



SIRELLISKADOORIE SECONDARY SCHOOL (WEST KOWLOON)

No. 22 Hoi Fan Road, Tai Kok Tsui, West Kowloon.

Tel: 2576 1871 Fax: 2882 4548

E-mail address: sekss100@edb.gov.hk School Website: www.seksswk.edu.hk

Parents' Letter No. 13

13 May 2020

Dear Parent/Guardian,

Arrangements of Class Resumption in Phases

1. The Education Bureau (EDB) announced that schools in Hong Kong can resume classes 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
S.3-S.5	27 May 2020 (Wednesday)	8:15 am	1:20 pm
S.1-S.2	8 June 2020 (Monday)		

2. Students should put on **summer uniform** when school resumes. However, to avoid overcrowding in changing rooms, students are allowed to **wear their PE uniform to school on the day they have PE lessons**. Students may choose to wear their navy blue PE shorts or PE tracksuit. (For details of PE uniform, please refer to p.4 of the student handbook). To minimize the risk of infection, contact sports and ball games and activities that require touching a common object are forbidden while at school.
3. 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, and janitors to step up precautionary measures 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.
4. 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, schools will keep in view the latest development, and parents should pay close attention to any latest announcements of our school as well as the EDB.
5. The school tuck shop and vending machines will resume normal services. However, all water fountains will be suspended for use. To avoid overcrowding at the school tuck shop during recesses, only one level (or two levels when S.1-S.2 resume classes) of students will be allowed to buy food at the tuck shop during one recess. Students are strongly advised to bring their own refreshment to school.
6. 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:

- 6.1 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.
- 6.2 Take your child's temperature before he/ she goes to school every day. Fill in the record sheet (**Proforma A**) or the temperature record sheet on p.66-67 of the student handbook and sign your name on it. Your child should show the daily temperature record upon request by the school.
- 6.3 To prevent infection, please ask your child to wear a mask and bring tissue paper to school every day.
- 6.4 To keep teachers' informed of the health condition of students, please complete **Proforma B** 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;
 - (d) the current health status of your child.

Please return the Proforma **on the first day of class resumption**. For those who have contracted the virus and have recovered, if they are **still within the 14-day quarantine period, they must not go to school.**

- 6.5 **After the resumption of classes, you are requested to notify our Assistant Principal Ms. Wong Pik-wah at 2576 1871 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 by Department of Health as “close contact of an infected person” with COVID-19***
7. The Second Term Test originally scheduled during the class suspension period will be cancelled. The Yearly Examination will take place on 7-17 July 2020. The revised school calendar and timetable are appended for your reference.
8. In view of the prolonged school suspension and economic downturn, the school has decided to waive the collection of ECA and SBM fees for the second term so as to alleviate parents' burden.

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.

Yours faithfully,

YEUNG KWONG Mong-ha
Principal

* 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.

官立嘉道理爵士中學（西九龍）

二零一九至二零二零年度 第十三號家長信撮要(詳情請參閱英文版)

