



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

11 EASTERN HOSPITAL ROAD, CAUSEWAY BAY, HONG KONG TEL: 2577 9485 FAX: 2881 0148 Website: <http://www.bwflc.edu.hk>  
香港銅鑼灣東院道 11 號 電話：2577 9485 傳真：2881 0148 網址：http://www.bwflc.edu.hk

7<sup>th</sup> October, 2022

2022/2023 Notice to Parents No. A24\_e

Information about Suspension of face-to-face lessons as per instructions from CHP

Dear Parents,

As per instructions from The Centre for Health Protection, face-to-face school lessons of respective class(es) reporting cluster COVID-19 cases have to suspend for 7 days whilst the School has to make the following arrangement in response to this situation:

1. The class(es) advised by CHP to suspend face-to-face lessons will switch to real-time on-line lessons commencing the following day, in accordance with the existing time table. Details of which are as follows:
  - Monday, Tuesday and Friday from 8:00am-8:30am are dedicated to morning reading plus class business time whilst Thursday is MIU broadcast and Thursday is morning assembly session. Students should log in respective TEAMS classroom at or before 8:00am to attend the captioned session.
  - The other lessons of the days will adhere to those of face-to-face lessons (enhancement lessons for drop-out electives, shared oral lesson, etc) but S1 self-regulated lesson and afternoon class period will be cancelled.
2. Should any students apply for leave, they should abide by the well-set application procedures. Any unsubstantiated absence or late presence will incur disciplinary action.
3. The requirement of on-line assignment (if any) is no different from daily printed assignments. Students should turn in quality homework on time following the instruction from individual teachers.
4. Should any teachers involved call in sick, the lesson concerned will be cancelled and respective class teacher will make due announcement during the morning class period.
5. The decision of whether after-school tutorial or other group activity is to continue or not rests on teachers concerned and due notification will be released at due time.
6. Real-time on-line lesson is no different from regular face-to-face lessons and hence students have to comply with the standard lesson regulations as well as pay attention to the following:
  - Students should **turn on their camera** so that they can be identified by teachers;
  - Students should choose a quiet place at home for lessons;

- Students should have all learning materials ready for lessons;
- Students should be properly dressed and seated in front of the computer so as to be focused in the lessons;
- Students should be attentive and engaging in different learning activities;
- Students should not be eating or drinking or leaving seats willfully;
- Students should not be scribbling on the screen when teachers are sharing lesson material;
- Any unruly and disruptive behavior will result in disciplinary action;
- 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;
- The 1<sup>st</sup> 5 minutes of each lesson will be intervals for roll-calling and students should take advantage of this to let their eyes rest lest they might suffer from eye strain as a result of prolong use of computer screen;
- Students should update software and anti-virus software regularly;
- Students should not click to open suspicious hyperlink in the chatroom;
- Students should not share secrets or confidential information whilst having lesson;
- Students should notify teachers immediately when spotting any problem during lesson.

In view of the volatility of the pandemic, students are strongly advised to check to make sure that all home facilities and equipment pertaining real-time on-line lesson are in good order. In case you have lost or forgot the log in account name or password of Microsoft-Team, you should contact MIU staff on the 7<sup>th</sup>/fl at your earliest convenience. Home-school cooperation is of paramount importance in continuous improvement of your child's learning progress. Real-time lessons resemble regular school lessons for only teachers and students to participate. To ease unnecessary tension for both parties, parents are strongly advised against logging in the lessons as well as make possible a quiet and facilitative environment to have this end met.

In order that students can do their learning in a hygienic and safe environment, home-school cooperation is of utmost importance. We urge parents to step up on household hygiene and put into practice the following measures:

- Pay heed to your child's daily medical condition, seek immediate medical advice if he/she develops symptoms, fever in particular, and call in sick to apply for sick leave.
- Take body temperature and RAT of your child every day before he/she leaves home for school and complete/endorse the record sheet, he / she can go to the School ONLY if the RAT result is negative.
- To guard against infection, please urge your child to wear surgical mask and bring alongside hand sanitizers and tissues whilst commuting between school and home.

- Parents should contact the School at 25779485 in the following situations to notify Ms. SIU Man-yee, teacher in charge of School Affairs, so that the School can take proper measures, as well as make sure your child **does not come to school when:**

- He/she is confirmed of COVID-19,
- He/she is defined as close contact of confirmed COVID-19 cases in accordance with World Health Organisation.

For further queries, feel free to call the school on 25779485.



Mr. LEE, Wai-shing  
(Principal)

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Reply Slip

(Please submit the application to class teachers on or before 11<sup>th</sup> October)

Dear Principal,

I acknowledge receipt of the 2022/2023 Notice to Parents A24\_e concerning Information about Suspension of face-to-face lessons as per instructions from CHP.

\_\_\_\_\_  
(Student's name)

\_\_\_\_\_( )  
(Class and class number)

\_\_\_\_\_  
(Parent's name)

\_\_\_\_\_  
(Parent's signature)