



Ref: 2022-23/007

26 August 2022

Dear Parents / Guardians,

**Arrangements for Face-to-Face Class**

It was announced by the Education Bureau (EDB) on 5 August 2022 that the schools in Hong Kong will continue to have half-day face-to-face classes in the 2022/23 school year. The arrangements are as follows:

**1. School Hours**

(a) Arrangement of Half-day Face-to-Face Class & School Bus Arrangement

Date	Start Time	Dismissal Time	School Bus Arrangement	
			Upward trip	Downward trip
1 & 2 Sept	7:50	11:35	6:50	11:45
From 5 Sept onwards	7:50	13:30	6:50	13:40

(b) Arrangement of Face-to-Face S.6 Mathematics (M2) Class

S.6 Mathematics (M2) Class	Every Tuesday	13:30 - 14:05
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(c) Arrangement of Online S.6 Enhancement Lessons

S.6 Enhancement Lessons	Details will be uploaded to eClass in due course	15:30 - 16:30
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(d) For other afterschool online lessons (e.g. Applied Learning course – Vocational English, Spanish Classes), the details will be informed by the subject teachers concerned in due course.

(e) Lesson Timetable

**(i) S.1 to S.6 (For ALL days except Days 4 & 9)**

Lesson	Time
Monday – Morning Assembly Thursday – Morning Prayer Tuesday, Wednesday & Friday – Class Teacher Period	7:50 - 8:10
1st lesson	8:10 - 8:45
2nd lesson	8:45 - 9:20
3rd lesson	9:20 - 9:55
<b>Recess</b>	<b>9:55 - 10:15</b>
4th lesson	10:15 - 10:50
5th lesson	10:50 - 11:25
<b>Recess</b>	<b>11:25 - 11:45</b>
6th lesson	11:45 - 12:20
7th lesson	12:20 - 12:55
8th lesson	12:55 - 13:30

**(ii) S.1 to S.6 (For Days 4 & 9)**

<b>Lesson</b>	<b>Time</b>
Monday – Morning Assembly Thursday – Morning Prayer Tuesday, Wednesday & Friday – Class Teacher Period	7:50 - 8:10
1st lesson	8:10 - 8:40
2nd lesson	8:40 - 9:10
3rd lesson	9:10 - 9:40
<b>Recess</b>	<b>9:40 - 10:00</b>
4th lesson	10:00 - 10:30
5th lesson	10:30 - 11:00
<b>Recess</b>	<b>11:00 - 11:20</b>
<b>8th</b> lesson	11:20 - 11:50
7th lesson	11:50 - 12:20
<b>6th</b> lesson	12:20 - 12:50
9th lesson	12:50 - 13:30

**2. Home-School Cooperation**

Cooperation from parents and students is important for us to maintain a clean and safe learning environment. We call on your support to step up the maintenance of the environmental hygiene in your household and on top of that, implement the following measures strictly:

- (a) Pay attention to the health condition of your child. He/She should stay away from school and see a doctor immediately if symptoms, especially fever, are detected.
- (b) **Body Temperature and Rapid Antigen Test Record Sheet**
  - (i) According to the EDB, every teacher, school staff and student has to complete a Rapid Antigen Test (RAT) each day before returning to school. RATs should be conducted in the morning and only persons obtaining negative results are allowed to return to school. Persons tested positive should not return to school, and should inform the school of their positive results as soon as possible and stay at home. They should also report to the Department of Health as soon as possible within 24 hours via the “Declaration System for individuals tested positive for COVID-19 using Rapid Antigen Test” (<https://www.chp.govhk/ratp/#>).
  - (ii) Parents should record their children’s body temperature and results of Rapid Antigen Test (RAT), and sign on the “Record Sheet for Body Temperature and Rapid Antigen Test” (Record Sheet) before students return to school on 1 September 2022. Hence the Student Handbook (P.142-147) will be used for this purpose from 2 September 2022 onwards.
  - (iii) For students who do not have the Record Sheet, parents may write on a piece of paper the full name of student, date and the following statement with parent’s signature:  
“My child (Name of the student) conducted RAT this morning (1 Sept 2022) and was tested negative.”