各位家長/監護人：

有關學校復課事宜

1. 教育局已宣布全港學校分階段、有秩序地逐步復課。本校的復課安排如下：

年級	復課日期	上課時間	放學時間
中三至中五	2020年5月27日（星期三）	上午8:15	下午1:20
中一及中二	2020年6月8日（星期一）		

2. 復課時學生應穿著整齊夏季校服。不過，為避免更衣室過分擁擠，學校允許學生在上體育課當天穿著整齊體育服回校。學生可以選擇穿著寶藍色體育短褲或體育運動套裝。（有關體育服的詳情，請參閱學生手冊第4頁）。另外，為減低傳染風險，校內禁止進行需要接觸同一器材或用品的活動和球類運動。
3. 在停課期間，學校已全面清潔並消毒校舍，並已促請全校教職員、小賣部人員及工友加強衛生防疫措施，確保個人及學校環境衛生。此外，學校也要求所有服務學生的員工每天回校前量度體溫。任何教職員如有發燒，均不可回校。
4. 學校會盡力保持校園衛生及保障學生的健康，希望在復課後，學生能在安全的環境下，逐漸回復正常的校園學習生活。惟鑑於2019冠狀病毒病的疫情仍可能有變化，學校會繼續密切留意有關情況，家長亦需密切注意教育局及學校的最新公布。
5. 學校小賣部和自動售賣機會回復正常服務，但所有飲水機則暫停使用。為避免小息時大量人群在小賣部聚集，只准一級(中一及中二復課後只准兩級學生)學生排隊購買食物。校方強烈建議學生自備食物回校。
6. 要讓學生在清潔和安全的環境下學習，家長及同學們的合作至為重要。我們懇請家長除了加強家居衛生外，還嚴格落實下列措施：
- 6.1 留意子女的健康狀況，如出現病徵，尤其發燒，切勿上學，並立即求醫；
 - 6.2 每天上課前為子女量度體溫，並填寫「量度體溫記錄表」（表格A）或學生手冊第66-67頁的體溫表，簽署後由學生帶回學校以備教職員檢查；
 - 6.3 為防感染，請促請學生每天上學時必須戴上口罩，並帶備紙巾。
 - 6.4 為提高教師對學生健康情況的警覺性，請家長填寫「學生外遊及健康狀況申報表」（表格B），提供以下四項資料：
 - (a) 14天內的學生外遊紀錄；
 - (b) 學生是否曾經確診2019冠狀病毒病；
 - (c) 照顧學生、或與學生同住的人士的健康情況；
 - (d) 學生的健康狀況。

家長簽署後請在復課的第一天交回學校。曾染病並已痊癒的學生，如仍在強制隔離的14天內，切勿回校上課。

6.5 復課後，家長一經證實以下情況，請即時致電 2576 1871 通知本校黃碧華副校長，以便校方採取應變措施及通知教育局：

(a) 學生證實染上2019冠狀病毒病

(b) 學生被衛生署界定為2019冠狀病毒病確診個案的「密切接觸者」*

7. 原定在停課期間舉行的下學期測驗將會取消。學年考試將於2020年7月7-17日舉行，本家長信後頁附有更新的校曆和時間表以供參考。

8. 鑑於長期停課和經濟下滑，校方決定豁免下學期課外活動費和校本管理費，以減輕家長負擔。

希望在各方努力下，我們早日走出疫情陰霾，師生及家長能儘快回復正常健康的生活！

校長

楊廊望霞啟

2020年5月13日

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患者的呼吸道分泌物和體液的人士。

此家長信可於學校網頁(<http://www.seksswk.edu.hk/>)及 eClass 家長應用程式內查閱。

Sir Ellis Kadoorie Secondary School (West Kowloon)

Revised School Calendar 2019/2020 (Tentative)

Student Version

Month	Week	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Holidays, Special Days & Examinations		
May (18 school days)							1	2	1	Labour Day	
	32	3	4	5	6	7	8	9			
	33	10	11	12	13	14	15	16			
	34	17	18	19	20	21	22	23	19		3rd Staff Development Day
	35	24	25	26	27	28	29	30	25, 27		Festival of Eid, School Resumption (S3-S5)
June (21 school days)	36	31	1	2	3	4	5	6	6, 13, 20, 27 & 4/7	S4 and S5 Supplementary Lessons (am) School Resumption (S1-S2)	
	37	7	8	9	10	11	12	13	8		
	38	14	15	16	17	18	19	20			
	39	21	22	23	24	25	26*	27	25, 26		Tuen Ng Festival, Parents' Day
	40	28	29	30							
July (10 school days)					1	2	3	4	1/7	HKSAR Establishment Day Release of SSPA Results, Yearly Exam, S.1 Registration Pre-S1 HK Attainment Test Discussion of Exam Papers, Release of HKDSE Results, Post-exam Activities Normal Lessons, Last School Day	
	41	5	6	7	8	9	10	11	7, 7-17, 9 & 10		
	42	12	13	14	15	16	17	18	14		
		19	20	21	22	23	24	25	20-22, 22, 23		
		26	27	28	29	30	31		24-30, 31		
Aug								1	1-31	Summer Holiday	
		2	3	4	5	6	7	8			
		9	10	11	12	13	14	15			
		16	17	18	19	20	21	22			
		23	24	25	26	27	28	29			
		30	31								

