



REF NO: 020-07-N001

通告

NOTICE

致 To : 全体家长及学生 ALL PARENTS AND STUDENTS

部门 From : 教务处 ACADEMIC DEPARTMENT

日期 Date : 11/07/2020

事项 Subject : 复课须知
GUIDELINES FOR SCHOOL REOPENING

谨此通知，全体学生将于 15.7.2020（星期三）开始回校上课。为了确保教职员及学生的安全，请全体家长及学生必须仔细阅读以下复课须知。

1. 上课期间

- 1.1 学生于早上 7 时 15 分方可进入校园，提早到校的家长及学生请在候车亭等候。若当天为下雨天，校方才会另外聘请工作人员执勤，因此学生可进入校园并到有盖篮球场有秩序地等候，惟最早为早上 6 时 30 分。
- 1.2 已取得停车位的学生须于早上 7 时 15 分后在 Gate B（后门）测量体温后方可进入校园，共车者须在 Gate B 下车，步行到 Gate A（前门）测量体温方可进入校园。
- 1.3 学生勿在身体不适的情况下返校上课。
- 1.4 学生在进入校园前须测量体温，体温高于 37.5° C，或出现伤风、咳嗽、喉咙痛等症状者须立刻由家长载送回家，或交由在校门值班的训导老师协助处理。
- 1.5 校方鼓励学生在校园范围内戴上口罩，自备洗手液或搓手液，亦可到贩卖部购买。
- 1.6 学生须照顾个人卫生，校方也会在各公众场所提供洗手液或搓手液，学生须勤洗手。
- 1.7 学校食堂在早上（第一次下课前）没有开档，学生可在家里享用早餐后才到校上课。
- 1.8 第一节的上课时间调整为早上 7 时 45 分开始，全体学生须准时到校。
- 1.9 学生的上课地点有作稍微更动，详情请见附录（一）。
- 1.10 各班级的上课时间表有作更动，详情请见附录（二）。
- 1.11 每逢单周星期六的联课活动（即第一、三、五个星期六），学生无须到校，并在家里进行线上联课活动，时间为 0930-1115。详情请见联课活动处所发布的通告。
- 1.12 返校上课的级别将会由老师进班授课，并不会再进行线上教学。
- 1.13 在各班级里，学生须时刻保持 1 米的社交距离，勿随意走动及私下调换座位。
- 1.14 学生在校园内须遵守教育部及校方所规定的标准作业程序（SOP）如：行进路线，并时刻留意校方所标记的黄色线条，保持至少 1 米的社交距离等。
- 1.15 若学生在校期间出现身体不适的情况，须立刻通知科任老师，并由校方联络家长到校载送回家。
- 1.16 禁止进行一切的群聚活动如集会、球类活动、课后补习等，校方也严禁学生私自聚集。
- 1.17 校方将通过广播方式提醒学生需要注意之事项。



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2. 下课期间

- 2.1 学生的两次下课时间延长 10 分钟，即 0945-1025 及 1225-1305。
- 2.2 学生可自行携带便当及餐具到校，并于下课时间在教室内享用。
- 2.3 学生也可到食堂购买食物，但禁止在食堂内用餐。
- 2.4 学生在用餐后须把一次性容器及餐具丢到课室外的垃圾桶内，并须时刻保持班上的清洁。
- 2.5 学生不许随意进入厕所，必须根据规定的社交距离，站在黄色线条后排队，并听从值班老师的指示。

3. 放学期间

- 3.1 放学时，学生须有秩序地移步到校门外的候车亭等待家长，并根据校方的规定，保持至少 1 米的社交距离。
- 3.2 为避免拥挤及确保学生保持 1 米的社交距离，候车亭将分为 28 个等候区，即 A1-A19 及 B1-B9，家长及学生可约定在其中一个等候区，以避免交通堵塞及方便家长在最短的时间内载送孩子回家。
- 3.3 家长及学生可留意候车亭上方的标示牌以找到相对的等候区。
- 3.4 一切的课后活动皆不被允许。
- 3.5 学生于当日离开校园后，不可再进入校园。
- 3.6 每逢星期三的联课活动取消，学生的放学时间为 1345。

校方将会根据情况修订上述事项，并会通过家长 WHATSAPP 群组、官方面子书或官方网站通知家长及学生，请家长及学生时刻留意。

敬请垂注，谢谢。

教务处 启



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This is to inform that all students will return to school on 15th July 2020 (Wednesday). To ensure the safety of teachers and students, all parents and students are required to read the following guidelines for school reopening carefully.

