



ST. CLARE'S GIRLS' SCHOOL

50 MOUNT DAVIS ROAD,
HONG KONG

Web Page : www.stclare.edu.hk
E-mail : info@stclare.hk

Tel : 2817 1764
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18 May 2020

Dear Parents,

Arrangements for Class Resumption starting from 27 May (S.3-5) & 8 June (S.1-2)

As the Education Bureau (EDB) announced that schools in Hong Kong can resume classes in a gradual and orderly manner, you are kindly requested to take note of the following:

I. Resumption Dates and School Hours

Classes in our school will resume according to the following schedule:

Class Level	Date of Class Resumption	Start Time	Leave Time
S.3 – S.5	27 May 2020, Wednesday	7:53 a.m.	1:00 p.m.
S.1 – S.2	8 June 2020, Monday		

II. Stepping up Hygiene of the School Premise and Staff Members

During the class suspension period, our school has thoroughly cleaned and disinfected the school premises. We have urged all staff members, including tuck shop workers, school bus operator and school bus drivers, to step up precautionary measures to maintain personal hygiene and environmental hygiene of the school. Besides, we will also request all the staff who have contacts with our students, including tuck shop workers to take their temperature before going to school. If they have fever, they must not return to school.

We will maintain the environmental hygiene of our school premises as far as we can to safeguard the health of our students. We hope that, after class resumption, students can return to the school and enjoy their learning in a safe environment. However, we are mindful of the rapidly changing nature of the COVID-19 pandemic, we will keep in view the latest development, and parents should pay close attention to any latest announcements of our school as well as the EDB.

III. Cooperation from Parents and Students

Cooperation from parents and students are important for us to maintain a clean and safe environment. We call on your support to step up environmental hygiene in the household, and, on top of that, implement the following measures strictly:

1. Pay attention to the health condition of your daughter. She should stay away from school and see a doctor immediately if symptom, especially fever, is detected.
2. Take your daughter's temperature before she goes to school every day. Fill in the record sheet (**Proforma A** – see attachments) and sign your name on it. Your daughter should show it to her class teachers for checking daily.
3. To prevent infection, please ask your daughter to wear a mask (also applicable when taking school buses, vans or other transportations) and bring tissue paper and hand sanitizer to school every day. The school is providing hand sanitizer in each classroom as well.



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敬啟者：

五月二十七日(中三至中五) 及六月八日(中一及中二)的復課安排

教育局宣布全港學校可分階段、有秩序地逐步復課。本校的復課安排如下：

I. 復課日期和上課時間

學校將按照以下時間表復課：

年級	復課日期	上課時間	放學時間
中三至中五	2020 年 5 月 27 日(星期三)	上午 7 時 53 分	下午 1 時
中一及中二	2020 年 6 月 8 日(星期一)		

II. 校舍和教職員加強衛生措施

在停課期間，學校已全面清潔及消毒校舍，並已敦促全校教職員、小賣部員工、校巴營運公司及司機加強衛生防疫措施，確保個人及學校環境衛生。此外，學校也要求所有接觸學生的教職員，包括小賣部員工，每天回校前量度體溫。如出現發熱徵狀，均不可回校。

學校會盡力保持校園衛生及保障學生的健康。學校希望在復課後，學生能在安全的環境下學習。惟鑑於 2019 冠病毒病疫情存有急遽變化的可能性，學校會繼續密切留意最新發展狀況，家長亦需密切注意教育局及學校的最新公布。

III. 家校合作

要讓學生在清潔和安全的環境下學習，家長及學生的合作至為重要。懇請 閣下除了加強家居衛生外，亦須嚴格實行以下措施：

1. 留意女兒的健康狀況，如出現病徵，尤其發熱，切勿上學，並立即求醫；
2. 每天上課前為女兒量度體溫，並填寫由本校提供的「量度體溫記錄表」(見附件表格 A)，簽署後由學生帶回學校交班主任檢查；
3. 為防感染，請學生每天上學包括乘坐校車、保母車或其他交通工具時，必須戴上口罩，並且每天帶備紙巾和潔手液。學校亦會在課室內提供潔手液。



