

PART I: DETAILS OF YOUR SCHOOL

1. Name of your school: SEKOLAH KEBANGSAAN TAMAN KEPONG (Taman Kepong National School)
2. Full address: SEKOLAH KEBANGSAAN TAMAN KEPONG, JALAN KELICAP, KEPONG BARU, KUALA LUMPUR
3. Postcode: 52100
4. Country: MALAYSIA
5. School's telephone number (country code+city code+telephone number): +60362756122
6. School's Email Address: wba0059@moe.edu.my
7. Name of the Headmaster/Principal/School Director: MR. HALIMI BIN MD RASIP
8. Name of the Teacher Coordinators: MS. CHIAH SIEW A/P CHIAH SUPHON
MR. WAN ROZI BIN WAN JAAFAR
MRS. WAN NURSHIDA AYU BT WAN HUSSIN
MS. NADIAH HANIM BT RAMLI
MR. NUR BADRUL BARIQI BIN IBRAHIM
9. Email address of the Coordinator: g-36414366@moe-dl.edu.my
10. School website: <http://sktamankepong.blogspot.com/>
11. Educational level : PRIMARY / PRESCHOOL / SPECIAL EDUCATION
12. Total number of teachers in your school: 47
13. Approximately number of teachers participated in this programme: 47
14. Total number of students in your school: 531
15. Approximate number of students participated in this programme: 531

1. Title of the school's initiative

SKTK: A Safe Haven & Digitalized

2. Summary of the initiative (a half page of A4)

The decision to close down schools, universities and colleges is a massive and drastic shock not only to families' productivity, but also to a child's learning and social life. A brief school reopening has then geared us towards taking the initiative to conform to standard operating procedures to help minimize contact and spreading of Covid-19 among the pupils. Hence, in SK Taman Kepong (SKTK), the school administrators and teachers have agreed that an intensive initiative is essential to resolve the two issues at hand; i) minimizing the spread of Covid-19 in the school when the school reopens and ii) to ensure full optimization of ICT tools to produce accessible content for online learning.

For the primary issue of minimizing the spread of Covid-19 in our school, the pupils' families and the surrounding community, SK Taman Kepong decided to implement the first initiative **"SKTK A Safe Haven"**. It is our utmost aim to ensure that 47 teachers, 7 operational staff and 531 pupils of SK Taman Kepong are well-equipped with the necessary knowledge, values and skills to further manage living with Covid-19 both inside and outside of the school compound.

Furthermore, pertaining to the second issue which is the optimization of ICT in online learning, another initiative named **"SKTK Digitalized"** was implemented. The implementation of this initiative has evidently enhanced the pupils' motivation and readiness for online learning while simultaneously enhancing the ICT skills and literacy among teachers and pupils. Despite initial setbacks in terms of internet connectivity and pupils' access to learning devices (smartphone, tablets or laptops), with the initiative, the school is able to provide assistance to the pupils in need while the teachers have substantial opportunities for ICT skill growth in creating interactive content for optimal online learning. Conclusively, both initiatives are an ongoing effort aimed at illustrating that identifying problems and finding the solutions lend an opportunity for fruitful collaboration between the school, parents and the community at large.

3. Objectives/goals of the school's initiative

SK Taman Kepong aims to empower its teachers, pupils, operational staff and the community regarding the importance of cleanliness to reduce the prevalence of Covid-19 as well as putting into practice alternative ways to enhance ICT in learning. Hence, the initiatives are able to do the following:

- (a) **Cultivate** understanding of the effects of Covid-19 pandemic and the required practices to reduce/minimize its impact in and around the school
- (b) **Increase** efficiency and ICT skill growth among teachers and pupils in the implementation of online teaching and learning during the pandemic in line with the 7th shift of the Malaysian Education Blueprint 2013-2025
- (c) **Connect** the school and its surrounding community to achieve an enhanced collaborative benefits for the betterment of the school practices and learning

4. Period of the time when the initiative was/has been started

The initiatives began in March 2020 and are ongoing till present day

5. Activities (strategies/activities of implementation, and brief information of each activity)

INITIATIVE ONE: SKTK A SAFE HAVEN

**School Reopening
SOP - Temperature
Checks and
Datang.my system**

This program entails a preparation of standard operational procedures for when the school reopens briefly in June 2020. A video simulation for the movement around the school is recorded to inform the pupils of the designated walkways which are accessible once they enter the school premise. Directional arrows are placed around the school to indicate the flow of movement in the school compound.

