



惠僑英文中學

WAI KIU COLLEGE

九龍石硤尾偉智街十七號

17 Wai Chi Street, Shek Kip Mei, Kowloon, Hong Kong.

電郵地址(E-mail): wkc@wkc.edu.hk

電話: 852-2777 6289 傳真: 852-27767727

Tel: 852-2777 6289 Fax: 852-27767727

網址(Website): <http://www.wkc.edu.hk>

Ref. No. : SGS_SHD 20-21/01(b)

21st September, 2020

Dear Parents/ Guardians,

Arrangement for Class Resumption

The Education Bureau (EDB) has announced that schools in Hong Kong can resume classes in a gradual and orderly manner. Classes in our school will resume in half-day sessions according to the following schedule:

Date of class resumption	Class	Teaching Mode	Start Time	Finish Time
Phrase 1 September 23 rd (Wednesday)	S.1 , S.5 - S.6	Face-to-face	8:10 a.m.	1:30 p.m.
	S.2 - S.4	Zoom at Home	8:20 a.m.	1:20 p.m.
Phrase 2 September 29 th (Tuesday)	S.1 - S.6	Face-to-face	8:10 a.m.	1:30 p.m.

- The half-day timetable will be adopted for both face-to-face and Zoom lessons. The half-day timetable will be announced in the class WhatsApp group by the class teachers.
- There will be no lessons for students in the time slots indicated as self-study periods in the Zoom timetable.
- All students must wear proper summer school uniform when they return to school for lessons.

Please pay attention to the following:

1. During the class suspension period, our school has thoroughly cleaned and disinfected the school premises. We have urged all staff members to step up precautionary measures to maintain personal hygiene and environmental hygiene of the school.
2. We will maintain the environmental hygiene of our school premises as far as we can safeguard the health of our students. We hope that, after the class resumption, 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 and schools will keep in view of the latest development, and parents should pay close attention to any latest announcements of our school as well as the EDB.

3. Cooperation from parents and students are important for us to maintain a clean and safe environment. We call on your support to step up environmental hygiene in the household, and, on top of that, implement the following measures strictly:
 - 3.1 Pay attention to the health condition of your child. He/She should stay at home and see a doctor immediately if symptoms, especially fever, is detected.
 - 3.2 Take your child's temperature before he/ she goes to school every day. Fill in the record sheet (Proforma A)^ and sign your name on it. Your child should return the completed sheet to us daily.
 - 3.3 To prevent infection, please ask your child to wear a mask (also applicable when taking the public transport) and bring tissue paper to school every day.
 - 3.4 To keep teachers informed of the health condition of students, please complete Proforma B^ to provide us with the following information:
 - (a) travel history of your child outside Hong Kong in the past 14 days;
 - (b) whether your child has confirmed infection of COVID-19;
 - (c) the health status of those taking care of your child, or those living with your child;
 - (d) the current health status of your child.Please return the Proforma on or before the first day of class resumption. For those who have contracted the virus and have recovered, if they are still within the 14-day quarantine period, they must not go to school.
 - 3.5 After the resumption of classes, you are requested to notify the class teachers at 2777 6289 immediately in case of any of the following situations, to facilitate our prompt action in taking contingency measures and informing the EDB:
 - (a) your child has been confirmed infection of COVID-19; or
 - (b) your child has been classified as "close contact of an infected person" with COVID-19*
4. Students should comply with the following rules when returning to school:
 - 4.1 Before entering the school, you must put on your own surgical mask properly.
 - 4.2 When entering the school, you must step on the mat that has been sprayed with bleach.
 - 4.3 The school has set up an IR thermal imaging machine. The school staff will take the body temperature of students whose body temperature is higher than the alert level of the machine with an ear thermometer. If students are found having a fever, the school will inform their parents immediately. Parents should take their children home to rest or to consult a doctor promptly.
 - 4.4 To minimize the risk of infection, you should maintain proper social distance in recess time, when you are engaged in activities, and when you are queuing up for the toilet.
 - 4.5 During lessons, the school will arrange students to sit in single rows with a "face-to-back" setting, and teachers will teach students who are facing one direction. Classrooms with desks set side-by-side in double rows will be re-arranged to single rows, to ensure a proper physical distance among students.

- 4.6 Observe hand hygiene, especially before touching the eyes, nose and mouth. Wash hands properly after touching public installations, such as handrails or door knobs; or after contacting respiratory secretions (e.g. after sneezing or coughing).
- 4.7 Avoid sharing personal items, such as stationery or tableware.
- 4.8 After using the toilet, put the toilet lid down before flushing, and wash your hands immediately.
- 4.9 You should bring sufficient masks for replacement.

5. Arrangements for lessons and examinations

- 5.1 There will be 9 lessons per day and each lesson will last for 30 minutes.
- 5.2 The first Uniform Test will be postponed. It will be held from 29th October to 4th November.

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 normal living and healthy life. Please do not hesitate to contact the class teachers of your child for further enquiry.

Yours faithfully,



CHENG Che-yin
Principal

^Parents can print the Proforma A and Proforma B or collect them in the general office from 9:00a.m. to 5:00p.m.

* In general, close contact means having cared for, having lived with, or having had direct contact with respiratory secretions and body fluids of a confirmed patient.

Name of student : _____ Class : _____ Class no. : _____ Month : _____

[illegible]

Wai Kiu College

Declaration form for travel history and health status of students

Name of Student : _____ Class : _____ Sex : M/F

*Please complete the below form and return to schools (Please put a "✓" in the appropriate box)***Part A – Travel history of your child outside Hong Kong in the past 14 days**

- ☐ My child has not been away from Hong Kong in the past 14 days prior to class resumption
- ☐ My child has paid visit outside Hong Kong in the past 14 days prior to class resumption

Duration: From _____ (Month) ____ (Day) (Departure date)

To _____ (Month) ____ (Day) (Arrival date)

Destination (Please specify countries and cities) : _____

Part B – Whether your child has confirmed infection of COVID-19

- ☐ My child has not confirmed infection for COVID-19.
- ☐ My child has confirmed of COVID-19 infection and has already recovered. Hospitalization
Period : From _____ (Month) ____ (Day)
To _____ (Month) ____ (Day)

Part C – Health status of those taking care of your child, or those living with your child

- ☐ Person taking care of or living together with my child has not confirmed infection for COVID-19
- ☐ Person taking care of or living together with my child has confirmed infection for COVID-19, the person has recovered / is still receiving treatment in hospital / has been discharged from hospitals and taking medicine. (please delete as appropriate)

Relation with my child (please specify) _____

- ☐ Person taking care of or living together with my child, has not been classified as "close contact of an infected person"* of COVID-19.

Part D – Current health status of your child

- ☐ My child has no symptoms of cough, shortness of breath, breathing difficulty and sore throat.

Name of Parent/Guardian (in Block Letter) : _____

Signature of Parent/Guardian : _____

Date : _____

* In general, close contact means having cared for, having lived with, or having had direct contact with respiratory secretions and body fluids of a confirmed patient.