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4. To keep teachers informed of the health condition of students, please complete **Proforma B** (please see the box below for completion dates and link) to provide us with the following information:
- travel history of your child outside Hong Kong in the past 14 days;
 - whether your daughter has confirmed infection of COVID-19;
 - the health status of those taking care of your daughter, or those living with your daughter;
 - the current health status of your daughter.

Proforma B	<u>Date of completion</u> S.3-S.5: 24 May 2020 S.1-S.2: 5 June 2020	<u>Web link</u> https://tinyurl.com/y7zg8pk2
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A PDF format of **Proforma B** is attached for use when applies after class resumption. For those who have contracted the virus and have recovered, if they are still within the 14-day quarantine period, they must not go to school.

5. After the resumption of classes, you are requested to notify your daughter's class teacher immediately in case of any of the following situations, to facilitate our prompt action in taking contingency measures and informing the EDB:
- your daughter has been confirmed infection of COVID-19; or
 - your daughter has been classified as "close contact of an infected person" with COVID-19*

IV. Other Matters related to Learning, Final Exam & Summer Holiday

- Please refer to a separate circular on other matters related to learning.
- The Final Examination will take place between 29 June and 17 July, 2020. The exam timetable and the exam syllabuses will be given to students after class has resumed.
- Summer holiday will start on 1 August 2020.

With concerted efforts contributed by different parties, we look forward to overcoming the adversities of the pandemic so that students, teachers and parents can resume normal living and healthy life. If you have any further enquiries, please contact the class teachers.

Thank you for your attention.



Yours sincerely,

Mrs. Cherry Chan
Principal



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4. 為提高教師對學生健康情況的警覺性，請家長填寫表格 B (請參閱下表的完成日期和連結)，提供以下資料：
- 學生在過去 14 天內的外遊紀錄；
 - 學生曾否確診 2019 新冠肺炎；
 - 照顧學生、或與學生同住人士的健康情況；
 - 學生目前的健康狀況。

表格 B	完成日期	連結
	中三至中五：2020 年 5 月 24 日 中一至中二：2020 年 6 月 5 日	https://tinyurl.com/y7zg8pk2

隨函附上的 **Proforma B** PDF 格式的表格(見附件)以作復課後有需要時使同。

曾染上 2019 冠狀病毒病並已痊癒的學生，如仍在強制隔離的 14 天內，請勿回校上課。

5. 復課後，家長一經證實以下的情況，請立即致電通知學校班主任，以便學校採取適切的應變措施及通知教育局：
- 學生證實感染 2019 冠狀病毒病
 - 學生被衛生署界定為 2019 冠狀病毒病確診個案的「密切接觸者」

IV. 其他與學習、期末考試和暑假相關的事項

- 與學習相關的事項請參閱另一通告。
- 期末考試將於 2020 年 6 月 29 至 7 月 17 日期間進行。考試時間表及考試範圍將於復課後公布。
- 暑假將由 2020 年 8 月 1 日開始。

學校希望在各方的努力下，能早日走出陰霾，師生及家長可盡快回復正常健康的生活！如有疑問，請聯絡班主任。

此致

貴家長

校長陳黃碧瑜謹啟

二零二零年五月十八日

St. Clare's Girls' School Temperature Record Sheet

1. Parents/Guardians should take their children's temperature before going to school. For normal body temperature range, please refer to the "Reference Range for Temperature Screening" in the "Guidance Note on Monitoring of Body Temperature" by the Centre for Health Protection. Please browse https://www.chp.gov.hk/files/pdf/guidance_note_on_monitoring_of_body_temperature.pdf. When the student has fever, he/she should not attend school and should consult a doctor promptly, apply for sick leave, stay at home and take rest.
2. Parents/Guardians should record their children's temperature and sign on the record sheet daily. The record sheet should be returned to school staff/class teacher for checking.
3. Parents/Guardians should also complete the record sheet during holiday.