- **School Reopening SOP** <https://www.youtube.com/watch?v=fvKLkvk9g8A>
- **Pupils' Movement Simulation** - <https://www.youtube.com/watch?v=wSbYA1qJVts>

	<p>Before entering the school, temperature checks (range 35.6 - 37.5 °C) are done and pupils' ID tags are scanned via Datang Reader App to record their attendance as well as making sure that the pupils, teachers and school staff are fit for active duty and schooling.</p> <ul style="list-style-type: none"> - Datang Reader App https://youtu.be/iZOc5J_MXTM - Datang Reader App User Tutorial https://youtu.be/aXVIdkc8WLM <p>Additionally, gradual dispersion is also implemented wherein pupils follow a designated schedule to make their way to the main gate and are able to maintain social distancing practices. Ideally, weekly duty rosters are also disseminated to the teachers and school prefects to ensure that the SOP is smooth sailing. (Refer Appendix 1, pages 1-2)</p>
Covid-19 Awareness Campaign	<p>With support from the school's PTA, Covid-19 awareness posters and banners are printed and placed all over the school compound, in classrooms, the computer lab as well as other laboratories. Additionally, a mandated Covid-19 Information Sharing Session is implemented by the teachers in the classrooms. A record of every piece of information shared is to be recorded in the Covid-19 Do's and Don'ts Handbook. The pupils and teachers are able to set up a conducive atmosphere in the classroom by nurturing sustainable habits, practices and preventative measures which can greatly reduce their chances of contracting Covid-19. Further information is also widely shared to the pupils' parents and community via classes Whatsapp groups. (Refer Appendix 1, pages 3-4)</p>
Covid-19 New Norms	<p>In order to maintain social distancing practices, SK Taman Kepong has taken yet another leap in digitizing food order and recess management. The school has taken a bold move in implementing Online Food Ordering Portal which is run by the Pupils' Affair Unit alongside the school canteen management.</p> <ul style="list-style-type: none"> - Food Ordering Portal http://gg.gg/SKTKTEMPAHANMENU - Food Ordering Portal Tutorial: https://www.youtube.com/watch?v=qDcwcoGRZzE <p>Within this program, food is served in classes based on orders made a day prior. Furthermore, in collaboration with PTA, "One Sink for One Classroom Challenge" which involved the installation of a sink in every classroom to minimize contact and physical interaction among the pupils. Hand sanitizers and hand wash liquid are provided to ensure that pupils' maintain a great level of cleanliness throughout the school hours. (Refer Appendix 1, pages 5-6)</p>
Covid-19 Community Outreach	<p>The program in SK Taman Kepong has been greatly supported by its surrounding community i.e. PTA, Kepong Neighbourhood Watch Community (NWC or KRT), non-governmental organizations as well as several private institutions.</p> <p>Daily After-School Sanitization & Weekly Sanitization</p> <ul style="list-style-type: none"> - Sanitization of classrooms and labs by operational staff and janitors - Sanitization of external school compound by Kepong Neighbourhood Watch Community (Persatuan kebajikan dan pembangunan kepong baru) <p>Donations</p> <ul style="list-style-type: none"> - Hand sanitizers and facial masks <p>School Food Bank (Gerobok Rezeki)</p> <ul style="list-style-type: none"> - Assistance and support given to families affected by Covid-19 and having a hard time making ends meet. (Refer Appendix 1, pages 7-9)

