

ONLINE SCHOOL PROGRAMMES INFORMATION SHEET

Capacity

- These online programmes are held over Zoom.
- We will send you the Zoom link upon confirmation of the programme.
- If you prefer to use your school's Zoom account, please let us know.

Online etiquette

Please brief your students the following online etiquette before the session:

- Bring your own earphones or headphones to minimise feedback.
- Ensure that your name in Zoom is in the following format – [Name] [Class].
- Use the RAISE HAND function in Zoom if there are any questions.
- UNMUTE the microphone only when you are speaking or answering questions.
- Use the CHAT function only to answer the questions raised by the facilitator.

Other notes for teachers

As we are unable to control the situation in class or at home, teachers are to ensure the following during the session:

- Ensure that the audio is turned on so that you can hear the session.
- Ensure that the speaker is turned on so that you can speak into the microphone.
- The session works best in full screen and in speaker view.
- Teachers will be made co-hosts of the session.
- Please ensure that you allow only your own students to enter the virtual room.

Booking request

Booking requests must be made at least 5 weeks prior to the session.

Please setup 15 minutes before the stipulated time as the session will be conducted based on scheduled timing.

Payment

This programme may be conducted for fewer than the minimum number of students. However, please note that the charged price will be based on the minimum number.

A screenshot of students would be required at the start of the session for verification purposes.

Payment is based on the stated number of students, and not the actual number of students on the day of the session.

A confirmation email will be sent, followed by issuance of invoice for payment within 30 days.

Changes and cancellations

Changes to confirmed bookings must be sent at least 2 weeks before the date

ONLINE SCHOOL PROGRAMMES FORM

Email this completed form and send to education@singaporeccc.org.sg.

Please title your email subject as “Online school programmes” followed by your school’s name.

All programmes are confirmed only upon email confirmation from SCCC.

☐ *I have read and understood all the terms and conditions stated in the Online School Programmes Information Sheet. Please notify all teachers accompanying the students as well.*

1. Basic information

Name of School/ Organisation	Click or tap here to enter text.
Type of school/ organisation	<input type="checkbox"/> Government agency <input type="checkbox"/> Non-profit organisation <input type="checkbox"/> Private agency
Department	Click or tap here to enter text.
Teacher in-charge	Click or tap here to enter text.
Mobile number	Click or tap here to enter text.
Email address	Click or tap here to enter text.
Education Mailing List	We want to stay connected with you. Click here to sign up for our emails of upcoming educational programmes or let us know if you wish to be included: <input type="checkbox"/> Yes, please include me <input type="checkbox"/> No

2. Booking request details

Date and time	<u>1st choice</u> Date: Click or tap here to enter text. Time: Click or tap here to enter text. <u>2nd choice</u> Date: Click or tap here to enter text. Time: Click or tap here to enter text. <u>3rd choice</u> Date: Click or tap here to enter text. Time: Click or tap here to enter text.
Class	Click or tap here to enter text.
No. of students	Click or tap here to enter text.

No. of teachers	Click or tap here to enter text.
Dry run (30 to 45 minutes)	<p>If you would like to test the setup with SCCC, please state your preferred date and time here.</p> <p><input type="checkbox"/> Yes. Specify date and time: 1st choice - Click or tap here to enter text. 2nd choice - Click or tap here to enter text. 3rd choice - Click or tap here to enter text.</p> <p><input type="checkbox"/> No</p>
Setup (indicate all your available resources per class)	
Classroom: <input type="checkbox"/> 1 projector <input type="checkbox"/> 1 laptop <input type="checkbox"/> More than 1 laptop. Specify no. Click or tap here to enter text. <input type="checkbox"/> 1 iPad <input type="checkbox"/> More than 1 iPad. Specify no. Click or tap here to enter text. <input type="checkbox"/> Individual devices	Computer lab: <input type="checkbox"/> 1 projector <input type="checkbox"/> Individual computers <input type="checkbox"/> Headsets Home-based learning: <input type="checkbox"/> Individual devices
No. of students per level (K: Kindergarten; P: Primary; S: Secondary)	
<input type="checkbox"/> K1: Click or tap here to enter text.pax <input type="checkbox"/> K2: Click or tap here to enter text.pax <input type="checkbox"/> P1: Click or tap here to enter text.pax <input type="checkbox"/> P2: Click or tap here to enter text.pax <input type="checkbox"/> P3: Click or tap here to enter text.pax <input type="checkbox"/> P4: Click or tap here to enter text.pax <input type="checkbox"/> P5: Click or tap here to enter text.pax <input type="checkbox"/> P6: Click or tap here to enter text.pax <input type="checkbox"/> Special Education Schools: Click or tap here to enter text.pax <input type="checkbox"/> International Schools: Click or tap here to enter text.pax	<input type="checkbox"/> S1: Click or tap here to enter text.pax <input type="checkbox"/> S2: Click or tap here to enter text.pax <input type="checkbox"/> S3: Click or tap here to enter text.pax <input type="checkbox"/> S4: Click or tap here to enter text.pax <input type="checkbox"/> S5: Click or tap here to enter text.pax <input type="checkbox"/> Post-Secondary (JC, ITE, etc): Click or tap here to enter text.pax <input type="checkbox"/> Tertiary (Polytechnics, Universities): Click or tap here to enter text.pax <input type="checkbox"/> Others (please specify): Click or tap here to enter text. pax
Objectives of visit	<input type="checkbox"/> School Excursion <input type="checkbox"/> Field-based Learning <input type="checkbox"/> Historical Investigation <input type="checkbox"/> National Education <input type="checkbox"/> Post-examination Learning Journey <input type="checkbox"/> Home-based Learning <input type="checkbox"/> Others (please specify): Click or tap here to enter text.

Additional information/ Requests (if any)	
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3. Payment method (please select one)

<input type="checkbox"/> E-invoice Total: SGD Click or tap here to enter text.	Please indicate your school's Sub BU-Code upon our confirmation of the programme. School's Sub-Business Unit: Click or tap here to enter text.
<input type="checkbox"/> Cheque Total: SGD Click or tap here to enter text.	Payable to "Singapore Chinese Cultural Centre" with your name and contact number.
<input type="checkbox"/> PayNow Total: SGD Click or tap here to enter text.	Search our UEN NO 201309577Z and input your school's name, date, and time. The SCCC QR code can also be made available upon request.

4. Preferred programme

I am teaching in a:	I would like this programme:	Conducted in English	Conducted in Mandarin	Bilingual (English & Mandarin)
Preschool	<input type="checkbox"/> I-Spy with Our Little Eyes!	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Primary School	<input type="checkbox"/> Exploring the Chinese Singaporean Identity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/> From Then to Now to What's Next?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/> Sustainable Art	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Secondary School	<input type="checkbox"/> Exploring the Chinese Singaporean Identity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/> Sustainable Art	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/> The Fabric of Who We Are	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/> Unearthing the Chinese Singaporean	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tertiary Institution	<input type="checkbox"/> Exploring the Chinese Singaporean Identity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/> Stitching the Chinese Singaporean Story	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/> Sustainable Art	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>