



親愛的家長，

九月一日開學日及九月份課堂安排

暑假快將結束，本校將於九月一日如期開學。但基於目前疫情仍然嚴重，所有面授課堂及校內活動將會暫停，直至另行通知為止。本校深明校園生活對學生的學術及全人發展至為重要，未能回校上課期間，本校將以網上課堂進行教學，讓學生在家中學習。詳情請細閱以下有關開學日及之後的課堂安排，希望同學自律，及早調適身心、建立常規、認真學習以適應這新形勢。

開學日安排：

九月一日，所有同學須穿着整齊校服，班主任與同學將啟動網絡鏡頭，共同參與開學典禮及實時會面。請同學預備好相關設備，迎接新開始。如有困難，請先與班主任聯絡。

詳情如下：

時間	內容	備註
上午 8:45	學生開始登入 Google Meet	學生登入谷歌行事曆 (Google Calendar) 獲取會議的連結
上午 9:00 - 9:15	班主任線上點名	學生必需於九時正或之前進入。學生須穿着整齊校服，並啟動鏡頭。
上午 9:15 - 9:25	開學禮	/
上午 9:25 - 9:50	開學事務	/
上午 9:50 - 10:10	小息	/
上午 10:10 - 11:00	班務時間	學生登入谷歌行事曆獲取會議的連結

課堂安排：

1. 老師會使用網上教學模式授課，學習活動分為實時課堂 (live lessons)、影片課堂 (video lessons) 及獨立堂課 (independent classwork) 等模式，學生須根據教師指示，按時進行活動。
2. 網上學習與日常課堂相同，請學生遵守課堂秩序，專心學習，培養積極學習的態度，避免任何學習以外的活動。
3. 學生須根據時間表上課，準時進入網上課堂點名。中一至中三級學生應利用 Google 日曆的連結進入課堂，中四至中六級學生可根據教師指示進入課堂(中四學生可以利用各科的 Google Classroom 中的 Meet 連結進入各科的第一堂)。
4. 班務時間、閱讀時間及反思時間暫停。
5. 學生須使用學校 Google 帳戶進行各項學習活動，若發現遺失帳戶，應立刻致電 2109-1133 聯絡 IT 技術支援組黃先生或葉小姐，重設帳戶。
6. 家長及學生宜經常檢查 IT 設備的情況 (如麥克風及視像鏡頭等)，若發現故障，應盡快維修，以免影響學習。如有需要，老師會請同學開啟麥克風及視像鏡頭，請家長留意。

7. 家長及學生可善用學校網上日誌 <https://classdiary.plkcf.edu.hk>，了解每天學習活動的詳情。
8. 家長及學生可善用 Google Classroom 的待辦事項 To Do List，了解學生實際繳交功課的情況。
9. 家長應為學生安排合適的位置及環境，方便專心學習及參與實時課堂。
10. 家長可參考學校網頁 <https://www.plkcf.edu.hk>（家長園地，有用資訊，網上學習指引）或者 <https://sites.google.com/plkcf.edu.hk/online-learning/home> 了解更多有關網上學習的指引。

其他安排：

各級學生將分批回校領取簿冊及學習材料，另外中一至中四學生須帶同已完成的暑期作業回校繳交。同學回校時必須穿著整齊校服。詳情如下：

1. 禮堂領取簿冊及繳交暑期作業
2. 往所屬班房按桌面所示學號領取各科學習材料

時間	9月1日(二)	9月2日(三)	9月3日(四)
14:00-14:15	1A (Rm105)	-	-
14:15-14:30	1B (Rm316)	-	-
14:30-14:45	1C (Rm315)	3A (Rm202)	5A (Rm504)
14:45-15:00	1D (Rm104)	3B (Rm203)	5B (Rm505)
15:00-15:15	1E (Rm314)	3C (Rm203A)	5C (Rm506)
15:15-15:30	2A (Rm603)	3D (Rm204)	5D (Rm507)
15:30-15:45	2B (Rm604)	3E (Rm205)	6A (Rm403A)
15:45-16:00	2C (Rm605)	4A (Rm406)	6B (Rm403)
16:00-16:15	2D (Rm606)	4B (Rm407)	6C (Rm404)
16:15-16:30	2E (Rm607)	4C (Rm423)	6D (Rm405)
16:30-16:45	-	4D (Rm424)	-

