



# ST. FRANCIS XAVIER'S COLLEGE

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26<sup>th</sup> August 2020

Dear Parents,

Taking into account the latest epidemic development, the school will conduct online live lessons in the new academic year to reduce the risk of contracting and spreading COVID-19. Please read the following items carefully.

## 1. Online School Opening on 1 September

The form teacher will send the link to the intranet Gmail account of your son by the morning of 31 August.

The time for the school opening live meeting will be as follows:

F1-2: 8:50 a.m. to 10 a.m.

F3-4: 9:50 a.m. to 11 a.m.

F5-6: 10:50 a.m. to 12 n.n.

## 2. Arrangements for online teaching from 2 September

The arrangements of the first four school days (2 September to 7 September) will be as follows:

	2 Sept (Wed) Day 1a	3 Sept (Thur) Day 1b	4 Sept (Fri) Day 2a	7 Sept (Mon) Day 2b
8:10-9:15	Day 1 Periods 1 & 2	Day 1 Periods 5 & 6	Day 2 Periods 1 & 2	Day 2 Periods 5 & 6
9:15-9:30	Recess			
9:30-10:30	Day 1 Periods 3 & 4	Day 1 Periods 7 & 8	Day 2 Periods 3 & 4	Day 2 Periods 7 & 8

From 8 September onwards, the lesson timetable will be as follows:

8:10-9:15	Periods 1 & 2
9:15-9:30	Recess
9:30-10:30	Periods 3 & 4
10:30-10:45	Recess
10:45-11:45	Periods 5 & 6
11:45-12:00	Recess
12:00-13:00	Periods 7 & 8

The live lessons are part of the school curriculum, and the things taught in the live lessons will be covered in the examinations.

Please note that students are not allowed to record/ take screenshots of any part of the lessons with the teacher's permission as it is an infringement of copyright.

## 3. Equipment for online live lessons

Starting from this year, all students are expected to show their face and be ready to give responses to the teachers during the online live lessons. It is therefore necessary for students to use devices (e.g. smartphone/ tablet/ laptop computer) with **camera and microphone**.

Students should report to the form teacher should there be any difficulties concerning the equipment for online lessons.

## 4. Regulations of online lessons

All students are reminded to follow the guidelines for online live lessons by the Form Teacher at the beginning of the school year. You may refer to the guidelines via the following link:

[https://drive.google.com/file/d/1nf4bJdNgOpMILB3aq9\\_xT4muyhz6eLsS/view?usp=sharing](https://drive.google.com/file/d/1nf4bJdNgOpMILB3aq9_xT4muyhz6eLsS/view?usp=sharing)

## **5. Sick leave arrangements for teachers**

In case our teacher has taken a sick leave, all the classes concerned will receive an email in the morning notifying them the cancellation of lessons of the day. There will not be supply teacher arrangements.

## **6. Sick leave arrangements for students**

Should your son need to apply for sick leave, please inform the school office before 2 p.m. Otherwise, he will be considered being 'absent' for all the lessons of the day, which affects his overall attendance rate.

## **7. Arrangements under Inclement Weather Condition**

When the Tropical Cyclone Warning Signal No. 8 (or above) or Red/Black Rainstorm Warning Signal is issued before 6:00 a.m., no online live lessons will be arranged on that day.

## **8. Attendance record**

Attendance will be taken five minutes after the lesson begins.

The following cases will be considered 'Absent' from the lesson:

- Entering the class five minutes after the lesson begins.
- Leaving the class in the middle of the lesson without the teacher's permission.
- Not giving any response when the student is asked to answer questions.

You will receive a copy of the attendance record of your son at the end of each cycle through School App. There will be three categories in the record: 'Present', 'Absent' and 'Absent with Excuses'. Being absent (excluding those with excuses) for more than 20% of all the live lessons will result in an F for the application grade in the examination report.

## **9. Submission of online assignments**

As assignments comprise an important part of learning, please help urge your sons to complete and submit the assigned tasks on time.

## **10. Regular Test Arrangements**

There will be no Regular Tests during the period of online live lessons.

## **11. Collection of fees**

The collection of various kinds of fees will be announced when actual lessons resume.

## **12. Students' learning support needs survey**

In order for the school to have a clear understanding of the students' learning support needs, and to provide appropriate care, please fill in the survey form via the following link:

<https://forms.gle/tNV74Zoxa1GmDKeB9>

## **13. Special arrangements for F1**

In order to help students get accustomed to using English as the Medium of Instruction, the teachers might speak in Cantonese in part of the lessons in the first cycle.

## **14. Application of the "Student Activity Support Grant" and the "School-based After-School Learning and Support Program"**

The establishment of the "Student Activity Support Grant" and the "School-based After-School Learning and Support Program" (hereinafter referred to as the "School-based Program") aims to provide financially-needed students with activity allowances to help them improve their learning effectiveness, expand their learning experience outside the classroom, and enhance their understanding of and sense of belonging to the society.

The school attaches great importance to students' subject learning and whole-person development, and organizes different types of after-school learning activities, including top-notch remedial programs (only applicable to the "School-based Program"), life-wide learning activities (such as outdoor inspections, museum visits, art appreciation, lectures, etc.), and even skills training. The two allowances mentioned

above can provide financial assistance to students in need so that they can participate in relevant learning activities.

Applicants for the above allowances must meet one of the following criteria:

1. Recipient of "Comprehensive Social Security Assistance (CSSA)";
2. Recipient of the full grant of "School Textbook Assistance";
3. Recipient of the half grant of "School Textbook Assistance";
4. Family with financial difficulties.

To apply for the allowances, please fill in the questionnaire via the following link:

<https://forms.gle/LWT6wocW3mWk13nR9>

#### **15. Application for 'Student Health Service 2020/2021' (only applicable to F.1 students)**

The Student Health Service offered by the Department of Health aims to safeguard both the physical and psychological health of school children through health promotion and disease prevention services, enabling them to gain the maximum benefit from the education system and develop their full potential. Participants will be arranged to receive annual health services in designated student health service centers. These services include body checks, various health related assessments, individual health counseling and education. Any health issues identified will be referred to specialists to follow.

This service scheme is now open for application. Please visit the Student Health Service home page at [https://www.studenthealth.gov.hk/tc\\_chi/resources/resources\\_forms/resources\\_forms.html](https://www.studenthealth.gov.hk/tc_chi/resources/resources_forms/resources_forms.html) to download the application form and consent form for 2020/2021. You can also obtain the forms from our school's general office. Please submit the forms to the collection box in our general office on or before 7 September. If you do not wish to participate in this service scheme, you still have to complete and return the forms to the school for the government's record.

Yours sincerely,

Iu Kwong Chi, Joseph  
Principal of St. Francis Xavier's College