The piece of paper should be submitted to the Class Teacher on 1 September 2022.

Student Handbook will also be distributed to students on the first day of class which should be used from 1 September 2022 onwards.

- (iv) With effect from 2 September 2022, the Student Handbook (P.142-147) should be submitted to Class Teachers for checking every day.
- (v) For students who have returned to school but fail to submit the “Body Temperature and Rapid Antigen Test Record Sheet” or Student Handbook (P.142-147) with parent/guardian’s signature for checking by Class Teachers, they have to conduct RATs themselves at school. The school will charge \$20.00 for the RAT test kit provided to the student.

*(Please refer to **Appendix** for the details of the RAT and Anti-pandemic Arrangements of School)*

- (vi) Students who have been infected with COVID-19 recently and have submitted relevant proof (for example, isolation order, medical certificates, recovery record or QR code, etc.) to the school, are not required to undergo RAT (excluding those with symptoms) within three months from the date of the recovery.

(Remarks: Students concerned should undergo RATs and submit record to school every day unless the **relevant proof has been submitted to school via their Class Teachers**)

- (c) The school requires information to assess whether we have fulfilled the requirements to make arrangements for the whole school or students of an individual class level for whole-day face-to-face classes and to plan for extra-curricular activities.

The arrangements of extra-curricular activities are as follows:

Regarding individual students who have received two doses of vaccine for more than 14 days, schools may arrange these students to stay at school after lessons or the other half-day for non-academic extra-curricular activities (e.g. music and sports activities, school team training, etc.). These students may also participate in some mask-off activities (e.g. playing woodwind instruments, “contact” sports such as football and basketball, etc.) at school (including both in-class and after-class activities).

- (d) Submission of the Latest Covid-19 Vaccination Record
  - (i) For all new students, a copy of the most updated vaccination record should be submitted to Class Teacher on 1 September 2022, or
  - (ii) For current students who **have not submitted** the latest Covid-19 vaccination record, please submit the record to the Class Teacher on 1 September 2022.
  - (iii) Students who are unfit for the vaccination, please submit the medical proof to the school.
- (e) Measures to be taken by Schools for Persons with Red Code / Amber Code
  - (i) The school will sternly follow the “Measures to be taken by Schools for Persons with Red Code / Amber Code” as promulgated by EDB.
  - (ii) Since students are exempted from using “LeaveHomeSafe” when entering the school premises, students should proactively declare their status of having “Red Code” or “Amber Code”. For students having “Red Code”, they are not allowed to go back to school; for those having “Amber Code”, they can return to school after obtaining a negative RAT result on each school day.
  - (iii) Besides, the school is obliged to proactively check all visitors to ensure that they are not holding a “Red Code” or an “Amber Code”.

### 3. Health and Anti-Epidemic Measures

- (a) During the summer, our school has thoroughly cleaned and disinfected the school premises. We will continue to strictly implement anti-epidemic measures, including wearing masks all

the time within school campuses, maintaining appropriate social distances, measuring temperatures of teachers and students at school entrances, etc. to safeguard the health of teachers and students.

- (b) We will maintain the environmental hygiene of our school premises as far as we can to safeguard the health of our students. We hope that students can return to the school and enjoy their learning in a safe environment. However, we are mindful of the rapidly changing nature of the COVID-19 pandemic, the school will keep in view the latest development, and parents should pay close attention to any latest announcements of our school as well as the EDB.

May I take this opportunity to appeal to you to pay extra attention to environmental and personal hygiene. We sincerely hope that your child(ren) can be vaccinated to safeguard their health. If your child(ren) have already received the first and second doses, we encourage them to receive the third dose of vaccination as soon as possible for comprehensive and enhanced protection. With concerted efforts contributed by different parties, we look forward to overcoming the adversities of the pandemic so that students, teachers and parents can resume to normal and healthy life.