敬希 貴家長督促同學們為開學日及新學年做好準備及準時出席上述活動。若有任何疑問，可致電 2109-1133 聯絡校務處。

祝身體健康！



劉達光校長謹啟

(柯玉琮副校長



代行)

二零二零年八月二十六日

附件：

1. 上課時間表
2. 校曆表



26 August 2020

GO36202102C

Dear Parents/Guardians,

Re: Arrangements for the new school year

Please be kindly informed that our school is going to start the new school year as scheduled on 1 September 2020. However, in view of the severity of the epidemic, all face-to-face classes and on-campus activities will have to be suspended until further notice.

We deeply understand the importance of school life to students' academic and whole-person development. Therefore, we are going to arrange online learning for students to learn at home. We hope that students can exercise self-discipline, adjust themselves, build daily routines and study seriously to adapt to changing circumstances effectively.

Details of the arrangements for the first day of school, lessons and other related matters are as follows:

Arrangements for First Day of School:

On September 1, all students are required to attend the Opening Ceremony in **proper school uniform**. Students need to turn on the **webcam** to join the ceremony and meet their class teachers and classmates after that. Please contact the class teacher in advance if there are difficulties:

Rundown

Time	Tasks	Remarks
8:45am	Students log on to Google Meet	Students log on to Google Meet via the link at Google Calendar.
9:00 - 9:15am	Roll call	Students have to join the Google Meet before 9am in school uniform with the webcam on.
9:15 - 9:25am	Opening Ceremony	/
9:25 - 9:50am	New school year matters	/
9:50 - 10:10am	Recess	/
10:10 -11:00am	Class teacher time	Students log on to Google Meet via the link at Google Calendar.

Arrangements for lessons:

1. 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 timetable 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. Class Teacher Time, Reading Time and Reflection Time in our timetable will all be suspended until further notice.
5. Students are required to enter different learning and school activities with their Google account. They should immediately contact the technician Mr. Wong or Ms Yip at 2109 1133 for a reset if their logon password is lost.
6. 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.
7. To understand the daily learning activities, you may visit our online class diary at <https://classdiary.plkcf.edu.hk>.
8. To get the latest information about the assignment submissions of students, you can refer to the To Do List at Google Classroom.
9. 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.
10. 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>.

Other arrangements

To collect their books and learning materials and to submit their completed summer exercise books, students are required to return to school in proper school uniform. Below are the details:

1. Return summer exercise books and collect new year learning materials **in the hall**.
2. Go to the **home room** for the new year for collecting the materials from the desk labelled with class numbers.

Time	September 1 (Tuesday)	September 2 (Wednesday)	September 3 (Thursday)
14:00-14:15	1A (Rm105)	-	-
14:15-14:30	1B (Rm316)	-	-
14:30-14:45	1C (Rm315)	3A (Rm202)	5A (Rm504)
14:45-15:00	1D (Rm104)	3B (Rm203)	5B (Rm505)
15:00-15:15	1E (Rm314)	3C (Rm203A)	5C (Rm506)
15:15-15:30	2A (Rm603)	3D (Rm204)	5D (Rm507)
15:30-15:45	2B (Rm604)	3E (Rm205)	6A (Rm403A)
15:45-16:00	2C (Rm605)	4A (Rm406)	6B (Rm403)
16:00-16:15	2D (Rm606)	4B (Rm407)	6C (Rm404)
16:15-16:30	2E (Rm607)	4C (Rm423)	6D (Rm405)
16:30-16:45	-	4D (Rm424)	-

Your guidance and timely assistance in helping your child/children adapt to the school life is highly appreciated. Should you have any inquiries, please feel free to contact us at 2109 1133.

Yours faithfully,



Ms. Joanna Or
For Principal



Encl.

1. Timetable
2. School calendar