



佛 教 黃 鳳 翎 中 學
BUDDHIST WONG FUNG LING COLLEGE

香港佛教聯合會主辦 SPONSORED BY THE HONG KONG BUDDHIST ASSOCIATION

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21st January, 2022

2021/2022 Notice to Parents No. A43_2e
Information about Suspension of Face-to-Face Lessons

Dear Parents,

In view of the volatility of COVID-19, the Education Bureau announced on 20th January, Thursday the suspension of all secondary school activities and face-to-face lessons commencing 24th January, Monday. The School is making the following arrangement in response to this, details of which are as follows:

1. Lesson Arrangement:

- During the suspension of lessons from 24th to 28th January, Monday to Friday, your child has to attend real-time online lessons in accordance with the current timetable, only with minor adjustment to lesson times as shown in Appendix I. Please urge your child to pay attention to Reminders for Students regarding Real-time online lessons. (Appendix II)
- The Chinese New Year holiday starts on 31st January, Monday till 8th February, Tuesday. The first school day scheduled on 9th February might face some uncertainty in view of the development of COVID-19. The School will stay alert to the situation and release updates via the school website or myID Channel Plus. Please pay heed to the latest announcements from EDB and the School
- All remedial courses and interest classes will stick to or adopt real-time online lesson mode during the suspension of face-to-face lessons. Teachers concerned will notify individuals affected at due time.

2. First Term Examination

- The First Term Examination in progress has to be postponed till a later convenient time to proceed owing to the unexpected suspension made by EDB. Details of the new arrangement will be released at due time.

May we also call for your cooperation to remind your child to avoid crowds to minimize the risk of getting infected with COVID-19. We look forward to resumption of regular healthy lives as the virus impact subsides.



Mr. LEE, Wai-shing
(Principal)

Timetable of Real-time online lessons
(Effective from 24th January, 2022 onwards)

8:10 am - 8:45 am	1st lesson
8:45 am - 9:20 am	2nd lesson
9:20 am - 9:35 am	Recess
9:35 am - 10:10 am	3rd lesson
10:10 am - 10:45 am	4th lesson
10:45 am - 11:00 am	Recess
11:00 am - 11:35 am	5th lesson
11:35 am-12:10 pm	6th lesson
2:30 pm - 3:05 pm	7th lesson
3:05 pm - 3:40 pm	8th lesson @
3:40 pm - 4:15 pm	9th lesson *

@ The Monday class-teacher period will be pending actual arrangement and announcement made at due time.

* applicable to 5D Wednesday lesson.

Buddhist Wong Fung Ling College
Reminders for Students regarding Real-time online lessons

In order to keep learning for routine habit to build despite territory-wide class suspension, the School is arranging for all students to take real-time lessons and complete on-line assignment.

A. Real-time lessons (TEAMS)

1. Stick to your present timetable with 2 sessions, namely morning session from 8:10 am to 12:10 pm **and** afternoon session from 2:30 pm to 3:40 pm / 4:15pm. Attendance is compulsory and absence or late presence may incur disciplinary action.
2. Students should beware of the following:
 - 2.1. Punctuality is of paramount importance in lesson attendance. Allow for possible delay of teachers moving around different TEAM classrooms.
 - 2.2. The first 5 minutes of lesson is designed for roll calling and lesson switching. Take this chance to allow for your eyes to get rest lest they shall feel strained.
 - 2.3. Update software and anti-virus software regularly.
 - 2.4. Do not click to open suspicious hyperlink in the chatroom.
 - 2.5. Notify teachers immediately when spotting any problem during lesson.
3. Parents should beware of the following:
 - 3.1. Provide a quiet environment for your child to have the lesson.
 - 3.2. Real-time lessons resemble a regular school lessons for only teachers and students to participate. For ease unnecessary tension for both parties, parents are strongly advised against logging in the lessons.
 - 3.3. Call the School at 25779485 before 8:00am if your child needs to take sick leave or unexpected casual leave that very day.
4. Lesson Regulations
 - 4.1. Students must turn on the camera whilst teachers are taking attendance for identification purpose.
 - 4.2. Students should pick a quiet corner at your home for the lesson.
 - 4.3. Students should be well prepared with the lesson material in advance.
 - 4.4. Students should be properly dressed and seated in front of the computer for lesson at all time.
 - 4.5. Whilst having lesson, students should be actively engaged in learning.
 - 4.6. Whilst having lesson, students are not allowed to eat or drink, leave seat at random as if you were having your lesson in a regular classroom.
 - 4.7. Whilst teacher is sharing screen, students should not upset the progress by scribbling on the screen.
 - 4.8. Students who display unruly behavior or disrupt the order of the lesson will be subjected to disciplinary action.

- 4.9. Students who display problematic attendance record may face disciplinary consequence.
 - 4.10. To safeguard privacy of both teachers and students, no unauthorized filming, audio recording, photographing or screenshot, nor forwarding of the lesson content in any format, is allowed. Any person breaching the above may be liable to legal prosecution apart from facing the school disciplinary action.
5. Submission of Assignments
- 5.1. Other than the homework assigned during the real-time lessons, all subject teachers would arrange for regular dissemination of assignment, details of which will be released on individual class notice board of the School intranet.
 - 5.2. The requirements regarding homework submission may differ among teachers and subjects. Students should take heed of the instructions, complete the assignments seriously and submit on or before the due date.
 - 5.3. Failure to submit the assignments may render deduction of Diligence mark of students concerned.
 - 5.4. Students may watch the video uploaded to the intranet notice board/ myID Channel Plus for user manual of Google classroom HW submission.
6. Students would be notified via myID Channel Plus when any of the real-time lessons are to be cancelled owing to teachers' calling in sick and cannot run the lessons concerned.
7. Students who have difficulty logging in should call the School for assistance.

B. Loaning of iPad

1. Parents who would like to borrow iPad from the School should relate your request to the School. The final decision however rests with the School in view of the limited stock of the device.
2. Successful applicants should report in person on assigned date with the School office, complete a loan record with signature before taking home the iPad.
3. The borrowed iPad should be returned to the School upon resumption of class. Students should finish the device examination process with the School Office and sign to free themselves of liability regarding damage.
4. Students who lose the borrowed iPad need to make compensations at market value of the device. Students who brought damage to the iPad need to take responsibility of the maintenance fee.