[illegible]

St. Clare's Girls' School
2019 Coronavirus Disease (COVID-19)
Declaration form for travel history and health status of students

Proforma B
*(For use when applies
after class resumption)*

Name: _____ Class: _____ Class No.: _____

Please complete the below form and return to schools (Please put a "✓" in the appropriate box)

Part A – Travel history of your child outside Hong Kong in the past 14 days

- ☐ My child has not been away from Hong Kong in the past 14 days prior to class resumption
☐ My child has paid visit outside Hong Kong in the past 14 days prior to class resumption

Duration: From ____ (Month) ____ (Day) (Departure date)

To ____ (Month) ____ (Day) (Arrival date)

Destination (Please specify countries and cities): _____

Part B – Whether your child has confirmed infection of COVID-19

- ☐ My child has not confirmed infection for COVID-19.
☐ My child has confirmed of COVID-19 infection and has already recovered. Hospitalization Period :
From ____ (Month) ____ (Day)
To ____ (Month) ____ (Day)

Part C – Health status of those taking care of your child, or those living with your child

- ☐ Person taking care of or living together with my child has not confirmed infection for COVID-19
☐ Person taking care of or living together with my child has confirmed infection for COVID-19, the person has recovered / is still receiving treatment in hospital / has been discharged from hospitals and taking medicine. (please delete as appropriate)

Relation with my child (please specify): _____

- ☐ Person taking care of or living together with my child, has not been classified as "close contact of an infected person"* of COVID-19.

Part D – Current health status of your child

- ☐ My child has no symptoms of cough, shortness of breath, breathing difficulty and sore throat.

Name of Parent/Guardian (in Block Letter): _____

Signature of Parent/Guardian: _____

Date: _____

* In general, close contact means having cared for, having lived with, or having had direct contact with respiratory secretions and body fluids of a confirmed patient.

聖嘉勒女書院
2019 冠狀病毒病
學生外遊及健康狀況申報表

學生姓名：_____ 班別：_____ 編號：_____

請填妥下列表格交回學校（在適當方格上加上「✓」號）。

甲部 — 14 天內的學生外遊紀錄

☐ 本人子女在復課前 14 天內沒有離開香港

☐ 本人子女在復課前 14 天曾到訪香港境外的國家／地區

離港時期：由 2020 年____ 月____ 日（離港日期）至____ 月____ 日（抵港日期）

外遊地點（請列明國家及城市）：_____

乙部 — 學生是否曾經確診

☐ 本人子女沒有證實患上「2019 冠狀病毒病」。

☐ 本人子女曾證實患上「2019 冠狀病毒病」，並已痊癒。

留院日期：由____ 月____ 日至____ 月____ 日

丙部 — 照顧學生、或與學生同住的人士的健康情況

☐ 照顧本人子女、或與其同住的人士均沒有證實患上「2019 冠狀病毒病」。

☐ 照顧本人子女、或與其同住的人士中，有證實患上「2019 冠狀病毒病」，現已經痊癒／仍留院醫治／出院進行藥物治療（請刪去不適用者）。

該患者和本人子女的關係：_____

☐ 照顧本人子女、或與其同住的人士中，並沒有被衛生署界定為 2019 冠狀病毒病確診個案的「密切接觸者」。

丁部 — 學生的健康狀況

☐ 本人子女沒有咳嗽、氣促、呼吸困難或咽喉痛等徵狀。

家長／監護人簽署：_____

家長／監護人姓名（正楷）：_____

日期：_____

註：「密切接觸者」一般指曾經照顧患者、與患者共同居住或曾經接觸過患者的呼吸道分泌物和體液的人士。