	School Resumption		Supplementary Lessons
	Yearly Examination		Special Day

Special Timetable for Class Resumption (Half-day school)

Time	Period
8:15 am - 8:20 am	Roll Call
8:20 am - 8:50 am	1st
8:50 am - 9:20 am	2nd
9:20 am - 9:30 am	Recess
9:30 am - 10:00 am	3rd
10:00 am - 10:30 am	4th
10:30 am - 10:40 am	Recess
10:40 am - 11:10 am	5th
11:10 am - 11:40 am	6th
11:40 am - 11:50 am	Recess
11:50 am - 12:20 pm	7th
12:20 pm - 12:50 pm	8th
12:50 pm - 1:20 pm	9th
1:20 pm - 2:30 pm	Lunch for staff and students with 10th period
2:30 pm - 3:30 pm	10 th (M1, M2, 3 rd Elective)

Sir Ellis Kadoorie Secondary School (West Kowloon)**Temperature Record Sheet****(Monthly record, can be attached to the student handbook)**

- Parents/Guardians should take their children's temperature before going to school. For normal body temperature range, please refer to the "Reference Range for Temperature Screening" in the "Guidance Note on Monitoring of Body Temperature" by the Centre for Health Protection. Please browse https://www.chp.gov.hk/files/pdf/guidance_note_on_monitoring_of_body_temperature.pdf

When the student has fever, he/she should not attend school and should consult a doctor promptly, apply for sick leave, stay at home and take rest.

- Parents/Guardians should record their children's temperature and sign on the record sheet daily. The record sheet should be produced for checking by staff/class teacher upon request.
- Parents/Guardians should also complete the record sheet during holiday.

Name of student: _____ Class : _____ Class no. : _____ Month : _____

Date	Time of taking temperature	Temperature	Signature of Parent/Guardian
	a.m./p.m.	°F/°C	
	a.m./p.m.	°F/°C	
	a.m./p.m.	°F/°C	
	a.m./p.m.	°F/°C	
	a.m./p.m.	°F/°C	
	a.m./p.m.	°F/°C	
	a.m./p.m.	°F/°C	
	a.m./p.m.	°F/°C	
	a.m./p.m.	°F/°C	
	a.m./p.m.	°F/°C	
	a.m./p.m.	°F/°C	
	a.m./p.m.	°F/°C	
	a.m./p.m.	°F/°C	
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	a.m./p.m.	°F/°C	
	a.m./p.m.	°F/°C	
	a.m./p.m.	°F/°C	
	a.m./p.m.	°F/°C	
	a.m./p.m.	°F/°C	
	a.m./p.m.	°F/°C	
	a.m./p.m.	°F/°C	
	a.m./p.m.	°F/°C	
	a.m./p.m.	°F/°C	

官立嘉道理爵士中學 (西九龍)

量度體溫記錄表 (每月一張，可貼在學生手冊上)

- 1. 每天上學前，家長／監護人須為學生量度體溫。有關正常體溫讀數範圍，請參考衛生防護中心的《體溫監測須知》內的「體溫量度的參考」，詳情請瀏覽 https://www.chp.gov.hk/files/pdf/guidance_note_on_monitoring_of_body_temperature_chi.pdf 學生如有發燒，切勿回校，應立刻求醫並向校方請假，留在家中休息。
- 2. 每天記錄學生體溫後，請家長／監護人簽署作實，然後學生須帶回學校以備教職員／班主任查閱。
- 3. 放假期間，家長／監護人亦須填寫「量度體溫記錄表」。