Thank you for your support and wish you all Good Health!

Best regards,



So Pui Ting  
Principal

**Rapid Antigen Test (RAT) and Anti-epidemic (Covid-19) Arrangements**

Please read the following:

1. Parents/Guardians should record their children's temperature and results of Rapid Antigen Test (RAT) daily, and **sign on the Student Handbook (P.142-147)**. The student handbook should be submitted to class teacher for checking every day.
2. Parents/Guardians should take their children's temperature before going to school every day. When the student has fever, he/she must not attend school and should consult a doctor promptly, apply for sick leave, stay at home and take rest. For normal body temperature range, please refer to the "Reference Range for Temperature Screening" in the "Guidance Note on Monitoring of Body Temperature" by the Centre for Health Protection. Please browse: [https://www.chp.gov.hk/files/pdf/guidance\\_note\\_on\\_monitoring\\_of\\_body\\_temperature.pdf](https://www.chp.gov.hk/files/pdf/guidance_note_on_monitoring_of_body_temperature.pdf)
3. Parents/guardians have to assist their children to complete a RAT every day in the morning. Students can only return to school after getting negative results. If tested positive, they must not go to school but **should inform Class Teachers/ the school** of their positive results as soon as possible and stay at home. His/her siblings living in the same household should not return to school and the parents should also keep the school informed. They should also report to the Department of Health as soon as possible within 24 hours via the "Declaration System for individuals tested positive for COVID-19 using Rapid Antigen Test" (<https://www.chp.gov.hk/ratp/#>).
4. Parents/Guardians have to be vigilant on their children's health conditions. If their children have fever, respiratory symptoms or sudden loss of taste or smell, etc., they should seek medical advice immediately and should not go to school. If their children are confirmed with COVID19, parents/guardians should inform the school immediately. If the children are defined as close contacts of confirmed cases, they should be put under quarantine / isolation / take COVID-19 tests as instructed by CHP, and should not return to schools and have to inform the schools immediately. If their children are defined as "persons subject to compulsory testing", they must undergo virus tests during the specified period as instructed by CHP, and obtain a negative test result before returning to schools. While awaiting the results, their children should undergo RAT. If the RAT result is negative, they can return to schools for study (including the day of testing). For further information of "Compulsory Testing for Certain Persons", please visit the following website: <https://www.coronavirus.gov.hk/eng/compulsory-testing.html>
5. The school will inform the parents and arrange the student to go home as soon as possible under the following circumstances:
  - (a) The school may conduct spot-checks and ask the students concerned to re-test as appropriate. The school may give a student a RAT test kit and ask the student to conduct the test by himself/herself.

(b) If a student's RAT result is positive, he/she will have to leave school on his/her own.

The school will contact the parents on the phone or inform parents via SMS the following message if parents cannot be reached by phone contact:

[SMS message: As your child/ ward is tested positive in the RAT, he/she will leave school on his/ her own. Thank you for your attention.]

6. Students who have been infected with COVID-19 recently and have submitted relevant proof (for example, COVID-19 Vaccination Medical Exemption Certificate, isolation order, medical certificates, recovery record or QR code, etc.) to the school, are not required to undergo RAT. For those recovered from COVID-19, they are not required to be tested within three months from the date of the recovery (except for those with symptoms).  
(Remark: Students concerned should undergo RATs and submit record to school every day unless the relevant proof has been submitted to school via their Class Teachers)
7. For the first day returning to school (1 September 2022), parents should record their children's body temperature and results of Rapid Antigen Test (RAT), and sign on the "Record Sheet for Body Temperature and Rapid Antigen Test" (Record Sheet) before students go to the school. Hence the Student Handbook (P.142-147) will be used for this purpose from 2 September 2022 onwards.
8. For students who do not have the Record Sheet, parents may write on a piece of paper the full name of student, date and the following statement with parent's signature:

"My child (Name of the student) conducted RAT this morning (1 Sept 2022) and was tested negative."

