



**PO LEUNG KUK VICWOOD K.T. CHONG
SIXTH FORM COLLEGE**

12 Willow Street, Tai Kok Tsui, Kowloon.

保良局莊啟程預科書院

九龍大角咀柳樹街 12 號

30 August 2020

Dear Parents,

This special summer holiday is almost coming to an end and the new school year is about to unfold.

At a time of unprecedented disruption caused by the Covid-19 pandemic, we are going to have an online opening ceremony on 1 Sept and online lessons starting from 2 Sept onwards instead of the usual face-to-face mode.

When it comes to online learning, we deeply understand that the students may encounter different kinds of challenges. The College has thus been providing various supports since the start of the summer break, including regular contact between teachers and students, and we are now willing to go the extra mile to help our students with the new school year preparation. Timetables have been uploaded by the school and we have set up the BSA Google Classroom, hoping that your child can lay the groundwork for the new year with all necessary resources on top of the academic supports.

Meanwhile, we have also prepared some useful information for you at the start of the special year, hoping that this can help you sail through the present tough times together with your child.

Here we have attached the following documents for your reference:

1. Important issues concerning school commencement & online lessons
2. Other Learning Experience (OLE) reminder
3. PLK Guidance Services – Parents' supports for online learning (Chinese version only)

Please be assured that you will be kept informed of relevant updates through different channels including the school homepage.

Finally, we wish you all good health and good luck.

Board of Student Affairs

IMPORTANT ISSUES CONCERNING SCHOOL COMMENCEMENT & ONLINE LESSONS
(FOR PARENTS)

1. SCHOOL COMMENCEMENT PREPARATION

- ♦ Online digital gadgets with audio and visual functions and earpieces should be prepared for your child. Should there be any difficulties concerning the provision of Internet access or electronic gadgets, please approach either the school or the mentor of your child for solutions.
- ♦ A well-lit, fixed and conducive home learning environment should be arranged for your child.
- ♦ Parents are expected to get your child on good sleep schedule and to help them be punctual for all lessons and roll calls.

2. TAKING ROLL CALL

- ♦ Students have to attend the TWO roll call sessions: 8:15-8:25 a.m. (10 minutes) and 1:50-1:55 p.m. (5 minutes). They have to turn on their camera and show up punctually.
- ♦ For the sake of students' safety, the school will contact parents via the phone if the students do not show up in a roll call.

3. ATTENDING ONLINE LESSONS

- ♦ Parents have to remind their children that online lessons should be given equal importance as the face-to-face ones.
- ♦ Students should attend punctually all the online lessons according to the timetable.
- ♦ Attendance will be taken in all lessons and absentees will be recorded. Absence from a lesson without a valid reason will be considered truancy and will result in deduction of conduct marks.
- ♦ Real names should be used in online lessons (e.g. 4F CHAN TAI MAN). Teachers reserve the right to refuse any entry to the online lessons if the student fails to comply with the instruction in order to ensure safety and class discipline.
- ♦ Students are required to have their camera switched on during the whole lesson to ensure they are attending the lesson and to monitor their learning progress.
- ♦ Students should keep the microphone off during the lessons to avoid disturbance. When the teacher asks questions, students can then turn the mic on and respond to teacher's questions.
- ♦ In order to protect teachers' and students' privacy, it is strictly prohibited for students to capture or take pictures of the lessons and record the online lessons through any means. The disclosure of any information related to the lessons is also forbidden.
- ♦ If students need to take a casual leave and/or sick leave, they should apply for it in advance. For casual leave application, they have to inform the General Office and mentor two days in advance. When calling in sick, parents have to call the General Office at 23905010 before 8:15 a.m. on the day of absence.

4. REQUIREMENTS OF THE ATTIRE

- ♦ On 1st September, students are required to wear school uniform to attend the school opening ceremony. We hope that it could serve as a signature of a good new start (If S4 new students are not able to have the cloth badge of our college yet, they can wear the shirt with TNK's cloth badge; for those transfer students who haven't bought our school uniform, it is acceptable to wear their old school uniform).
- ♦ Students can wear casually for the other days of online lessons on the condition that they wear in a decent and respectful way.

5. HANDLING MISBEHAVIOURS

- ♦ Students are required to attend the online lessons punctually. The arrival time of latecomers will be recorded and reported to the school by teachers. Deduction of conduct marks will be resulted.
- ♦ Students are told to behave and perform the same way as they are having face-to-face lessons at school. For instance, they should not sleep in class and they cannot leave in the middle of the lessons without your permission.
- ♦ Students are not allowed to eat and drink during the online lessons. They should behave themselves well throughout the lessons.
- ♦ Students are required to complete the assignments given by the teachers and submit them on time. They should also participate actively during the online lessons.
- ♦ Misconduct will be recorded and reported to the school by teachers and will result in deduction of conduct marks.

***Remarks:** The School has also prepared the guidelines related to school commencement and online lessons for our students. The document will be disseminated to your child through Mentors and uploaded to the BSA Google Classroom for reference. Thank you for your attention.*

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| Document 2 |
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OTHER LEARNING EXPERIENCES (OLE) REMINDER **(FOR PARENTS)**

Due to school suspension and cancellation or postponement of school events, the usual community service requirements stated in the Student Parent Handbook would be reviewed accordingly on considering the graduation eligibility of your child, whom would be informed of the modification in due course.

Thank you.

PLK GUIDANCE SERVICES – PARENTS’ SUPPORTS FOR ONLINE LEARNING
(Chinese version only)



保良局
PO LEUNG KUK

保良局學生輔導服務

協助子女適應網上學習模式
家長可以如何與子女一起準備？

開學前準備



電子學習裝置

- › 預備具視像功能及收音功能的電腦/平板電腦等電子學習裝置
- › 教導子女如何善用電子學習裝置
- › 如未能提供有關裝置，可嘗試向學校尋求協助

適合的學習環境

- › 安排舒適及固定的學習位置
- › 充足的光線
- › 讓子女能保持良好的坐姿



調節心態

- › 讓子女明白暑假已完結，即將正式上學
- › 由子女動手準備開學用品，讓他們逐步調節上學的心情
如整理書包、準備學習物品或按學校要求為子女預備合身的校服等



訂立時間表

- › 因應開學後的學習時間表與子女一同訂立每天的作息安排
- › 協調兄弟姊妹之間使用電子學習裝置的情況

