



Letter to Parents No. 18 – 2021/22

Dear Parents/ Guardians,

Arrangements for Resumption of Face-to-Face Classes

29.4.2022 (Friday) is School Resumption Day. There will be an online morning assembly on that day. Class time is 8:15a.m. and dismissal time is 10:45a.m.. The arrangement is as follows:

	Time	Content
29.4.2022 (Friday) Online Morning Assembly	8 : 15 - 8 : 30	Roll Call by Class Teachers
	8 : 30 - 9 : 30	Morning Assembly
	9 : 30 - 9 : 45	Recess
	9 : 45 - 10 : 45	Class Teacher Period

Students should login Zoom Room of their class at 8:10 a.m., 5 minutes before the class time. Students can login eClass and find "Zoom Meeting Links" for each class under "What's New" and read "Attachment 1: Zoom/Online Real-time Lesson Guidelines".

From 3.5.2022 (Tuesday), S1 to S5 students will attend half-day face-to-face classes on a Special Timetable, each lesson lasts 30 minutes. **School day starts at 8:15 a.m. and ends at 1:25 p.m.** Students should return to school on time. Those who arrive at school after the bell rings (after 8:15 a.m.) are considered to be late. Please read "Attachment 2: Special Timetable 2021/22". Students are required to submit their special holiday assignments after classes resume. Besides, as the weather has warmed up recently, students may return to school in neat summer or winter uniforms according to their physical conditions from 3.5.2022 (Tuesday). **All students must change to summer school uniforms from 16.5.2022 (Monday) onwards.** Class teacher will distribute HYE Report Card and My Learning Progress (for S4 and S5) on 6.5.2022 (Friday).

According to instructions given by the EDB, every student has to complete a RAT in the morning each day before returning to school. **Only persons obtaining negative results are allowed to return to school for lessons.** Students tested positive should inform the schools of their positive results as soon as possible and stay at home. They should also report to the Department of Health within 24 hours via the "Declaration System for individuals tested positive for COVID-19 using Rapid-Antigen Test" (<https://www.chp.gov.hk/ratp/#>). After recording the child's test results every day, parents should sign the "Attachment 3: Rapid-Antigen Test (RAT) Result Record Form" for confirmation. Students are requested to print out Attachment 3 and post it in the Student's Handbook from 3.5.2022 (Tuesday) onwards. If there is no printer at home, students should write the test results on the page of "Correspondence from PARENTS/ GUARDIANS" in the Student's Handbook on 3.5.2022 (Tuesday): RAT result is positive/negative. The school will distribute the Rapid-Antigen Test (RAT) Result Record Form on 3.5.2022 (Tuesday). Parents are asked to write the results on the record form.

So far, the vaccination rate of all directly employed staff in our school has met the requirements for resumption of whole-day face-to-face classes. However, according to the survey conducted at the end of March on the number of students who have taken vaccination, **the percentage of students in Hong Kong who have been vaccinated was 86.8%, which has not yet reached the 90% required by the Education Bureau to resume whole-day face-to-face classes.** To protect the health of individuals and the community,

and to create a more favorable environment for the resumption of whole-day face-to-face classes in the future, parents are strongly urged to arrange for their children to receive two doses of the vaccine as soon as possible.

Our school will adjust the above arrangements in accordance with the latest announcement from the EDB. Parents are advised to pay close attention to the latest news on eClass and the school website. Should you have any enquiries, please contact our school at 2476 2357.



Yours faithfully,

IU Kok-kin
Principal

The notice will be uploaded to our school website for your reference.

25.4.2022



Letter to Parents No.18 – 2021/22

Reply Slip

To the Principal of Yuen Long Public Secondary School,

I, the parent of _____ (_____ class)(_____ class no.), acknowledge the receipt of the circular.

Signature of Parent/Guardian: _____

Name of Parent/Guardian: _____

_____.4.2022

Yuen Long Public Secondary School
Zoom/Online Real-time Lesson Guidelines

(A) Technical requirements

1. Online lessons are conducted via Zoom. Please ensure that your electronic device has the Zoom App installed.
2. Use an appropriate electronic device, e.g. smartphone, tablet, laptop or desktop computer with a camera and a microphone.
3. Turn your camera on. Sit in front of your desk and show your face.
4. Prepare your headsets and adjust the volume.
5. **Type in your name in the format “class, class number and name” in English for attendance-taking.** Images are not allowed to be shown in your profile picture. Delete them if necessary.

