



ST. CLARE'S GIRLS' SCHOOL

50 MOUNT DAVIS ROAD,
HONG KONG

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1 December 2020

Dear Parents,

Suspension of Face-to-Face Classes (S1-S5)

The Education Bureau (EDB) has announced that due to the recent surge of confirmed cases of COVID-19, all face-to-face classes have to be suspended from 2 December 2020 until the beginning of Christmas holidays. During this period, all lessons will be conducted via Zoom. Please take note of the following arrangements:

1. All lessons will be conducted according to the days of cycles on the school calendar.
2. The timetable for online lessons is as follows:

Class Teacher Period	8:00 – 8:15
1 st period	8:15 – 8:45
2 nd period	8:45 – 9:15
1 st recess (15 min)	9:15 – 9:30
3 rd period	9:30 – 10:00
4 th period	10:00 – 10:30
2 nd recess (15 min)	10:30 – 10:45
5 th period	10:45 – 11:15
6 th period	11:15 – 11:45
3 rd recess (15 min)	11:45 – 12:00
7 th period	12:00 – 12:30
8 th period	12:30 – 13:00

3. Students should attend the online lessons punctually, as on any ordinary school days. If your daughter is sick on the day and cannot attend the lessons, please call the school Office at 2817 1764 before 8:00 a.m. to apply for sick leave.
4. Timely submission of assignments is mandatory. Class attendance, participation and assignments will all be assessed and contribute towards the first term result.
5. If face-to-face classes are resumed after Christmas holidays, Mid-term Examination will be postponed to 11 January - 25 January 2021. Detailed arrangement of Mid-term Examination and the lessons to be held after Christmas holidays will be subject to change according to the development of the pandemic. The school will inform parents in due course.
6. On 3 December - 4 December 2020, class teachers will give sunshine calls to parents to discuss the progress of students in these few months and during the suspension period.

For other details, please refer to Annex – Guidelines to online lessons. Should you have any queries regarding the above arrangements, please contact the class teachers.

Thank you for your attention.

Yours sincerely,



Mrs. Cherry Chan
Principal



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敬啟者：

中一至中五暫停面授課堂

鑑於 2019 冠狀病毒病近日確診個案急升，教育局宣布由二零二零年十二月二日開始，所有面授課堂必須暫停，直至學校的聖誕假期開始。在此期間，所有課堂將透過 Zoom 網上進行。請留意以下安排：

1. 網上課堂均根據校曆上的循環周進行。
2. 網上課堂的時間表如下：

班主任時段	上午八時至八時十五分
第一節課	上午八時十五分至八時四十五分
第二節課	上午八時四十五分至九時十五分
第一節小息 (15 分鐘)	上午九時十五分至九時三十分
第三節課	上午九時三十分至十時正
第四節課	上午十時至十時三十分
第二節小息 (15 分鐘)	上午十時三十分至十時四十五分
第五節課	上午十時四十五分至十一時十五分
第六節課	上午十一時十五分至十一時四十五分
第三節小息 (15 分鐘)	上午十一時四十五分至中午十二時正
第七節課	中午十二時至下午十二時三十分
第八節課	下午十二時三十分至一時正

3. 學生應如常準時出席網上課堂。若學生當天因病而無法上課，請家長於早上八時前，致電校務處(2817 1764)請病假。
4. 學生必須準時繳交課業。學生的課堂出席紀錄、參與課堂學習和課業表現均算入上學期成績。
5. 若聖誕假期後恢復面授課堂，期中考試將延後至二零二一年一月十一日至二十五日進行。期中試及聖誕假期後課堂的詳細安排將按疫情發展而作調整。學校將於適當時候通知家長。
6. 班主任將於二零二零年十二月三日至四日致電家長訪談，討論近數月來及暫停面授課堂期間學生的學習進度。

有關其他詳情，請參閱附件 – 網上課堂守則。如對上述安排有疑問，請聯絡班主任。

此致

貴家長

校長陳黃碧瑜謹啟

二零二零年十二月一日

Guidelines for Students on Online Lessons (S.1-S.3):

- **Get ready by 7:55 am.** Find a quiet place where you can use your computer for online lessons. **Join the Zoom meeting using the meeting ID and password emailed to you by class teachers.** Class teachers will take **roll call** and lead the **prayer at 8:00 am**. Subject teachers will also check attendance of students at the beginning of each lesson. Make sure you **turn on the video to show your face** when teachers take attendance.
- **For whole-class lessons:**
One Meeting ID and password will be set for each class and used for all lessons of the day.
- **For split-class lessons:**
A separate Meeting ID and password will be used, according to the room assigned for the lesson. Students should leave the class account Zoom meeting and join the split class Zoom meeting accordingly.
- Submit assignments on time according to the instructions by subject teachers.
- **Check your school email (Office 365) every day** for updates from teachers concerning subject learning (e.g. pre-lesson tasks, online assessments etc.)
- **Teaching topics and assignments are recorded on an online Excel file** for your reference (the link to the Excel will be emailed to you by class teachers)
- Contact your subject teacher via email if you encounter any difficulties.
- If you are sick on the day and cannot attend the lessons, you should call the school office before 8:00 am to apply for sick leave.

Guidelines for Students when Using Zoom:

- Do NOT share the meeting ID, passwords or links to other people outside the class.
- Join the meeting on time and stay in the **waiting room** for admission.
- Teachers will check participant names and admit participants to the meetings. Students must show their **class, class number and names** clearly e.g. 1A (01) Chan Mei Kwan Ada, otherwise teachers may not allow them to join the meeting.
- Students should **turn on the video** to show their face during lessons for better interaction. They should therefore **dress appropriately and maintain a neat and tidy appearance**.
- Other security measures
Keep Zoom application, operating system and anti-virus software updated. Do not click any suspicious link shared by unknown participants. Do not share confidential information during zoom meetings.

Guidelines for Students on Online Lessons (S4-S5):

- **Get ready by 7:55 am.** Find a quiet place where you can use your computer for online lessons. **Join the Zoom meeting using the meeting ID and password emailed to you by class teachers.** Class teachers will take **roll call** and lead the **prayer at 8:00 am**. Subject teachers will also check attendance of students at the beginning of each lesson. Make sure you **turn on the video to show your face** when teachers take attendance.
- Submit assignments on time according to the instructions by subject teachers.
- **Check your school email (Office 365) every day** for updates from teachers concerning subject learning (e.g. pre-lesson tasks, online assessments etc.)
- **Teaching topics and assignments are recorded on an online Excel file** for your reference (the link to the Excel will be emailed to you by class teachers)
- Contact your subject teacher via email if you encounter any difficulties.
- If you are sick on the day and cannot attend the lessons, you should call the school office before 8:00 am to apply for sick leave.

Guidelines for Students when Using Zoom:

- **Each class is assigned a meeting ID and password for core subjects. Meeting IDs and passwords for elective subjects will be sent to students via emails by subject teachers.** Do NOT share the meeting IDs, passwords or links to other people outside the class.
- Join the meeting on time and stay in the **waiting room** for admission.
- Teachers will check participant names and admit participants to the meetings. Students must show their **class, class number and names** clearly e.g. 4A (01) Chan Mei Kwan Ada, otherwise teachers may not allow them to join the meeting.
- Students should **turn on the video** to show their face during lessons for better interaction. They should therefore **dress appropriately and maintain a neat and tidy appearance**.
- Other security measures
Keep Zoom application, operating system and anti-virus software updated. Do not click any suspicious link shared by unknown participants. Do not share confidential information during zoom meetings.