

18 September, 2020

RE: Notre Dame College School Circular No. 3 (2020-2021)

On 31 May, the Education Bureau announced that classes of all schools in Hong Kong will resume by phases in a gradual and orderly manner by the end of September. In principle, students will be taking only half-day classes. Please pay attention to the following arrangements:

1. Class Resumption Arrangements**1.1 Dates of class resumption (on-campus lessons)**

Class	Date	Remark
Form 6	16 Sep (Wed)	<ul style="list-style-type: none"> From 16 Sep to 28 Sep, students whose on-campus lessons have not yet resumed should attend online lessons punctually (0830-1330). <u>Students having on-campus lessons need to be back to school before 8:15am to attend the morning assembly.</u> They will be dismissed by 1:30 pm. Starting from 29 Sep, lessons of all classes will start from 8:15 am and end at 1 pm until further notice.
Form 1 and Form 5	23 Sep (Wed)	
Form 2 to Form 4	29 Sep (Tue)	

1.2 On-campus Lesson Schedule for Form 1, Form 5 and Form 6 (for school days on or before 28 September)

Between the resumption dates of on-campus lessons and 28 Sep (Monday), all Form 1, Form 5 and Form 6 students should attend school for morning assembly before 8:15 am, and take lessons according to the schedule. They will be dismissed by 1:30 pm. Here are the details:

Time	Session*
0815 – 0830 (15 minutes)	Morning assembly and class affairs
0830 – 0910 (40 minutes)	the 2nd lesson
0910 – 0920 (10 minutes)	Preparation for the next lesson
0920 – 1000 (40 minutes)	the 3rd lesson
1000 – 1015 (15 minutes)	Recess
1015 – 1055 (40 minutes)	the 4th lesson
1055 – 1105 (10 minutes)	Preparation for the next lesson
1105 – 1145 (40 minutes)	the 5th lesson
1145 – 1200 (15 minutes)	Recess
1200 – 1240 (40 minutes)	the 6th lesson
1240 – 1250 (10 minutes)	Preparation for the next lesson
1250 – 1330 (40 minutes)	the 7th lesson
Subjects of Form 5 and Form 6 will launch real-time online lessons from 3 pm to 5 pm. Please refer to paragraph 1.4 for the lesson schedule. The arrangements will be announced in the Google Classroom later.	

* Remarks: Since Form 2 to Form 4 students are having online lessons in the above time period, the 10-minute break between two lessons is for the teachers to do preparation. During the break, students are not allowed to leave the classrooms. They have to stay in the classrooms and make good use of the time to get prepared for the next lesson.

1.3 Full resumption of on-campus lessons – Lesson schedule (starting from 29 Sep (Tue) until further notice)

Starting from 29 September (Tue), Form 1 to Form 6 classes have lessons from 8:15 am to 1 pm. Here are the details:

Time	Sessions
0815 – 0830 (15 minutes)	Morning assembly and class affairs
0830 – 0910 (40 minutes)	the 2 nd lesson
0910 – 0950 (40 minutes)	the 3 rd lesson
0950 – 1005 (15 minutes)	Recess
1005 – 1045 (40 minutes)	the 4 th lesson
1045 – 1125 (40 minutes)	the 5 th lesson
1125 – 1140 (15 minutes)	Recess
1140 – 1220 (40 minutes)	the 6 th lesson
1220 – 1300 (40 minutes)	the 7 th lesson
Form 5 and Form 6 students will attend online make-up lessons on different subjects in the afternoon of the school day. For the lesson schedule, please refer to paragraph 1.4.	

1.4 Make-up Lesson Schedule for Form 5 and Form 6

To help our students to get well prepared for the HKDSE, Form 5 and Form 6 students must attend the online make-up lessons of the following subjects in the afternoon of the school days. The schedule and the e-class links will be posted in the Google Classroom.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1/9 Commencement of the school year	2/9 S6 English	3/9 S6 ApL / M1	4/9 S6 Math	5/9
6/9	7/9 S6 Liberal Studies	8/9 S6 Chinese	9/9 S6 Z1	10/9 S6 ApL / M1	11/9 S6 Z2	12/9
13/9	14/9 S6 English	15/9 S6 Chinese	16/9 S6 Math	17/9 S6 ApL / M1	18/9 S6 Liberal Studies	19/9
20/9	21/9 S6 Z1	22/9 S6 Chinese	23/9 S6 Z2	24/9 S6 ApL / M1	25/9 S6 English S5 Y1	26/9
27/9	28/9 S6 Math S5 Y2	29/9 S6 Chinese S5 ApL / M1	30/9 S6 Liberal Studies S5 Chinese	1/10 National Day Holiday	2/10 The day after Mid-Autumn Festival	3/10
4/10	5/10 S6 Z1 S5 English	6/10 S6 Chinese Enhancement Class S5 ApL / M1	7/10 S6 Z2 S5 Math	8/10 S6 ApL / M1 S5 Liberal Studies	9/10 S6 English S5 Y1	10/10

11/10	12/10 S6 Math S5 Y2	13/10 S6 Chinese S5 ApL / M1	14/10 S6 Liberal Studies S5 Chinese	15/10 S6 ApL / M1 S5 English	16/10 S6 Z1 S5 Math	17/10
18/10	19/10 S6 Z2 S5 Liberal Studies	20/10 S6 Chinese S5 ApL / M1	21/10 S6 English S5 Y1	22/10 S6 ApL / M1 S5 Y2	23/10 S6 Math S5 Chinese	24/10
25/10	26/10 The day after Chung Yeung Festival	27/10 S6 Chinese S5 ApL / M1	28/10 S6 Z1 S5 English	29/10 S6 ApL / M1 S5 Liberal Studies	30/10 S6 Liberal Studies S5 Math	31/10

2. Arrangements of Extra-curricular Activities after Class Resumption

All after-school extra-curricular activities will be canceled until further notice. Students should not stay at school for activities which involve a lot of body contact, such as ball games. They should not also wander on streets or other crowded places. They should go home as soon as possible and do revision for the examinations.

