



**中華基督教會桂華山中學**  
**THE CHURCH OF CHRIST IN CHINA KWEI WAH SHAN COLLEGE**

地址 ADDRESS : 香港北角雲景道62號 62, Cloud View Road, North Point, Hong Kong 電話 TEL : 2571 1285  
 傳真 FAX : 2807 0085 網頁 WEB : www.ccckws.edu.hk 電郵 EMAIL : mail@ccckws.edu.hk

**Coronavirus Disease 2019**  
**Arrangement for Face-to-face Class Resumption**  
**Special Notice (2020/2021) No. 2**  
**(S.2 ~ S.4)**

22<sup>nd</sup> September, 2020

Dear Parent/Guardian,

1. The Education Bureau (EDB) has announced that school in Hong Kong can resume face-to-face classes in a gradual and orderly manner. Half day classes in our school will resume according to the following schedule:

Class Level	Date of face-to-face class resumption	Start Time	Leave Time
S.2~S.4	29/09/2020 (Tuesday) DAY II	8:20am	1:00pm

Remarks: The detailed timetable is attached.

2. During the face-to-face class suspension period, our school has thoroughly cleaned and disinfected the school premises. We have urged all staff members and school bus drivers to step up precautionary measures to maintain personal hygiene and environmental hygiene of the school. Besides, we will also request all the staff who have contacts with our students, including drivers and workers of school bus, to take their temperature before going to school. If they have fever, they must not return to school.
3. We will maintain the environmental hygiene of our school premises as far as we can to safeguard the health of our students. We hope that, after face-to-face class resumption, students can return to the school and enjoy their learning in a safe environment. However, we are mindful of the rapidly changing nature of the COVID-19 pandemic, schools will keep in view the latest development, and parents should pay close attention to any latest announcements of our school as well as the EDB.



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4. Cooperation from parents and students are important for us to maintain a clean and safe environment. We call on your support to step up environmental hygiene in the household, and, on top of that, implement the following measures strictly:

4.1 Pay attention to the health condition of your child. He/She should stay away from school and see a doctor immediately if symptom, especially fever, is detected.

4.2 Take your child's temperature before he/she goes to school every day. Fill in the record sheet (Proforma A) (attachment in yellow) and sign your name on it. Your child should return the completed sheet to us daily.

4.3 To prevent infection, please ask your child to wear a mask (also applicable when taking school buses or other transportations) and bring tissue paper to school every day.

4.4 To keep teachers' informed of the health condition of students, please complete Proforma B (attachment in pink) to provide us with the following information:

- (a) travel history of your child outside Hong Kong in the past 14 days;
- (b) whether your child has confirmed infection of COVID-19;
- (c) the health status of those taking care of your child, or those living with your child;
- (d) the current health status of your child.

Please return the Proforma on or before the first day of face-to-face class resumption. For those who have contacted the virus and have recovered, if they are still within the 14-day quarantine period, they must not go to school.

4.5 After the resumption of face-to-face classes, you are requested to notify our Vice Principal, Ms Lo Man Yee at 2571 1285 immediately in case of any of the following situations, to facilitate our prompt action in taking contingency measures and informing the EDB:

- (a) your child has been confirmed infection of COVID-19; or
- (b) your child has been classified as "close contact of an infected person" with COVID-19\*

\*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.



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5. **Tuck shop opening hours :**

The tuck shop will resume service from 29<sup>th</sup> September (Tuesday) and will offer snacks for students. The opening hours is from 7:15 am to 12:00 noon.

6. **School bus service :**

To enable students to have sufficient time for morning reading and school activities, the school will provide school bus service in the morning. Details are as follows:

Date : 16/09/2020 (Wednesday) to 05/07/2021 (Monday)  
[ including all school days, uniform test days and exam days ]  
Pick up location: King's Road, near Fortress Hill MTR Station Exit B  
(Near the main entrance of Fortress Tower)  
Departure time : 7:30 am  
Annual fee : HKD \$300

If your child is interested in applying the service, please complete the reply slip on or before 24/09/2020 (Thursday). Application results will be announced on 25/09/2020 (Friday).

Successful applicants are required to settle the bus fee via e-payment on 05/10/2020 (Monday).

Note: Students who have already completed the application process during the summer holiday, the school bus service will be commenced on 23/09/2020 (Wednesday).