INITIATIVE TWO: SKTK DIGITALIZED

SKTK Youtubers	<p>In line with the pandemic, it is evident that teaching and learning is no longer limited to physical classrooms and is becoming more digital-oriented. Hence, the teachers of SK Taman Kepong are quick to transition to creating videos with animated-input, listening soundtracks and other content parallel to the existing syllabus. To date, 26 teachers of SK Taman Kepong have created Youtube Channels, harboring large followings from pupils and teachers around Malaysia. The animated and interactive content are made to be course-specific such as hands-on experimental videos for Science, explainer videos for English, Malay Language and Mathematics and other subjects. In this sense, the interactive video input is accessible at all times and may be integrated during Google Meet and Zoom classes.</p>
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	SKTK Youtubers Channels: https://datastudio.google.com/reporting/7dafaf2c-7357-4cc6-87d7-579784d372c1/page/fSNyB (Refer Appendix 2, pages 1-2)
Inter-school networking and collaboration	<p>In light of the pandemic, SK Taman Kepong believes that collaboration enables sharing of teachers' expertise, breaking down barriers between schools as well as enriching learning opportunities which can then be inculcated for the benefit of the pupils.</p> <p>(Refer Appendix 2, pages 3-6)</p>
Public and Remote Access Portals	<p>In order to provide ease of access to resources related to the school, SK Taman Kepong and its Cyber Unit developed portals for public access which include links to Web pages and files with information provided for a specific educational exercise, animations, means for accessing software, communication tools, and other electronic resources employed in teaching and learning. Blog and Telegram channels are also incorporated as a medium for information sharing (Refer Appendix 2, page 7)</p>
Enhancement of Teacher ICT Literacy	<p>Education in the 21st century demands that teachers and learners be digitally literate which is in alignment to the National Curriculum Syllabus and Policy which places digital literacy as one of the skills to be acquired by both the teachers and pupils. The teachers of SK Taman Kepong are constantly exploring for opportunities to upgrade their skills and expertise pertaining to teaching (strategies, techniques, mastering ICT-based educational tools) through online courses, webinars and masterclasses. Additionally, Professional Learning Community (PLC) online meetings and sharing sessions are regularly carried out by the teachers to discuss challenges, threats to effective teaching and to share expertise on newly discovered ICT tools. Teachers of SK Taman Kepong had also been given the opportunity to appear on live television in collaboration with the Ministry of Education (DidikTv) - (Refer Appendix 2, pages 8-9)</p>
Equal Access to ICT Education	<p>To tackle the issue of dropouts, SK Taman Kepong takes the first step to gather information and data of pupils who may require access to smart devices to participate in online learning. In liaison with PTA and non-governmental organizations, SK Taman Kepong managed to attain smart devices to be donated to pupils in need. (Refer Appendix 2, pages - 10-11)</p> <p>Additionally, pupils and their parents were also guided to apply for Free Government-Issued Mobile Phones through the Jaringan Prihatin Scheme with support from SK Taman Kepong. Other programs for enhancing digital literacy among the pupils were also conducted.</p> <p>Moreover, the teachers have also prepared supplementary subject-specific learning modules for pupils who cannot participate in online learning for a long term. The school opted for a "drive-thru" concept for the parents to collect the module at school to minimize interaction during the pandemic.</p>
Online Appreciation Initiative	<p>In SK Taman Kepong, we emphasized on cultivating pupils who are multi-dimensional "whole" beings which is in alignment with the Malaysian Ministry of Education's aspiration. To instill ongoing participation and pupils' engagement in school online activities, several major programs were organized to create opportunities for the pupils to excel in both academic and extracurricular platforms. The programs were fully organized on online platforms via live streams, our school's Youtube Channel and portals. (Refer Appendix 2, pages 12-15) These participations and accomplishments have evidently signposted that even with limited face-to-face interaction, ICT skills and educational tools, when incorporated effectively, can yield astonishing results. (Refer Appendix 2, pages 16-17)</p>

6. Teaching and learning approaches/strategies that the school has integrated for this school initiative

6.1 Mathematics and Science Panel	<p>6.1.1 Live demonstration and video-recorded simulations - engage pupils in authentic and complex problems and challenges</p> <p>6.1.2 Project Based Learning - to inculcate real-life problem solving skills, organizational aspects of life as well as discovery learning through pupil-led Science Shows and Maths Real-Life Simulations.</p>
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6.2 Language Panel & IQ-NILAM	6.2.1 Language Projects - to utilize their ICT skills, critical thinking, communicating to solve problems and to collaborate to reach a consensus. 6.2.2 “Pupils’ Voices and Choices” activity - pupils present about real issues such as doing their parts in order to to live in “ Covid-19 World ” and to practise “ Cleanliness: The Way of Life ”.
6.3 Vocational & ICT Panel	6.3.1 ICT Literacy Workshop - emphasis on building ICT skills and literacy by conducting regular workshops for the pupils. The workshops anchored the pupils’ skills in handling online learning and to help them sustain their interests in earning in the midst of the pandemic.
6.4 Humanities Panel & Counselling Unit	6.4.1 Google Meet Sessions - conducts regular Google Meet sessions to encourage the pupils to sustain their motivation as well as helping them to establish critical thinking and self-discovery in the difficulties they may face due to the shift in learning. (Refer Appendix 3, pages 31-34)