The piece of paper should be submitted to the Class Teacher on 1 September 2022. Student Handbook will also be distributed to students on the first day of class which should be used from 1 September 2022 onwards.

敬啟者：

**有關面授課堂安排事宜**

教育局於 8 月 5 日宣佈全港學校將在 2022/23 學年繼續進行半天面授課堂。請注意以下有關安排：

**1. 上課時間**

**(a) 上課時間及校巴安排**

日期	上課時間	放學時間	校巴安排	
			上行	下行
9 月 1 日及 9 月 2 日	7:50	11:35	6:50	11:45
由 9 月 5 日起	7:50	13:30	6:50	13:40

**(b) 中六數學 M2 面授課堂安排**

中六數學 M2 課堂	逢星期二	13:30- 14:05
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**(c) 中六網上增潤班安排**

中六增潤班	有關詳情將於 eClass 發放	15:30- 16:30
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(d) 至於其他課後網課(如應用學習課程 - 職業英語及西班牙班)的詳情將由相關科任老師通知學生。

**(e) 上課時間**

**(i) 中一至中六 (除了循環週第四天及第九天)**

課堂	時間
星期一：早會 (會議碼: Assembly) 星期四：早禱 (會議碼: Assembly) 星期二、星期三及星期五：班主任課	7:50 - 8:10
第一堂	8:10 - 8:45
第二堂	8:45 - 9:20
第三堂	9:20 - 9:55
小息	<b>9:55 - 10:15</b>
第四堂	10:15 - 10:50
第五堂	10:50 - 11:25
小息	<b>11:25 - 11:45</b>
第六堂	11:45 - 12:20
第七堂	12:20 - 12:55
第八堂	12:55 - 13:30

(ii) 中一至中六 (循環週第四天及第九天)

課堂	時間
星期一：早會 (會議碼: Assembly) 星期四：早禱 (會議碼: Assembly) 星期二、星期三及星期五：班主任課	7:50 - 8:10
第一堂	8:10 - 8:40
第二堂	8:40 - 9:10
第三堂	9:10 - 9:40
小息	<b>9:40 - 10:00</b>
第四堂	10:00 - 10:30
第五堂	10:30 - 11:00
小息	<b>11:00 - 11:20</b>
第八堂	11:20 - 11:50
第七堂	11:50 - 12:20
第六堂	12:20 - 12:50
第九堂	12:50 - 13:30

## 2. 家校合作

務求學生在清潔和安全的環境下學習，家長及同學們的合作至為重要。我們懇請家長在加強家居衛生外，還須嚴格落實下列措施：

(a) 留意子女的健康狀況，如出現病徵，尤其發燒，切勿上學，敬請立即求醫。

(b) 體溫及快速抗原檢測記錄表

(i) 學校全體教職員及學生在每天回校前必須完成一次快速抗原測試，測試應在每天早上進行，相關人士在獲得陰性結果才能回校上班 / 上課。如測試結果為陽性，學生不得回校，並應盡快通知學校及留在家中，他們亦須盡快於 24 小時內透過「2019 冠狀病毒快速抗原測試陽性結果人士申報系統」(<https://www.chp.gov.hk/ratp/>) 向衛生署申報。

(ii) 於 2022 年 9 月 1 日，家長/監護人須於學生回校前填寫《體溫及快速抗原檢測記錄表》(記錄表)，以記錄學生體溫及快速抗原檢測結果，並簽署作實。而在 2022 年 9 月 2 日及以後，相關結果則填寫在學生手冊(第 142 至 147 頁)內。

