



To: All Parents
From: Dr Agnes Wai, Principal
Date: 26th February 2021

Notice No.31

Whole-School Resumption of Half-Day Face-to-Face Lessons

Happy Lunar New Year! I would like to take this opportunity to wish every one of you a healthy and prosperous year of the Ox.

The School arranged all staff members to undergo COVID-19 tests on 23rd February 2021 and all members' results were negative. Furthermore, the School obtained the EDB's approval today to resume **half-day face-to-face lessons for ALL grades on 3rd March 2021 (Wednesday)**. In accordance with the requirements, the School will ensure that all staff members conduct and complete virus test once in every 14-day cycle, until the EDB announces the whole-school resumption of face-to-face lessons of all primary schools in Hong Kong. Kindly note the followings:

1. School Hours:

- All students will follow the half-day timetable (Timetable B) for lessons and the school hours will be from 8:10 am to 12:25 pm.
- Students will not take lunch at the School. School buses will depart at 12:25 pm.

2. Precautionary Measures:

- If students have fever or respiratory symptoms, they should refrain from attending the School and seek medical advice immediately.
- Students' temperature should be taken and noted in the 'Temperature Record Sheet' every day before they come to School. Students must bring along the 'Temperature Record Sheet' signed by their parents.
- Students should wear proper face masks when they are on the School campus and public transportation (including the school bus).
- In addition to the masks worn while coming to the School, students should bring at least two extra face masks, a pocket tissue paper pack and an envelope / compact bag / mask cover for keeping the face masks. Please label these clearly with your child's name and class number.
- To maintain good ventilation, the window ventilators, doors and windows in the classrooms will also be kept open.
- To maintain physical distancing, during the recesses, different grades will be allocated different areas around the School. Students will have to wear face masks all the time except when they are eating or drinking. Students must not share food, drinks or any personal items such as utensils and hand towels.
- All drinking fountains in the School will be sealed to avoid any kind of infection. Students should bring enough water with them.



- In accordance with the guidelines of the EDB, the learning activities for Music, PE, VA and Computer will be attuned to avoid sharing of learning tools and to maintain physical distancing.
- If a student feels sick during the class, he/she should immediately notify the teachers. The School will promptly contact the parents to take the student home and seek medical advice.
- After school hours, students should avoid crowded places and all non-essential travel outside Hong Kong as far as possible.

3. Students' Arrival and Dismissal Arrangements / Parents' Access to School:

- For crowd control and students' temperature measurement, students should try to reach School between 7:30 am to 8:00 am.
- Teachers on-duty will check students' 'Temperature Record Sheet' and also take their temperature at the entrance of each classroom block from 7:30 am onward.
- The School's main gate will be closed at 8:00 am. The students arriving between 8:00 am to 8:10 am will have to enter from the gate of Ho Shung Yuk Building (Block G) near the beach where the teachers on-duty will check students' 'Temperature Record Sheet' and also take their temperature.
- Students arriving after 8:10 am will be recorded as late. They should enter the campus from the main gate and proceed to the General Office to register, get their temperature and the 'Temperature Record Sheet' checked before heading to their classrooms.
- Please refer to Notice No.19 for the campus traffic control during students' arrival in the morning.
- School buses will depart after school dismissal at 12:25 pm. Parents who pick up their children should wait outside the gate of Ho Shung Yuk Building (Block G) near the beach. Students will be led by the teachers to the gate of Block G for dismissal.
- Parents cannot enter the campus at any time. If there is an emergency requiring parents to enter the School campus, they should go directly to the General Office to register via main gate. They have to wear a face mask and have their temperature taken at the gate.

4. Reporting Cases

- If a student meets any of the two conditions listed below, the concerned parent should inform the School immediately to allow us to make contingency plans and to inform the EDB:
 - (i) Student is a confirmed case of COVID-19;
 - (ii) Student has been classified as a 'close contact of an infected person' with COVID-19.



- If a student who is still abroad, the concerned parent should inform the School as soon as possible. The student should comply with the quarantine requirements of the Department of Health and refrain from attending the School during the quarantine period.
- If a student visited specified venues under the Prevention and Control of Disease (Compulsory Testing for Certain Persons) Regulation (Cap. 599J), the concerned parent should inform the School immediately. The student should receive COVID-19 nucleic acid testing according to the compulsory testing notice and refrain from attending the School until the negative testing results obtained.

5. G6 Boarding Programme

- The Boarding Programme will resume on 8th March 2021 (Monday).
- Details of the boarders' return arrangements and precautionary measures will be announced in a separate notice to the parents concerned.

