



# 靈糧堂怡文中學

## Ling Liang Church E Wun Secondary School

電話：2109 4000 傳真：2109 4066

### Circular 2020/2021 No.004

10<sup>th</sup> September, 2020  
Dear Parents/Guardians,

#### Arrangements for Resumption of Face-to-Face Classes

The Education Bureau (EDB) has announced that schools in Hong Kong can resume face-to-face classes in a gradual and orderly manner. Face-to-face classes will be conducted on a half-day basis in order to reduce the risk of infection. Classes in our school will resume as follows:

<u>Levels</u>	<u>Date of resumption of face-to-face classes</u>	<u>Start Time</u>	<u>Time of dismissal</u>
S.1, S.5 and S.6 students	23 <sup>rd</sup> September, 2020 (Wednesday)	8:15 am	Refer to September's tentative timetable
S.2 to S.4 students	29 <sup>th</sup> September, 2020 (Tuesday)	8:00 am	

#### Tentative timetable and tentative school calendar for September

The following school calendar will continue to be used for classes in September, but there are changes as follows:

- There will be a half-day class on September 25 (Friday). Students have to return to school to participate in the classes according to the timetable for Day A4.
- The 2019/2020 Speech Day will be held on September 26 (Saturday), except for student helpers, other students will not need to attend the Speech Day.
- September 28 (Monday) is reserved for Speech Day or it is a holiday following the Speech Day.
- The School Picnic on September 30 (Wednesday) will be cancelled. Students will return to school to attend a normal half-day lessons according to the timetable for Day B5. Class affairs will be held after lessons and the dismissal time is 12:30 pm.

月份 Month	日 Sun	一 Mon	二 Tue	三 Wed	四 Thu	五 Fri	六 Sat	校務及假期 Events / Holidays
九月 Sept			1*	2*	3 A1	4 B1	5	1 開學禮 Start of Term Ceremony 2 開學事務日(S1-S6) School Admin. Day (S1-S6) 3 上學期課堂開始 Beginning of Term 1 lessons
	6	7 A2	8 B2	9 A3	10 B3	11 A4	12	18 家長晚會 Parents' Night 23 中一、中五及中六恢復面授課堂 Resumption of face-to-face classes (S1, S5, S6)
	13	14 B4	15 A5	16 B5	17 A1	18* B1	19	25 正常半天課堂 Half-day Lessons / 畢業禮預備日 Preparation for Speech Day
	20	21 A2	22 B2	23* A3	24 B3	25* A4	26*	26 2019/20 年度畢業禮 Speech Day 28 畢業禮後備日或畢業禮補假 Reserve for Speech Day / Holiday following Speech Day
	27	28	29* A5	30* B5				29 中二至中四級恢復面授課堂 Resumption of face-to-face classes (S2-S4) 30 半天課堂，課堂後進行班務 Half-day Lessons and Class affairs after lessons

Classes in September will be conducted according to the timetable distributed earlier. Starting from October, the timetable will be revised and announced. The timetable for face-to-face classes in September is as follows:

Time	Timetable (A1,A2,A3,A4,A5)*	Timetable (B1,B2,B3,B4,B5)*
08:15-08:30	Attendance taken by class teachers	Attendance taken by class teachers
08:30-09:00	Lesson 1	Lesson 7
09:00-09:30	Lesson 2	Lesson 8
09:30-10:00	Recess	Recess
10:00-10:30	Lesson 3	Lesson 9
10:30-11:00	Lesson 4	Lesson 10
11:00-11:30	Recess	Lesson 11
11:30-12:00	Lesson 5	Recess (Applicable to S.6) Except for S.6, students will be dismissed in batches
12:00-12:30	Lesson 6	S.6 Supplementary classes (Core subjects)
12:30-13:00	Students will be dismissed in batches	

\*Please refer to the school calendar for September.