(iii) 至於沒有記錄表的學生，家長可以在一張紙上寫下學生的全名、日期和以下聲明並進行簽署：

「(學生姓名) 今天早上 (2022 年 9 月 1 日) 進行了快速抗原測試，檢測結果為陰性。」

該紙張須於 2022 年 9 月 1 日由學生呈交班主任查閱。

學生手冊將於 2022 年 9 月 1 日派發給學生，並可從即日起開始使用。

(iv) 由 2022 年 9 月 2 日起，學生手冊(第 142 至 147 頁)應每天呈交班主任查閱。

(v) 若學生未能提交附家長/監護人簽名的《體溫及快速抗原檢測記錄表》或學生手冊供班主任查閱，他們須自行於校內進行快速抗原測試。學校將為學生提供快速抗原測試套並收取每個 \$20.00 港元的費用。

(有關快速抗原測試及防疫(2019 冠狀病毒病)的安排請參閱附件)

(vi) 如學生近期曾確診 2019 冠狀病毒病，並已向學校提交有關證明(例如：隔離令、



醫生證明書或康復紀錄二維碼等)，有關學生可於康復日起的三個月內，毋須按上述要求進行快速抗原測試（有病徵者除外）。

（備註：學生除非已提交相關證明給班主任，否則仍應每天進行快速抗原測試並提交記錄）

- (c) 由於學校需要相關資料以評估全校或個別級別是否已符合全日面授課堂以及在下午安排課外活動的條件。

有關課外活動的安排如下：

如個別學生已完成接種兩劑疫苗並超過十四天，學校可安排相關學生在放學後或上學的另一個半天進行非學術性的課外活動（如音樂、體育活動、校隊訓練）。有關學生亦可在校內（包括上課及課堂外的活動）進行一些不佩戴口罩的活動（例如吹奏樂器、“接觸式”運動如足球、籃球等）。

- (d) 提交接種2019冠狀病毒疫苗的最新紀錄

(i) 所有新生必須在2022年9月1日向班主任提交一份最新的疫苗接種記錄副本。

(ii) 對於尚未提交最新疫苗接種記錄的在校學生，請於2022年9月1日將記錄提交給班主任。

(iii) 如學生有醫生證明顯示暫不宜接種疫苗，請把相關證明提交學校。

- (e) 學校就「紅碼」及「黃碼」人士應採取的措施

(i) 學校將嚴格執行教育局頒布的《學校就「紅碼」及「黃碼」人士應採取的措施》

(ii) 鑑於學生進入學校豁免使用「安心出行」，學生須主動申報其「紅碼」或「黃碼」情況。如他們屬於「紅碼」人士，則不得回校上課；如屬於「黃碼」的學生，可在每天快速抗原測試呈陰性後回校上課。

(iii) 此外，學校有責任主動檢查所有到訪者，確定他們不屬於「紅碼」或「黃碼」人士。

### 3. 衛生防疫措施

- (a) 在暑假期間，學校已全面清潔及消毒校舍。學校亦將繼續嚴格執行各項衛生防疫措施，包括在校園內所有人士須時刻戴上口罩，保持適當的社交距離、在校舍出入口為師生量度體溫等，以確保師生健康。

- (b) 學校會盡力保持校園衛生及保障學生的健康，希望學生能在安全的環境下，逐漸回復正常的校園學習生活。惟鑑於2019冠狀病毒病的疫情仍可能有變化，學校會繼續密切留意有關情況，家長亦需密切注意教育局及學校的最新公布。

希望大家通力合作，加倍注意環境及個人衛生，確保身體健康。未來日子，期盼家長能讓子女接種疫苗。利用政府提供的不同途徑安排學生接種疫苗。倘若學生已接種第一劑及第二劑疫苗，我們鼓勵學生應按政府的最新建議盡快接種第三劑疫苗，以獲得更全面和有效的保護。期盼在各方努力下，大家能儘快走出疫情陰霾，回復正常健康的生活！

