



Dear Parents/Guardians,

1<sup>st</sup> September, 2021

### Circular to Parents and Students (2021-2022)

In response to the COVID-19 epidemic, the Education Bureau has announced the continuation of half-day lessons in the 2021-2022 school year. The new school year will start on the 1<sup>st</sup> September, 2021 detailed arrangements are set out as follows:

#### 1. Lesson Time Arrangements:

Students must wear **proper summer school uniform and a mask** to school, the school will follow the lesson schedule below. **All students (including parents' pickup and designated routes) will leave school at 1:00 p.m.**

Time	Arrangement
08:30 - 08:40	Morning meeting and Class period
08:40 - 09:10	1 <sup>st</sup> lesson
09:10 - 09:40	2 <sup>nd</sup> lesson
09:40 - 10:10	3 <sup>rd</sup> lesson
10:10 - 10:20	Recess
10:20 - 10:50	4 <sup>th</sup> lesson
10:50 - 11:20	5 <sup>th</sup> lesson
11:20 - 11:30	Recess
11:30 - 12:00	6 <sup>th</sup> lesson
12:00 - 12:30	7 <sup>th</sup> lesson
12:30 - 13:00	8 <sup>th</sup> lesson

#### 2. School Gate Opening Hours

- Wu Chui Road Front Door and Playground Side gate Opening Hours:
  - ✧ School's start time—From 7:45 a.m. to 8:30 p.m.
  - ✧ School's end time—From 1:00 p.m. to 1:20 p.m.
- For the students' safety, the school gate will remain locked except for the above timeslots where it will be open along with the janitors' assistance. Parents visiting can ring the doorbell and wait for permission to enter the school.
- The side door of the parking lot is only used for vehicle entry and exits. For safety reasons, parents and students please do not use it.

#### 3. Lessons and Recess Arrangements:

To minimize risk of infection, face-to-face classes will be seated in a single row in a "face-to-back" manner. Teachers will also conduct lessons in one direction. Students should ensure they practice proper social distancing during recess and washroom queues. To prevent cross-infection, the school's tuck shop will be temporarily closed, drinking fountains will also be temporarily out of service. Students should have a proper breakfast before coming to school. Students should also bring their own water bottle with sufficient water.

#### 4. Dismissal Arrangements:

School will end at 1:00 p.m. Parents can choose from the following dismissal methods:

- Parents pickup (P.1 to P.3 students will be dismissed at the playground; P.4 to P.6 students will be dismissed at the front gate)



- Designated Routes (Not applicable to P.1 students, except for those accompanied by brothers and sisters from the same school)
- School coach
- If there are any requests for changes in dismissal methods or student pickups, parents should notify their class teachers beforehand by using the “Parents and School Communication” notice on the Student Handbook.
- If students leave school early due to emergencies or sickness, parents must come to the school office in person to complete the early dismissal procedure, before leaving the school with their children.

#### **5. Student Photo-taking**

Students will have their photos taken on 6<sup>th</sup> September, 2021 students from primary 1 to 6 are required to wear proper summer school uniform.

#### **6. Parent-School Communication Arrangements:**

- Teachers will contact parents via phone, email, notes, circulars, or WeChat. (Phone: +852 9770 4119; Account ID: Ityschool)
- If parents would like to meet teachers in person, please make an appointment with the General Office. Parents please do not enter the school classrooms without permission to avoid interrupting teachers' lessons.
- If students are injured on the campus, the school will send the student to Accident & Emergency (A&E) and notify their parents as soon as possible. Parents notified by the school should immediately meet up with their students. (Parents are responsible for medical expenses)

#### **7. Arrangements for Cross-border Students:**

As the Education Bureau have no arrangements for the resumption of classes for Cross-border students, in order to allow Cross-border students to keep up with their learning progress, the school will arrange real-time lesson broadcasts through Microsoft Teams.

For inquires, feel free to contact the Class teachers via phone 2404 5333.

Yours faithfully,  
Mr. Chan Chun Wah  
Principal