

PAOC Ka Chi Secondary School

加拿大神召會嘉智中學

School Circular No. 3 (2020-2021)
家長通告第三號 (2020 至 2021 年度)

【Online Real-Time Teaching and Online Learning Arrangements】
【網上實時教學及網上學習安排】

27 August 2020

Dear Parents,

As the epidemic is not under control, the Education Bureau announced that the school will commence as scheduled. However, all face-to-face classes will have to be suspended until further notice. In order to restore the normal learning life of students, the school will conduct the class teacher's periods and the annual theme educational activities through ZOOM on 1 - 2 September 2020. Online lessons will begin on 3 September 2020. Please advise your child to attend activities and lessons on time.

1. Online real-time teaching

(a) Dates: 3 September 2020 until all face-to-face classes are resumed

Time: 08:30 to 14:40

(b) Class Arrangements

- (i) 10 days per cycle, please refer to the school calendar for the recurring days.
- (ii) 1 class teacher's period and 5 periods of lessons every day.
- (iii) The first week is an adaptation week, so there are no lessons in the afternoon. The 5th period will begin on 7 September 2020.
- (iv) For junior form, periods 1-4 are ZOOM lessons.
- (v) For senior form, periods 1-5 are ZOOM lessons. Some ZOOM classes are not required for all students to attend, for those who do not need to attend the class should take the period as online learning, for example:
 - X1 Geography cannot be arranged to take classes like the other 4 subjects, but Geography students should have online learning when other students are having their elective lessons.
 - Only the selected students need to participate in M1 classes or Elite classes; meanwhile, other students should have online learning.
- (vi) The school has scheduled the timetables and class grouping name lists, please refer to the attachment. Please remind your child to log into ZOOM and attend classes on time according to their group.
- (vii) F. 1 English teacher and Mathematics teacher will do a simple assessment with students in the 1st period of the ZOOM lesson, then re-stream the students. An updated streaming list will be issued via eClass on 5 September 2020.

(viii) Lesson allocation for every recurring week:

Secondary 1 to Secondary 2 (Based on a 10-day cycle)

KLA	Chinese	English	Mathematics	Science	Humanities	IT
ZOOM Lessons	8	10	6	4	8	4
Remarks		English*8 EEC*2			Geog*2 Hist*2 C. Hist*2 Econ*1 Life Ed*1	IT&D*2 T&L*1 Jr. Comm *1

Secondary 3 (Based on a 10-day cycle)

KLA	Chinese	English	Mathematics	Science	Humanities	IT
ZOOM Lessons	8	8	6	6	8	4
Remarks		English *8 EEC*0		IS(Bio)*2 IS(Chem)*2 IS(Phy)*2	Geog*2 Hist*2 3FH C.Hist/3L Life Ed*2 L&E(Econ)*1 L&E(Society)*1	IT&D*2 T&L*1 Jr. Comm *1

Secondary 4 to Secondary 6 (Based on a 10-day cycle)

KLA	Chinese	English	Mathematics	Liberal Studies	X1	X2	Elite
ZOOM Lessons	8	8	10	6	6	6	4
Remarks			Maths*6 M1*4				Chi Eng Maths LS@1

Daily Lessons:

Lessons	Class Teacher's Period	1 st Period		2 nd Period		3 rd Period		4 th Period		Lunch	5 th Period	
		Roll Call	Lesson	Roll Call	Lesson	Roll Call	Lesson	Roll Call	Lesson		Roll Call	Lesson
Time	08:30-08:45	08:55-09:00	09:00-09:40	09:55-10:00	10:00-10:40	10:55-11:00	11:00-11:40	11:55-12:00	12:00-12:40	12:40-13:55	13:55-14:00	14:00-14:40

- (ix) Since this time is not class suspension, but we have official school lessons. Students' attendance rates will be recorded and displayed on their school reports.

(c) Classroom procedures

- (i) Students must be called on time at 08:30 during the class teacher period on the designated school day. They must also join the online real-time lessons on time according to the timetable.
- (ii) If students need to take sick leave, please contact the school at 08:00-08:30.
- (iii) If students need to take casual leave, please send the e-letter to the class teacher (via WhatsApp) at least three days before.
- (iv) Students are recommended to use a computer or iPad for ZOOM lessons.
- (v) Students enter "ZOOM Meeting":
 - "Join a Meeting" → Enter "Meeting ID" → Enter "Join with a personal link name"
 - "Join with a personal link name" : The name must be class + class number + English name (e.g. 1F 2 Chan Tai Man)
 - The meeting ID is indicated on the timetable.
 - Students should wait for the teacher's approval to join the meeting.
- (vi) Students should enter the "ZOOM Meeting" on time at the class teacher's period and at the start time of each Roll Call.
- (vii) In order to educate students to respect teachers, classmates and the lessons, and to make it easier for teachers to monitor the progress of students, students must turn on the video during meetings.

