



28<sup>th</sup> August, 2020

Dear Parents / Guardians,

**The Broadcast of the School Commencement Ceremony and Online Teaching Arrangement**

Due to the severe epidemic situation of the “Novel Coronavirus Pneumonia” (COVID-19), all schools have been suspended physical classes and school activities until further notice. Therefore, our school will implement online teaching for the new academic year. Class teachers and subject teachers will set up Google Classrooms and will upload online teaching material and important information to the relevant Google Classroom. Students’ attendance, classroom and academic performance will be counted in their daily score. We hope that through home-school cooperation, we can help students establish an online study routine. Please see Appendix 1 for details of the online teaching arrangement. Students should also establish proper study habits and etiquette (Please see Appendix 2 for details).

The arrangement of school commencement is as follows:

Date	Time	Arrangement	Remarks
1/9	9:00am-11:00am	School Commencement Ceremony (1-hour video)	Students should finish viewing the broadcast before 11:00am. The link will be sent to our students’ email.
	11:15am-12:00nn	Class Period (Real-time)	Students should log into Google Classroom and attend the class period by clicking the link provided by the class teacher.
2/9	9:00am-10:30am	Class Period (Real-time)	Students should log into Google Classroom and attend the class period by clicking the link provided by the class teacher.
3/9 onwards	9:00am-3:45pm	Online Teaching (Real-time)	Students should attend lessons according to the Online Lesson Timetable. Please see “Online Teaching Arrangements” on our school website.
1/9-5/9	Please see Appendix 3	Distribution of learning material, student handbook and exercise books	Depending on actual needs, the school will arrange second distribution of learning materials after two or three weeks. Students can wear casual clothes and collect it in person at school.

In order to help students establish an online learning routine, teachers will take the roll call and record attendance for each class. If a student has to miss an online lesson or the entire day, parents can call the school as usual to apply for a leave.

In the new school year, students will inevitably encounter many challenges in learning and personal growth aspects. Class teachers will keep a close contact with parents to find out about students’ situation and provide timely support. In addition, class teachers will also communicate with students during online class period and class groups etc. to establish teacher-student relationships and maintain a good atmosphere in class. I hope that that through the joint efforts of home-school cooperation, we can help our students grow.

On school days, the school will keep the premises open and will also arrange some staff to look after students who arrive at school. For the sake of our students’ health, and to lower the risk of infection, students should contact/inform the class teacher or the general office and should take his/her temperate before going to school. Students should wear a mask at school at all times. Moreover, the school will collect exercise books and learning materials then, arrange students/parents to pick them up at the school in early September (Please see Appendix 3 for details).

The school is strongly concerned about the health and safety of each student. Thus, students are advised to stay at home as much as possible during the pandemic, wear a face mask when leaving home, pay extra attention to environmental and personal hygiene, and avoid going to overcrowded areas.

Thank you for your attention.

Yours faithfully,

Principal of Lock Tao Secondary School

## Appendix 1 Online Teaching Arrangement

- 1) Each week, each form has 25 lessons (with 5 lessons each day). All the lessons will be conducted according to the following timetable:

Lesson	Time
1	9:00-9:45
2	10:00-10:45
3	11:00-11:45
	Lunch
4	14:00-14:45
5	15:00-15:45

- 2) Students should log into Google Classroom of the subject or the class according to the online teaching timetable, and follow the link(s) or instructions provided by your subject teachers or class teacher(s) to attend the lessons. Please go to <https://classroom.google.com> or use Google Classroom App to log in.
- 3) Our school will mainly use Google Meet or Webex to conduct online teaching. Students should familiarise themselves with the concerned apps.
- 4) Online teaching timetable also includes reading lessons. Students can log into the eRead Scheme to read the books. The school will set up an award scheme to recognize students who actively participate in the scheme.
- 5) Students can refer to the link of the “Lock Tao Online Teaching Arrangements” on the school website for the information of the timetable for online lessons and eRead Scheme.

**樂道網上課堂 (2020-2021)**  
Lock Tao Online Lessons

技術支援教學影片    各班上課時間表    課外閱讀

各班上課時間表					
1A	1B	1C	1D		
2A	2B	2C	2D		
3A	3B	2C	4A	4B	4C
5A	5B	5C	6A	6B	6C

請同學按時間表中的時間登入有關科目的Google Classroom, 跟隨科任老師的指示上課。  
<https://classroom.google.com/>

- 6) Students are required to attend online lessons on time and submit their homework online. The subject teachers will record students' attendance each class and will record the submission status of homework. Students' attendance, classroom and academic performance will be counted as their daily score. Parents and students can check homework each day in the “homework log” on the school website. If the attendance and the academic performance of a student is unsatisfactory, the school reserves the right to consider making punishment or issuing a demerit.

