



THE CHURCH OF CHRIST IN CHINA
HEEP WOH COLLEGE
中華基督教會協和書院

2020-2021

Circular No.20 (第二十號通告)

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Dear Parents/Guardians,

1st December, 2020

Arrangements of face-to-face class suspension

The Government announced on November 29 that in light of the worsening situation of the COVID-19 epidemic, all kindergartens as well as primary and secondary schools (including special schools and schools offering non-local curriculum) will suspend face-to-face classes and school activities starting from this Wednesday (December 2) until the beginning of school Christmas holidays.

From December 2 to December 17, S1 – S5 students will switch to online live lessons by adopting the timetable and routine of the face-to-face suspension in September. For details, please refer to the appendix of this circular and e-Notice (circular 5) issued on August 28, 2020. The class time is from 8:30 a.m. to 12:50 p.m. The teacher of each subject will take the roll call at the beginning of each lesson.

For the arrangement of S6 classes, as the EDB understands that the sector and parents are deeply concerned that S6 students have to face public examinations soon, schools are allowed to arrange S6 students to attend on-campus lessons to prepare for the public examinations or take internal examinations. However, in view of the deteriorating condition of COVID-19, the school has decided not to arrange face-to-face lessons for S6 students from December 2 to December 9. Students will attend online live lessons as all other forms during this period. On or before December 8, the school will inform all S6 parents and students of the lesson arrangement from December 10 to December 17.

Besides, due to the pandemic, the 'Golden Jubilee Thanksgiving Ceremony' originally scheduled on December 18 will be cancelled. Instead, the Christmas Service will be held online on that day. The details will be announced later.

During the period of suspension of face-to-face classes, the school will remain open to take care of those students who have to go back to schools because of the lack of carers at home. The school will arrange staff to be on duty to handle school affairs, answer parents' enquiries and take care of those students who have returned to schools. The school will also ensure that the campus environment is clean and hygienic.

Once again, our school would like to urge parents to put in place appropriate preventive measures to guard against the spread of COVID-19. Parents are kindly requested to report to schools immediately if your son / daughter or any member of your family are found to be under the following 2 conditions to facilitate implementation of contingency measures :

- (a) Being a confirmed case of COVID-19;
- (b) Being classified as a "close contact" of an infected person with COVID-19 by CHP.

Should you have any enquiries, please contact the General Office at 2323 4265.

Kindly acknowledge receiving and sign this circular by Parent App by December 3, 2020 (Thursday).

Yours faithfully,



Dr. Chu Kai Wing
Principal

各位家長：

暫停面授課堂安排

政府於11月29日宣布，因應2019冠狀病毒病疫情繼續惡化，全港幼稚園及中小學（包括特殊學校及提供非本地課程學校）將在本年12月2日(星期三)起暫停面授課堂及校內活動，直至學校的聖誕假期開始。

由12月2日至12月17日，本校中一至中五學生會按9月停止面授課堂的時間表及常規進行網課，詳情請參閱本通告附件及在2020年8月28日發放的第五號電子通告。上課時間為8時30分至12時50分，由每節科任老師於課堂開始時點名。

教育局理解業界和家長十分關心中六學生快將面對公開考試的情況。故此，學校可按校本需要考慮安排中六學生回校上課以準備公開考試或進行校內考試。唯鑑於2019冠狀病毒病疫情日益惡化，學校決定由12月2日至12月9日不會安排中六學生回校進行面授課堂。在此期間，中六學生將跟其他各級一樣，按9月停止面授課堂的時間表進行網課。12月8日或之前，學校將通知中六學生和家長有關12月10日至12月17日的課堂安排。

此外，受疫情影響，原定於12月18日舉行的「金禧校慶感恩崇拜」將取消。當天改為網上聖誕節崇拜。詳情容後公布。

學校在暫停面授課堂期間，會如常保持校舍開放，讓家中缺乏照顧的學生回校。學校亦會安排教職員當值，處理校務及回答家長查詢，照顧已回校的學生，並確保做足防疫措施，校園環境清潔衛生。

對抗疫情，有賴家校協作，家長一經證實以下情況，請即時致電通知本校，以便校方採取應變措施及通知教育局。

- a. 學生或家屬證實染上2019冠狀病毒病、
- b. 學生或家屬被衛生防護中心界定為2019冠狀病毒確診個案的「密切接觸者」(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呼吸分泌物和體液的人士。)

如欲了解學校情況，可致電2323 4265向校務處查詢。

敬請注意上述安排，並於12月3日(星期四)或之前使用家長應用程式簽署電子通告。

校長 朱啟榮 博士 謹啟

二零二零年十二月一日

Appendix :

1. Online live lesson timetable

Date	Online live lesson timetable
2 – 3 December	Timetable A
4 – 11 December	Timetable B
14 – 17 December	Timetable A
18 December	Online Christmas Service
21 December – 3 January	Christmas Holidays

Date	Teaching Day	Timetable
2 December	Day 5	A
3 December	Day 6	
4 December	Day 1	B
7 December	Day 2	
8 December	Day 3	
9 December	Day 4	
10 December	Day 5	
11 December	Day 6	
14 December	Day 1	A
15 December	Day 2	
16 December	Day 3	
17 December	Day 4	

2. Online live lesson Timetable A and B (From 2 December to 17 December)

(For details of the timetable for each class, please refer to the post in the Google Classroom.)

