

Regulations of online classes and relevant arrangement

Dear Parents,

Please note that online classes will still be conducted due to the pandemic outbreak, and therefore students are reminded to be more attentive, self-disciplined and focused during the daily classes. Online classes are the same as face-to-face classes. Students must attend online classes on time according to the school timetable. The attendance rate and learning performance in the online classes will be used as one of the indicators of student conduct.

Please see the optimised arrangement as follows:

1. Attendance of online class

- Students should attend all online classes on time and they should log in within 5 minutes after the commencement of the online class.
- Students should attend the morning assembly on time and they are advised to log in to the zoom meeting 5 minutes in advance (8:10 a.m.)

2. Lateness of online class

- If students join the zoom meeting after the commencement of the morning assembly (8:16 a.m. or after), they will be considered as late. Students late for 5 times will receive one demerit.
- Students late for 10 minutes in the class will be considered late.
- Students late for more than 10 minutes in the class will be considered severely late.

3. Absence of online class

- Students absent for two classes or above in the morning will be regarded as a half-day absence.
- Students absent for one class in the afternoon will be considered a half-day absence.
- Students should provide a reasonable explanation and apply for leave in accordance with the normal school procedure. Otherwise, they will be considered truant.
- Students who are absent, or leave the class without a reasonable explanation provided to the subject teachers will be considered "absent".

4. Application for sick leave or casual leave for online class

- If students need to apply for leave, parents should inform the school office by phone from 8 am to 9 am on that day. Students are not allowed to apply for leave on their own.
- Students unable to attend online classes due to compulsory testing should apply for casual leave and submit a parents' letter and relevant documents to the school.
- For sick leave of more than 1 day, a doctor's certificate is needed.
- Students who apply for leave should submit their parents' letter within 10 days for school approval.
- The parents' letter and the doctor's certificate can be sent to the school in hard copy or sent to the class teacher in soft copy. Please refer to the template in the student handbook.

5. Punishment for absence from online class

- Students fail to attend online classes without a valid reason will be punished accordingly. If the circumstances are severe, they might be considered truant.
- Penalties or disciplinary arrangements will be given to students who failed to attend online classes, such as verbal or written warnings, demerits or minor demerits.

6. Irregularities in online class

- Students should switch on camera, proactively engage and respond to teachers in the online classes. Students who fail to comply with the rules or found any irregularities will be strictly followed.


7. Log in to zoom classes

- Starting from 21 Feb 2022, all students should log in to the zoom meetings for attending online classes, assembly and school activities with their registered school account (i.e. Google / eClass / Microsoft 365). For details, please see the [Zoom Online Operation Instructions \(2021-2022\)](#) on the school website.
- Students should preset their user name following the designated format (Class + Class Number + Name). Please leave a space between the class number and name. Students should also follow this format when they log in to any zoom meetings including online classes, morning assembly or any school activities.

Should you have any enquiries concerning the above arrangement or online learning, please contact Mr. Tsoi Chung Kwong or Miss Wong Yee Man at 2471 2622 during office hours.

Let us pray for all students, parents, teachers, staff and Hong Kong citizens. May God bless everyone with good health and the epidemic can soon be eradicated. Please kindly sign the electronic circular by 19 Feb 2022. Thank you for your kind attention.

Yours faithfully,


Mr. Chan Ka Fai
Principal

