Notice or have flu-like symptoms such as fever and cough, will be required to stay away from MOELC.
- SafeEntry Registration and daily temperature-taking with additional visual and question screening will continue to be carried out for all students and staff.
- High-touch surfaces will be cleaned more frequently and the premises disinfected daily.
- Students and staff are required to wear their face masks. The use of face shields will be allowed for only specific exempt groups or settings.
- There will be fixed exam-style seating in classrooms and spaced seating in canteens or alternative venues.
- MOELC will also stagger the recess and dismissal timing to reduce congestion.

If you have any further queries, please contact the Administration Managers at the respective MOELC campuses:

- Ms Tan Siang Lee (Bishan) at 6258 7794 or tan_siang_lee@schools.gov.sg
- Ms Jenifer Edwards (Newton) at 6515 8320 or jenifer_edwards@schools.gov.sg

Thank you for your partnership and keep safe!

Regards,

MOE Language Centre (Bishan & Newton)