



## ST. CLARE'S GIRLS' SCHOOL

50 MOUNT DAVIS ROAD,  
HONG KONG

Web Page: [www.stclare.edu.hk](http://www.stclare.edu.hk)  
E-mail : [info@stclare.hk](mailto:info@stclare.hk)

Tel : 2817 1764  
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8 September 2020

Dear Parents,

### **Learning Arrangements after Resumption of Face-to-Face Classes**

The Education Bureau (EDB) announced that face-to-face classes would be resumed on 23/9 for S1, S5 & S6 and 29/9 for S2-S4. The school will also arrange extra lessons for S6 from 16/9 to 22/9. In line with the health advice and guidelines by the EDB, the school is putting in place the following measures to minimize the risk of spreading COVID-19 in school after face-to-face class resumption.

#### 1. Timetable

To strengthen cleaning of the school premises and avoid the risk of students having meals together in close proximity, the school will maintain half-day sessions, starts at 7:53 am and ends at 1:00 pm. The timetable would be the same as that during online lesson period.

#### 2. Assembly and Activities

- a) There will be no lining up assemblies to minimize gatherings and social contacts. Students should go up to the classrooms directly after coming back to school. Announcements will be made through broadcast.
- b) No remedial, detention classes and extra-curricular activities will be arranged for the rest of the day on top of the half-day classes.

#### 3. Seating in Classrooms

Students will sit in a single row with a 'face-to-back' setting, and teachers will teach students who are facing one direction. The use of space in classrooms will be maximized to ensure a proper physical distance among students. Group discussion activities will be avoided.

#### 4. Recess and Dining Areas

- a) Students should wear masks during recess time, and they should keep a proper social distance with other students when they are queuing for toilets or at the tuck shop.
- b) No eating and drinking in the classrooms. Eating is only allowed in designated dining areas on each floor (1/F – Hall, 2/F – Rm 216, 3/F – English Rm). Students are advised to eat only snacks in the areas. All drinking dispensers will be closed. Students should bring their own water to school or buy bottled water at the tuck shop.
- c) Tuck shop will be open starting from 23/9. S6 students coming back for extra lessons from 16/9 to 22/9 should bring their own snacks. They can eat the snacks in English Rm on 3/F during recess time.
- d) Students should refrain from talking when their masks are taken off when having snacks. They should not share tablewares, food, and drinks. They should store their masks properly and put them back on immediately after finishing snacks.



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- e) To avoid crowd gathering at the tuck shop, students should only go to the tuck shop at designated recess time as follows:

|                        |               | 23/9 – 28/9 | 29/9 onwards |
|------------------------|---------------|-------------|--------------|
| 1 <sup>st</sup> recess | 09:15 – 09:30 | S1          | S1, S4       |
| 2 <sup>nd</sup> recess | 10:30 – 10:45 | S5          | S2, S5       |
| 3 <sup>rd</sup> recess | 11:45 – 12:00 | S6          | S3, S6       |

At other recess time, students may have home-prepared snacks at the dining areas on each floor.

### 5. Arrangements for Specific Subjects

- During PE lessons, individual or group physical activities without contact, such as stretching, aerobics, skill practice and single matches of racket games will be arranged. Students should not share personal items such as towels and water bottles.
- Music, Visual Arts and Science Lessons  
The use of space in Music room, Visual Arts room and Science laboratories will be maximized to ensure a proper physical distance among students. Learning activities will be adjusted appropriately. Group activities resulting in a close physical distance between students will be cut down as far as possible.

### 6. School Dismissal

Students will leave school in different batches. Students taking public transport will be dismissed first, followed by those taking school buses of different routes.

If you have any enquiries, kindly contact the class teachers. Thank you very much for your attention.

Yours sincerely,

Mrs. Cherry Chan  
Principal





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敬啟者：

### 恢復面授課堂的學習安排

教育局已宣布中一、中五和中六將於九月二十三日恢復面授課堂，中二至中四於九月二十九日恢復面授課堂。學校將安排中六學生由九月十六日至二十二日回校補課。按教育局的健康建議及指引，學校將採取以下措施，以減低學校進行面授課堂時傳播冠狀病毒病的風險。

#### 1. 上課時間表

為加強校舍清潔及避免學生緊密接觸共聚用膳的風險，學校改為半日制上課，由上午七時五十三分至下午一時正。上課時間表與網上課堂時間表相同。

#### 2. 早會和活動

- a) 為減免人群聚集和社交接觸，學生毋須上課前集會。學生返抵校園後應直接前往自己的課室。學校將透過廣播發布各項資訊。
- b) 學校不會在課堂以外的另一個半天安排任何補習班、留堂及課外活動。

#### 3. 課室座位

學生將會以「面對背」的方式單行排坐，教師則以面對學生單向方式授課。學校將會盡用課室空間，以確保學生之間有適當的距離。課堂內，避免小組討論活動。

#### 4. 小息和用餐區

- a) 學生在小息時應佩戴口罩；洗手間或小賣部排隊時，應保持適當的社交距離。
- b) 在課室內，不可飲食。僅限於每樓層的指定用餐區（一樓—禮堂，二樓—216室，三樓—英文室）進食。建議學生在用餐區內只吃零食。所有飲水機將會停用；學生應自備飲用水上學，或於小賣部購買瓶裝水。
- c) 小賣部將於九月二十三日重開。中六學生由九月十六日至二十二日回校補課應自備小食，可於小息時在三樓英文室進食。
- d) 學生在除下口罩吃零食時，應避免與人交談。不可共用餐具、共享食物或飲品。學生應適當地存放自己的口罩；並於吃完零食後，立即戴上。



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e) 為免小賣部人群聚集，各級學生只可於以下指定的小息時間內前往小賣部：

|       |                     | 九月二十三日<br>至二十八日 | 九月二十九日<br>及其後 |
|-------|---------------------|-----------------|---------------|
| 第一節小息 | 上午九時十五分<br>至九時三十分   | 中一              | 中一、中四         |
| 第二節小息 | 上午十時三十分<br>至十時四十五分  | 中五              | 中二、中五         |
| 第三節小息 | 上午十一時四十五分<br>至中午十二時 | 中六              | 中三、中六         |

學生可於其他小息時段，到每層的指定用餐區吃自備的零食。

## 5. 特別科目的安排

- 體育課將安排不具接觸性的個人或團體活動，例如伸展、帶氧運動和執拍活動的技術練習及單打比賽。學生不應共享私人物品，例如毛巾和水壺。
- 音樂、視覺藝術及科學課  
學校會用盡音樂室、視覺藝術室及科學實驗室的空間安排座位，以保持學生之間有足夠的距離。課堂學習活動亦將適當地調整，盡量減少學生近距離的小組活動。

## 6. 放學

學生須分批放學。乘坐公共交通工具的學生，先離開；隨後是，乘搭不同路線校車的學生。

如有查詢，請聯絡班主任。

此致  
貴家長

校長陳黃碧瑜謹啟

二零二零年九月八日