學生姓名：_____ 班別：_____ 學號：_____ 月份：_____

日期	量度體溫時間	溫度	家長／監護人簽署
	上午/ 下午	°F/°C	
	上午/ 下午	°F/°C	
	上午/ 下午	°F/°C	
	上午/ 下午	°F/°C	
	上午/ 下午	°F/°C	
	上午/ 下午	°F/°C	
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	上午/ 下午	°F/°C	

Sir Ellis Kadoorie Secondary School (West Kowloon)

**2019 Coronavirus Disease (COVID-19)
Declaration form for travel history and health status of students**

Name of Student: _____ Class: _____ Sex: _____ M/F _____

Please complete the below form and return to schools (Please put a “✓” in the appropriate box)

Part A – Travel history of your child outside Hong Kong in the past 14 days

My child has not been away from Hong Kong in the past 14 days prior to class resumption

My child has paid visit outside Hong Kong in the past 14 days prior to class resumption

Duration: From _____(Month) _____(Day) (Departure date)

To _____(Month) _____(Day) (Arrival date)

Destination (Please specify countries and cities): _____

Part B – Whether your child has confirmed infection of COVID-19

My child has not confirmed infection for COVID-19.

My child has confirmed of COVID-19 infection and has already recovered.

Hospitalization Period: From _____(Month) _____(Day)

To _____(Month) _____(Day)

Part C – Health status of those taking care of your child, or those living with your child

Person taking care of or living together with my child has not confirmed infection for COVID-19

Person taking care of or living together with my child has confirmed infection for COVID-19, the person has recovered / is still receiving treatment in hospital / has been discharged from hospitals and taking medicine. (Please delete as appropriate)

Relation with my child (please specify): _____

Person taking care of or living together with my child, has not been classified by Department of Health as “close contact of an infected person” of COVID-19*.

Part D – Current health status of your child

My child has no symptoms of cough, shortness of breath, breathing difficulty and sore throat.

Signature of Parent/Guardian: _____

Name of Parent/Guardian (in Block Letters): _____ Date: _____

* 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.

官立嘉道理爵士中學（西九龍）
2019 冠狀病毒病
學生外遊及健康狀況申報表

學生姓名：_____ 班別：_____ 學號：_____ 性別：男／女

請填妥下列表格交回學校（在適當方格上加上「✓」號）。

甲部 — 14 天內的學生外遊紀錄

本人子女在復課前 14 天內沒有離開香港

本人子女在復課前 14 天曾到訪香港境外的國家／地區

離港時期：由 2020 年 _____ 月 _____ 日（離港日期）至 _____ 月 _____ 日（抵港日期）

外遊地點（請列明國家及城市）：_____

乙部 — 學生是否曾經確診

本人子女沒有證實患上「2019 冠狀病毒病」。

本人子女曾證實患上「2019 冠狀病毒病」，並已痊癒。

留院日期：由 _____ 月 _____ 日至 _____ 月 _____ 日

丙部 — 照顧學生、或與學生同住的人士的健康情況

照顧本人子女、或與其同住的人士均沒有證實患上「2019 冠狀病毒病」。

照顧本人子女、或與其同住的人士中，有證實患上「2019 冠狀病毒病」，現已經痊癒／仍留院醫治／出院進行藥物治療（請刪去不適用者）。

該患者和本人子女的關係：_____

照顧本人子女、或與其同住的人士中，並沒有被衛生署界定為 2019 冠狀病毒病確診個案的「密切接觸者」*。

丁部 — 學生的健康狀況

本人子女沒有咳嗽、氣促、呼吸困難或咽喉痛等徵狀。

家長／監護人簽署：_____

家長／監護人姓名（正楷）：_____

日期：_____

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患者的呼吸道分泌物和體液的人士。