



Dear Parents/ Guardians:

15th September, 2020

Arrangements for the Resumption of Face-to-Face Classes

The Education Bureau (EDB) announced on 31st August that face-to-face classes will resume in two phases. Arrangements are as follows :

1. Arrangements of Class Resumption in phases:

| Class level | Date of class resumption | Start Time | Dismissal Time |
|----------------|--|------------|----------------|
| P.1, P.5 – P.6 | 23 rd September (Wednesday) | 8:30 a.m. | 12:45 p.m. |
| *P.2 – P.3 | 29 th September (Tuesday) | 8:30 a.m. | 12:45 p.m. |
| *P.4 – P.6 | 29 th September (Tuesday) | 8:15 a.m. | 12:45 p.m. |

Remarks:

1. According to guidelines issued by EDB, to avoid a crowd gathering at the school entrance, starting from 29th September, 2020 (Tuesday), the arrival time for P.4 - P.6 students is 8:15 a.m. The first lesson will start at 8:30 a.m.
2. Students who arrive later than 8:30 a.m. will be marked late for school.
3. Students will leave school in batches, starting from senior down to junior students. Please be patient while waiting to pick up your child.
4. Local school coach service will resume in October. Parents are therefore required to make transport arrangements for their children in September. Details for cross-boundary school coach services will be announced later.

2. Arrangements of Half –day Schooling (First Two Weeks)

Students must wear **summer school uniforms** and **masks**. We will use the following timetable after class resumption. All students (including those who are picked up by parents or follow the designated route) will leave school at 12:45 p.m.

| Time | Arrangements |
|---------------|------------------------|
| 08:30 - 09:00 | class period |
| 09:00 - 09:45 | 1 st lesson |
| 09:45 - 10:00 | Recess |
| 10:00 - 10:45 | 2 nd lesson |
| 10:45 - 11:00 | Recess |
| 11:00 - 11:45 | 3 rd lesson |
| 11:45 - 12:00 | Recess |
| 12:00 - 12:45 | 4 th lesson |
| 12:45 | school ends |

3. 23/9, 24/9, 25/9 and 28/9 P.2 – P.4 ‘Online Learning Extension’

Since P.1, P.5 and P.6 students will return to school in the first phase, for P.2 – P.4 ‘*Learn From Home,*’ this will be adjusted to two online lessons daily.

| Time | Arrangements |
|---------------|------------------------|
| 09:00 - 09:45 | (NET) lesson |
| 09:45 - 10:00 | Recess |
| 10:00 - 10:45 | 1 st lesson |
| 10:45 - 11:00 | Recess |
| 11:00 - 11:45 | 2 nd lesson |

4. Preventive Measures:

Our school has thoroughly cleaned and disinfected the school premises. We have urged all staff members to step up precautionary measures to maintain personal hygiene and wear masks. In addition, we will also request all the staff who have contacts with our students, including teachers, staff from General Office, teaching assistants and janitors, to take their temperature before going to school. If they have a fever, they must not return to school.

5. Parents are required to implement the following measures strictly:

- Pay attention to the health condition of your child. He / She should stay away from school and see a doctor immediately if symptoms, especially a fever, are detected.
- Take your child’s temperature before he/she goes to school every day. Fill in the record in his/her student handbook.
- To prevent infection, please ask your child to wear a mask (also applicable when taking school buses, nanny vans or other forms of transportation) and supply them with tissues to bring to school every day.
- To keep teachers informed of the health condition of students, please complete and return the ‘Declaration form for travel history and health status of students’ after class resumption. For those who have contracted the virus and have recovered, if they are still within the 14-day quarantine period, they must not go to school.
- After the resumption of classes, you are requested to notify our school (telephone:2404 5333) immediately in case of any of the following situations,
 - ✧ your child has been confirmed infection of COVID-19; or
 - ✧ your child has been classified as ‘close contact of an infected person’ with COVID-19

6. School Gate Times

- Access to school from Wu Tsui Road (Main Gate)
 - ✧ Arrival Time : 07:45 - 08:30
 - ✧ Dismissal Time: 12:45 - 13:05
- Access to school from the school playground
 - ✧ Arrival Time : 07:45 - 08:30
 - ✧ Dismissal Time : 12:45 - 13:05
- Except the times above, the school gates are closed for security reasons. Parents should ring the doorbell before entering the campus.
- The car park gate is for vehicles only. Parents or students must not use it.

