

Friday, 22 May 2015

Dear *Parent/ Guardian,

E-LEARNING DAY 2015

Fuhua Primary School will be holding an E-learning day for students in Primary 3 to 6 on 29 May 2015 as stated in the schedule. The objectives of the E-learning day are: a) to encourage our students to be self-directed learners, b) to prepare our students for independent learning in times of crisis and c) to equip our students with the necessary ICT skills for the workforce of the future.

LEVEL	Primary 4 (Care, Respect, Hope and Joy)	Primary 4 (Diligence, Loyalty and Trust) Primary 3, 5 and 6
DATE/DAY	From 2 June 2015, Tuesday onwards due to Malacca Trip	29 May 2015, Friday

P3 to P6 students **will not** report to school on the E-Learning Day. They will instead access www.lead.com.sg to complete the learning tasks assigned to them according to the timetable indicated in the attached appendix. The timetable serves as a general guide to their completion of the assignments. It is not compulsory to follow the timetable strictly, **except** the Chatroom slot allocated for each level, so long students complete all the work assigned to them at the end of the school day. However, we seek your support in ensuring that your child completes all the work assigned to him/her on the E-Learning day. Your child is required to start the learning tasks on the E-Learning day from 7.30 a.m. onwards. Pupils from Primary 4 Care, Respect, Hope and Joy will complete their online assignments from 2 June 2015 onwards due to their Malacca trip. They will not participate in the Chatroom on 29 May 2015 which is only available to students of Primary Diligence, Loyalty and Trust.

Before the E-learning day takes place, students need to do a system check on their home desktops and laptops. The steps to doing so are in the E-learning day package uploaded in our school website. Kindly refer to the school website (Under Links/E-Learning tab) for more information. The instructions on how to access the online learning tasks, together with the timetable are attached in the appendix. Should your child require any assistance in accessing or completing the online tasks, he/she may call the school helpdesk at **65624370** and there will be teachers to assist his/her queries.

Thank you.

Regards

Ms. Low SH
 E-Learning Day Coordinator
 ICT Department



APPENDIX

INFORMATION FOR E-LEARNING DAY AT FUHUA PRIMARY SCHOOL AND E-LEARNING PACKAGE

Prior to the E-Learning Day, there are some pointers your child/ward needs to take note of. Though the students have been briefed by their teachers regarding the E-Learning Day procedures, we appreciate that you could reiterate the points listed below, as well as those in the E-Learning Day Package posted in our school website, to your child/ward.

ACCESSING AND COMPLETING THE ONLINE ASSIGNMENTS

- You are to logon to the Internet to access online learning tasks prepared by your level teachers at: www.lead.com.sg at 7.30 a.m.
- If you are unable to access lead.com, try again at a later time. If the problem still persists, email your form teacher to let them know of the problem.

OTHER INSTRUCTIONS

There will be instructions provided on the pop-up E-Message. Please read the message before accessing the online learning tasks. Do note that however, not all subjects are included for E-Learning Day. You may need to spend at least 1 hour on each subject according to the timetable provided. If you have changed your password and have forgotten it, please inform your form teacher before your level's E-learning day so that your teacher can reset the password for you.

- Login ID: Key in your NRIC number, for example, S12345678D.

School ID: FHPS

Password: Fhps2015

LEVEL	DAY	1	2	3	4	5	6	7	8	9	10	11
		7.30 8.00	8.00 8.30	8.30 9.00	9.00 9.30	9.30 10.00	10.00 10.30	10.30 11.00	11.00 11.30	11.30 12.00	12.00 12.30	12.30 1.00
PRI. 3	FRIDAY 29 MAY 2015	MATH		MOTHER TONGUE		RECESS	CHAT ROOM	SCIENCE		ENGLISH		
PRI. 4	FRIDAY 29 MAY 2015	ENGLISH			MOTHER TONGUE		RECESS	CHAT ROOM	MATH		SCIENCE	
PRI. 5	FRIDAY 29 MAY 2015	ENGLISH			CHAT ROOM	RECESS	SCIENCE		MOTHER TONGUE		MATH	
PRI. 6	FRIDAY 29 MAY 2015	MATH		SCIENCE		CHAT ROOM	RECESS	ENGLISH			MOTHER TONGUE	

Some tips:

- You are advised to rest your eyes for about 1 minute after every 30 to 40 minutes of using the computer.
- It is important to complete all assigned online learning tasks as the teachers will be monitoring your work at the same time. Manage your time well. Please check your work before submission.
- If you require any assistance in accessing the website or completing the online learning tasks, you may call the school helpdesk at **65624370**. However, please note that the school helpdesk will only be available from **7.30 a.m. to 1.00 p.m.** on the day of your level's E-learning.
- It is important to have good telephone etiquette. When you are requesting for assistance over the telephone, please be polite. You should:
 - begin the conversation courteously with, "Good morning, teacher. I am (*your name*) from (*your class*). I am calling because I am unable to (*explain the problem clearly*).
 - end the conversation courteously with, "Thank you, teacher."

Kindly take note that your CCA activities, supplementary and/or remedial lessons will be cancelled. We look forward to your support to the above event. Thank you.

