

Caritas Wu Cheng-chung Secondary School
2019/2020 Scholastic Year Parent Circular No.32B
Arrangement during and after School Suspension

7th February, 2020

Dear Parents/Guardians,

Regarding the risk of novel coronavirus (nCoV) infection, the Education Bureau (EDB) has announced the suspension of school. School days will resume on 2/3/2020. May all parents please take notice of the announcements from EDB.

Please take notice of the following arrangements and measurements of school during and after the school suspension,

1. Academic Arrangement

- a. The original Parents' Day to be held on 22/2/2020 will be cancelled. The Academic Report of first term will be issued to students on the third school day after school resumes. May parents sign and return the Academic Report to class teacher.
- b. Our teachers have prepared online lessons on Google classroom, which includes teaching videos and homework. (Refer to appendix 1). May parents remind your child to check the homework assigned by teachers every Monday (10/2, 17/2 and 24/2). Please hand in the assignments according to the instructions of teachers (either by uploading it or by hand after school resumes). Parents may also check the list of assignments through eClass.
- c. After school resumes, teachers will arrange tests for checking students' learning progress. Tutorial classes may be arranged if necessary. The content of online lessons are part of the final exam syllabus. May parents please encourage your child to attend online lessons with serious attitude.
- d. The second term uniform test originally held from 23/3/2020 to 26/3/2020 will be cancelled. Those four days will be changed for normal lessons. The marks of second term uniform test are part of the daily marks of the final exam. Upon the cancellation of second term uniform test, this daily mark is cancelled but replaced by the marks obtained only from final exam.
- e. Special school days from 23/6/2020 to 3/7/2020 will become normal school days for lessons.
- f. All after-school remedial classes will continue once the school resumes.

2. Measurements after school resumes

- a. Kindly remind parents to check the body temperature of your child before letting them to attend school. Please mark their body temperature and sign on the record sheet (refer to appendix 2). If there is no temperature checking record of your child, your child's class teacher will contact you.
- b. After 7:50am every day, two students from Prefect Team will help check body temperature of every student, remind them to wear mask and use hand sterilizer. All students arrived school before 7:50 have to line up at school reception for body temperature checking.
- c. According to the digital thermometers of our school, body temperature ranging from 35.8°C to 37.8°C is regarded as normal. If students' body temperature is above 37.8°C, it means a fever. If student is having a fever or feeling unwell, class teacher will contact parents for bringing students home. If early leave cannot be arranged, student will be quarantined for taking rest and taken care by teachers.
- d. All students should wear mask all the time in campus (also during extra-curricular activities or PE lessons). Students should prepare their own mask. Your child may take one

mask (for maximum) from school if necessary.

- e. Students should wash their hands before eating and after sneezing or coughing. Please avoid sharing towel or cookery with schoolmates.
- f. We will make sure the proper ventilation of each classroom. The dust filters of air-conditions will be clean thoroughly in every classroom.
- g. Diluted bleach will be used to sterilize school facilities every day.
- h. If there are symptoms among students or large number of sick leaves arises, we will inform the District Hygiene Office and the Education Bureau.

3. Co-curricular Activities Arrangement

- a. During school suspension, all school activities and inter-school activities or competitions will be postponed or cancelled. The details of the postponed activities or competitions will be announced later.
- b. All Co-curricular Activities will be cancelled until school resumes.
- c. To lower the risk of infection, all events of Hong Kong School Sports Federation will be postponed until further notice after 15/3/2020.
- d. The S4 and S5 exchange tour to Singapore originally held from 27-30/3/2020 will be postponed. Further notice will be given.

4. Others

a. Student Grant

Students who have not yet handed in the application form should return the form to their class teacher within one week after school resumes.

b. Student Health Declaration

All students should fill in the hard copy of 'Health Declaration' form on the first school day.

c. Quarantine Arrangement

According to Hong Kong government, all citizens coming back from mainland China should quarantine for 14 days. If students need to be quarantined, class teacher will arrange online learning materials for them

For enquiries, please contact school at 2817 2318.

Thank you for your attention.

Yours faithfully,

Dr. CHUNG Chi Yuen, Stanley
Principal

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How to use Google classroom

Online learning of our school has been started. Please ensure your kids have successfully joined our online classroom. Students can use smartphone or desktop computer to carry out the following steps. Please note that students should use our school email address (@cwcc.edu.hk), not personal email address (@gmail.com) to access google classroom:

1. Log in CWCC Gmail account

URL: gmail.com (or use Gmail app on your phone)
ID: 201XXXX@cwcc.edu.hk (201XXXX is the student number)
Password: Default as student number. If students have reset their passwords but forgotten them, please notify their class teacher.

2. Read all emails inside INBOX carefully

Each subject (including Chinese, English and Math etc.) has different online classrooms (Google Classroom). Students will have received invitation from each subject. One email contains invitation for one subject only. Click the link in the email to accept the invitation and you will be added to the related online classroom. Check carefully how many invitations you have received and accept them one by one.

3. Install "Google Classroom" in smartphone

Google Classroom can be installed using Android or iPhone system. Please go to App Store or Play Store and enter "Google Classroom" to search and download it. After installation, set the account with your school email address (i.e. 20XXXXXX@cwcc.edu.hk) when using the app.

4. Check Google Classroom every day

Students must check for new messages in each online classroom, e.g. teacher's announcement, online learning materials and online worksheets, etc. During class suspension, teachers will upload all the teaching materials every Monday. Students can communicate with teacher in the online classroom. Students are required to finish online assignment according to teacher's instructions.

