



世界龍岡學校劉德容紀念小學

農曆新年假期及全日面授課堂安排  
The arrangement of Lunar New Year Holiday  
and whole-day school



重要日期：  
Important dates：

- 1月23日（一）至2月2日（四）為農曆新年假期（Mon, 23<sup>rd</sup> Jan 2023 to Thu, 2<sup>nd</sup> Feb 2023 – Lunar New Year Holidays）
- 2月3日（五）為學校教師發展日（Fri, 3<sup>rd</sup> Feb 2023 – Teacher Professional Development Day, NO SCHOOL）
- 2月6日（一）起進行全日面授課堂（Mon, 6<sup>th</sup> Feb 2023 – school re-starts with whole-day school mode）

上課時間表：  
Whole-day school  
timetable:

時間 Time	課節 Lessons
8:30-8:50	早會及班務 Morning assembly and class affairs
8:50-9:30	第一節 Lesson 1
9:30-10:10	第二節 Lesson 2
10:10-10:50	第三節 Lesson 3
10:50-11:05	小息 Recess
11:05-11:45	第四節 Lesson 4
11:45-12:25	第五節 Lesson 5
12:25-12:55	午膳 Lunch
12:55-13:25	午息 Lunch recess
13:25-14:05	第六節 Lesson 6
14:05-14:45	第七節 Lesson 7
14:45-15:25	第八節 Lesson 8



# 早會安排： Morning assembly

- 8:30 a.m. – 8:50 a.m.
- 每天回校前完成快測及紀錄在手冊上 (Have to finish the RAT and fill in the result on the handbook)
- 逢星期一、三、五，學生在操場進行早會 (Morning assembly is conducted in the playground on Mondays, Wednesdays and Fridays.)
- 星期二、四在課室早讀 (Students go back to the classroom for morning reading on Tuesday and Thursday.)
- 學生可參與活動，不可在操場奔跑 (There are different activities provided and students can join it. It is not allowed to run in the playground.)
- 聽到鐘聲後，立即停止活動，依老師指示返回班隊位置安靜排隊 (When you listen to the bell rings, please stop all the activities, then follow teacher's instruction and go back to the class line to line up quietly.)



# 小息安排： Recess

- 10:50 a.m. – 11:05 a.m.
- 學生在課室座位上休息 (students stay remain in the classroom for the recess)
- 學生在課室洗手後，可食小食及飲水 ( students can wash their hands in the classroom and have their own snack and drink water)
- 除了去洗手間外，學生不可離開課室，或進入其他課室，不可離開樓層 (Besides going to the washroom, students are not allowed to leave the classroom or go into other classes and leave their own floor.)
- 不可到地下裝水 (It is not allowed to go down to the playground to fill in the water bottle.)
- 聽到鐘聲後，立即停止活動，準備書本上下一節課 (When the bell rings, stop all the activities and take out the textbook for next lesson to wait for teacher to come.)



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# 每日在校午膳程序

The procedure of having  
lunch at school



午膳時間(Lunch)：12:25p.m. -12:55p.m.

午息時間(Lunch recess)：12:55p

12:00前 家長送飯到校

12:00-12:25 工友送「家長飯」到各班(放在門外)

12:00-12:20 飯商員工派餐到各班

12:25 當值老師入各班

Before 12:00nn	Parents deliver the lunch to school if you do not want to order at school.
12:00nn – 12:25 pm	Janitors deliver the lunch prepared by parents to the class
12:00nn – 12:20 pm	Lunch provider distributes the lunch to each class
12:25 pm	Assigned teachers will go in the classrooms to take care student for their lunch

# 當值老師入各班按名單派餐：

1. 先派發「家長飯」
2. 老師在保溫箱內取出餐盒，按A/B/C/N四個餐分類放好(可放在學生桌上)
3. 老師著學生順序由第一行開始安靜地行出來：
  1. 先洗手
  2. 取托盤
  3. 看看今日自己訂的餐號
  4. 取餐
  5. 回座位
  6. 耐心等候
4. 所有學生有序地取餐後，檢查一下各人是否有飯餐？飯餐是否正確？(有需要向校務處職員尋求協助)
5. 若一切正常，老師對同學說：「各位同學食飯。」同學說：「老師食飯、各位同學食飯。」學食飯。」
6. 大家開始安靜地進食



## Assigned teachers distribute the lunch to students in class:

1. Distribute the 「lunch prepared by parents/guardians」
2. Teachers take out the lunch box from the big thermos box · lunch boxes will be put on the desk according to A / B / C / N.
3. Teachers will distribute the lunch box from the first line and students should walk quietly to the desk and get his/her lunch box:
  1. wash hands
  2. get the tray
  3. check the number of the meal on that day
  4. get the lunch box
  5. go back to your seat
  6. wait patiently
4. When all the students get their lunch, check whether they get it the right one or not? (ask for help in General Office if necessary)
5. If everything settle, teacher can say, 'Let's have our lunch together.' and students reply: 'Teacher and classmates, let's have lunch together.'
6. All of the students may start having their lunch quietly.

學生應**有序地**將用後的餐盒**放回保溫箱**內，可安排一位班內服務生負責看管。

**托盤**應在洗手盤稍作清洗，然後放置在旁待乾。

學生**個人餐具**應自行收好回家清洗。

學生應**有序地清潔個人座位、地上及桌上的廚餘及垃圾**，保持課室清潔。

Students should put the lunch box back to the thermos box orderly, a student in class can be assigned as an ambassador to take care this issue.

the tray should be clean it and leave it next to the basin to dry.

Students' own utensils should be taken back home to clean them up.

Students should clean their own seat, desk and the floor nearby.

12:55 p.m. 午息(Lunch recess):

當值老師帶學生到地下午息

Teachers should lead students to go down the playground for their lunch recess.

# 午息安排：

## Lunch Recess:

- 12:55 p.m. – 1:25 p.m.
- 午膳老師帶領學生到操場 (Teachers will lead students to the playground after lunch.)
- 學生可參與活動 (Students is recommended to join the activities prepared by school.)
- 欠交功課學生到G05室補做功課 (Those students who do not finish their assignment, they need to stay in Room G05 to finish them.)
- 不可在操場奔跑，乒乓球枱及停車場位置不可進入 (It is not allowed to run in the playground and do not enter the area of table tennis and car park.)
- 小食部不會開放 (The tuck shop is not opened.)
- 聽到鐘聲後，立即停止活動，依老師指示返回班隊位置安靜排隊 (When the bell rings, stop all the activities and listen to the teacher instruction to line up and go back to the classroom quietly.)

# 放學安排：

## Dismissal

- 放學時間為 3:25 (Dismissal time is 3:25 p.m.)
- 放學方法如常 (The method of dismissal remains unchanged.)
- 歸程隊必須遵守秩序 (Please behave well when you are on leave school on the self dismissed team.)
- 在手冊上填寫放學方法，如有更改，家長必須在手冊上填寫並通知班主任 (The way of dismissal should be clearly stated in the handbook. If there is any changes, parents or guardians must fill in in the handbook to inform the school.)



# 下學期 開學日安排：

first day of the second  
term (6<sup>th</sup> Feb 2023)

- 首三節為班主任課 (the first 3 periods will be class teachers' lessons.)
- 講解時間表及午膳流程 (Class teacher will explain the timetable and the flow of lunch.)
- 處理班務、手冊及簿冊 (Class teacher will handle the class affair, handbook and exercise books.)
- 學生交回所有假期功課 (Students need to return all the holiday assignments.)

*Thank You  
So Much*

