



25th February, 2021

Dear Parents / Guardians,

Arrangement of Class Resumption in the Afternoon for S.1, S.2 and S.3

The Education Bureau (EDB) announced on February 3rd that all kindergarten, as well as primary and secondary schools should be allowed to arrange more students to return to campuses on a half-day basis in accordance with school-based circumstances after the schools’ Chinese New Year holidays, with the number of students capped one-third of the total number of students of the schools. Our school, after considering students’ learning needs, has made the following arrangements:

1. S.5 and S.6 have already resumed face-to-face classes. Other class levels will continue to learn via online lessons.
2. S.1 to S.4 students will go back to school in a gradual and orderly manner from February 23rd to March 5th in the afternoon to go over exam papers. Please see notice 066 for details.
3. S.1, S.2 and S.3 students, besides attending the online lessons in the morning on a daily basis, will go to school alternately from March 8th to March 25th in the afternoon so that teachers can distribute schoolwork and teaching material, and assess students’ learning progress. Please see Appendix 1 for the detailed timetable.
4. Students should return to school in neat and tidy uniform on the specified dates. Start time and dismissal time will be 2:55 p.m. and 4:45 p.m. respectively. As soon as school is over, students are advised to return home immediately and review the lessons, and stay home and avoid going out as much as possible.
5. Before going to school, students should take their temperature, fill in the temperature record sheet and get it signed by their parents. Students should stay away from school, see a doctor immediately if a symptom (such as fever or respiratory tract infection) is detected and apply sick leaves in accordance with the leave procedures stated in the student handbook.
6. Parents’ Day will be held on March 27th. The notice regarding Parents’ Day will be released later. March 29th, the day following Parents’ Day, is a special holiday. Easter Holidays are from March 30th to April 10th. Regular classes will resume on April 12th. Please see Appendix 2 for the revised school calendar.
7. We should continue to put in place the preventive measures as the epidemic situation of COVID-19 remains severe. The EDB implements new policies from time to time, parents should pay attention to the latest news by the EDB. The school will make appropriate arrangements according to the situation and will inform parents about the latest updates.

Thank you for your attention.

Yours faithfully,

Principal of Lock Tao Secondary School

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Reference No. : 070/20-21

To: Principal

Arrangement of Class Resumption in the Afternoon for S.1, S.2 and S.3

I am the parent/guardian of (Class) _____ (Student Name) _____ ().

I have acknowledged that I have read and understood the contents of the issue regarding the notice of “Arrangement of Class Resumption in the Afternoon for S.1, S.2 and S.3”.

Name of parent / guardian : _____

Signature of parent / guardian : _____

Date : _____

	1A	1B	1C	1D
	8/3	8/3	8/3	8/3
	MON	MON	MON	MON
3:00-3:30	English	English	English	English
	103/104/102	103/104/102	105/106	105/106
3:30-4:00	English	English	English	English
	103/104/102	103/104/102	105/106	105/106
4:00-4:15	Recess	Recess	Recess	Recess
4:15-4:45	Chinese History	Liberal Studies	Visual Arts	Science
	103	104/102	108	106

	1A	1B	1C	1D
	10/3	10/3	10/3	10/3
	WED	WED	WED	WED
	Chinese	Chinese	Chinese	Chinese
	103/104/105/106/102	103/104/105/106/102	103/104/105/106/102	103/104/105/106/102
	Chinese	Chinese	Chinese	Chinese
	103/104/105/106/102	103/104/105/106/102	103/104/105/106/102	103/104/105/106/102
	Recess	Recess	Recess	Recess
	Visual Arts	Science	Chinese History	Liberal Studies
	108	104/102	105	106

	1A	1B	1C	1D
	22/3	22/3	22/3	22/3
	MON	MON	MON	MON
3:00-3:30	Mathematics	Mathematics	Mathematics	Mathematics
	103	104/105/102	104/105/102	106
3:30-4:00	Mathematics	Mathematics	Mathematics	Mathematics
	103	104/105/102	104/105/102	106
4:00-4:15	Recess	Recess	Recess	Recess
4:15-4:45	Science	Visual Arts	Liberal Studies	Chinese History
	103	108	105	106

	1A	1B	1C	1D
	24/3	24/3	24/3	24/3
	WED	WED	WED	WED
	Liberal Studies	Chinese History	Science	Visual Arts
	103	104/102	105	108
	Technology Education	Technology Education	Technology Education	Technology Education
	HALL	HALL	HALL	HALL
	Recess	Recess	Recess	Recess
	Technology Education	Technology Education	Technology Education	Technology Education
	HALL	HALL	HALL	HALL

