

Caritas Wu Cheng-chung Secondary School  
2020/2021 Scholastic Year Parent Circular No. 33  
Re: Arrangements for suspension of face-to-face classes

26<sup>th</sup> November, 2020

Dear Parents/Guardians,

As announced by the Centre for Health Protection on 26/11/2020 (pm), one of our students in Class 3B has initially confirmed the infection of COVID-19. We are following the instructions of the Centre for Health Protection to sterilize the whole school with 1:49 diluted bleach. In addition, we will arrange Cleaning Service Company to sterilize the whole school. Starting from 27/11/2020, school will be suspended until further notice. During the suspension, lessons will be conducted through zoom. May all parents please take notice of the following arrangements :

**Rules and important matters concerning the real-time online lessons and activities :**

1. students should attend all the online real-time classes and activities include morning assembly, morning reading, activity education lesson, class teacher period etc., according to the current half-day timetable (please refer to appendix 1)
2. Students must wear neat school uniforms to participate in all online real-time lessons and school activities.
3. Students must log in on time to attend all subject lessons and school activities according to the time specified in their timetables. If a student is absent without a reason, it will be handled as absenteeism.
4. When students enter the online lessons, they need to get ready by preparing the necessary materials for the lessons. They should also tidy up their appearances, be focused in a lit and quiet studying place and participate actively in the lessons.
5. Before entering the classroom, please use "class and student number, name" as your name to enter (sign in) such as: 1B01 Leo Darwin .
6. Students must turn on the camera to show their faces in all online real-time lessons and activities.
7. Students must submit homework, quizzes and etc according to the instructions of the teachers.
8. Student attendance rate, homework performance and classroom performance will be calculated into the student's term continuous assessments.
9. The contents of the online lessons are part of the the first term standardized test and examination syllabus .

**\*All online real-time classroom teaching materials, links and passwords will be emailed to parents and students.**

Our school will keep close contact with CHP and closely monitor the health conditions of our staff and students. If parents want to obtain more information of COVID 19, please refer to the relevant website: <https://www.coronavirus.gov.hk/eng/index.html> or call the CHP hotline (Phone number: 2125 1111 / 2125 1112, service hours from 8 a.m. to 12 midnight). For the most updated details, please refer to the latest news on our school website. ([www.cwcc.edu.hk](http://www.cwcc.edu.hk)), For enquiries on situation of school, please call your respective Class Teachers or contact school at 2817 2318. The school opening hour during suspension period is from 9 am to 4 pm.

Thank you for your attention.

Yours faithfully,  
Dr. Chung Chi Yuen, Stanley  
Principal

Appendix 1 Online Real-time Timetable

S1-S3

		Monday to Friday		
8:15 – 8:35	Morning Assembly			
8:35 – 9:00	1 <sup>st</sup> Lesson			
9:00 – 9:25	2 <sup>nd</sup> Lesson			
9:25 – 9:50	3 <sup>rd</sup> Lesson			
9:50 – 10:05	Recess			
10:05 – 10:30	4 <sup>th</sup> Lesson			
10:30 – 10:55	5 <sup>th</sup> Lesson			
10:55 – 11:20	6 <sup>th</sup> Lesson			
11:20 – 11:35	Recess			
11:35 – 12:00	7 <sup>th</sup> Lesson			
12:00 – 12:25	8 <sup>th</sup> Lesson			
	Monday	Tuesday	Wednesday to Friday	
12:25 – 12:35	Class Teacher Period	Assembly	12:25 – 12:50	9 <sup>th</sup> Lesson
1:00 – 1:35				
1:35 – 1:45		Class Teacher Period	12:50 – 1:00	Class Teacher Period

S4-5

		Monday to Friday		
8:15 – 8:35	Morning Assembly			
8:35 – 9:00	1 <sup>st</sup> Lesson			
9:00 – 9:25	2 <sup>nd</sup> Lesson			
9:25 – 9:50	3 <sup>rd</sup> Lesson			
9:50 – 10:05	Recess			
10:05 – 10:30	4 <sup>th</sup> Lesson			
10:30 – 10:55	5 <sup>th</sup> Lesson			
10:55 – 11:20	6 <sup>th</sup> Lesson			
11:20 – 11:35	Recess			
11:35 – 12:00	7 <sup>th</sup> Lesson			
12:00 – 12:25	8 <sup>th</sup> Lesson			
	Monday	Tuesday	Wednesday to Friday	
12:25 – 12:35	Class Teacher Period	Assembly	12:25 – 12:50	9 <sup>th</sup> Lesson
1:00 – 1:35				
1:35 – 1:45		Class Teacher Period	12:50 – 1:00	Class Teacher Period
1:45 – 2:30	Lunch		1:00 – 1:45	Lunch
2:30 – 3:05	S4 M1	S5 M1	1:45 – 2:20	S5 M1(Fri)
3:05 – 3:40	S4 M1	S5 M1		

S6

		Monday to Friday		
8:15 – 8:35	Morning Assembly			
8:35 – 9:00	1 <sup>st</sup> Lesson			
9:00 – 9:25	2 <sup>nd</sup> Lesson			
9:25 – 9:50	3 <sup>rd</sup> Lesson			
9:50 – 10:05	Recess			
10:05 – 10:30	4 <sup>th</sup> Lesson			
10:30 – 10:55	5 <sup>th</sup> Lesson			
10:55 – 11:20	6 <sup>th</sup> Lesson			
11:20 – 11:35	Recess			
11:35 – 12:00	7 <sup>th</sup> Lesson			
12:00 – 12:25	8 <sup>th</sup> Lesson			
	Monday	Tuesday	Wednesday to Friday	
12:25 – 12:35	9 <sup>th</sup> Lesson	Assembly	12:25 – 12:50	9 <sup>th</sup> Lesson
1:00 – 1:35	10 <sup>th</sup> Lesson			
1:35 – 1:45	Class Teacher Period		12:50 – 1:00	Class Teacher Period
1:45 – 2:30	Lunch		1:00 – 1:45	Lunch
2:30 – 3:05	S6 M1	S6 M1	1:45 – 2:45	S6 Tutorials
3:05 – 3:40		S6 M1		