



26th May 2020

## Return to Campus June 2nd 2020

Dear Chatsworth Community,

We are pleased to announce that the Committee for Private Education (CPE) has approved our request to return to school on the 2nd June, 2020. We thank all of our families for their patience in waiting for the information about Chatsworth's return to campus.

Below you will find information specific to Orchard primary, Bukit Timah primary and secondary school. **At the end of this letter you will find important information directed at our Bukit Timah Secondary community.** We would also like to highlight information that is relevant to all of our returning families, some of which is repeated from the letter sent last week (please refer to the letter and email dated 22nd May).

- all Early Years teachers, teaching assistants, primary single-subject teachers, cleaning/maintenance team and the school leadership team will undergo COVID-19 swab testing this week, prior to our return to campus. This is in line with the recent testing of all local preschool teachers by ECDA
- not all students are permitted to return to campus at the same time which means that different year groups will be permitted on campus on different days. Please refer to the schedule below for your child; if your child does not have lessons on campus for the day then they are not permitted to be there - they must remain home for HBL
- when students are not permitted to be on campus, HBL learning will continue at home. Your child's schedule will reflect this.
- students and staff must wear either a face mask or a face shield at all times; students and staff must provide these themselves as the school does not have available stock for the community. The local authorities are, this week, issuing their third mask distribution. We urge the community to use the site <https://www.maskgowhere.gov.sg/> to locate the closest distribution center to their homes if they need additional, reusable masks

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**Chatsworth International School Pte Ltd**  
UEN: 199405288W | GST Reg No.: M2-0126395-6

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- all cleaning and disinfecting measures from prior to the Circuit Breaker will continue on campus. In addition to the increased cleaning by our cleaning team, all teachers have disinfectant to enable them to 'spot clean' throughout the day as necessary (eg high contact areas such as door handles and table tops)
- SafeEntry is in place for both campuses, as per the previous letter. Primary students will be confirmed during their regular morning classroom attendance process, while secondary students (BT campus) will complete the process on entry via the QR code or ID card (if Secondary students do not have a mobile phone then they will need to bring their ID cards)
- parents/helpers are only permitted on campus for pick-up; all parents must depart immediately after pick-up, must wear a mask or face shield at all times, and must complete the SafeEntry application on both entry and exit of the school grounds (same process at other locations in Singapore)
- safe distancing measures will be taken in classrooms and around the campus. Students from other school sections will not be permitted to 'mingle' on campus
- teachers will continue to take primary students to the washrooms to ensure good hygiene practices, washing hands before eating and after playing/going to the toilet; Secondary teachers will continue to stress hand washing and hygiene with students
- parent meetings will need to take place via Google Meets where necessary
- temperature taking will continue at the entrance points to the school and again during the day
- all after school activities, such as CCAs/ECAs, continue to be cancelled. All students must leave the campus directly after their lessons have finished for the day
- we recommend that parents who use Tong Tar's transport service send them an email to confirm transport *on the days as indicated below*.

Below you will find information specific to your child (eg. Orchard, BT Primary, BT Secondary). Please note that if you have more than one child in the school, the information may not be the same for each child so please read the information carefully. Should you have any questions, please direct them to the appropriate office (primary or secondary) and your query will either be answered or directed to the appropriate person for a response.



Everyone is very busy preparing for the return of our students as we are only being permitted, in stages, to return to campus. Teams have been in to commence cleaning and classroom arrangements, fogging for mosquitoes and pest control, and preparation for safe distancing. This will continue throughout the week and we look forward to seeing students back on campus next week.

Sincerely,

Tyler Sherwood  
Head of School

*PS Please note Secondary information is outlined below*

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27 May, 2020

Dear Secondary Parents, and Students,

**Re: Information for Bukit Timah Secondary Students for school return, June 2, 2020**

We are excited to have our students back on campus soon! The following details will outline our Secondary School's return to School-Based Learning. Please be sure to read through to the end, there are a lot of components to our plans. Thank you!

As we are only permitted to have 50% of our campus at school, we need to stagger School-Based Learning (SBL) with Home-Based Learning (HBL). The following chart indicates SBL or HBL.