7. Participation of community and parents in the school initiative

The SKTK A Safe Haven & Digitalized Initiative is widely supported by its community and strategic partners who help to ensure the continuity of the effort. SK Taman Kepong believes that strategic partnership with NGOs, PTA and other educational and non-educational organizations is pivotal as they can share their expertise, knowledge and resources which in turn provide better outcomes for the benefit of the pupils. **(Refer Appendix 2, pages 7-9)**

8. Monitoring and evaluation mechanisms

To ensure continuity and effectiveness of the initiatives, online meetings were held to evaluate progress and to find solutions to unforeseeable challenges. The list of meetings are as listed below: **(Refer Appendix 3 : pages 13-24)**

1. Safe Haven Meeting 1	2. Safe Haven Meeting 2
3. Safe Haven Meeting 3	4. SKTK Digitalized Meeting 1
5. SKTK Digitalized Meeting 2	6. SKTK Digitalized Meeting 3

9. Effectiveness of the school initiative to learners, teachers, families, and community

Video Simulation of School Reopening Procedures	Inspired neighbouring schools in the district to emulate the initiative
Covid-19 Awareness Campaign	Established collaboration with other schools in the district to draft and devise effective infographics and banners
Datang Reader App & Mandatory Temperature Checks	Learners, parents, teachers and the community fully understand the safety guidelines mandated by the school and thus managed to prevent Covid-19 outbreak in the school
Equal Access to Education	Identification and donation made to pupils in need of smart devices for online learning ensure no dropouts. Assistance provided to B40 families help to sustain their children’s engagement in online learning (Refer Appendix 3, pages 25-29)
ICT-Literacy Workshop	Pupils and their parents become more computer-literate and able to manage online learning sessions independently. Pupils are able to empower themselves in the shift to 21st century learning.

Growth of ICT Skills and Expertise	Teachers become consistently more skilled at incorporating ICT-based educational tools for both learning and professional growth. Teachers and pupils are able to immerse in better learning sphere both digitally and virtually based on Project-Based Learning
Extensive Involvement of Teachers & Family in Online Learning	The initiative encourages more families to be directly involved in their children's participation in online learning. A consistent increase in the percentage of involvement of pupils in online sessions each week (Refer Appendix 3, pages 25-19)

10. Plan for future

Sustaining School Safety SOPs	<ul style="list-style-type: none"> - It is our aim and goal to continue with the safety guidelines and health checks to upgrade the resources to cater to future situation / pandemic - Upgrading the Datang Reader App to be more effective and user -friendly - possible installation of make-shift cubicle style classroom seats for the pupils
Upgrading ICT Literacy and Installing ICT-Based Resources in All Classrooms	<ul style="list-style-type: none"> - Collaborating with skilled ICT corporations such as Malaysian Digital Economy Corporation (MDEC) Microsoft Malaysia and Google Malaysia for upskilling courses for teachers and pupils - Equip all classrooms with Smart TVs and Projectors and install stable internet connection - Digitizing Textbooks and reducing the use of printed materials - going paperless - Going Global with SKTK Digital Learning Platform Portal to encourage a more widespread information sharing related to educational materials

11. Interrelationship of the school's programme with other Sustainable Development Goals (SDGs)

SDG 6: Clean Water and Sanitation SDG 11: Sustainable Cities and Communities	<ul style="list-style-type: none"> - Providing sustainable and safe environment for its occupants and surrounding community - Regular sanitization works and new norm practices related to cleanliness have been incorporated successfully.
SDG 3 : Good Health and Wellbeing	<ul style="list-style-type: none"> - In relation to temperature checks and Datang Reader App, it is an understanding among the teachers, parents and the community that in order to interact with the school in person, mandatory health checks are to be adhered to.
SDG 1: No Poverty SDG 4: Quality Education SDG 17: Partnership for the Goals	<ul style="list-style-type: none"> - SKTK Digitalized Initiative is the school's effort to ensure that no single pupil is deprived of education due to the drastic shift of the learning sphere. - Consistent support from the families, communities and NGOs who never shy away from offering resources to the school. - The teachers of SK Taman Kepong are continuously attempting to provide better education and learning for the pupils. While helping the pupils to further increase their virtual learning readiness.

