

28th May, 2020

Dear Parents,

Re: Student resumption and make-up arrangements

We would like to thank you Parents for your dedication and trust in support your children's continuous learning and complete various online learning tasks during the school suspension since February. The Education Bureau has also announced that all schools in Hong Kong will resume classes in stages and in an orderly manner. In principle, half-day classes will be implemented. Regarding the arrangements for resuming classes and making up classes, our school will have the following measures:

1. Arrangement for resumption of classes:

- Form: Half-day class in the whole school (without lunch).
- The first day of the resumption of class: 15th June, 2020 (Monday).
- Time: 8:50 am to 12:20 pm.
- The first day morning class schedule will be in accordance with the original schedule; the school will distribute an updated half-day class schedule on the first day of resumption. Students are requested to bring all relevant textbooks and homework to the class according to the half-day class schedule.
- There will not be any tests and examination arrangements in this semester and the continuous evaluation is mainly based on the teachers' observation.
- The summer vacation will begin on 15th July, 2020 (Wednesday), and the school will provide half-day make-up lessons for the whole school in the first week of summer vacation.

2. Arrangement for supplementary lessons:

- Form: Half-day supplementary lesson (without lunch).
- Date of supplementary lessons: 15th July, 2020 (Wednesday) to 21st July, 2020 (Tuesday).
- Time: 8:50 am to 12:20 pm.

3. Parents are requested to cooperate:

- Please measure the body temperature of the students every day and fill out the "Temperature Record Sheet". If students feel unwell, please arrange medical treatment immediately and do not return to school.
- Bring students' own snacks and water bottles according to their needs. Remind your children not to share snacks with their classmates. The school will arrange for students to wear masks back immediately after eating and drinking at a sufficient distance.
- **Students must wear masks (some students can use full-face shields) to enter the campus. Please prepare at least two backup masks and paper towels for your children in the school bag.** If you encounter difficulties in purchasing epidemic prevention materials and need more information, you can contact the school nurse Miss Kan.
- Please avoid gathering at the entrance or exit of the school building and always keep a proper distance.
- The dormitory visiting area has been changed to the ground-floor reception desk, and the boarding students will only be arranged to meet their families in the ground-floor visiting area until the Epidemic crisis is resolved.
- Teach your children how to use masks or full face shields (individual students) in advance.

- Remind your children neither talk when taking off their masks, nor exchange masks with each other.
 - The "Declaration form for travel history and health status of students" must be submitted on the first day when returning to school.
4. "Epidemic prevention measures" from the suspension of school to the resumption of classes:
- During the suspension period, a new cleaning company has been hired to strengthen the sanitation and clean the school premises and dormitories.
 - The school workers clean the school buildings, dormitories and drivers clean the school bus every day.
 - Childcare worker should check the body temperature, use hand rub for the students before boarding the school bus, and make sure that they have put on a mask or full-face shields (individual students).
 - Infrared body temperature detectors have been updated on campus to measure body temperature for faculty, students, parents, visitors and outsiders who enter the campus.
 - **All people, including faculty, students, parents, visitors and outsiders who enter the campus to work have to wear masks on the campus.**
 - All those who have fever and symptoms of the new coronavirus cannot enter the campus and ride the school bus.
 - In order to maintain the social distancing, students will sit in a single row in a "face-to-back" manner, and we will not implement the teaching mode of group discussion until the epidemic crisis is over.
 - During the recess time, students stay in the classroom, take turns to eat, drink and go to the toilet in accordance with need, and maintain a sufficient distance.
 - Students will come in and out of the classroom in batches during school and school hours until leaving the campus.
 - Cancel large-scale and school-wide assembly activities, large scale learning activities, summer activities, and End-of-Term Ceremony.
5. School fees after class resumption:
- Lunch fees: The school will waive the fees for the next semester from February to the summer vacation of this school year.
 - School bus fees: Fees will be waived from February to June 14, 2020 (Sunday), but will be charged for one month from 15th June, 2020 (Monday) to 21st July, 2020 (Tuesday).
 - If the parents have paid the relevant fees earlier, the school will refund or automatically deduct the relevant fees later (the school bus fees applies).
 - For other school fees, please refer to School Notice: 2019/20_090 for details.

The school will adjust and update the above measures from time to time in accordance with the latest guidelines of the Education Bureau. We will keep in close communication with parents and look forward to your children returning to school in a healthy and happy manner. For enquiries, please contact the class teacher.

Yours sincerely,



Mr. WAN Chun Ki
Principal