Monday 1st Mod 9 Day 3	Tuesday 2nd Mod 9 Day 4	Wednesday 3rd Mod 10 Day 1	Thursday 4th Mod 10 Day 2	Friday 5th Mod 10 Day 3
HBL Practical work for some year 12s	Y7, 8, 12 on campus HBL for Y9, 10, 11	Y9, 10, 11, 12 on campus HBL for Y7, 8	Y7, 8, 12 on campus HBL for Y9, 10, 11	Y9, 10, 11, 12 on campus HBL for Y7, 8
Monday 8th Mod 10 Day 4	Tuesday 9th Mod 11 Day 1	Wednesday 10th Mod 11 Day 2	Thursday 11th Mod 11 Day 3	Friday 12th Mod 11 Day 4
Y9, 10, 11, 12 on campus HBL for Y7, 8	Y7, 8, 12 on campus HBL for Y9, 10, 11 Y12 Group 4 project (tbc)	Y9, 10, 11, 12 on campus HBL for Y7, 8	Y7, 8, 12 on campus HBL for Y9, 10, 11	Y7, 8, 12 on campus HBL for Y9, 10, 11
Monday 15th Mod 12 Day 1	Tuesday 16th Mod 12 Day 2	Wednesday 17th Mod 12 Day 3	Thursday 18th Final day for staff	
Y9, 10, 11, 12 on campus HBL for Y7, 8	Y7, 8, 12 on campus HBL for Y9, 10, 11	Y9, 10, 11, 12 on campus HBL for Y7, 8	Practical work for some year 12s	



**Daily Schedule from June 2nd - for students at School.  
Please carefully follow your schedule above to know if  
you are on campus or at home each day.**

8:20-8:50	Students head directly to <b>first period classes (not homerooms)</b> . Following the same HBL schedule we have been doing at home, go to your classroom. Note: We are not permitted to mingle or hang out during this phase of circuit breaker.
8:50-9:00	Homeroom Note: Due to logistical reasons, please follow the same process for HR as you did during Home-Based Learning. Your HR teacher will do HR and take attendance <i>online</i> .
9:00-12:00	Session 1 - follow your HBL Schedule.
12:00-12:30 (note we have 30 minutes for lunch. For coordination reasons, this applies to HBL from June 2 as well).	Lunch in designated areas. Note: Follow social distancing and separate <i>as much as possible</i> from each other please.  On campus daily Year 12 > Canteen (one student per table)  When on campus Year 11 > Upper Hall (Block D) Year 10 > Nest (Library side) Year 9 > Nest (Jungle side)  When on campus Year 8 > Nest (Library side) Year 7 > Nest (Jungle side)



	Note: This is the only place you are permitted to be during Lunch. We will take temperatures at this time as well.
*12:30-3:30	Session 2 - follow your HBL Schedule. Following the same HBL schedule we have been doing at home, go to your classroom. (New timing for the school day for HBL and at-school classes.)
3:30	Dismissal. <b>Everyone immediately must return home.</b> Note: Please follow social distancing at all times. Students in line for the bus must remain at least 1m apart. We need to be quite strict about this, students not following the guidelines may be temporarily seated until the bus congestion has subsided.

***Questions and Answers - Please review them all. There is important operational information below.***

*Question: I wish for my child to remain home for the rest of the school year. Can they still participate in classes that are scheduled for School-Based Learning?*

Answer: Yes, our teachers will do their best to accommodate students who are not at school. They should get in touch with their teachers before class and connect using Google Classroom.

*Question: Does my child have to use the Safe Entry system to access the school campus during School-Based Learning?*

Answer: Absolutely yes. Due to our guidelines, nobody may enter or exit without scanning through Singapore's Safe Entry System.

*Question: Can you provide more details about entry using Safe Entry?*

Answer: Safe Entry QR Codes will be situated at the school gate. This will be time consuming, as every student will need to scan in and out. Students must practice social distancing and please expect some delays. We highly encourage students to use their phones, as it is far quicker to process students using Safe Entry with



the phone and QR. For students who do not have phones, we have limited scanners and can scan with official Singapore passes (ie Dependent passes, Student Passes).

*Question: Are shuttle buses operating as normal?*

Answer: For the most part yes. Please note that operationally we are only allowed to sit ½ the regular number of students on the buses. As students must leave campus at 3:30+, we will possibly cut buses late afternoon but this will have no impact on students.

*Question: Are school buses operating as normal?*

Answer: Yes, AND given the complexity of operations, we **highly recommend** that you contact Tong Tar with the specific dates that your child needs to be picked up and reconfirm with them as soon as possible.

*Question: Are all of these rules mandatory?*

Answer: Yes. We are managing a large number of requirements from various agencies in Singapore. The logistics are significant, and there are a lot of moving parts. Thank you for your understanding.