12. Link(s) to the information of school's initiative in social medias such as facebook, website, youtube

Official School Facebook Page: https://www.facebook.com/SK-Taman-Kepong-138012559564020 Facebook SKTK Digital Learning Platform: https://www.facebook.com/groups/SKTKDigitalLearningPlatform/ Gerbang SKTK Digital Learning Platform: http://tiny.cc/SKTKDigitalLP Youtube channel: https://www.youtube.com/c/SEKOLAHKEBANGSAANTAMANKEPONGMoe

13. (Optional) List of supporting documents such as a copy of the school operational plan or school management plan, action plan, learning/teaching materials, lesson plans, samples of student worksheet, manuals, etc.

Appendix 1: SKTK A SAFE HAVEN

Appendix 2: SKTK DIGITALIZED

Appendix 3: SK TAMAN KEPONG SCHOOL PLAN & GOALS

14. Photos related to the activity/programme (Maximum of five (5) photos with captions in English)

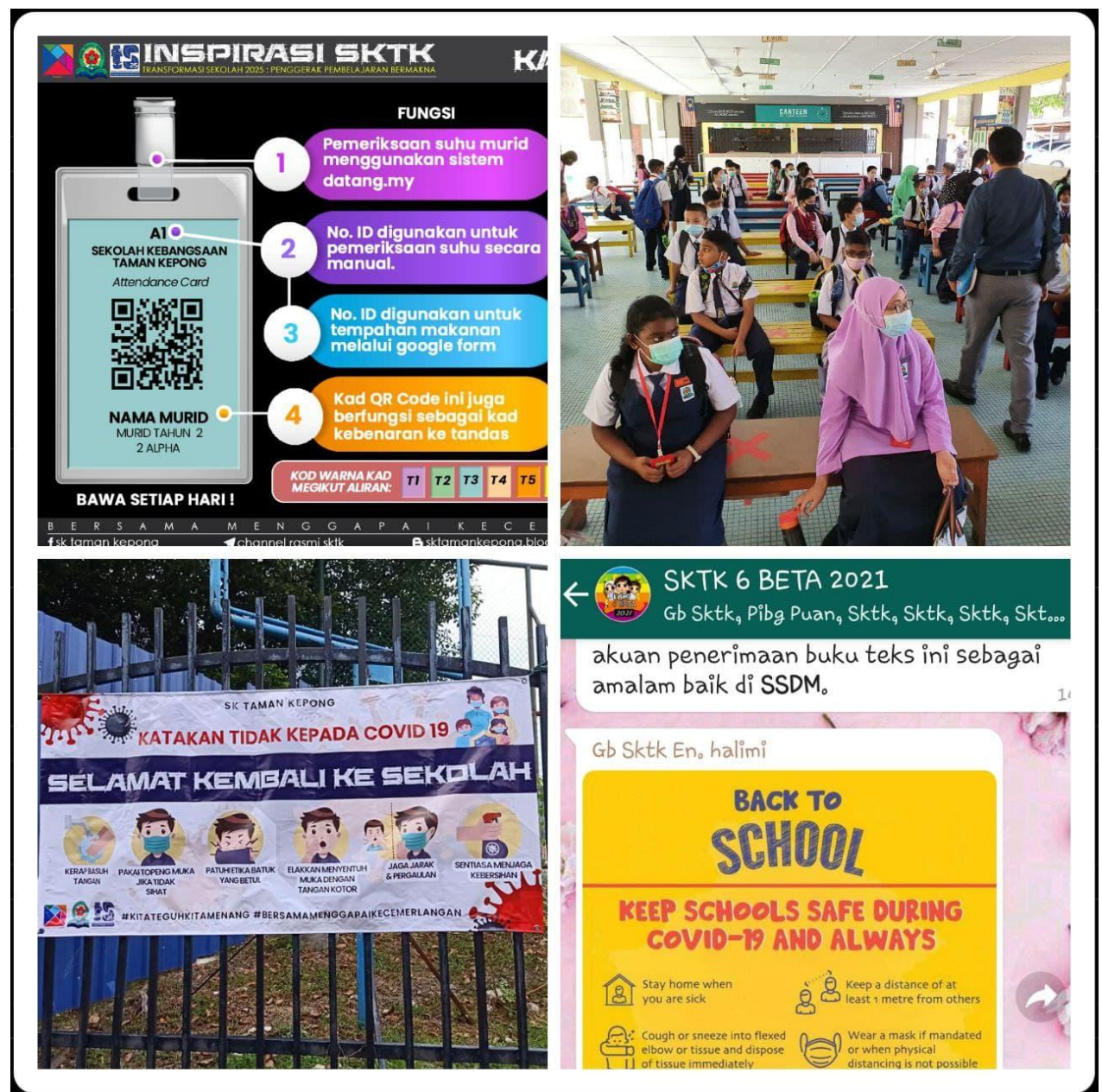


PHOTO 1
SKTK A SAFE HAVEN
(COVID-19 STANDARD OPERATING PROCEDURES)

