



SIR ELLIS KADOORIE SECONDARY SCHOOL (WEST KOWLOON)

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Parents' Letter No.1

26 August 2020

Dear Parent/Guardian,

Message from the Principal, Preparation for the New School Year, Special Arrangements for the First Three School Days, Timetable for Subsequent School Days, Announcement of Closure of Schools due to Adverse Weather, Homework Support, Electronic Parent's Signature

Please be informed of the following matters:

1. MESSAGE FROM THE PRINCIPAL

The new school year is about to commence. At this stage, because of the uncertain development of COVID-19 epidemic, it is really difficult to say when normal face-to-face teaching will be allowed. The Education Bureau will closely monitor the development of the epidemic and will give sufficient notice to schools when they think it is appropriate or it is safe for schools to resume the normal face-to-face lessons. Meanwhile, the school will make special arrangements regarding students' learning. Parents, guardians and students are required to browse our school webpage and students have to check their mailboxes in eClass every day to obtain the latest information.

2. PREPARATION FOR THE NEW SCHOOL YEAR

Please note that the following information has been emailed to students via eClass:

- a) Class timetable with log in links and passwords
- b) School calendar 2020/2021
- c) S.1-S.4 Streaming result

Before face-to-face teaching is possible, all lessons will be conducted using real-time Zoom lessons. Please refer to the timetable and log in to Zoom according to the schedule. Should you encounter any technical difficulties, please approach our teachers i/c, **Mr Kwok Wai Man, Mr Li Ka Fai, Ms Chan Mei Ting** or technical support officers **Mr Amos Tang or Ms Yvonne Yen at 2576 1871**.

An instruction manual and a video demonstrating the steps of using 'Zoom' are also available on our school webpage for students' reference. You may also access to these resources on the following link or QR code: <https://www.youtube.com/watch?v=bgelijeVpA0>



Please be reminded that real-time Zoom lessons are regular lessons and students must attend them punctually and seriously. Roll calls will be taken by class teachers and subjects teachers in the morning and every lesson respectively. All the subject matters taught in Zoom lessons will be included in the test and examination syllabi. Students are advised to be punctual and behave properly and responsively in lessons so as to obtain a favourable conduct grade.

3. SPECIAL ARRANGEMENTS FOR 1/9/2020, 2/9/2020 and 3/9/2020

Special arrangements for the first three days of school are as follows to provide sufficient time for class teachers to handle class matters:

Zoom Lesson Timetable for First Three Days				
Time	Period	1/9/2020 (Tuesday)	2/9/2020 (Wednesday)	3/9/2020 (Thursday)
8:15am - 8:20 am	Roll Call	Roll Call	Roll Call	Roll Call
8:20 am – 8:50 am	1st	Class Periods Normal lessons from Periods 3-9	Normal lessons from Periods 1-8	Class Period
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			Class Period

4. TIMETABLE FOR SUBSEQUENT SCHOOL DAYS

Starting from 4 September 2020 (Friday), the following timetable will be adopted:

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)

5. ONLINE HOMEWORK SUPPORT FOR S.1-S.3

We are mindful that students, especially those in S.1-S.3, may encounter difficulties in doing their homework without face-to-face teaching. To support students’ learning, our teaching assistants will provide online homework enquiry service via Zoom **starting 7 September**. Details are as follow:

Duration: 2:30 pm - 4:30 pm, Mondays – Fridays, except public holidays

Mode: Zoom (Log in link and password will be emailed to S.1-S.3 students in due course)

6. SCHOOL CALENDAR 2020/2021

Please note the following amendments of School Calendar 2020/2021 in September:

Date	Special Event	Amended to
9 September 2020	Student Photo Day	All special events cancelled. Normal lessons following Zoom timetable.
24 & 25 September 2020	Sports Days (Heats & Finals)	
30 September 2020	1 st Meeting with Parents	

7. S.6 SUPPLEMENTARY LESSONS

S.6 supplementary lessons will be run on Saturdays as scheduled using Zoom. The timetable, meeting ID and meeting passwords will be emailed to students concerned well in advance.

8. ANNOUNCEMENT OF CLOSURE OF SCHOOLS DUE TO ADVERSE WEATHER

In the event of EDB's announcement of closure of schools due to adverse weather, all Zoom lessons of the day will be cancelled.

9. ELECTRONIC PARENT'S SIGNATURE

Starting from this school year, parents' letters and school notices will be disseminated electronically through the eClass Parent App as well as school webpage. Parents/guardians are requested to press 'Signed' to confirm acknowledgement of the contents.

The eClass Parent App can be searched and downloaded free of charge to your device from iTunes or Google Play. Search and download eClass Parent App directly from App Store or Play Store on your Smart Phone:

[http://www.seksswk.edu.hk/doc/Start Up Guide.pdf](http://www.seksswk.edu.hk/doc/Start_Up_Guide.pdf)



Thank you for your cooperation and wish you and your family good health!

Yours faithfully,

YEUNG KWONG Mong-ha
Principal

This Parents' Letter can be found on our school webpage (<http://www.seksswk.edu.hk/>) and eClass Parent App.