- 7) The second lesson every Wednesday is either a class period or a hall assembly. If there is no hall assembly on that day, the class teacher will conduct that period as the online class period so as to understand and care about students' learning progress and personal growth, and establish the class culture and atmosphere.
- 8) S1 to S3 Music and Putonghua lessons will be held every alternate week alternating with reading lessons. Students can refer to the following online teaching calendar (for September and October). For example, students will attend Putonghua lesson in the first week and reading lesson in the second week.

網課校曆表(2020/2021)

週次	S	M	T	W	T	F	S	中一至中三		
1	Sep			* 1	* 2	3	4	5	普通話	*1/9 開學禮及班主任課；*2/9 班主任課
2	2020	6	7	8	9	10	11	12	宗教、音樂	
3		13	14	15	16	17	18	19	普通話	
4		20	21	22	23	24	25	26	宗教、音樂	
5		27	28	29	30				普通話	
	Oct				# 1	# 2	3		普通話	#1/10 國慶日假期；#2/10 中秋節翌日假期
6		4	5	6	7	8	* 9	10	宗教、音樂	*9/10 教師專業發展日，網課該天暫停
7		11	12	13	14	15	16	17	普通話	
8		18	19	20	21	22	23	24	宗教、音樂	
9		25	# 26	27	28	29	30	* 31	普通話	#26/10 重陽節翌日假期

- 9) S5 and S6 Mathematics Extended Unit 1 lessons will be conducted twice a week, one of which will be conducted as reading lesson, and the other lesson will be conducted at 4:00pm on a day selected by the subject teacher and the students.
- 10) The school has created the following technical videos to support students' access to the online lessons. The videos are available in the school website "Lock Tao Online Teaching Arrangements". Students can watch the videos to solve the technical problems that they may encounter in online lessons. If problem still exists, students can seek help from school through their class teacher(s).  
Examples of available videos:
- How do students log into the school's Google account?
  - How do students use Google Classroom and submit homework online?
  - How to join live classroom?
  - How do parents sign the school eNotice and make payment?
  - How to install and use the eNotice App?
- 11) The school understands that it will be difficult for cross-border students in China to attend online lessons. The school has launched distance service for the concerned students. They can connect to Google, YouTube and other websites in China as long as they can log into this service. The teacher-in-charge will inform the students about their login details. Students can contact the school if they have any questions or concerns.

## Appendix 2 Required Study Habits and Etiquette for Online Lessons

Before the class:

- 1) Arrive on time
  - Students should log into (Meet / Webex / other real-time online class software) 5 minutes before the start of class.
- 2) Sufficient preparation
  - Enter Google Classroom before the class to check whether the teacher has issued new teaching materials. Students should preview the materials on their own.
  - Prepare necessary supplies to assist learning:  
Textbooks, notes, notebook/rough paper, stationery, dictionary and calculator (if necessary).
  - Prepare an internet device with a larger screen (such as a desktop computer or a tablet).
  - Appropriate learning space with a table and a chair.
- 3) Respect teachers and classmates
  - Student should greet the teacher and classmates after entering the real-time classroom and has turned on the microphone.

During the class:

- 4) Concentrate on class
  - Listen attentively and answer the teachers' questions.
  - Students should not eat during online lessons.
- 5) Good posture
  - Students should not attend the lessons while on bed.
- 6) Follow the routine
  - Students should complete the learning tasks under the guidance of the teacher and according to his/her requirements.
  - If students have any problems, they can raise their hand or leave a message in the chat room.
  - Respect other students' right to speak and study well in a harmonious atmosphere.
- 7) Write while you listen
  - Students should jot down important notes on an exercise book / rough paper.

After the class:

- 8) Reflect on the learning
  - After the class, students should complete the homework assigned by the teacher after the class so that they can review what they have learned.
- 9) Organise the learning
  - Students should create a folder on their computer or a cloud drive to save the electronic notes and assignments of each subject to have a systematic learning record.
- 10) Take enough break between lessons

There is a 15-minute break between each lesson to avoid extended screen time.

### Appendix 3 Distribution of learning materials, student handbook and exercise books

Form	S6	S5	S4	S3	S2	S1
Date	1/9 (Tue)	2/9 (Wed)	2/9 (Wed)	2/9 (Wed)	5/9(Sat)	5/9(Sat)
Time	1:30pm- 3:00pm	12:00nn- 1:30pm	1:30pm- 3:00pm	3:00pm- 4:30pm	9:00am- 10:30am	11:00am- 12:30pm
Venue	6A : Rm 401 6B : Rm 402 6C : Rm 404	5A : Rm 304 5B : Rm 305 5C : Rm 306 VA students should go to Rm 108	4A : Rm 301 4B : Rm 302 4C : Rm 303 VA students should go to Rm 108	3A : Rm 204 3B : Rm 205 3C : Rm 206 & 108	2A : Rm 101 2B : Rm 102 2C : Rm 201 2D : Rm 202 &108	1A : Rm 103 1B : Rm 104 1C : Rm 105 1D : Rm 106