*Question: What if I want to come to school on a day I am scheduled for HBL?*

Answer: This is not allowed. We have to maintain a consistent 50% rotation of our students throughout this phase of Circuit Breaker.

*Question: Will the canteen be open?*

Answer: The canteen will be open for very limited meals. These will likely be pre-packed meals.

*Question: Do we wear uniforms?*

Answer: Yes, we still wear uniforms when at school.

*Question: School-Based Lessons have a small change of time. From June 2nd, lunch is 12-12:30 and 2nd Session is 12:30-3:30. Does the timing for Home-Based Lessons change too?*

Answer: Yes. For logistical reasons, all classes, whether home or at school, follow the new timing from June 2nd.



*Question: What if I have other questions?*

Answer: For any questions related to your classes, please connect with the specific class teachers. Please use this quick [form](#) to ask other questions. If necessary, we will send a follow up email before school reopens on Tuesday.

## **Information applicable to specific groups in Secondary:**

There is information *below* for the following groups of students:

1. All students
2. All Year 12 Students
3. MYP 4 Visual Arts
4. MYP 1-5 Physical Health Education

### **1. All Secondary Students**

All students are requested to please clear out your lockers as soon as you are able to. Please return books to the library as soon as you no longer need them for your classes. Every student must take responsibility for their own lockers. Items left over may be discarded. We have a lot of renovation work scheduled for the summer and are unable to keep personal items after school finishes in June.

### **2. Year 12 Students**

Please note that some of your teachers may bring you back to school on Thursday June 18th to ensure your practical subjects are caught up. Please do not make plans for June 18th until you hear from all of your teachers.

Pamoja students please note that although your yearly course will be over soon, some of your teachers may request to see you during your Pamoja class time.

### **3. MYP 4 Visual Art Students**

On Wednesday June 3rd, please immediately report to Ms Tansey in the art room when you come to school. You will head to your first class by 9am but before that please see Ms Tansey as you need to collect supplies.





#### 4. MYP 1-5 Physical Health Education On-Campus Lesson Protocol

Due to COVID-19, we have had to change the way that PHE is run, to help lower the chances of transmission in class. The new guidelines will stay in place until restrictions are lifted by the Singapore Government. We will use the following guidelines until the end of the semester.

Each student **must bring** the following to PHE lessons:

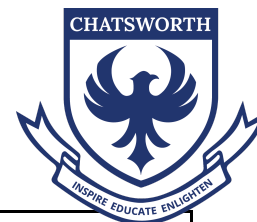
- Your own clearly labelled (with name and homeroom) full water bottle
- A small towel to wipe up perspiration
- A small personal hand sanitizer (We will have a class bottle, but just in case)
- A spare mask with a labelled plastic bag to put it inside

In Class:

- Students will be given a specific number and a place to leave their belongings, students will stay in this space until the lesson begins
- Students must wear a mask until the lesson begins
- Students who are unable to participate will have a section to sit in, where they will need to keep their mask on at all times
- Each lesson students will have their own mat and equipment, they are not to share or swap with others.
- At the end of the lesson, students will wipe down their specific equipment
- Each homeroom will have a specific bathroom that they can use, only 1 student at a time per bathroom
- **Students should come to school in their PE kit and do not need to change at the end of the lesson.**

#### Important dates for MYP PHE lessons

Year	Lesson 1	Lesson 2	Lesson 3
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7	Thursday 4th June On-Campus Lesson in Sports Hall	Wednesday 10th June Home Based Lesson	Tuesday 16th June On-Campus Lesson in Sports Hall
8	Friday 5th June Home Based Lesson	Thursday 11th June On-Campus Lesson in Sports Hall	Wednesday 17th June Home Based Lesson
9	Friday 5th June On-Campus Lesson in Sports Hall	Thursday 11th June Home Based Lesson	Wednesday 17th June On-Campus Lesson in Sports Hall
10	Wednesday 3rd June On-Campus Lesson in Sports Hall <b>*Visual Art students to report to the Art room when they arrive at school then to PHE</b>	Wednesday 10th June Home Based Lesson	Monday 15th June On-Campus Lesson in Sports Hall
11	Tuesday 2nd June Home Based Lesson	Monday 8th June On-Campus Lesson in Sports Hall	Friday 12th June Home Based Lesson

Sincerely,  
**Mark McCallum**  
 Campus Principal  
 Head of Secondary