官立嘉道理爵士中學 (西九龍)
二零二零至二零二一年度第一號家長信撮要 (詳情請參閱英文版)

2020 年 8 月 26 日

各位家長/監護人:

校長的話、準備新學年、開學首三日特別安排、隨後上課日時間表、惡劣天氣下學校停課安排、
家課支援、家長電子簽署

1. 校長的話

新學年即將開始，由於新冠病毒病疫情發展的不確定性，現階段很難確定何時可以恢復正常的面對面教學。但教育局會密切監察疫情的發展，在適當或安全的情況下將會通知學校恢復面對面授課。這段期間，學校會就學生學習作出特別安排，家長、監護人、學生應常常瀏覽學校網頁，學生應每天檢查 e-class 電子郵箱以獲得最新資訊。

2. 準備新學年

以下資料已經通過 e-class 電郵給所有學生:

- a) 上課時間表連同登入路徑及密碼
- b) 2020/2021 校曆
- c) 中一至中四級分班結果

在面對面授課可行之前，所有課堂都會以實時 Zoom 網上授課。請依照時間表按時登入 Zoom，如遇到技術困難，請致電 2576 1871 聯絡負責老師：郭威文老師(總負責老師)、李家輝老師、陳美婷老師，或技術支援主任鄧浩光先生及尹彥文小姐。

學校網頁亦上載了使用手冊及一段示範怎樣使用 Zoom 的影片讓學生參考，又或按以下連結或二維碼獲取有關資訊。<https://www.youtube.com/watch?v=bgeli jeVpA0>



實時 Zoom 網上課堂乃正規的課堂，提醒學生必須準時及認真地上課，班主任及科任老師會分別於早上及每節課堂點名，Zoom 網上課堂的內容將會納入測驗及考試的考核範圍，學生必須準時、行為舉止得體以獲取較佳的操行等級。

3. 1/9/2020, 2/9/2020 and 3/9/2020 開學首三天特別安排

為了讓班主任有充裕時間處理班務，開學首三天上課有以下特別安排:

首三日 Zoom 課堂				
時間	課節	1/9/2020 (星期二)	2/9/2020 (星期三)	3/9/2020 (星期四)
8:15am - 8:20 am	點名	點名	點名	點名
8:20 am - 8:50 am	第一節	班主任課	正常課堂 1-8 節	班主任課
8:50 am - 9:20 am	第二節			
9:20 am - 9:30 am	小息	正常課堂 3-9 節		正常課堂 2-9 節
9:30 am - 10:00 am	第三節			
10:00 am - 10:30 am	第四節			
10:30 am - 10:40 am	小息			
10:40 am - 11:10 am	第五節			
11:10 am - 11:40 am	第六節			
11:40 am - 11:50 am	小息			
11:50 am - 12:20 pm	第七節			
12:20 pm - 12:50 pm	第八節			
12:50 pm - 1:20 pm	第九節		班主任課	

4. 隨後的上課日時間表

由2020年9月4日(星期五)開始，請依照以下時間表上課:

時間	課節
8:15 am - 8:20 am	點名
8:20 am - 8:50 am	第一節
8:50 am - 9:20 am	第二節
9:20 am - 9:30 am	小息
9:30 am - 10:00 am	第三節
10:00 am - 10:30 am	第四節
10:30 am - 10:40 am	小息
10:40 am - 11:10 am	第五節
11:10 am - 11:40 am	第六節
11:40 am - 11:50 am	小息
11:50 am - 12:20 pm	第七節
12:20 pm - 12:50 pm	第八節
12:50 pm - 1:20 pm	第九節
1:20 pm - 2:30 pm	教職員以及上第十節課學生用膳時間
2:30 pm - 3:30 pm	第十節 (M1, M2, 第三科選修)

5. 中一至中三級網上家課支援

在沒有面對面授課的情況下，我們注意到學生(特別是中一至中三級學生)可能遇到功課上的難題，為了支援他們學習，本校安排教學助理由9月7日開始以Zoom網上授課形式解答學生疑難，詳情如下:

時間: 下午 2:30 至 4:30 星期一至五(公眾假期除外)

形式: Zoom (會議帳號及密碼將於適當時候通過電郵告知中一至中三級學生)

6. 2020/2021 校曆

就 2020/2021 校曆 9 月份事項，請注意下列修改：

日期	特別活動	修改為
2020年9月9日	學生相拍攝日	所有特別活動取消。 依照正常上課日的 Zoom時間表上課。
2020年9月24及25日	運動會(初賽及決賽)	
2020年9月30日	第一次教師家長座談會	

7. 中六補課

中六補課將於星期六以 Zoom 網上授課形式進行，上課時間表、會議帳號及密碼將於開課前預早通過電郵告知學生。

8. 惡劣天氣下學校停課安排

如遇惡劣天氣教育局宣佈學校停課，當天所有 Zoom 課堂將會取消。

9. 家長電子簽署

從本學年開始，家長通訊以及其他學校通告將會以電子通訊形式在 eClass 家長應用程式及學校網頁發佈，請家長/監護人按「簽署」以確認曾閱讀有關內容。

家長可從以下途徑免費下載 eClass Parent App：使用智能手機直接從 App Store 或 Play Store 搜尋及下載 eClass 應用程式。

[http://www.seksswk.edu.hk/doc/Start Up Guide.pdf](http://www.seksswk.edu.hk/doc/Start_Up_Guide.pdf)



感謝各位的合作，祝願各位身體健康。

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。