In view of the fluctuating pandemic situation, although the School has been approved to fully resume half-day face-to-face lessons, the corresponding arrangements will be adjusted when necessary taking student safety as the top consideration. Parents are requested to pay close attention to the latest updates and announcements by the School as well as the EDB.



聖士提反書院附屬小學

St Stephen's College Preparatory School

通告第三十一號 全面恢復半天面授課堂

謹祝各位牛年身體健康、萬事如意！

本校於2月23日已安排全校教職員進行及完成2019冠狀病毒病檢測，並獲得陰性結果；本校亦於今天接獲教育局批准，於3月3日（星期三）起全面為一至六年級恢復半天面授課堂。在此期間，本校將按要求，安排全校教職員每十四天進行及完成一次檢測，直至教育局宣布全港小學全面恢復面授課堂為止。敬請家長留意以下各項：

1. 上課時間：

- 各級學生復課後將依照半日課時間表（時間表B）上課，上課時間為8:10 am至12:25 pm；
- 學生不會於學校午膳，校車於12:25 pm放學後隨即開出。

2. 防護措施：

- 學生如有發燒或出現呼吸道感染症狀，切勿上學，並立即求醫；
- 學生每天回校前須量度體溫，並帶備已有家長簽署之「量度體溫記錄表」回校；
- 學生在校舍範圍內及交通工具上（包括校車）均須戴上口罩；
- 除回校時戴上之口罩，學生亦須額外自備口罩最少兩個、紙巾及已寫上姓名之信封／密實袋／口罩套，以作儲放口罩之用；
- 為保持室內空氣流通，課室內之抽氣扇及門窗將常開；
- 本校將擴大可供學生小息之空間，並分散各級到不同之指定位置小息；小息時，學生除於進食茶點及喝水外，仍須戴上口罩，並切勿共享食物或飲品及共用餐具；
- 校內所有飲水機將暫停使用，學生須自備清水；
- 音樂、體育、視覺藝術及電腦科將按照教育局指引，在教學活動上有所調適，避免共用同一物品及保持學生之間應有之距離；
- 學生在上課途中如感到不適，應盡快通知老師；本校亦會立刻聯絡家長接領學生回家及求診；
- 課餘時間，學生應避免到人多擠迫之地方，並取消所有非必要之外遊計劃。

3. 上、下課及家長到校安排：

- 為控制人流及量度學生體溫，學生請盡量提早於7:30 am至8:00 am回校；
- 每早7:30 am起將有當值老師在校園內各座課室入口檢查「量度體溫記錄表」及再次為學生量度體溫；



- 學校大門閘口將於 8:00 am 關上，所有 8:00 am 至 8:10 am 到校之學生須於近海灘何崇塗教學樓 (G 座) 閘口由當值老師檢查「量度體溫記錄表」及量度體溫後，再進入校園；
- 8:10 am 後到校之學生將作遲到論，其須於學校大門側閘進入校園，再到校務處登記、檢查「量度體溫記錄表」及量度體溫後，始能回到課室上課；
- 學生早上回校時段之校園交通管制請見通告第十九號；
- 放學後，校車於 12:25 pm 隨即開出；來校接領學生之家長須到近海灘何崇塗教學樓 (G 座) 閘外等候，學生將由老師帶領到 G 座閘口放學；
- 任何時候，家長不能進入校舍；如有緊急事故到校，家長請經學校大門前往校務處登記，進入校園時必須配戴口罩及由本校員工量度體溫。

4. 呈報個案：

- 學生一經證實以下情況，家長須即時通知本校，以便本校制訂應變措施及通報教育局：
 - (i) 證實染上 2019 冠狀病毒病；
 - (ii) 被衛生署界定為 2019 冠狀病毒病確診個案之「密切接觸者」；
- 所有仍在香港以外地方之學生，家長須盡快通知本校，回港後需遵從衛生署之檢疫要求，期間不得回校上課；
- 所有曾到訪在《預防及控制疾病（對若干人士強制檢測）規例》（第 599J 章）下指明場所之學生，家長須即時通知本校，並遵從強制檢測公告接受檢測，在獲得檢測陰性結果前不得回校上課。

5. 六年級寄宿課程：

- 寄宿課程將於 3 月 8 日（星期一）恢復；
- 有關各項復宿安排及措施，本校將另函通知各宿生家長。

鑑於疫情仍有變化，本校雖獲准全面恢復半天面授課堂，但仍會按疫情最新發展，及以學生安全為首要考慮，在需要時就半天面授課堂之安排作出調整，家長亦請密切注意教育局及本校之最新公布。

以上通告
一至六年級家長

校長
衛燕華博士

二〇二一年二月二十六日