7. Lessons and Recess Arrangements:

To minimize the risk of infection, students will be arranged to sit in single rows with a face-to-back setting and teachers will teach students facing one direction. Student should ensure proper social distancing during recess time and when they are queuing up to use toilets. To avoid cross-infection, the tuck shop and water dispensers will be temporarily closed. Students should have breakfast before going to school. Also they should bring their own water bottles with sufficient water.

8. Dismissal Arrangements:

The dismissal time is 12:45 p.m. Parents may choose one of the following dismissal methods:

- ✧ Pick up by parents (P.1 - P.3 school playground; P.4 - P.6 school main gate)
- ✧ Designated Routes (Not applicable to P.1 students - except those with siblings studying here)
- ✧ Local School Coach Service will resume in October.
- ✧ If there are requests for changes in your child's dismissal method or change of pick up person, please notify us through the student handbook in advance.

9. School Library

When face-to-face classes resume, to prevent cross-infection, there will be no book borrowing for Chinese and English Extensive Reading Scheme. The library will be closed until further notice.

10. Cross-Boundary Students

Since the EDB has not yet announced arrangements for cross-boundary students, to ensure they are able to keep up with learning progress, we will use MS Teams to conduct live lessons. Details will be announced later.

11. Communication between Parents and the School

- ✧ Teachers will keep parents informed of the latest arrangements by phone, e-mail, e-School, school circulars or via WeChat (Mobile No. +852 9770 4119; Account Name: Ityschool)
- ✧ If parents would like to have an individual meeting with our teachers, please make an appointment through the General Office. Parents must not enter the classroom as that may disrupt the lesson.
- ✧ If the student has an accident in school, we will send him/her to Accident & Emergency (A&E) and inform the parent immediately. (Parents are responsible for paying medical expenses.)

With concerted efforts contributed by all different parties, we look forward to overcoming the adversities of the pandemic so that students, teachers and parents can resume normal living and a healthy life.

Yours faithfully,
Mr. Chan Chun Wah
Principal

LKWFS Ltd Lau Tak Yung Memorial Primary School
2019 Coronavirus Disease (COVID-19)
Declaration form for travel history and health status of students

Name of Student : _____ Class : _____ Class no. : _____ Sex : M / F

Please complete the below form and return to the school. (Please put a tick in the appropriate box)

Part A - Travel history of your child outside Hong Kong in the past 14 days

My child has not been away from Hong Kong in the past 14 days prior to class resumption

My child has paid visit outside Hong Kong in the past 14 days prior to class resumption

Duration : From _____ (Month) _____ (Day) (Departure date)

To _____ (Month) _____ (Day) (Arrival date)

Destination (Please specify countries and cities) : _____

Part B - Whether your child has confirmed infection of COVID-19

My child has not confirmed infection for COVID-19

My child has confirmed of COVID-19 infection and has already recovered.

Hospitalization Period:

From _____ (Month) _____ (Day)

To _____ (Month) _____ (Day)

Part C - Health status of those taking care of your child, or those living with your child

Person taking care of or living together with my child has not confirmed infection for COVID-19

Person taking care of or living together with my child has confirmed infection for COVID-19, the person has recovered/ is still receiving treatment in hospital/ has been discharged from hospitals and taking medicine. (Please delete as appropriate)

Relation with my child (please specify) : _____

Person taking care of or living together with my child, has not been classified as 'close contact of an infected person' of COVID-19.

Part D - Current health status of child

My child has no symptoms of cough, shortness of breath, breathing difficulty and sore throat.

Name of Parent /Guardian (in Block Letter) : _____

Signature of Parent/Guardian : _____

Date : _____

* In general, close contact means having cared for, having lived with, or having had direct contact with respiratory secretions and body fluids of a confirmed patient.