(B) Class rules

1. Online lessons are formal school lessons. All class rules must be observed.
2. Follow the class timetable and attend all classes punctually.
3. Wear appropriate attire when attending Zoom lessons. School uniform is not required but pajamas are not allowed.
4. Prepare the Meeting ID and password in advance. Join the meeting 5 minutes before the scheduled lesson time and wait for the teacher.
5. Prepare all necessary learning materials and stationery before class for note-taking.
6. Do not eat during Zoom lessons. The only drink you are allowed during lessons is water.
7. Do not use any functions on Zoom unless you are authorized by the teacher. Playing with classmates during the video conferencing by any means is strictly prohibited. Students violating the rules will be penalized.
8. Keep your microphone muted throughout the lesson unless you are asked to answer a question. The microphone must then be muted after you finish speaking.
9. To protect the privacy of teachers and students, lessons should not be videotaped or screen-recorded.
10. If a subject teacher is unable to conduct a Zoom lesson, students will be informed by their class teacher. Students are still required to use that Zoom lesson for self-study and attend all the other Zoom lessons as scheduled.

Yuen Long Public Secondary School**Special Timetable 2021/22**

	Weekdays except Wednesday	Wednesday
Preparatory Bell	8:15	8:15
Roll Call / Assembly / Reading Period	8:15 - 8:25	8:15 - 8:45
1	8:25 - 8:55	8:45 - 9:10
2	8:55 - 9:25	9:10 - 9:35
Recess	9:25 - 9:35	9:35 - 9:45
3	9:35 - 10:05	9:45 - 10:10
4	10:05 - 10:35	10:10 - 10:35
Recess	10:35 - 10:45	10:35 - 10:45
5	10:45 - 11:15	10:45 - 11:15
6	11:15 - 11:45	11:15 - 11:45
Recess	11:45 - 11:55	11:45 - 11:55
7	11:55 - 12:25	11:55 - 12:25
8	12:25 - 12:55	12:25 - 12:55
9	12:55 - 1:25	12:55 - 1:25



家長通函第 18 號 – 2021/22

各位家長／監護人：

復課安排

4 月 29 日（星期五）為本校復課日，當天將進行網上早會，上課時間為上午 8：15，放學時間為上午 10：45，安排如下：

	時間	內容
4 月 29 日（星期五） 網上早會	8：15 – 8：30	班主任點名
	8：30 – 9：30	早會
	9：30 – 9：45	小息
	9：45 – 10：45	班主任節

學生須提早 5 分鐘，於上午 8：10 登入各班 Zoom Room。學生可登入 eClass，在「校園最新消息」找到各班「Zoom Meeting Links」。隨函請見「附件一：Zoom／網上實時課堂守則」。

5 月 3 日（星期二）起，中一至中五級將以特別時間表進行半日面授課堂，每節課堂為 30 分鐘。上課時間為上午 8：15，放學時間為下午 1：25。學生須預早回校，凡於早上預備鐘響後（即上午 8：15 後）抵校者均屬遲到，詳情請見「附件二：特別時間表 2021/22」。學生須於復課後呈交特別假期功課，故懇請各位家長／監護人督促貴子弟善用時間，及早完成習作，預備復課。此外，有見近日天氣回暖，學生可因應個人體質，於 5 月 3 日（星期二）起穿著整齊夏季校服或冬季校服回校上課，直至 5 月 16 日（星期一），全體學生必須更換夏季校服。班主任將於 5 月 6 日（星期五）派發上學期成績表、我的學習進度（只限中四、中五）。