Week	S	M	T	W	T	F	S
1	Sep			* 1	* 2	* 3	4 5
2	2020	6	7	8	9	10	11 12
3		13	14	15	16	* 17	18 19
4		20	21	22	* 23	24	25 * 26
5		27	28	* 29	30		

- *1/9 School Commences
- *2/9 Class Period
- *3/9 Online classes begin
- *17/9 S.3 Adventure Ship(cancelled due to the pandemic)
- *23/9 S1, 5 & 6 face-to-face classes begin
- *26/9 S.6 Parents' Day(online)
- *29/9 All face-to-face classes begin

Week	S	M	T	W	T	F	S
6	Oct				# 1	# 2	3
7		4	5	6	7	* 8	* 9 10
8		11	12	13	14	15	16 17
9		18	19	20	21	22	* 23 24
		25	# 26	27	28	29	30 31

- #1/10 National Day(1 day)
- #2/10 The day following Mid-autumn Festival
- *8/10 School Picnic Day(cancelled due to the pandemic)
- *9/10 1st Staff Development Day
- *23/10 Sports Day(cancelled due to the pandemic)
- #26/10 The day following Chung Yeung Festival
- *3/11 S.6 (Half day)(cancelled)

Week	S	M	T	W	T	F	S
10	Nov	1	2	3	* 4	* 5	* 6 * 7
11		8	# 9	* 10	* 11	* 12	* 13 14
12		15	* 16	* 17	* 18	* 19	* 20 21
13		22	23	* 24	* 25	* 26	* 27 28
14		29	* 30				

- *4/11-20/11 First Term Exam(S.6) 12 days
- *7/11 S.1 Parents' Day & PTA AGM(online)
- #9/11 Special Holiday(1 day)
- *24/11 S.4 - S.5(Half day)(cancelled)
- *25/11-1/12 First Term Exam(S.4 - S.5) Stage 1: 5 days
- *30/11-1/12 First Term Exam(S.1 - S.3) Stage 1: 2 days

Week	S	M	T	W	T	F	S
15	Dec			* 1	* 2	3	4 5
16		6	7	8	9	10	11 * 12
17		* 13	# 14	15	% 16	* 17	18 19
		20	21	* 22	# 23	# 24	# 25 # 26
		# 27	# 28	# 29	# 30	# 31	

- *2/12 Online classes begin(except S.6)
- *12/12 Shatin District Primary School Mathematics Competition / Info Day & 1st Micro:bit Hovercraft Competition(cancelled due to the pandemic)
- *12/12 S.6 Parents' Day(Distribution of Student Report Cards for 1st Term Exam)
- *13/12 Lock Tao Secondary School Fun Christmas Activity(cancelled due to the pandemic)
- #14/12 Special Holiday(1 day)
- %16/12 Senior Form Life-wide Learning Day (PM)(cancelled due to the pandemic)
- *17/12 Class Photo Taking(cancelled due to the pandemic)
- *22/12 Christmas Party(online)

Week	S	M	T	W	T	F	S
18	2021	Jan				# 1	# 2
19		3	* 4	5	6	* 7	* 8 9
20		10	* 11	12	13	* 14	* 15 * 16
21		17	*# 18	* 19	* 20	* 21	* 22 23
		24	* 25	* 26	* 27	* 28	* 29 30
		31					

- #23/12-2/1 Christmas & New Year Holidays(11 days)
- *4/1 Online classes begin
- *7/1-8/1 S.1 Study Tour (Heyuan)(cancelled due to the pandemic)
- *11/1 S.6 face-to-face classes begin(S.1-S.5 online classes)
- *14/1-20/1 First Term Exam(S.2) Stage 2: 5 days(PM)
- *16/1 S.1- S.5 Parents' Day(Distribution of Student Report Cards for 1st Term Exam)(cancelled due to the pandemic)
- #18/1 Special Holiday(1 day)(cancelled)

Week	S	M	T	W	T	F	S
22	Feb		* 1	* 2	* 3	* 4	* 5 6
23		7	* 8	* 9	# 10	# 11	# 12 # 13
24		# 14	# 15	# 16	# 17	# 18	# 19 # 20
		21	* 22	* 23	* 24	* 25	* 26 * 27
		28					

- *21/1-27/1 First Term Exam(S.1) Stage 2: 5 days(PM)
- *28/1-3/2 First Term Exam(S.3) Stage 2: 5 days(PM)
- *4/2-9/2 S.6 Home Study Week
- *4/2-9/2 First Term Exam(S.5 AM/S.4 PM) Stage 2: 4 days
- #10/2-20/2 Chinese New Year Holidays(11 days)
- *22/2 S.5 face-to-face classes begin(S.1-S.4 Online classes)
- *22/2-9/3 S.6 Mock Exam(12 days)

