

Caritas Wu Cheng-chung Secondary School
2020/2021 Scholastic Year Parent Circular No. 35

Re: Arrangements for suspension of face-to-face classes and school activities

1st December, 2020

Dear Parents/Guardians,

In light of the worsening situation of the COVID-19 epidemic, the Education Bureau announced on 29th November 2020 that all schools will suspend all face to face teaching and on-campus activities starting from 2nd December (this Wednesday) until the beginning of school Christmas Holidays. All S1-S5 lessons and activities will be conducted through real-time zoom lessons and activities. As S6 students have to face public examinations soon, they have to attend lessons at school. During the suspension period of face-to-face classes and school activities, may all parents please take notice of the following arrangements :

1. Teaching arrangements (2/12/2020-18/12/2020)

i) S1-S5

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 have been emailed to parents and students.**

ii) S6

Attend the whole day face-to-face lessons at school including tutorial lessons (please refer to Appendix 1).

2. Other school activities

All the activities below will be postponed until further notice, students are required to attend the lessons according to the normal time table (please refer to Appendix 1).

18/12/2020 Outdoor Activities Day	attend the online real-time lessons (S1-S5) attend lessons at school (S6)
7/1/2021 Athletics Meet	Attend lessons as normal
8/1/2021 Day after Athletics Meet	Attend lessons as normal

3. The Advent Praying Assembly will be held on 21st December 2020 through Zoom, all students have to attend the assembly (Please refer to the parent circular issued later).
4. Christmas and New Year Holidays
The period from Friday, 22nd December, 2020 to Sunday, 3rd January, 2021 is scheduled for the Christmas and New Year holidays. The first day of returning to school after the holidays is on Monday, 4th January, 2021.

The school opening hour during suspension period is from 7:30 a.m. to 4:00 p.m. For enquiries, please contact school at 2817 2318.

Thank you for your attention.

Yours faithfully,



Dr. Chung Chi Yuen Stanley Yuen
Principal



Appendix 1 S1-S6 Timetable

		Monday to Friday			
8 : 15—8 : 35		Morning Assembly			
8 : 35—9 : 00		1 st Lesson			
9 : 00—9 : 25		2 nd Lesson			
9 : 25—9 : 50		3 rd Lesson			
9 : 50—10 : 05		Recess			
10 : 05—10 : 30		4 th Lesson			
10 : 30—10 : 55		5 th Lesson			
10 : 55—11 : 20		6 th Lesson			
11 : 20—11 : 35		Recess			
11 : 35—12 : 00		7 th Lesson			
12 : 00—12 : 25		8 th Lesson			
	Monday	Tuesday	Wednesday to Friday		
12 : 25—1 : 00	9 th Lesson/AE	Assembly	12 : 25—12 : 50	9 th Lesson	
1 : 00—1 : 35	10 th Lesson/AE				
1 : 35—1 : 45	Class Teacher Period		12 : 50—1 : 00	Class Teacher Period	
1 : 45—2 : 30	Lunch		1 : 00—2 : 00	S6 Tutorials	
2 : 30—3 : 05	S4 M1	S4 M1			

S6 M1 Wednesdays 8th and 9th lessons (12:00-12:50)

2020/2021 Scholastic Year Parent Circular No.35 Reply Slip

Dear Principal Chung,

I acknowledge receipt of the above circular and am fully informed about the arrangements for suspension of face-to-face classes and school activities.

Student's Name: _____ Class: _____ Class no.: _____
Parent's Name: _____ Parent's Signature: _____
Parent's Contact no.: _____ Date: _____