

**GAN ENG SENG SCHOOL**

1 HENDERSON ROAD, SINGAPORE 159561

TEL: 6474 5594 FAX: 6473 2479

Email: gess@moe.edu.sg

School Web: <http://ganengsengsch.moe.edu.sg/>**STUDENT'S COPY****COVID-19 SOP AND GENERAL INFORMATION FOR 2021 SCHOOL REOPENING (from 04 Jan)****1. REPORTING AND DISMISSAL****A. Medical Leave and Other Absences**

- a. Before 04 Jan 2021 (Mon), inform your Form Teachers or call the General Office at 6474 5594 (for Sec 1 students only) if:
 - i. You have a household member with flu-like symptoms or is on MC.
 - ii. You have a household member who is placed under Home Quarantine Order (HQO) or Stay-Home Notice (SHN).
- b. On any day that you feel unwell, do not come to school. Seek medical help, and inform your Form Teachers what the doctor says, if you are given a MC or sent for a swab test.

B. Entry into School and Exit from School

- a. Take note of the following reporting times.

	Reporting Time + Check-in Process* (refer to Item)	Reading Period	First lesson
Sec 1 and 4/5	7:30am (Tue – Fri) 8:30am (Mon only)	7:45am (Tue – Fri) 8:45am (Mon only)	8:00am (Tue – Fri) 9:00am (Mon)
Sec 2 and 3	7:45am (Tue – Fri) 8:45am (Mon only)	NA	

- b. You may enter or exit the school from (a) Main gate, (b) Side gate and (c) Back gate. The opening hours of the gates are as follows:

	Monday	Tuesday – Friday
Main Gate	7:30am – 6:00pm	7:00am – 6:00pm
Side Gate and Back Gate	7:30 – 8:55am (for entry) 12:55 – 6:00pm (for exit)	7:00 – 7:55am (for entry) 12:55 – 6:00pm (for exit)

- c. You should not arrive earlier than the reporting times indicated above. If you arrive earlier than 7:00am, you can only enter from the Main Gate.
- d. If someone is driving you to school, you must alight at the front porch for visual screening. The person(s) in the vehicle is/are not permitted to enter the school premises.
- e. A one-minute piece of music will be played at 7:29am and 7:44am to signal that you have one minute to reach your classroom. Sec 1, 4 and 5 cohorts can make use of the music at 7:44am to begin the reading period.
- f. You must wear a surgical/reuseable face mask at all times.
- g. Once you have entered school,
 - Proceed to your Form Classroom.
 - Sit at your designated seat in your classroom and conduct silent reading.
- h. You must **leave school immediately after your last activity and go home**. You must not loiter or engage in social gatherings within or beyond the school premises.



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C. Attendance, Attire and Appearance

- a. All students are expected to report to school daily unless you are unwell or have been given special permission to be away. Late-coming and truancy rules spelt out in the Student Handbook will apply.
- b. You must be in full or half-uniform. Half-uniform refers to PE/CCA/Cohort t-shirt and school pants/skirt only. You must also wear white socks and proper school shoes. Anyone not in proper attire will not be allowed into the school premises.
- c. You must appear neat and presentable at all times according to the school rules spelt out in the Student Handbook.

2. CHECK-IN PROCESS FOR ALL STUDENTS

- a. The daily check-in process comprises 6 parts. Parts ii to vi are done in your Form Classroom before the start of the first period, and conducted by your Form Teachers.
 - i. Visual screening at foyer/back gate
 - ii. Temperature-taking
 - iii. Visual screening (when masks are taken off for temp-taking)
 - iv. Attendance-taking
 - v. Declaration of self or adult household members (more than 18 yo) on QO/SHN/MC or have flu-like symptoms
 - vi. Recital of national pledge and school creed
- b. If you have a temperature of 38°C or higher, or are exhibiting flu-like symptoms you will be sent to the General Office for follow-up. 2 more readings will be taken, and if they are still 38°C or higher, your parents/guardian will be informed, and you will be sent home.

3. IN THE CLASSROOM

You must conduct the following classroom routines at all times:

- a. When entering a venue, **check the seating plan** and ensure that you are seated at the right place. Seating plans are placed on the door and/or whiteboard of every venue.
- b. Conduct the **wipe-down routine** before and after using any venue, using the soap solution and paper towels provided. Hand sanitisers are also available in every classroom for use.
- c. **Wash their hands** before and after meals.
- d. **Wear surgical/reuseable masks at all times** except during meals.
 - If you have specific conditions which make it difficult to wear a mask for extended periods of time, eg. eczema, breathing difficulty etc., you may wear a face shield as an alternative. However, face shields cannot be worn in the Science labs, workshops and kitchens, so you must still bring a surgical/reuseable mask to school.
 - If you request to wear a face shield instead of a mask, please seek permission from your FTs. FTs would contact your parents to establish an understanding on the type of face shield to be worn and its limited usage.
 - Bring your own plastic bags or mask cases to store your masks when eating. Plastic bags should be changed regularly and mask cases infected regularly to avoid contamination.
- e. Refrain from talking during meals as you would not be wearing your masks.
- f. During lessons, the teachers will only allow ONE student to visit the washroom at any one time. Please return to your class as soon as possible.
- g. There will be **2 temperature-checks daily**, once at the start of the school day and another at midday before you continue with afternoon activities. If you have a trigger temperature of 38°C or higher, you



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will be brought to the Heritage Centre. A General Office staff member will take two more readings (approximately 10 minutes apart), and if your temperature persists, your parents/guardians will be notified and you will be sent home immediately.

4. RECESS AND LUNCH BREAKS

- There will be fixed seating plans in the canteen for recess and lunch breaks, so observe the signage carefully and sit accordingly. Your seating arrangements may vary across different days of the week. There must NOT be intermingling across classes.
- Remember to: (a) conduct wipe-down routine, (b) wash hands before and after meals, (c) avoid sharing food and drinks, and (d) dispose used food packaging and drink packets/cans in the proper bins.
- Staff members will be deployed by the Relief Planning Team to supervise recess and lunch breaks and to ensure that the Safe Management Measures (SMM) are adhered to.

5. STUDY AREAS

- Study areas will be available on the first 3 levels of the Arena block, with markings on seats to ensure social distancing. You may use these for individual or small-group consultations with teachers (up to 5 persons, including the teacher). You may also use these areas for self-study. Ensure that proper wipe-down is conducted. Study areas at the Classroom Block will remain closed.

6. ASSESSMENT AND CCA MATTERS

- The Assessment Plan for 2021 is as follows:

	Term 1	Term 2		Term 3	Term 4	
	WA	WA	MYE	WA	WA	EYE
Sec 1	10	15		15	10 (AA)	50
Sec 2	5	5	20	10	10 (AA)	50
Sec 3	10	15		15	10 (AA)	50
Sec 4 / 5	10		30			60

- Take note of the following guidelines for school-based assessments (Weighted Assessments, Mid-Year Examination, End-of-Year Examination):
 - In alignment with national examination guidelines, students who are confirmed COVID-19 cases (currently quarantined in hospital or community isolation facilities) or who are on QO/SHN/LOA will not be permitted to sit for any school-based assessment held in school, including examinations.
 - Students who are on Approved Absence may return for school-based examinations, but not other weighted assessments (e.g. tests). Students on Approved Absence should be placed in a separate venue from other students, with Safe Management Measures in place.
- CCAs will resume with strict SMM in place. Your teachers will inform you of the specific guidelines when conducting CCA activities. Please adhere to all instructions from your teachers.