



Dear Parents,

As the end of the summer vacation is approaching, it's time to start a new year's study. At the beginning of term, classes will be conducted in the form of real-time video classes. We hope that students will face challenges ahead with perseverance and an unyielding spirit. In order to let parents know more about the points to note in the new school year, please pay attention to the details stated in the following notice.

1. School Opening Ceremony

The School Opening Ceremony will be conducted online.

Date: 1st September, 2020 (Tuesday)

Time: 8:15a.m. to 11a.m.

Procedures :	8:15-8:45	Report Time
	8:45-10:00	School Opening Ceremony
	10:15-11:00	Class Teacher Period

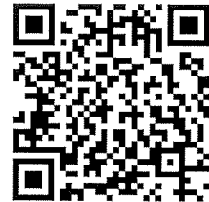
(Dress code: Opening Ceremony is a school ceremony. Students are encouraged to wear summer school uniform to attend the opening ceremony)

The Opening Ceremony will be conducted via ZOOM, please download and install the ZOOM application in advance and ensure it works properly. All students should log in before 8:15a.m. on the same day with the following designated ZOOM account.

ZOOM ID : 406 181 5074

Password : 4061815074

Or use the link to enter the video conference room to participate in the School Opening Ceremony.



2. Online Teaching Arrangements (September)

A. Online learning

i. In September, students will use ZOOM to attend classes in the form of a real-time online video conference. Students need to attend their classes on time according to the online class schedule.

ii. Online Teaching Timetable:

Class	Time
Morning Assembly	08:15 – 08:30
1	08:30 – 09:00
2	09:00 – 09:30
Recess	09:30 – 09:40
3	09:40 – 10:10
4	10:10 – 10:40
Recess	10:40 – 10:50
5	10:50 – 11:20
6	11:20 – 11:50

Recess	11:50 – 12:00
7	12:00 – 12:30
8	12:30 – 13:00
9	13:00 – 13:30 (Applicable to some forms / classes and Friday Weekly Assembly)

- iii. Classes are conducted in the form of a five-day week. Please browse the school website and download the class timetable.
- iv. The ZOOM conference ID and password of each class will be sent to the students by eClass application. Please check the desktop computer, tablet computer or mobile phone to ensure that the eClass information is correct. If you lose the account information, please contact the school at 2471 2622 for assistance

B. Notes on Online Learning

For Parents

1. Online classes are conducted through ZOOM real-time online conferencing. In order to enhance learning efficiency, the school will strictly keep a record of the students' attendance, learning attitude and homework evaluation. Each students' performance will be used as a reference for their promotion and retention criteria. Parents should urge your children to abide by the rules.
2. Please help your child update the version of the ZOOM application to ensure a smooth and safe operation of the software. For the operation of the ZOOM application, please visit the school's website and download the relevant teaching guidelines.
3. In order to protect students' eye sight, students should not use mobile phones to participate in the video class. If necessary, parents can prepare electronic devices with a large and clear screen, camera and microphone that function normally to ensure online classes can run smoothly.
4. Students are required to retrieve their ordered textbooks from Joint Publishing Bookstore(三聯書局) before the start of school; those who have not ordered should purchase them before the start of school.
5. Teachers will use the eClass platform or the school website to publish homework information. Parents should pay attention from time to time to urge their children to study hard.
6. If you have any questions about students' learning, please call the school to contact the teacher.
7. Parents can browse the electronic version of the school calendar on the school website to learn about school life.
8. Before September 1, 2020, S1 students and their parents can come to the library on the second floor of our school from 9:00 a.m. to 4:00 p.m. (except on Sundays) to collect textbooks (applicable to the "S1 Textbook Borrowing Scheme") and eClass account information. After that, please go to the music room on the G/F to borrow the musical

instruments used in music lessons for home practice.(* if the parent is unable to collect textbooks, he / she may authorize others to collect textbooks and musical instruments on his / her behalf, please note that the parent's authorization must be provided)

For students

1. The online real-time video class is a regular class in the school. Students should pay attention and be as active as they would be in school classes.
2. The ZOOM conference ID and password of each class will be sent to the students via the eClass application, which students should be pay attention to before class.
3. Students are required to log in to the ZOOM meeting ID and password assigned by the subject teacher on time according to the class schedule. They can enter the class after the teacher gives permission.
4. Students should appreciate the values of learning, working hard and handing in their homework on time. If they fail to complete their assignments according to the instructions, they will be punished and there will be follow-up actions.
5. In order to enhance the effectiveness of online autonomous learning, students must prepare their own stationery before class, and jot down notes on the key points covered in class, so as to review them.
6. In order to enhance the examination ability of S6 students, from September 14 they will be required to participate in supplementary courses after the eighth class until 4:00 p.m.. the arrangements will be announced later.

C. Notes for participating in ZOOM class

1. Download and install the ZOOM program and participate in real-time video classes (including weekly meetings, after class activities and other different classes).
 - Students can download and install the ZOOM application using desktop, tablet and mobile phone. For details, please refer to the relevant guidelines on the school's website.
 - In order to ensure network security, if the old version of ZOOM has been installed, please update it to the latest version.
2. Students only need to open the ZOOM program, select "join the meeting", and then input the specified "ZOOM conference ID" (such as the subject teacher's ZOOM account) and "conference password" (the password is the same as the ZOOM account).
3. Please refer to the class schedule and log in before class.
4. In order to facilitate the identification of students and facilitate classroom interaction, students should use the following format for login name:

Format	example
Class + student's name in English characters + seat number	5D Chan Tai Man (15)

5. Students should turn on the camera to display their faces for interaction during class; it is suggested to set a virtual background in advance.

6. Students can wear casual clothes, but must pay attention to their dress and appearance when they participate in the video class. They should be tidy and neat.
7. In class, please turn on the audio when you need to answer teacher's questions.
8. In order to keep the class quiet, students should choose a quiet place in their home to participate in online teaching, and set any electronic devices irrelevant to their participation in class to mute.
9. In order to protect privacy and intellectual property rights, students are not allowed to record in class, nor to disclose the meeting ID and password of the school video classroom.
10. If necessary, students can use the chat room to ask questions or express opinions to teachers. However, other functions of ZOOM cannot be used without the teacher's permission.
11. Students should abide by the rules of daily classes, concentrate in class and maintain a good learning attitude.
12. After entering the ZOOM class, students are not allowed to leave at will.
13. Any violation of the classroom rules will be handed over to the discipline team.

D. Attendance

1. Students should attend the online real-time classes on time according to schedule. Meanwhile, the attendance rate and learning performance of online real-time classes are taken as one of the reference indicators of students' conduct, and students are reminded to cherish learning opportunities.

2. Attendance methods for online real-time classes are as follows:


Sick leave or personal leave:

- If you want to ask for leave, parents should inform the school office by phone from 8:00 a.m. to 9:00 a.m. on that day. Students are not allowed to ask for leave on their own.
- Students who ask for leave should submit their leave letter within 10 days for school approval.
- For those who ask for sick leave for two days or above, they must submit a letter of certification by registered doctor as proof.
- The student leave letter and the letter of certification by registered doctor can be sent to the school in hard copy or sent to the class teacher in soft copy.

Late / absent / quit class without reason:

- If a student is late, absent or quits class and fails to give a reasonable explanation to the subject teacher, he or she will be considered "absent".

Yours faithfully,


Chan Ka Fai
(Principal)