1. During lesson

- 1.1 Students can only enter the school from 7.15 am onwards. Parents and students who arrive earlier than 7.15 am, are required to wait at the parking lanes. In case it is raining, the school management will specially recruit other people to be on duty. So students can go into the basketball court and to wait orderly there. Students can enter the basketball court at 6.30am (the earliest).
- 1.2 Students who have applied to use the parking lots, are required to enter the school from Gate B (Back entrance) from 7.15 am onwards. Temperature screening will be conducted before allowing them to enter the school. Students who are car-pooling, are required to alight at Gate B and enter the school using Gate A (front entrance). Temperature screening will be conducted before allowing them to enter the school.
- 1.3 Students are not encouraged to attend school if they are not feeling well.
- 1.4 Temperature screening will be conducted on every student before entering the school. Students are not allowed to enter the school if their body temperatures are higher than 37.5 ° C, or experiencing any symptom such as fever, cough, flu or difficulty in breathing. They are required to be sent home by their parents or assisted by Discipline teachers who are on duty at the gate.
- 1.5 Students are encouraged to wear masks in the school compound and prepare their own hand sanitizer or hand wash. They can also buy them from the bookstore.
- 1.6 Students are required to take care of their own hygiene. Hand wash and hand sanitizer will be provided at all public places. Students need to clean their hands frequently.
- 1.7 The school canteen will not be opened before the first recess so students are advised to have their breakfast at home before coming to school.
- 1.8 The first period will start at 7.45am. All students are required to come to school punctually.
- 1.9 There are some changes to classroom allocation during this period. Kindly refer to Attachment 1.
- 1.10 There are also changes made to the time-table for all levels. Kindly refer to Attachment 2.



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- 1.11 ECA will be conducted every 1st, 3rd and 5th Saturday of the month. Students will follow the ECA online at home. ECA will be conducted at 9.30am-1115am. Kindly refer to notice posted by ECA for further details.
- 1.12 For those who are returning to school, face-to-face lessons will be conducted in the classroom. Online lessons will not be carried out for these levels.
- 1.13 Students need to maintain social distancing of 1 meter between each other. Students are not allowed to wander around and change their seats without permission.
- 1.14 Students are required to follow the standard operating procedures (SOP) implemented by the Ministry of Education and the school. For example, follow the designated route set by the school, be aware of the yellow lines marked by the school and maintain social distancing.
- 1.15 Students are required to report to the teachers immediately if they are not feeling well. The school will contact their parents to send them home.
- 1.16 All group activities such as assembly, ball games and tuition after class are not allowed. Students are not allowed to have any private gathering.
- 1.17 The school will make announcement/updates to the students using broadcast over the PA system.

2. During recess

- 2.1 For normal school days, the recess time has been extended by 10 minutes i.e 0945-1025 and 1225-1305 respectively.
- 2.2 Students can bring their own lunch boxes and cutlery to school and have their meal in the classroom during recess.
- 2.3 Students can buy food from canteen but dine-in is not allowed in the canteen.
- 2.4 Students need to throw all the disposable containers and cutlery into the dustbin provided outside the classroom. Students need to maintain the hygiene and cleanliness of the classroom.
- 2.5 Students are not allowed to go to the restroom without permission. Students are required to maintain social distancing, queue behind the yellow lines and follow the instructions from the teachers on duty.

3. School dismissal

- 3.1 After school dismissal, students need to go to the waiting area (outside the school) in an orderly manner. Students need to observe social distancing of one meter.
- 3.2 To avoid congestion and to ensure students maintain social distancing of one meter, the waiting area has been divided into 28 waiting designations i.e A1-A19 and B1-B9. Students and parents need to make arrangement as to where to meet. This is to ensure the smooth flow of traffic and for parents to pick up their children quickly.
- 3.3 Signboards will be put up at the designated waiting area.
- 3.4 All after-school activities are not allowed.
- 3.5 After leaving the school, students are not allowed to enter the school anymore on that day.
- 3.6 ECA for Wednesday is cancelled. School will dismiss at 1.45pm.



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The guidelines above are subjected to change. Any change or update will be announced in the parents' WhatsApp group, official Facebook page or official website. Please look out for any further update.

Your kind attention and co-operation to the above is greatly appreciated. Thank you.

Best regards
Academic Department