Week	S	M	T	W	T	F	S
25	Mar		* 1	* 2	* 3	* 4	* 5 6
26		7	* 8	* 9	* 10	* 11	* 12 13
27		14	* 15	* 16	* 17	* 18	* 19 20
28		21	* 22	* 23	* 24	* 25	* 26 * 27
29		* 28	*# 29	*# 30	*# 31		

- *26/2 Activity: "Lock Tao is Our Home"(S.1 - S.3) / S.4 - S.6(Half day)(cancelled due to the pandemic)
- *27/2 PTA Picnic Day(cancelled due to the pandemic)
- *5/3 Alumni Banquet(cancelled due to the pandemic)
- *8/3-18/3 Second Term Test(S.4 - S.5) 8 days(cancelled)
- *8/3-25/3 S.1-S.3 face-to-face classes(PM: 4 days for each form)
- *11/3-18/3 Second Term Test(S.1 - S.3) 5 days(cancelled)
- *11/3-18/3 S.6 Study Week(At school)

Week	S	M	T	W	T	F	S
30	Apr				# 1	# 2	# 3
31		# 4	# 5	# 6	# 7	# 8	# 9 # 10
32		11	12	13	14	* 15	* 16 17
		18	19	20	21	22	23 * 24
		25	26	27	28	29	30

- *12/3 2nd Staff Development Day(online)
- *17/3 Class Photo Taking(S.5 - S.6)
- *22/3 S.4 face-to-face classes begin(S.1-S.3 online classes)
- *26/3 Activity:"Lock Tao is Our Home"(S.4 - S.5) / S.1 - S.3(Half day)(cancelled due to the pandemic)
- *27/3 S.1- S.5 Parents' Day(Distribution of Student Report Cards for 1st Term Exam)
- *27/3-31/3 Taiwan Study Tour(cancelled due to the pandemic)
- #29/3 Special Holiday(1 day)

Week	S	M	T	W	T	F	S
33	May					# 1	
34		2	3	% 4	5	6	7 8
35		9	10	11	12	13	14 15
36		16	17	18	# 19	20	* 21 22
37		23	24	25	26	27	28 29
		30	* 31				

- #30/3-10/4 Easter and Ching Ming Festival Holidays(12 days)
- *15/4-16/4 S.2 Study Tour(Dongguan)(cancelled due to the pandemic)
- *24/4 S.1- S.5 Parents' Day (Distribution of Student Report Cards for 2nd Term Test)(cancelled)
- #1/5 Labour Day(1 day)
- %4/5 Senior Form Life-wide Learning Day(PM)(cancelled due to the pandemic)
- #19/5 The Birthday of the Buddha(1 day)
- *21/5 Speech Day & Distribution of S.6 Report Cards

Week	S	M	T	W	T	F	S
38	Jun		* 1	* 2	* 3	* 4	5
39		6	* 7	* 8	* 9	* 10	* 11 12
40		13	# 14	* 15	16	17	* 18 19
41		20	* 21	* 22	* 23	* 24	* 25 * 26
		* 27	28	29	30		

- *31/5-8/6 Second Term Exam(S.3) 7 days
- *31/5-11/6 Second Term Exam(S.4 - S.5) 10 days
- *3/6-11/6 Second Term Exam(S.1 - S.2) 7 days
- *10/6-11/6 S.3 Post Exam Learning Days
- #14/6 Tuen Ng Festival(1 day)
- *15/6 3rd Staff Development Day
- *18/6-22/6 Exam papers checking(3 days)
- *23/6-27/6 S3 Beijing Academic Exchange Tour(cancelled due to the pandemic)

Week	S	M	T	W	T	F	S
42	Jul				# 1	* 2	* 3
43		4	* 5	* 6	* 7	* 8	* 9 * 10
		* 11	* 12	13	14	# 15	# 16 # 17
		# 18	# 19	# 20	*# 21	# 22	# 23 # 24
		# 25	# 26	# 27	# 28	# 29	# 30 # 31

- #1/7 HKSAR Establishment Day(1 day)
- *2/7-15/7 Young Innovators Bazaar(Online)
- *6/7 Release of Secondary One places allocation results
- *12/7 Closing Ceremony & Distribution of Student Report Cards
- #15/7-31/8 Summer Vacation(48 days)
- *21/7 HKDSE Result release

Week	S	M	T	W	T	F	S
	Aug	# 1	# 2	# 3	# 4	# 5	# 6 # 7
		# 8	# 9	# 10	# 11	# 12	# 13 # 14
		# 15	# 16	# 17	# 18	# 19	# 20 # 21
		# 22	# 23	# 24	# 25	# 26	# 27 # 28
		# 29	# 30	# 31			