SKTK TEMPAHAN MENU MURID 2021

datastudio.google.com

SKTK TEMPAHAN MENU MURID 2021

3 HINGGA 7 MEI 2021

TEMPAHAN MENU MURID SKTK 2021

MURID THAMPA 1, KLAS 10 DAN 11, MEMBUAT TEMPAHAN

KELAS	NAMA MURID	NO. 1	NO. 2	NO. 3	NO. 4	NO. 5	NO. 6	NO. 7	NO. 8	NO. 9	NO. 10	NO. 11	NO. 12	NO. 13	NO. 14	NO. 15	NO. 16	NO. 17	NO. 18	NO. 19	NO. 20
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7	1020	1020	1020	1020	1020	1020	1020	1020	1020	1020	1020	1020	1020	1020	1020	1020	1020	1020	1020	1020	1020

MURID THAMPA 2, KLAS 12 DAN 13, MEMBUAT TEMPAHAN

KELAS	NAMA MURID	NO. 1	NO. 2	NO. 3	NO. 4	NO. 5	NO. 6	NO. 7	NO. 8	NO. 9	NO. 10	NO. 11	NO. 12	NO. 13	NO. 14	NO. 15	NO. 16	NO. 17	NO. 18	NO. 19	NO. 20
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PHOTO 2
SKTK A SAFE HAVEN
(COVID-19 NEW NORMS & COMMUNITY OUTREACH)

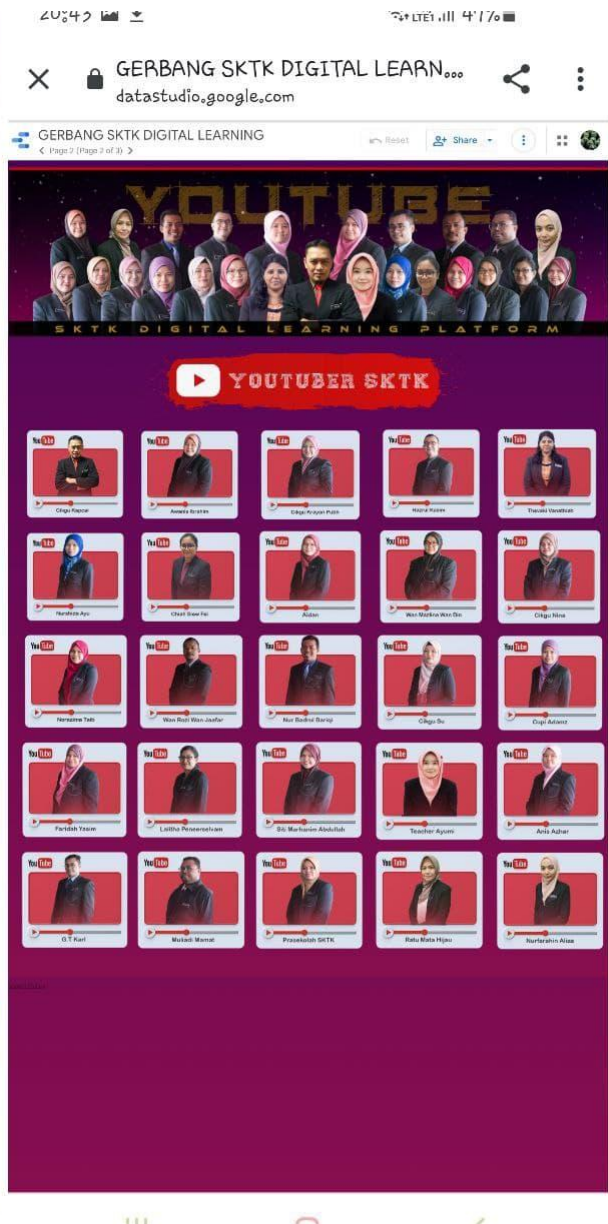


PHOTO 3
SKTK DIGITALIZED
(SKTK YOUTUBERS & INTER-SCHOOL NETWORKING)