Lesson	Starting time	Ending time	Duration (min)
Lesson 1	8 : 30	9 : 20	50
Recess	9 : 20	9 : 40	20
Lesson 2	9 : 40	10 : 30	50
Recess	10 : 30	10 : 50	20
Lesson 3	10 : 50	11 : 40	50
Recess	11 : 40	12 : 00	20
Lesson 4	12 : 00	12 : 50	50
Lunch	12 : 50	14 : 15	85
Online supplementary lesson (Mon – Thu) / Form assembly (If any) / Whole-school assembly (If any) (Fri)	14 : 15	15 : 15	60
ECA (If any) (Mon - Thu)	15 : 30	16 : 30	60
ECA (If any) (Fri)	16 : 00	17 : 00	60

附件：

附件 (修訂版)

1. 網上課堂時間表

日期	採用的上課時間表
12 月 2 日至 12 月 3 日	網課時間表 A
12 月 4 日至 12 月 11 日	網課時間表 B
12 月 14 日至 12 月 17 日	網課時間表 A
12 月 18 日	網上聖誕節崇拜
12 月 21 日至 1 月 3 日	聖誕假期

日期	教學日 (Day)	時間表
12 月 2 日	Day 5	A
12 月 3 日	Day 6	
12 月 4 日	Day 1	B
12 月 7 日	Day 2	
12 月 8 日	Day 3	
12 月 9 日	Day 4	
12 月 10 日	Day 5	
12 月 11 日	Day 6	
12 月 14 日	Day 1	A
12 月 15 日	Day 2	
12 月 16 日	Day 3	
12 月 17 日	Day 4	

2. 網課時間表A及B (由12月2日至12 月17日)

(各班網課時間表詳情，可參閱早前於班本Google教室發放的資料。)

課節	開始時間	完結時間	時長 (分鐘)
第 1 堂	8 : 30	9 : 20	50
小息	9 : 20	9 : 40	20
第 2 堂	9 : 40	10 : 30	50
小息	10 : 30	10 : 50	20
第 3 堂	10 : 50	11 : 40	50
小息	11 : 40	12 : 00	20
第 4 堂	12 : 00	12 : 50	50
午飯	12 : 50	14 : 15	85
網上補課 (星期一至四) 班 / 級 (如有) / 全校週會 (如有) (星期五)	14 : 15	15 : 15	60
課外活動 (如有) (星期一至四)	15 : 30	16 : 30	60
課外活動 (如有) (星期五)	16 : 00	17 : 00	60

3. 實時網絡課堂點名事宜

學生須準時出席所有實時網絡課堂及依時進行自主學習課程。每節實時課堂開始前皆會點名。未有申請事假或病假而缺席者，本校將於下一個上課天經家長應用程式發送通知，而科任老師及班主任亦會按需要聯絡家長跟進。學生如未有申請事假或病假而缺席任何實時課堂，將有機會扣減操行分。操行分不合格者則不符合本校升班標準。

4. 實時網絡課堂請假事宜

如需請事假或病假，家長須在課堂前按以下指示提出申請：

4.1 申請事假程序

如因個人或家庭事宜請假，家長或監護人須在請假最少兩個上課天前經WhatsApp傳送已簽妥的請假信至6779 3439，信上須清楚註明請假原因及日期。

4.2 申請病假程序

如因病請假，家長或監護人須在請假當日早上8時前致電校務處，並在兩個上課天內經WhatsApp傳送已簽妥的請假信至6779 3439，信上須清楚註明請假原因及日期。未有依時提出申請者或被視為曠課。

如請假多於一天，家長須在發送上述請假信時一併遞交由醫生簽發的有效病假紙。

3. Roll-call of Live Lesson

Students should attend all live lessons punctually and go through the self-directed learning materials as scheduled. In each live lesson, roll-call will be taken. Parents of students who are absent but have not applied for casual leave or sick leave will be informed of their child's absence via Parent App on the following school day. Subject teachers and class teachers may also contact parents for follow up. Students absent from live lessons without application for sick leave or casual leave may subject to conduct degrading. Students fail in conduct will not be able to meet the promotion criteria.

4. Leave of absence from live lessons

Application for causal or sick leave of students must be made by their parents or guardians in due course.

4.1 Procedures for applying for casual leave

Students who want to obtain causal leave due to personal or family affairs must submit to the school WhatsApp account, 6779 3439, a letter signed by their parent or guardian with reason(s) clearly stated and dates, at least two school days before the day of leave.

4.2 Procedures to apply for sick leave

Students absent due to sickness or other medical reasons must request their parent or guardian to make a phone call directly to the General Office before 8 : 00 a.m. and submit to the school WhatsApp account, 6779 3439, a letter signed by their parent or guardian with reason(s) clearly stated and dates, within two school days after the day of leave. Otherwise, the students may be considered as not complying with the requirement of application for sick leave.

A medical certificate is needed if the students have been absent for more than one day. The medical certificate should be sent together with the above-mentioned letter to the school WhatsApp account.