

TWGHs Lee Ching Dea Memorial College

26th August 2020

Dear Parents,

Real-time online teaching schedule for September

In response to the development of COVID-19, the Education Bureau announced on 3rd August that all face-to-face classes and activities will be suspended until further notice. The school has therefore decided to arrange real-time online classes for students starting from September. The new school year starts on 1st September (please refer to the next page for the arrangement), and online lessons start on 2nd September. The school will adopt an odd/even recurring weekly timetable (the school calendar and class timetable will be issued on 1st September). The arrangement is as follows:

	Class time	Remarks
Odd week	From 8:30 am to 12:00 noon (F.6 students will have supplementary lessons from 2:15 to 3:15 pm)	There will be four/five lessons a day. There will be a roll call before each lesson.
Even week	From 8:30 am to 12:55 pm (F.6 students will have supplementary lessons from 2:15 to 3:15 pm)	If there is an assembly or a class teacher period on Wednesday on odd weeks, students will leave at 12:55 pm.

All teaching materials and class links will be distributed through Google Classroom. Students must attend all classes on time. The attendance rate of students of their online classes will be taken into consideration for promotion purpose. In addition, during the online classes, class performance and performance of online assignments of students will also be calculated in the overall results of each subject. Parents are kindly requested to urge your child to attend all classes on time and behave properly at all times during the lesson. Besides the above, students should complete and submit all assignments on time. Please refer to Appendix 1 for the rules for real-time online lessons. In addition, the video about the rules of real-time online lessons will be uploaded to the Google Classroom of each class on 28th August. Parents are kindly requested to accompany your child to watch the video first.

In order to let parents understand more about the various arrangements of the online lessons, class teachers will contact parents from 26th to 28th August. To ensure students are on task, they are required to turn on their video camera and speaker to answer questions during the online lessons. If students need to borrow learning devices (e.g. iPad), please notify the school through the class teacher for arrangement.

To test the functionality of the devices, students need to log in to the Google Classroom of each class of 2020-2021 from 2:00 to 3:00 pm on 28th August (Friday). Please note that class teachers will take attendance of the testing session.

Should you have any enquiries, please call 2571 5422 for assistance. We wish you all good health.

Arrangement of the First Day of School on 1st September

	Time	Content	Remarks
1.	8:10 – 8:30	Take attendance	All students should login to the Google Classroom via their student email, and the class teacher will take the attendance.
2.	8:30 – 8:40	Principal's speech	
3.	8:40 – 8:45	Self-introduction by the social workers	
4.	8:45 – 9:05	Distribution of the timetable and the grouping arrangement for each subject	It would be uploaded to the Google Classroom, and explained by the class teacher.
5.	9:05 – 9:15	Briefing session: Guidelines for online lessons	Discipline Group
6.	9:15 – 9:25	Briefing session: Academic affairs	Learning and Teaching Committee
7.	9:25 – 9:35	Briefing session: PSEB program	Pastoral Care & Personal & Social Education Board
8.	9:35 – 9:45	Break	
9.	9:45 – 9:55	Briefing session: Extra-curricular activities	ECA Group
10	9:55 – 10:05	Briefing session: Careers planning	Careers Guidance Group
11	10:05 – 10:15	Briefing session: Disciplinary measures	Discipline Group
12	10:15 – 10:45	Class affairs	Class teacher

Rules for real-time online lessons

1. Real-time online lessons start at 8:30 am. Students must enter the Google Classroom at least 5 minutes before class according to their time table, and click on the link to enter the real-time online classroom teaching platform to prepare for the start of the lesson.
2. Before entering the real-time online class, students need to get ready their textbooks, workbooks, notebooks, paper and necessary stationery.
3. When entering the online classroom, students need to use their "Class, Class Number, Name" as the user name (if using Zoom). For example, the user name of No. 3 Chen Mei Yu of Class 1A in the Zoom class should be "1A 03 Chen Mei Yu" so that the teacher can take the roll call.
4. Each real-time online lesson lasts 45 minutes, followed by a 10-minute break. Students are asked to enter the class 5 minutes before the start of the lesson and wait patiently for the teacher to take the roll call.
5. Please choose a quiet environment at home for online lessons. In order to prevent the background noise from interfering with the class, students are asked to select the "mute" function when entering the classroom, and cancel the "mute" function when answering questions or speaking.
6. When participating in online real-time learning activities, students need to turn on their video camera for the teachers to verify their identity so as to prevent the unknown people from entering the online classroom.
7. Students have to wear neat school uniform or sports uniform, and must keep their appearance neat and tidy.
8. Students are required to abide by the classroom routines i.e. maintain a good sitting posture, be attentive on learning, do not graffiti on the teacher's shared screen, do not leave and deal with other personal affairs at the same time, such as playing video games and using WhatsApp, etc., so as not to affect your learning.
9. The rules for student attendance for online lessons and lessons in school are the same. Students who are unable to attend online lessons due to personal reasons or illness should follow the procedures for the application for leave as stated in the school handbook. Parents or guardians please call 2571 5422 to ask for leave from 7:30 to 8:00 in the morning, and fax (Fax number: 2566 2767) or email (lcdmc@lcdmc.edu.hk) the parent letter and the doctor's certificate back to school the following day for the follow-up and record of the school.
10. Students and parents are strongly requested not to disclose the classroom links, meeting IDs and passwords to other people.
11. If students experience network failures or any unexpected incidents during lesson time, they should return to the online classroom as soon as possible and contact the teacher for follow-up after the lesson
12. Students' attendance rate, classroom performance and academic performance will be calculated in the overall results of each subject. Students need to carefully prepare for the study materials of each subject, be attentive during the lessons and actively participate in class activities.

Special reminder:

1. Online real-time teaching is a learning measure for schools to support students in response to the epidemic. All requirements of students' code of conduct are the same as those in school. Students must attend classes on time and abide by their due responsibilities. If there is any misbehavior such as being late, leaving early, or missing class, the school will follow up the issues seriously. During the online learning period, students will get a demerit if they are late for 6 times.
2. In order to protect the privacy of teachers and students, recording and taking pictures or screenshots during the online lessons are strictly forbidden. Besides that, forwarding the class content or uploading the video fragments of the lessons to any network platform in any way is not allowed.

Students should respect the privacy of others, and should not take pictures or record the voice of others without their consent. If there is a violation of the rule and it is confirmed, the school will deal with the matter seriously.