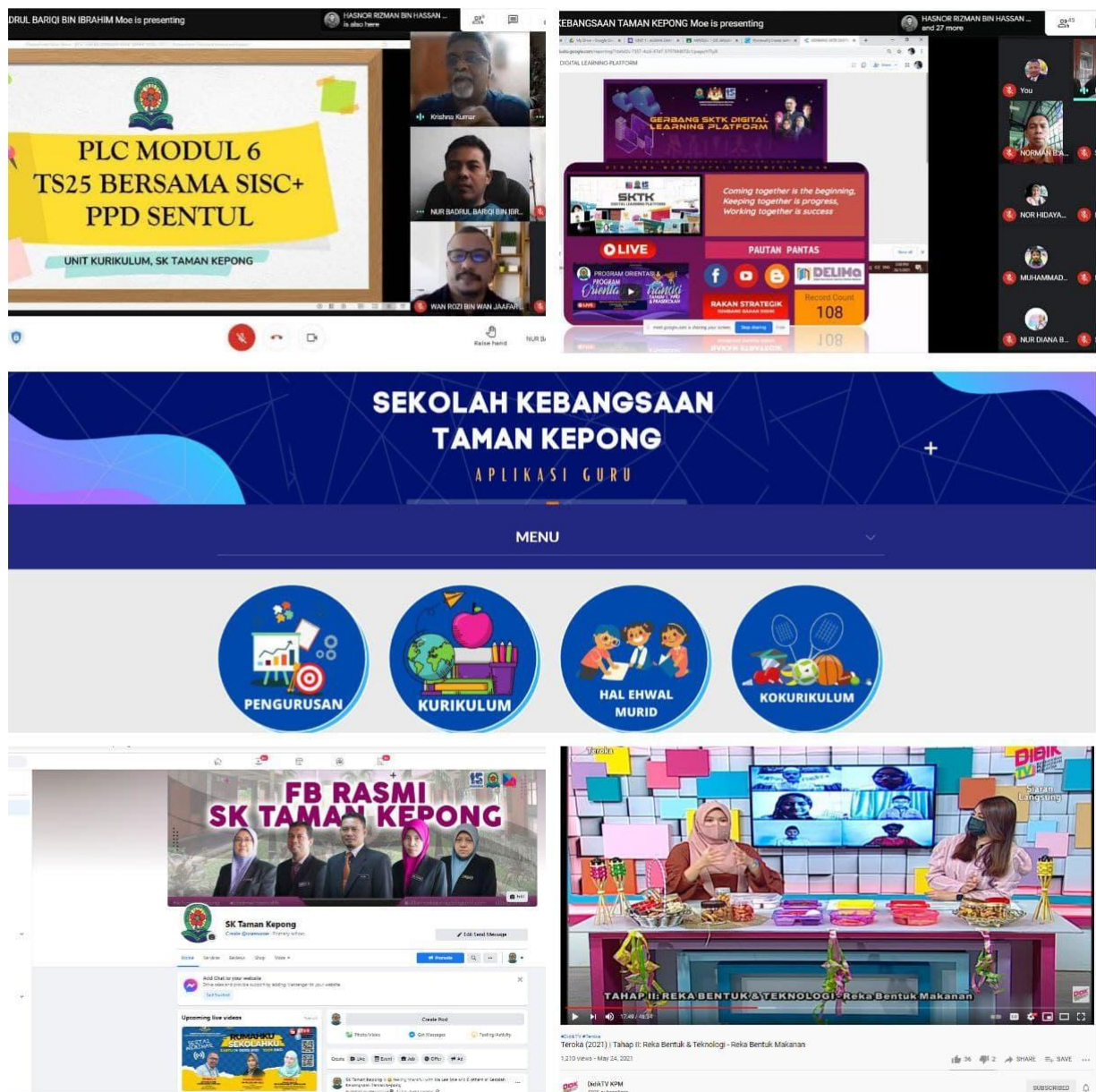


PHOTO 4:
SKTK DIGITALIZED
(PUBLIC ACCESS TO PORTALS &
TEACHER UPSKILLING ICT LITERACY)



JLIS WATIKAH PELANTIKAN PEMIMPIN SEKOLAH 2021



PHOTO 5
(EQUAL ACCESS TO ICT EDUCATION
& ONLINE APPRECIATION INITIATIVE)