**Other arrangements:**

1. 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 step up precautionary measures to maintain both the personal hygiene and the environmental hygiene of the school. Besides, we will also request all the staff who have contact with our students to take their temperature before going to school. If they have a fever, they must not return to the school.
2. 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 face-to-face 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 developments, and parents should pay close attention to the latest announcements from our school as well as from the EDB.
3. Cooperation from parents and students is important for us to maintain a clean and safe environment. We call on your support to step up environmental hygiene in your household, and, on top of that, strictly implement the following measures:
  - 3.1 Pay attention to the health condition of your child. He/she should stay away from school and see a doctor immediately if COVID-19 symptoms, especially fever, are detected.
  - 3.2 Take your child's temperature before he/she goes to school every day. Fill in the record sheet in Proforma A, or the record sheet printed in the student handbook p.136-142. and sign your name on it. Your child should return the completed sheet to us daily.
  - 3.3 To prevent infection, please ask your child to wear a mask (also applicable when taking any transportation) and bring tissues to school every day.
  - 3.4 To keep teachers informed of the health condition of students, please complete Proforma B to provide us with the following information:
    - a) the travel history of your child outside Hong Kong in the past 14 days;
    - b) whether your child has a 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 Proforma B on or before the first day of face-to-face 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.
  - 3.5 After the resumption of face-to-face classes, you are requested to notify our teacher, Mr. Tsoi Wun Kit by telephone (2109 4000) immediately to facilitate our prompt action in taking contingency measures and informing the EDB in the event of any of the following situations:
    - a) your child has been confirmed infection of COVID-19; or
    - b) your child has been classified as a "close contact\* of an infected person" with COVID-19

***\*Remark: 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.***

4. Arrangements and precautions for recess:
  - a) Students should try to stay in classrooms or other open spaces, sit in a single-row and avoid gathering in groups.
  - b) Students of different forms will be arranged to go to the tuck shop and playground for the two recesses. The rest of the students must stay in their own classrooms or storeys.
  - c) Parents can prepare simple and wholesome food for students if necessary. They are also allowed to eat at their own classroom seats during recess.

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 and healthy lives.

Yours faithfully,

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Mr. Law Wai Man  
Principal



**Ling Liang Church E Wun Secondary School  
2020 Coronavirus Disease (COVID-19)  
Declaration form for travel history and health status of students**

Name of Student: \_\_\_\_\_ Class: \_\_\_\_\_ Class no.: \_\_\_\_\_ Sex: M / F

*Please complete the below form and return to school. (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 face-to-face class resumption.
- My child has been outside Hong Kong in the past 14 days prior to face-to-face class resumption.

Duration: From \_\_\_\_\_ (Year) \_\_\_\_\_ (Month) \_\_\_\_\_ (Day) (Departure date)

To \_\_\_\_\_ (Year) \_\_\_\_\_ (Month) \_\_\_\_\_ (Day) (Arrival date)

Destination (Please specify countries and cities): \_\_\_\_\_

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

- My child has no confirmed infection for COVID-19.
- My child has been confirmed with COVID-19 infection and has already recovered.

Hospitalization: From \_\_\_\_\_ (Year) \_\_\_\_\_ (Month) \_\_\_\_\_ (Day)

To \_\_\_\_\_ (Year) \_\_\_\_\_ (Month) \_\_\_\_\_ (Day)

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

- Person/s\* taking care of, or living together with my child has/have no confirmed infection for COVID-19.
- Person/s\* taking care of or living together with my child has/have confirmed infection for COVID-19, the person/s have recovered / is/are still receiving treatment in hospital / has/have been discharged from hospital and are taking medicine. (Please delete as appropriate.)

*\* Remark: Relationship with my child (please specify): \_\_\_\_\_*

- Person/s taking care of or living together with my child, has/have not been classified as a 'close contact of an infected person'\* with COVID-19.

*\*Remark: 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.*

**Part D – Current health status of your child**

- My child has no symptoms of cough, shortness of breath, breathing difficulty nor a sore throat.
- My child has symptoms of cough, shortness of breath, breathing difficulty nor a sore throat.

Signature of parent/guardian: \_\_\_\_\_

Name of parent/guardian: \_\_\_\_\_  
(Block Letters)

Date: \_\_\_\_\_