感謝您的支持，並祝各位身體健康！

此致

學生家長 / 監護人

校長

蘇佩婷謹啟

二零二二年八月二十六日

**快速抗原測試安排及防疫(2019 冠狀病毒病)措施**

請家長注意以下事宜：

1. 家長/監護人應每天在學生手冊指定的頁面(第 142 至 147 頁) 上記錄學生體溫及快速抗原檢測結果，並**簽署作實**，然後由學生呈交班主任查閱。
2. 每天上學前，家長/監護人須為學生量度體溫。學生如有發燒，切勿回校，應立刻求醫並向校方請假，留在家中休息。有關正常體溫讀數範圍，請參考衛生防護中心的《體溫監測須知》內的「體溫量度的參考」，請瀏覽：  
[https://www.chp.gov.hk/files/pdf/guidance\\_note\\_on\\_monitoring\\_of\\_body\\_temperature\\_chi.pdf](https://www.chp.gov.hk/files/pdf/guidance_note_on_monitoring_of_body_temperature_chi.pdf)
3. 家長/監護人須每天早上為子女進行快速抗原檢測，結果為陰性才能回校上課。如測試結果為陽性，學生不得回校，而應盡快通知學校及留在家中。而其同住的兄弟姐妹亦不應回校，並應通知相關學校。學生須於 24 小時內透過「2019 冠狀病毒快速抗原測試陽性結果人士申報系統」(<https://www.chp.gov.hk/ratp/>) 向衛生署申報。
4. 家長/監護人請留意子女的健康情況，如子女出現發燒、呼吸道感染徵狀或突然喪失味覺或嗅覺等，必須即時求診，並不應上學。如證實子女患上 2019 冠狀病毒病，家長/監護人必須立刻通知學校。如子女被界定為確診個案的密切接觸者，必須按衛生防護中心的指示進行檢疫/隔離/檢測，切勿回校，並立即通知學校。如子女被界定為「受檢人士」，必須按衛生防護中心的指示在指定日期內進行病毒檢測，而在等待結果期間，學生應進行快速抗原測試，若有關結果為陰性，他們便可回校上課(包括在檢測當天)。有關“對若干人士強制檢測”資料，可瀏覽以下網頁：  
<https://www.coronavirus.gov.hk/chi/compulsory-testing.html>
5. 在下列情況下，學校將通知有關家長並安排學生盡快回家：
  - (a) 校方可以抽查個案，並要求覆檢。學校會提供檢測包由學生自行進行檢測。
  - (b) 若學生的快速抗原測試結果為陽性，他們須自行離開學校。

如果無法通過電話聯繫到家長，學校將發送以下短訊通知家長：

[短訊內容：因 貴子女的快速抗原測試結果為陽性，他/她將自行離開學校。謝謝！]

6. 如學生近期曾確診 2019 冠狀病毒病，並已向學校提交有關證明（例如：隔離令、醫生證明書或康復紀錄二維碼等），有關學生可於康復日起的三個月內，毋須按上述要求進行快速抗原測試（有病徵者除外）。

（備註：除非已提交相關證明給班主任，否則學生應每天進行快速抗原測試並提交記錄）

7. 返校第一天（2022 年 9 月 1 日），家長/監護人須於學生回校前填寫《體溫及快速抗原檢測記錄表》（記錄表），以記錄學生體溫及快速抗原檢測結果，並簽署作實。而在 2022 年 9 月 2 日及以後，相關結果則填寫在學生手冊（第 142 至 147 頁）內。

8. 至於沒有記錄表的學生，家長可以在一張紙上寫下學生的全名、日期和以下聲明並進行簽署：

「（學生姓名）今天早上（2022 年 9 月 1 日）進行了快速抗原測試，檢測結果為陰性。」

該紙張須於 2022 年 9 月 1 日由學生呈交班主任查閱。學生手冊將於 2022 年 9 月 1 日派發給學生，並可從即日起開始使用。