



28th April, 2021

Dear Parents / Guardians,

Class Arrangements from 4th May until Second Term Examination

After taking into account the latest development of the epidemic, the Education Bureau (EDB) announced that all schools can continue to arrange for students to return to campuses on a half-day basis in accordance with the school-based circumstances, with the number of students capped at two-thirds of the schools' total number of students. In order to have more time for teaching, S.1 to S.5 second term examination will be postponed by one week. S.3 to S.5 examination will commence from 7th June and S.1 to S.3 examination will commence from 10th June. The notice regarding Second Term Examination will be released later.

Class arrangements from 4th May to the second term examination are as follows:

1. S.3 to S.5 will have face-to-face classes.
2. a. S.1 and S.2 will go to school alternately in the morning. The arrangements are as follows:

	4/5(Tue) – 7/5 (Fri)	11/5 (Tue) – 14/5 (Fri)	17/5(Mon), 18/5(Tue), 20/5(Thu)	24/5(Mon) – 28/5(Fri)	31/5(Mon) – 4/6(Fri)	7/6(Mon) – 9/6(Wed)
S.1	Online Lessons	Face-to-face lessons	Online Lessons	Face-to-face lessons	Online Lessons	Face-to-face lessons
S.2	Face-to-face lessons	Online Lessons	Face-to-face lessons	Online Lessons	Face-to-face lessons	Online Lessons

- b. S.1 and S.2 will go to school alternately in the afternoons in May to have more time for learning. Students should return to school in neat and tidy uniform on the specified dates. Start time and dismissal time will be 3:10 p.m. and 4:45 p.m. respectively. Please see appendix for the detailed timetable.
3. Students do not need to return to school on the following days:
 - a. 10th May – our school as an examination centre for the Hong Kong Diploma of Secondary Education (HKDSE) Examination by the Hong Kong Examinations and Assessment Authority (HKEAA).
 - b. 19th May - the birthday of the Buddha.
 - c. 21st May - our school's S.6 Speech Day (except invited). Online lessons on that day will be cancelled.
4. Our school, after taking into account the latest developments of the epidemic and the latest news by the EDB, will release the notice regarding countermeasures later. Please pay attention to the following information:
 - a. Before going to school, students should take their temperature, fill in the temperature record sheet and get it signed by their parents.
 - b. 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.
 - c. Students who are required to undergo a compulsory COVID-19 test and are still waiting for the test results, parents should notify the class teacher and the student should not return to school.
 - d. If a student / parent has been classified as a “close contact” of an infected person with COVID-19 by the Centre for Health Protection (CHP), parents should notify the school so that the school can take appropriate measures.
 - e. As soon 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.
 - f. 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 are advised to 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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To: Principal

Class Arrangements from 4th May until Second Term Examination

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 “Class Arrangements from 4th May until Second Term Examination”.

Name of parent / guardian : _____

Signature of parent / guardian : _____

Date : _____

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 S.1, 5 & 6 face-to-face classes begin
- *26/9 S.6 Parents' Day(online)
- *29/9 All face-to-face classes begin

Oct	# 1	# 2	# 3	# 4	# 5	# 6	# 7
6	4	5	6	7	* 8	* 9	10
7	11	12	13	14	15	16	17
8	18	19	20	21	22	* 23	24
9	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)

Nov	1	2	3	4	5	6	7
10	8	# 9	* 10	* 11	* 12	* 13	14
11	15	* 16	* 17	* 18	* 19	* 20	21
12	22	23	* 24	* 25	* 26	* 27	28
13	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
- *2/12 Online classes begin(except S.6)

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

- *12/12 Shatin District Primary School Mathematics Competition / Inpro 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)

Jan	# 1	# 2	# 3	# 4	# 5	# 6	# 7
18 2021	3	* 4	5	6	* 7	* 8	9
19	10	* 11	12	13	* 14	* 15	* 16
20	17	* 18	* 19	* 20	* 21	* 22	23
21	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)
- *21/1-27/1 First Term Exam(S.1) Stage 2: 5 days(PM)

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

- *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)

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

- *23/2-5/3 S.1-S.4 Exam papers checking(PM: 3 days for each form)
- *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)

Apr	# 1	# 2	# 3	# 4	# 5	# 6	# 7
30	# 4	# 5	# 6	# 7	# 8	# 9	# 10
31	11	12	13	14	* 15	* 16	17
32	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)

May	# 1	# 2	# 3	# 4	# 5	# 6	# 7
33	2	3	% 4	5	6	7	8
34	9	10	11	12	13	14	15
35	16	17	18	# 19	20	* 21	22
36	23	24	25	26	27	28	29
37	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
- *7/6-16/6 Second Term Exam(S.3) 7 days

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

- *7/6-21/6 Second Term Exam(S.4 - S.5) 10 days
- *10/6-21/6 Second Term Exam(S.1 - S.2) 7 days
- #14/6 Tuen Ng Festival(1 day)
- *17/6-18/6 S.3 Post Exam Learning Days
- *21/6-22/6 S.3 TSA (Written Assessment)(Preliminary)
- *22/6 3rd Staff Development Day
- *24/6-28/6 Exam papers checking(3 days)

Jul	# 1	# 2	# 3	# 4	# 5	# 6	# 7
42	4	* 5	* 6	* 7	* 8	* 9	* 10
43	* 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

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				