根據教育局要求，學生在每天早上回校前必須完成一次快速抗原測試，在獲得陰性結果才能回校上課。如測試結果為陽性，學生不得回校，並應盡快通知學校及留在家中。他們亦須盡快於 24 小時內透過「2019 冠狀病毒快速抗原測試陽性結果人士申報系統」(<https://www.chp.gov.hk/ratp/>)向衛生署申報。每天記錄貴子弟測試結果後，請家長／監護人在「附件三：快速抗原測試（RAT）結果記錄表」簽署作實。請學生自行打印「附件三」，並於 5 月 3 日（星期二）起張貼在手冊內填寫。如家中未有打印機，學生可在 5 月 3 日（星期二）把檢測結果寫在手冊「家長通訊欄」：RAT 結果為陽性／陰性。校方將於 5 月 3 日（星期二）派發「快速抗原測試（RAT）結果記錄表」，請家長把結果寫在記錄表上。

目前，本校所有直接僱用教職員之疫苗接種率已達到恢復全日面授課堂的條件。然而，根據 3 月底進行的「學生接種 2019 冠狀病毒疫苗情況調查問卷」，在港學生已接種疫苗的百分率為 86.8%，仍未達到教育局恢復全日面授課堂要求的全校學生人數 90%。校方在此再一次呼籲家長盡快安排子女接種兩劑疫苗，以保護個人及社區健康，並為盡快恢復全日面授課堂締造更有利的環境。

本校將因應教育局的最新公布，適時調整以上安排，請家長密切留意 eClass 及學校網站的最新消息。如有任何疑問，請致電 2476 2357 向本校查詢。



元朗公立中學校長
余國健 謹啟

2022 年 4 月 25 日



家長通函第 18 號 – 2021/22

家長綜合回條

敬覆者：

本人為 _____ (_____ 班) (_____ 號) 之家長，已知悉通告詳情。

此覆

元朗公立中學校長

家長／監護人簽署： _____

家長／監護人姓名： _____

2022 年 4 月 日

元朗公立中學
Zoom/網上實時課堂守則

(甲) 設備要求：

1. 實時教學課須安裝「Zoom」免費軟件到電子裝置。
2. 電子裝置可選用智能電話、平板電腦、手提電腦及桌上電腦，須配備網絡鏡頭及咪高峰。
3. 開啟視訊，端坐電子裝置前，顯示樣子。
4. 自備耳機，調節適當音量。
5. 學生須以班別、班號、英文姓名加入會議，以便老師點名（如 1A01 CHAN TAI MAN），Zoom 個人戶口的頭像不可以任何圖片展示，學生上實時教學課前，必須檢視及刪除任何圖片展示。

(乙) 上課守則：

1. 網上實時教學課堂為正式課堂，學生須遵守校規，專心上課。
2. 學生須按時間表準時出席課堂。
3. 學生不用穿著校服，惟衣著必須整齊端正，不可穿睡衣上課。
4. 網上實時教學課堂前須準備會議 ID 及登入密碼，於課堂 5 分鐘前加入會議或等候老師進入會議。
5. 上課前，必須準備相關書本及所需文具，以便摘錄筆記。
6. 上課期間，除飲水外，請勿進食。
7. 上課期間，如沒有得到老師的批准，不可使用軟件中的任何工具；亦不可透過視像與其他學生嬉戲，違規者將依校規懲處。
8. 上課期間，除回答老師的提問外，學生須關上咪高峰。
9. 為保障老師及學生的私隱，學生嚴禁自行錄影實時教學課堂或截取螢幕。
10. 若科任老師請假，未能進行網上實時教學，班主任會盡快通知學生，學生須在課堂中自修，並準時出席下一節的課堂。

元朗公立中學
特別時間表 2021/22

	除星期三外	星期三
預備鐘	8:15	8:15
點名 / 升旗禮 (由班主任點名)	8:15 - 8:25	8:15 - 8:45
1	8:25 - 8:55	8:45 - 9:10
2	8:55 - 9:25	9:10 - 9:35
小息	9:25 - 9:35	9:35 - 9:45
3	9:35 - 10:05	9:45 - 10:10
4	10:05 - 10:35	10:10 - 10:35
小息	10:35 - 10:45	10:35 - 10:45
5	10:45 - 11:15	10:45 - 11:15
6	11:15 - 11:45	11:15 - 11:45
小息	11:45 - 11:55	11:45 - 11:55
7	11:55 - 12:25	11:55 - 12:25
8	12:25 - 12:55	12:25 - 12:55
9	12:55 - 1:25	12:55 - 1:25