- (viii) If a student uses a desktop computer that does not have a camera, the student can log into ZOOM using a mobile phone at the same time to turn on the video and microphone, and make sure the desktop audio is muted.
- (ix) During the lesson, students should prepare textbooks and required stationery.
- (x) Students should strictly abide by discipline, follow teachers' instructions and concentrate during the lessons.
- (xi) Students should turn off the audio signal connection while listening to the lesson, and turn it on when speaking.
- (xii) Teachers will distribute and collect homework through GOOGLE CLASSROOM as usual, and students are requested to submit on time.
- (xiii) Cross-boundary students cannot access GOOGLE CLASSROOM. Teachers will upload homework for students on ONE DRIVE, link: <https://bit.ly/2YuZjUr>. Students can also save their homework in their folders.

(d) Technical support arrangements

- (i) Students can borrow iPads from schools if necessary. Parents please contact the school on or before 28 August 2020 and collect the iPad from the General Office on 1 September 2020 from 09:00 to 15:00.
- (ii) If you have any technical problems, please contact your class teachers or call the school for assistance.
- (iii) For installation and usage of ZOOM, please see the video: <https://youtu.be/xp3UnG1ROzU>.

2. Online learning

(a) Date: September 3, 2020 until face-to-face classes resume

Time: 08:30-14:40

(b) KLA/Subjects

The following number of periods are calculated based on a 10-day cycle

KLA/Subjects	P.E.	Visual Art	Music	PTH	Eng Oral	Life Education	Library
F. 1 and F. 2	2 Periods	1 Period	1 Period	2 Periods	2 Periods	---	2 Periods
F. 3	2 Periods	1 Period	1 Period	2 Periods	2 Periods	1 Period (Chi only)	2 Periods
F. 4 to F. 6	2 Periods	1 Period	1 Period	---	2 Periods	1 Period	2 Periods

(c) Arrangements of online learning

- (i) Junior form students have an online learning class in the 5th period; senior form students have online learning classes during periods with no ZOOM lessons arranged.
- (ii) There will be no roll call for online learning classes.
- (iii) Teachers will prepare online learning materials which take about 40 minutes to complete the tasks.
- (iv) Teachers distribute the online learning materials to students through ONE DRIVE, link: <https://bit.ly/3720k9t>.

Yours faithfully,



Principal Wong Wai Keung

PAOC Ka Chi Secondary School
加拿大神召會嘉智中學

School Circular No. 3 (2020-2021)
家長通告第三號 (2020 至 2021 年度)

【Online Real-Time Teaching and Online Learning Arrangements】
【網上實時教學及網上學習安排】

敬啟者：

由於現在疫情未受控制，教育局宣佈學校將如常開學，但恢復面授無期，為回復學生正常的學習生活，學校將於 2020 年 9 月 1-2 日如期透過 ZOOM 進行開學班主任節及價值主題教育活動，2020 年 9 月 3 日開始如常上課。請家長叮囑 貴子弟準時出席活動及課堂。

1. 網上實時教學

(a) 日期：2020 年 9 月 3 日直至恢復面授

時間：08:30-14:40

(b) 課堂安排

(i) 10 天循環週，循環日需參照校曆表。

(ii) 每天 1 節班主任節及 5 節課堂。

(iii) 首星期為適應週，沒有下午課堂(即第 5 堂)，由 2020 年 9 月 7 日才開始恢復下午課堂。

(iv) 初中第 1-4 節均為 ZOOM 課堂。

(v) 高中第 1-5 節均有編訂 ZOOM 課堂，部分 ZOOM 課堂不是全級學生均需參與，學生需進行網上學習，例如：

- X1 的地理未能編訂與其他 4 科一同上課，地理學生需進行網上學習；
- 只有指定學生需參與 M1 或拔尖課堂，其他學生進行網上學習。

(vi) 學校編訂了上課時間表及分班分組名單，請參看附件，敬請家長提醒 貴子弟跟據所屬組別，準時利用 ZOOM 軟件上課。

(vii) 中一的英文老師和數學老師會於第 1 節 ZOOM 課堂跟學生作簡單評估，重新分組。更新的分組名單將於 2020 年 9 月 5 日經 eClass 發出。

(viii) 每循環週課堂分配：

中一至中二 (以 10 天循環週計算)

領域	中	英	數	科學	人文	科技
ZOOM 課節	8	10	6	4	8	4
備註		英*8 EEC*2			地理*2 歷史*2 中史*2 經濟*1 生教*1	IT&D*2 T&L*1 初商*1

中三 (以 10 天循環週計算)

領域	中	英	數	科學	人文	科技
zoom 課節	8	8	6	6	8	4
備註		英*8 EEC*0		生物*2 化學*2 物理*2	3FH 地理*2 3FH 歷史*2 3FH 中史/3L 生教*2 經濟*1 社會*1	IT&D*2 T&L*1 初商*1

