

## ONLINE SCHOOL PROGRAMMES INFORMATION SHEET

### **Fees**

- \$10 per student (excluding GST).

### **Duration**

- 60 minutes.

### **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.
- There can be up to a maximum of 80 students per booking.

### **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.

### **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.
- Bookings are limited to a minimum of 20 students and a maximum of 80 students.
- 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 20 students. However, we will bill based on the minimum of 20 students.
- A screenshot of students present would be required at the start of the session for billing 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 of the visit.
- If the school is late for more than 15 minutes without notification, the scheduled session will be cancelled. There will be no refunds for cancelled programmes.
- Contact the Education Team at 6812 7224/ 6812 7209 to notify us if you are going to be late.

### **Payment modes**

Choose either mode of payment:

- I. E-invoice. Please indicate your school's Sub BU-Code after we acknowledge and confirm your booking.
- II. Cheque. Payable to "Singapore Chinese Cultural Centre" with your name and contact number.
- III. PayNow. Scan the QR code (available upon request) or search our UEN NO 201309577Z and input your School's Name, Date and Time.

## ONLINE SCHOOL PROGRAMMES FORM

Email this completed form and send to [education@singaporeccc.org.sg](mailto: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

<b>Name of School/ Organisation</b>	Click or tap here to enter text.
<b>Type of school/ organisation</b>	<input type="checkbox"/> Government agency <input type="checkbox"/> Non-profit organisation <input type="checkbox"/> Private agency
<b>Department</b>	Click or tap here to enter text.
<b>Teacher in-charge</b>	Click or tap here to enter text.
<b>Mobile number</b>	Click or tap here to enter text.
<b>Email address</b>	Click or tap here to enter text.
<b>Education Mailing List</b>	We want to stay connected with you. Click <a href="#">here</a> 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

<b>Date</b>	Click or tap here to enter text.
<b>Time</b>	Click or tap here to enter text.
<b>Class</b>	Click or tap here to enter text.
<b>No. of students</b>	Click or tap here to enter text.
<b>No. of teachers</b>	Click or tap here to enter text.
<b>Choose <u>one</u> preferred language</b>	<input type="checkbox"/> English <input type="checkbox"/> Mandarin
<b>Dry run (30 to 45 minutes)</b>	If you would like to test the setup with SCCC, please state your preferred date and time here. <input type="checkbox"/> Yes. Specify date and time: Click or tap here to enter text. <input type="checkbox"/> No
<b>Setup</b>	Please indicate all your available resources <u>per class</u> .

<p>Classroom:</p> <p><input type="checkbox"/> 1 projector</p> <p><input type="checkbox"/> 1 laptop</p> <p><input type="checkbox"/> More than 1 laptop.Specify no. Click or tap here to enter text.</p> <p><input type="checkbox"/> 1 iPad</p> <p><input type="checkbox"/> More than 1 iPad.Specify no. Click or tap here to enter text.</p> <p><input type="checkbox"/> Individual devices</p>	<p>Computer lab:</p> <p><input type="checkbox"/> 1 projector</p> <p><input type="checkbox"/> Individual computers</p> <p><input type="checkbox"/> Headsets</p> <p>Home-based learning:</p> <p><input type="checkbox"/> Individual devices</p>
<p><b>No. of students per level</b> <b>(K: Kindergarten; P: Primary; S: Secondary)</b></p>	
<p><input type="checkbox"/> K1: Click or tap here to enter text.pax</p> <p><input type="checkbox"/> K2: Click or tap here to enter text.pax</p> <p><input type="checkbox"/> P1: Click or tap here to enter text.pax</p> <p><input type="checkbox"/> P2: Click or tap here to enter text.pax</p> <p><input type="checkbox"/> P3: Click or tap here to enter text.pax</p> <p><input type="checkbox"/> P4: Click or tap here to enter text.pax</p> <p><input type="checkbox"/> P5: Click or tap here to enter text.pax</p> <p><input type="checkbox"/> P6: Click or tap here to enter text.pax</p> <p><input type="checkbox"/> Special Education Schools: Click or tap here to enter text.pax</p> <p><input type="checkbox"/> International Schools: Click or tap here to enter text.pax</p>	<p><input type="checkbox"/> S1: Click or tap here to enter text.pax</p> <p><input type="checkbox"/> S2: Click or tap here to enter text.pax</p> <p><input type="checkbox"/> S3: Click or tap here to enter text.pax</p> <p><input type="checkbox"/> S4: Click or tap here to enter text.pax</p> <p><input type="checkbox"/> S5: Click or tap here to enter text.pax</p> <p><input type="checkbox"/> Post-Secondary (JC, ITE, etc): Click or tap here to enter text.pax</p> <p><input type="checkbox"/> Tertiary (Polytechnics, Universities): Click or tap here to enter text.pax</p> <p><input type="checkbox"/> Others(please specify):Click or tap here to enter text.pax</p>
<p><b>Learning objectives</b></p>	<p><input type="checkbox"/> School Excursion</p> <p><input type="checkbox"/> Field-based Learning</p> <p><input type="checkbox"/> Historical Investigation</p> <p><input type="checkbox"/> National Education</p> <p><input type="checkbox"/> Post-examination Learning Journey</p> <p><input type="checkbox"/> Home-based Learning</p> <p><input type="checkbox"/> Others(please specify):Click or tap here to enter text.</p>
<p><b>Additional information/ Requests (if any)</b></p>	

3. Payment method (please select one)

<input type="checkbox"/> <b>E-invoice</b> <b>Total: SGD Click or tap here to enter text.</b>	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"/> <b>Cheque</b> <b>Total: SGD Click or tap here to enter text.</b>	Payable to "Singapore Chinese Cultural Centre" with your name and contact number.
<input type="checkbox"/> <b>PayNow</b> <b>Total: SGD Click or tap here to enter text.</b>	Scan the QR code (available upon request) or 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:
Preschool	<input type="checkbox"/> How Do We Celebrate Chinese Festivals? by Preschool Market
Primary School	<input type="checkbox"/> Let's Do the Lo Hei Twist! by Intune Music
	<input type="checkbox"/> Spot the Cultural Difference by Preschool Market
	<input type="checkbox"/> Uniquely Singaporean! by Amazing Art Shuttle
Secondary School	<input type="checkbox"/> Distinctively Singaporean! by Amazing Art Shuttle
	<input type="checkbox"/> Let's Do the Lo Hei Twist! by Intune Music
	<input type="checkbox"/> Let's Observe & Discuss! by Art Loft