



18 February 2021

Dear Parents,

Class Arrangements for Schools after Chinese New Year Holidays

Taking into account the latest development of the epidemic and EDB's guidelines, we will arrange face-to-face classes for the students in a gradual and orderly manner.

The class arrangements of the first three weeks (22/2-12/3/2021) after Chinese New Year holidays are shown as follows. We will observe the ongoing situation of the epidemic to formulate the plan afterwards. The details will be announced later.

**1. Dates of face-to-face and online classes (Form 2)**

Students should go to school to attend face-to-face classes or use Google Meet to join online classes according to the following schedule.

	Mon	Tue	Wed	Thu	Fri	Sat	Sun
	22/2	23/2	24/2	25/2	26/2	27/2	28/2
AM	Online Classes	<b>Face-to-face</b>	Online Classes	Online Classes	Online Classes	/	/
PM		Online Classes					
	1/3	2/3	3/3	4/3	5/3	6/3	7/3
AM	Online Classes	<b>Face-to-face</b>	Online Classes	Online Classes	Online Classes	/	Parents' Day
PM		Online Classes					
	8/3	9/3	10/3	11/3	12/3	13/3	14/3
AM	Holiday	<b>Face-to-face</b>	Online Classes	Online Classes	Online Classes	/	/
PM		Online Classes					

**2. Timetable**

The timetables of face-to-face and online classes are shown as follows. The school will open at 07:50 in the morning and 14:10 in the afternoon respectively. Students attending face-to-face classes should arrive at school before 08:05 in the morning or 14:25 in the afternoon.

Lesson	Face-to-face classes	
	Mon-Thu	Fri
Class period	8:10-8:50	8:10-8:20
L1	8:50-9:25	8:20-8:55
L2	9:25-10:00	8:55-9:30
Recess	10:00-10:20	9:30-9:50
L3	10:20-10:55	9:50-10:25
L4	10:55-11:30	10:25-11:00
Recess	11:30-11:40	11:00-11:10
L5	11:40-12:15	11:10-11:45
L6	12:15-12:50	11:45-12:50
<b>Lunch</b>	<b>12:50-14:25</b>	<b>12:50-14:25</b>
L7	14:30-15:05	14:30-15:05
L8	15:05-15:40	15:05-15:40
L9	15:40-16:15	15:40-16:15

Online classes	
Mon-Thu	Fri
No class period	
8:50-9:25	8:20-8:55
9:25-10:00	8:55-9:30
10:00-10:20	9:30-9:50
10:20-10:55	9:50-10:25
10:55-11:30	10:25-11:00
11:30-11:40	11:00-11:10
11:40-12:15	11:10-11:45
12:15-12:50	11:45-12:50
<b>12:50-14:30</b>	<b>12:50-14:30</b>
14:30-15:05	14:30-15:05
15:05-15:40	15:05-15:40
15:40-16:15	15:40-16:15

**3. Classroom arrangement for face-to-face classes**

Students should go to their homeroom for roll-calls conducted by teachers.

**4. General information about face-to-face classes**

- a. Reminders for students
  - i. Before going to school, check the temperature and wear a mask. Ask the parents to sign on the students' handbook to confirm the temperature check.
  - ii. Before entering the school lobby, take temperature again and sanitize hands.
  - iii. Maintain social distance at all times.
- b. The face-to-face classes are for normal teaching. Students who are unable to attend the classes on campus are required to take leave following the usual procedure. No concurrent online lessons will be available for absentees during face-to-face teaching time.
- c. If your child(ren) has/have difficulties attending Lesson 7 on time due to the long commute to/from school, please contact the class teacher(s) as soon as possible to make special arrangements.

**5. General information about online classes**

Please read attachment 1 for details.

Should you have any inquiries, please feel free to contact use at 2109 1133. We wish you a healthy and prosperous Year of the Ox.

Yours sincerely,



Mr. Lau Tat Kwong  
Principal



## Attachment 1

### General information about remote learning

1. During the remote learning period, our lessons, which are divided into live lessons, video lessons and independent classwork, will be conducted online. Students are required to follow the instructions from the teachers according to the lesson schedule.
2. Similar to normal lessons, students have to obey class rules, focus on learning and develop positive learning attitudes during online classes. Any activities not required by the lessons should be avoided.
3. Students should attend classes according to the timetables for the roll call to be done at the beginning of each lesson. S1-S3 students should click the links set at their Google Calendar for the classes. For S4-S6, further instructions will be given by the subject teachers. S4 students can make use of the links to Google Meet in Google Classroom to attend the first lesson of each subject.
4. Teachers will follow the EDB's guidelines to arrange different learning activities or regular breaks (every 25 minutes) during online lessons so as to minimize screen time for students.
5. Class Teacher Time, Reading Time and Reflection Time in our timetable will all be suspended until further notice.
6. Students are required to enter different learning and school activities with their Google accounts. They should immediately contact the technician Mr. Wong or Ms Yip at 2109 1133 for a reset if their logon password is lost.
7. Parents and students should ensure the IT equipment (like the camera and microphone) is in good working order. Students may be required to turn on the camera when necessary. To avoid learning being affected, it is highly recommended that any technical problems should be fixed at your earliest convenience.
8. To understand the daily learning activities, you may visit our online class diary at <https://clasdiary.plkcf.edu.hk>.
9. To get the latest information about the assignment submissions of students, you can refer to the To Do List at Google Classroom.
10. To make it easier for your child to concentrate on class activities, it is recommended that parents set up a dedicated quiet space for the online classes.
11. For more information about online learning of our school, please visit our school web <https://www.plkcf.edu.hk> or our Google site <https://sites.google.com/plkcf.edu.hk/online-learning/home>.
12. Our school premises will be open during the remote learning period for the students in need. We will continue to frequently clean and disinfect the school premises to ensure their cleanliness and hygiene. There will be staff on duty. If students need to come back to school, they should contact the General Office at 21091133 beforehand. When they arrive, they must wear a mask, check their temperature, and take precautionary measures.
13. Attendance and leave application
  - a. During the remote learning period, students' attendance records will be taken by subject teachers in every lesson. Students should always be punctual to report to their teachers. If they encounter any technical or network problems, please contact their subject teachers or the General Office for help.
  - b. Any sick leave or personal leave should be taken through contacting the General Office at 21091133 or through eClass Parents App by the parents.

- c. As all attendance records will be shown on the report cards, parents please urge your child(ren) to attend all classes on time.