

4 Jan 2017

Dear Parents/Guardians of P4 Diligence



**WESTWOOD**  
PRIMARY SCHOOL

**After-School Project Work cum ICT Baseline Standard Literacy Programme in Term 1**

As part of our efforts in developing ICT literacy in our pupils, we are pleased to inform you that a 7-lesson Project Work cum ICT Baseline Literacy Programme will be organized for all P4 pupils in Term 1.

The Baseline ICT Standards define the basic level of knowledge, skills and values that Singapore pupils need in order to fully benefit from a curriculum enriched with ICT, and eventually thrive in a technology-driven society. On top of that, to make the ICT skills learnt relevant and meaningful to our pupils, pupils will be applying these skills into doing a presentation for their Project Work.

The Project Work will instil and raise pupils' awareness of the problems and difficulties faced by people in the community which will help them to focus on creating an inclusive society, where the young, the elderly, and persons with needs can continue to enjoy living in the community. They will use a software known as the 'Animaker' to show how their universal design can help improve the living environment of the people in the community. The details will be given in the Project Work Journal that the pupils will be receiving.

Our ICT Baseline Standard Literacy Programme is aimed at every pupil in Westwood being equipped with the fundamental ICT skills so as to be a future-ready, anchor-steady individual. Lesson focus is as shown below:

Targeted Skill(s)	Software
<p><u>Learning with Searches</u></p> <p>Access Internet sources with given URLs and specified hyperlinks</p> <p><u>Learning With Data Collection Tools</u></p> <p>Use data collection tools to record pictures, sounds, videos or other data e.g. using image, sound, video capture devices.</p> <p><u>Learning with Multimedia</u></p> <ul style="list-style-type: none"> <li>• Presentation should contain about one to five slides and include text and graphics</li> <li>• Graphics include pictures, clip art and drawings</li> <li>• Organise text (e.g. bulleted and numbered styles)</li> </ul>	<ul style="list-style-type: none"> <li>• MS PowerPoint (Advanced)</li> <li>• Search Engines Google, Yahoo</li> <li>• Internet Browsers: ( Google Chrome, Internet Explorer, Safari)</li> <li>• Animaker</li> </ul>

All pupils are to attend the 7-lesson Project Work cum ICT baseline programme, after school curriculum hours as follows:

Class	Date	Day	Time	Meeting Place	Venue
4 Diligence	10 January, 17 January, 24 January, 7 February, 14 February, 28 February and 7 March	Every Tuesday for 7 weeks	2 pm – 4 pm	School Canteen	Computer Lab 2

Teachers will guide your child/ward to the canteen for their lunch. Please arrange for your child/ward to have extra pocket money to purchase food. Pupils who are part of Proteach will have their lunch with their Proteach schoolmates. After their lunch, their respective subject teachers will then collect all pupils for their ICT baseline programme.

Pupils will be dismissed via the front gate after their respective ICT baseline programme. Please make the necessary transport arrangements for your child/ward after each lesson. There will be no school bus transport provided for pupils. Pupils in Proteach will be returned to their SCC teachers.

Please return the acknowledgement slip through your child/ward to his/her Form teacher by Friday, 6 January 2017.

Thank you very much for your support.

Yours sincerely



Ms Lam Meng Chee  
SH, Special Projects & Curriculum Innovation



Ms Ngiam Wee Heng  
HOD, Technologies for Learning & Innovation

### Acknowledgement Slip

**Re: Primary 4 Project Work cum ICT Baseline Standard Literacy Programme@ Westwood Primary**

I, \_\_\_\_\_ parent/guardian\* of \_\_\_\_\_ from \_\_\_\_\_  
\_\_\_\_\_ hereby acknowledge receipt of the letter dated 4 Jan 2017 to participate in the activity.

Name of Parent/Guardian\*

Signature of Parent/Guardian\*

Date: \_\_\_\_\_

Contact No.: \_\_\_\_\_

*\*Please delete accordingly.*