



Dear Parents/Guardians,

Arrangements for the New Academic Year (2020-2021)

Due to the COVID-19 epidemic, the new school year will start as scheduled, but classes and extracurricular activities will not be conducted face-to-face. We will start the new school year on 1st September, however all face-to-face lessons are suspended. Online lessons will be implemented until further noticed. Details as follows:

Part A: P.1-P.6 Arrangements for Microsoft Teams Online Lessons

Arrangements for the First Week :

Time/ Date	1 st September (Tuesday)	Time/ Date	2 nd September (Wednesday) to 4 th September (Friday)
9:30-10:30	Microsoft Teams School Opening Ceremony <i>(Class Teacher Period)</i>	9:00-9:45	P.1-P.3 (Native-speaking English Teacher Online Lesson in Microsoft Teams), P.4-P.6 (Native-speaking English Teacher Online Lesson in Microsoft Teams)
		10:00-10:45	Online Lesson in Microsoft Teams
		11:00-11:45	Online Lesson in Microsoft Teams
		12:00-12:45	Online Lesson in Microsoft Teams

✧ From the second week onwards :

Time/ Date	From 7 th September (Monday) onwards
9:00-9:45	P.1-P.3 (Native-speaking English Teacher Online Lesson in Microsoft Teams), P.4-P.6 (Native-speaking English Teacher Online Lesson in Microsoft Teams)
10:00-10:45	Online Lesson in Microsoft Teams
11:00-11:45	Online Lesson in Microsoft Teams
12:00-12:45	Online Lesson in Microsoft Teams

1. Students are required to go to the school website '**LTY Learn From Home**' every school day, attend online lessons as scheduled and complete their assignments.
2. As teachers will take attendance, students should attend online lessons on time. For sick leave, if a student is sick and intends to be absent, please phone the school office before 9 a.m.
3. Teachers will use Microsoft Teams to conduct online lessons using a brand-new curriculum for this academic year. We expect students to pay full attention to the lessons.



4. Before the lesson, students need to go to the school website (**LTY Learn From Home**) and log in to their accounts, in order to attend the real-time lessons (for logon procedures, please read the Microsoft Teams Student Handbook). Account details will be sent to both students' and parents' emails.
5. When the real-time lesson starts, the host teacher will mute the student participants to prevent unwanted noise. When the teacher asks questions, he/she will unmute participants.
6. During the real-time lesson, students are required to turn the webcam on.
7. To ensure copyright protection and personal privacy, students are not allowed to record or do a screen capture without the teacher's permission.
8. After the online lesson, please complete and submit the assignments on Microsoft Teams.
9. The teacher will mark student assignments to monitor their learning progress.

Part B: Parent-teacher Communication

1. Class teachers will keep parents informed about lesson arrangements and learning progress by phone, from time to time.
2. Parents of cross-border students can contact us via WeChat (Mobile No. +852 97704119; Account Name: ltyschool)
3. If there are any changes to these arrangements, we will inform parents through our website, email and e-School.

Others:

1. We arranged for parents to come to school to collect the undistributed workbooks and exercise books before the summer break (Notice 19-176). If you have not collected the items, please contact the general office for further arrangements (Tel No. 2404 5333).
2. The school calendar for 2020-2021 will be released on the school website. Student Handbooks, school calendars and class timetables will be distributed after classes resume.
3. Students are required to submit six passport photos (wearing school uniform) (50 mm X 38 mm). (Girls have to tie up their long hair while boys' hair must not reach the collar). As we will not arrange any shops to provide photo-taking service this year, parents have to make their own arrangements.
4. Parents who would like to apply for The School Textbook Assistance or The Student Travel Subsidy may obtain application forms from District Offices under the Home Affairs Department.

With support from parents, we hope that students will attend MS Teams online lessons on time. If there are any enquiries, please call 2404 5333.

Mr. Chan Chun Wah
Principal