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**7. Collection of medical history of student :**

**(i) Purpose of collection**

As suggested by the Education Bureau, our school has to keep a record of student medical history so that we can provide appropriate assistance if needed. Personal data collected from your child is only used for handling matters related to his/her health and safety. Though the provision of such data is done entirely on a voluntary basis, insufficient information may prevent the school from fully understanding your child's medical history. The school may not be able to provide proper assistance to him/her in case of an accident, so it is important for parents to provide the school with sufficient information about their child's medical history to class teacher on or before 05/10/2020(Monday) for the record.

**(ii) Access to personal data**

According to the Personal Data (Privacy) Ordinance, parent/guardian has the right to access and correct the data provided. Please contact the School General Office at 2571 1285 during office hours if needed.

**8. Permission of the use of creative works, photos and video clips taken during students participation in learning activities :**

Our school is now working with the Education Bureau, educational institutions and various government departments to conduct different research studies in learning and teaching. In the collaborative process, our school have made a compilation of your child's learning and works. To share a range of excellent exemplars of learning and teaching with fellow colleagues in the education community and to affirm the concerted effort made by teachers and students in the learning process, our school will disseminate selected exemplars on the website and publications of Education Bureau, in newspapers and magazines, in teacher networking activities, exhibitions, and teacher sharing sessions to offer support among fellow colleagues and promote related research in learning and teaching.

We hereby ask for your consent to let us use the photos, video clips and work with your child's participation. Please complete the reply slip so that special arrangement can be made.



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**9. Holiday :**

National Day on 01/10/2020 (Thursday) is a public holiday. The day following Mid-Autumn Festival on 02/10/2020 (Friday) is a public holiday. Students need not go to school on those two days.

**10. Student financial assistance :**

Type	Target students	Application method / Remarks
School Textbook Assistance Scheme	All students	<ul style="list-style-type: none"> <li>For those who have already applied, please submit the “Eligibility Certificate” on or before 09/10/2020 (Friday) to the class teacher.</li> <li>For those who intend to apply, please proceed to the School General Office for an Application Form and return the completed Form to the School Office.</li> </ul>
Student Travel Subsidy Scheme		
Subsidy Scheme for Internet Access Charges		
Grantham Scholarships Fund	S.4 to S.6 students	<ul style="list-style-type: none"> <li>For those who intend to apply, please proceed to the School General Office for an Application Form and return the completed Form to the School General Office on or before 25/09/2020 (Friday).</li> </ul>
Student Activities Support Grant	Students receiving Comprehensive Social Security Assistance (CSSA) / Full Level of Assistance / Students in need of Financial Assistance	<ul style="list-style-type: none"> <li>For those who intend to apply, please proceed to the School General Office for an Application Form and return the completed Form at least 3 working days before the deadline for enrolment of the activity.</li> </ul>
Other Educational Provider Subsidy Scheme or Living Allowance	All students	<ul style="list-style-type: none"> <li>Please refer to the relevant poster(s) or leaflet(s) on the School Bulletin Board.</li> </ul>



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11. **Ways to deliver this notice :**

Apart from publishing this notice on our school website, a set of notice including Proforma A and Proforma B will be sent by postage so that parents can fill in these forms.

12. **Enquiry :**

Should you have any further enquiries, please contact the School General Office at 2571 1285 during office hours.

Yours faithfully,

  
Mr. Wong Chung Leung  
Principal



Remarks: Please sign the reply slip on or before 29/09/2020 (Tuesday).

**Bible verse of the month:**

Blessed are the poor in spirit, for theirs is the kingdom of heaven. (Matthew 5:3)



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**REPLY SLIP**

Date: \_\_\_\_\_

To whom it may concern,

<b>Particulars</b>
<p>I have acknowledged the matters stated in Special Notice No.2 on Coronavirus Disease 2019 Arrangement for face-to-face Class Resumption (2020/2021) and will comply with the school arrangements.</p> <p>(Please put a ✓ in the appropriate boxes.)</p>
<p>“School Bus Service”</p> <p><input type="checkbox"/> I already applied for the school bus service for my child. (For S.1 and transfer students only)</p> <p><input type="checkbox"/> I wish to apply for the school bus service for my child.</p> <p><input type="checkbox"/> I do not wish to apply for the school bus service for my child.</p>
<p>“Permission of the use of creative works, photos and video clips taken during students participation in learning activities”</p> <p><input type="checkbox"/> I give permission for the school to use.</p> <p><input type="checkbox"/> I do not give permission for the school to use.</p>

Signature of Parent/Guardian: \_\_\_\_\_

Name of Parent/Guardian: \_\_\_\_\_

Name of student: \_\_\_\_\_ Class: \_\_\_\_\_ No: \_\_\_\_\_