

CHAN SHU KUI MEMORIAL SCHOOL
Coronavirus Disease 2019
Arrangement for Class Resumption

7 May 2020

Dear Parents and Students,

1. The Education Bureau (EDB) announced on 5 May that classes of all schools in Hong Kong will resume by phases in a gradual and orderly manner. Classes in our school will resume according to the following schedule:

Class Level	Date of class resumption	Start Time	Leave Time
S3-S5	27 May 2020 (Wednesday) DAY 3	8:00 AM	1:10 PM
S1-S2	8 June 2020 (Monday) DAY 1	8:00 AM	1:10 PM

*If parents have concern on the resumption of classes, they can consider staying their children at home. The School will be flexible in handling students' leave applications.

2. 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, to maintain personal hygiene and environmental hygiene of the school. Besides, we will also request all the staff who have contacts with our students to take their temperature before going to school. If they have fever, they must not return to school.
3. 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 the School as well as the EDB.
4. 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:
 - 4.1 Pay attention to the health condition of your child. He/ She should stay away from school and see a doctor immediately if symptom, especially fever, is detected
 - 4.2 Take your child's temperature before he/ she goes to school every day. Fill in the record

sheet (Proforma A) and sign your name on it. Your child should return the completed sheet to us daily.

4.3 To prevent infection, please ask your child to wear a mask when taking transportations and bring tissue paper to school every day.

4.4 To keep teachers informed of the health condition of students, please complete the “Declaration Form on Health”, which will be sent and collected via the “School Comm System” before the day of class resumption, to provide us with the following information:

- (a) travel history of your child outside Hong Kong in the past 14 days;
- (b) whether your child has confirmed infection of COVID-19;
- (c) the health status of those taking care of your child, or those living with your child; and
- (d) the current health status of your child.

4.5 For students who have contracted the virus and have recovered, if they are still within the 14-day quarantine period, they must not go to school.

4.6 After the resumption of classes, you are requested to notify the Vice Principal, Ms So Shuk Man at 2380 0241 immediately in case of any of the following situations, to facilitate our prompt action in taking contingency measures and informing the EDB:

- (a) your child has been confirmed infection of COVID-19; or
- (b) your child has been classified as “close contact of an infected person” with COVID-19 (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).

5. Students should comply with the following rules when returning to school:

5.1 Before entering the school, you must put on your own surgical mask properly (with the nose, mouth and chin fully covered).

5.2 When entering the school, you must step on the mat that has been sprayed with bleach.

5.3 The School has set up body temperature screening at the entrance of the school. The school staff will take the body temperature of students whose body temperature is at or higher than the alert level of the screening system with an ear thermometer. If students are found having fever, the school will inform their parents immediately. Parents should bring their children home to rest or to consult a doctor promptly.

5.4 After the temperature inspection, you are requested to go to the basketball court to wash your hands and then go to the classroom.

5.5 To minimize the risk of infection, you should maintain proper social distance in recess time, when you are engaging in activities, and when you are queuing up for toilets or

at the tuck shop.

- 5.6 During lessons, the School will arrange students to sit in a single row with a “face-to-back” setting, and teachers will teach students who are facing one direction. Classrooms with desks set side-by-side in double rows will be re-arranged to single rows, to ensure a proper physical distance among students.
- 5.7 Perform hand hygiene, especially before touching the eyes, nose and mouth. Wash hands properly after touching public installations, such as handrails or door knobs; or after contacting respiratory secretions (e.g. after sneezing or coughing).
- 5.8 Avoid sharing personal items, such as stationery or tableware.
- 5.9 After using the toilet, put the toilet lid down before flushing, and wash your hands immediately.
- 5.10 You should bring sufficient masks for replacement.
- 5.11 To maximize students’ learning time, the first period will begin at 8:10 am. Students must return to school before 8 am (school will open at 7:30 am) to allow time for their class teachers to take attendance and perform class duties. Lateness will be recorded on the students’ report cards and may lead to the lowering of their conduct grades.

6. Arrangements for lessons and examinations

- 6.1 To better prepare students for class resumption, the Academic Committee will implement the following.

19-26 May: Online lessons will be conducted, according to the new timetable below:

Period 1: 8:10-9:10 am (S3-S5)

Period 2: 9:30-10:30 am (S1-S5)

Period 3: 10:50-11:50 am (S1-S5)

Period 4: 1:20-2:20 pm (S1, S2, S4, S5)

- 6.2 To maximize students’ learning time, the following changes will be made to the school calendar.

1/6 DAY 6	2/6 DAY 7	3/6 DAY 8	4/6 DAY 9	5/6 DAY 10
8/6 DAY 1	9/6 DAY 2	10/6 DAY 3	11/6 DAY 4	12/6 DAY 5
15/6 DAY 6	16/6 DAY 7	17/6 DAY 8	18/6 DAY 9	19/6 DAY 10
22/6 DAY 1	23/6 DAY 2	24/6 DAY 3	25/6 Holiday	26/6 DAY 5
29/6 DAY 6	30/6 DAY 7	1/7 Holiday	2/7 DAY 9	3/7 DAY 10
6/7 DAY 1	7/7 DAY 2	8/7 DAY 3	9/7 DAY 4	10/7 DAY 5

6.3 27 May to 5 June: Lessons for S3 to S5 will begin at 8:10 am (9 periods per day, 30 minutes per lesson). Students may refer to their original lesson timetable for classes they will have each day. Online lessons will be arranged for S1 and S2 students. The online lesson timetable for each class will be sent to students via e-class in due course.

6.4 8-23 June: Lessons for S1 to S5 will begin at 8:10 am (9 periods per day, 30 minutes per lesson). Students may refer to their original lesson timetable for classes they will have each day.

6.5 Subject teachers may conduct online lessons at 3 pm when necessary.

6.6 The Second Term Examination will be postponed to begin on 18 June. The examination details and timetables will be released via the “School Comm System” in due course.

6.7 Summer holiday will begin on 14/7.

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.

Dr. CHIU Cheung Ki
Principal