中四至中六 (以 10 天循環週計算)

領域	中	英	數	通	X1	X2	拔尖
zoom 課節	8	8	10	6	6	6	4
備註			數*6 M1*4				中英數通 @1

每天課堂安排：

課堂	班主任節	第一節		第二節		第三節		第四節		午膳	第五節	
		點名	課堂	點名	課堂	點名	課堂	點名	課堂		點名	課堂
時間	08:30- 08:45	08:55- 09:00	09:00- 09:40	09:55- 10:00	10:00- 10:40	10:55- 11:00	11:00- 11:40	11:55- 12:00	12:00- 12:40	12:40- 13:55	13:55- 14:00	14:00- 14:40

(ix) 由於是次並不是停課，屬正式課堂，學生的出席率將被計算，並顯示於成績表。

(c) 課堂程序

- (i) 學生必須於指定上課日於班主任時間 08:30 準時點名，亦須按時間表於每堂準時進行網上實時課堂。
- (ii) 若學生上堂當天需請病假，請於當天 8:00-8:30 致電回校。
- (iii) 若學生需請事假，請於三天或之前，將電子請假信傳送給班主任 (可經 Whatsapp)。
- (iv) 建議學生使用電腦或 iPad 進行 ZOOM 課堂。
- (v) 學生進入「ZOOM 會議」：
 - 「加入會議」→ 輸入「會議 ID」→ 輸入「使用會議名稱加會」
 - 「使用會議名稱加會」：名稱須為班別+學號+英文姓名 (如：1F 2 Chan Tai Man)
 - 會議 ID 註明於時間表上。
 - 請學生靜心等待老師批准學生進入會議。
- (vi) 學生請準時於班主任節及每節點名時段的開始時間，進入「ZOOM 會議」。
- (vii) 為教育學生尊重老師、同學及課堂，亦為了讓老師較易監察學生的學習進度，學生在會議中，必均須開啟視訊。
- (viii) 若學生使用桌面電腦且沒有攝影裝置，學生可同時使用手提電話登入 ZOOM 以開啟視訊，唯須確定桌面電腦設定為靜音。
- (ix) 上課時，學生應預備課本及所需文具。
- (x) 於課堂中，學生需嚴守紀律，遵照老師的指示，專心上課。
- (xi) 學生於非發言時須關閉音訊，發言時才開啟。
- (xii) 老師會如常於 GOOGLE CLASSROOM 收發功課，請學生準時呈交。
- (xiii) 跨境學生無法接達 GOOGLE CLASSROOM，老師會將功課存放於 ONE DRIVE 發放，連結：<https://bit.ly/2YuZiUr>，學生亦可將功課上存資料夾內。

(d) 技術支援安排

- (i) 學生如有需要，可向學校借用 iPad。家長請於 2020 年 8 月 28 日或之前致電學校，於 2020 年 9 月 1 日 09:00-15:00 到校務處取 iPad。
- (ii) 如遇技術上問題，請與班主任或致電學校尋求協助。
- (iii) 有關 ZOOM 安裝及使用方法，請參看影片：<https://youtu.be/xp3UnG1ROzU>。

2. 網上學習

(a) 日期：2020 年 9 月 3 日直至恢復面授

時間：08:30-14:40

(b) 領域/科目

以下節數以 10 天循環週計算

領域/科目	體育	視藝	音樂	普通話	英文會話	生命教育	圖書館
中一至中二	2 節	1 節	1 節	2 節	2 節	---	2 節
中三	2 節	1 節	1 節	2 節	2 節	1 節(只中文版)	2 節
中四至中六	2 節	1 節	1 節	---	2 節	1 節	2 節

(c) 網上學習安排

- (i) 初中學生於第 5 節進行網上學習；高中學生在沒有 ZOOM 課堂的課節進行網上學習。
- (ii) 學生進行網上學習毋須點名。
- (iii) 老師會為學生預備約以 40 分鐘為 1 節的網上學習教材。
- (iv) 老師經 ONE DRIVE，連結：<https://bit.ly/3720k9t>，發放給學生。
- (v) 學生須認真完成網上學習。

此致

貴家長

校長



謹啟

二零二零年八月二十七日

【Reply Slip 回條】

Dear Principal,

I have read and understand the details of School Circular No. 3 regarding 【Online Real-Time Teaching and Online Learning Arrangements】.

敬覆者：

頃接家長通告第三號，藉悉 貴校有關【網上實時教學及網上學習安排】事宜。

此覆

加拿大神召會嘉智中學校長

Name of Student	學生姓名:	_____
Class	班 別:	_____
Class Number	學 號:	_____
Name of Parent	家長姓名:	_____
Signature of Parent	家長簽名:	_____
Date	日 期:	_____