3. Health and Epidemic Prevention Measures

To provide a clean and safe environment for our students, co-operation between the parents and the students are vital to us. Apart from ensuring home hygiene, we hope parents can help us by carrying out the following measures:

3.1 Health Declaration

To raise alert to the students' health conditions among our teachers, we have emailed the "Students' Overseas Travel Record and Health Declaration Form" (e-form) to all students. Students should download the form and declare the following information with the school email account (e.g. ndcXXXXXX@ndc.edu.hk, where XXXXXX is the student registration number) :

- Overseas travel record of the student within these 14 days
- Whether the student has been infected with COVID-19
- Health condition of the people who take care or live together with the student
- Health condition of the student

Students should fill in the "Students' Overseas Travel Record and Health Declaration Form" (e-form) and submit it on or before the dates listed below. Those who had been infected and later recovered should not attend school if they are still within the 14 days of quarantine. In addition, if the students have left Hong Kong before school resumption, they must stay home for 14 days before returning to school.

Class	Date	Download Link
Form 6	15 Sep (Tue) or before	【S6-HD-Form】
Form 1 and Form 5	22 Sep (Tue) or before	【S15-HD-Form】
Form 2 and Form 4	28 Sep (Mon) or before	【S234-HD-Form】

3.2 Body Temperature Measurement

- Before attending school, students should measure their body temperature at home in the morning, fill in the “Body Temperature Measurement Record” (student handbook page 95) and have it signed by the parents. Teachers will check the record at school.
- Whenever the students enter the campus, they have to undergo body temperature measurement. If the body temperature is higher than 37.5 °C, or the students show sign of fever and other symptoms, we will contact the parents to take the students to the hospital and stay home for rest.
- If the students arrive after 8:35 am, they should go to the school office for body temperature measurement and reporting lateness.

3.3 Mask wearing and frequent hand washing

- To avoid infection, students should put on masks when traveling on public transportation and inside the campus (including lessons and recess). They should also prepare tissue papers in case of unexpected needs.
- Students should prepare extra masks for timely replacement. Under the “user pays” principle, we are sorry that we cannot provide free masks to the students. However, the school office has a limited stock of masks. Students in urgent need of masks can buy one at a cost price of \$2.
- Apart from putting on masks, when students enter the campus, they should wash their hands immediately. There are either alcohol-based handrub (in bottles) or automatic hand sanitizing dispensers in the entrance hall, the classrooms, the special rooms, the tuck shop and the corridors of each floor.

3.4 Showing symptoms

- If the students show signs of fever, cough, excessive fatigue, stuffy nose, running nose, sore throat and diarrhea in the campus, he or she should put on a mask and go to the school office for temporary observation. Our staff will contact the parents to take the students to the hospital as soon as possible. We will then arrange to perform disinfection to the sites to which the patients had previously been.
- If the students show the above symptoms, please go to the hospital immediately. Follow the instructions of the doctors and stay home for rest. Do not attend school until fully recovered.
- Parents should pay attention to your children’s health condition. If your children have fever, infection of respiratory tracts or sudden loss of sense of taste or smell, they should seek medical help immediately and should not go to school. After class resumption, once the parents confirm the occurrence of the following situations, please contact our Vice Principal Ms Chiang Pui Yee (Tel: 27115291) so that we can report the case to the Education Bureau and take proper measures.

(a) A student is infected with COVID-19.

(b) A student is identified as the close contacts of a confirmed case of COVID-19 by the Department of Health.

4. Special arrangements as to the campus environment and facilities

During the class suspension period, the school already cleaned and disinfected the whole campus. Both our staff and tuck shop staff had also upgraded the health and epidemic prevention measures to ensure personal and environmental hygiene. New arrangements will be made after the class resumption. Students should follow these guidelines strictly:

4.1 In order to maximize the distance among students, we have made use of all available classrooms and space. Student seats in the classrooms and special rooms have been arranged into single rows. Students should not change the seating arrangement without authorization.

4.2 Tuck Shop

- When buying food, students should queue according to the marks placed on the floor so as to keep a safe distance from others.
- In order to minimize face-to-face contact while eating, folding screens are added between the seats at the tuck shop. Each table is limited to two people. Students should not move that device without authorization. They must dine at the designated places.
- To avoid students gathering, we have provided additional seats in the school hall and the playground so that the students can have their meals in a more opened space.
- Automatic Hand Sanitizing Dispensers are available at the tuck shop. Students should wash their hands before having their meals.
- Students should put on the masks immediately after finishing their meals.

4.3 If the toilets are too crowded, students should queue outside the toilets according to the marks placed on the floor in order to avoid gathering in crowded environment.

4.4 Drinking fountains are disabled. Students should bring their own water or buy bottled water.

5. School Uniform

5.1 Students should wear neat summer uniform, and observe the school regulations on appearance (Student Handbook page 6-7). If they fail to do so, they will not be allowed to attend school. Students can only come to school after they have become tidy in their appearance.

5.2 If there is Physical Education (P.E.) lesson that day, students should come to school in sport uniforms until further notice. This is to avoid the infection risk while dressing. The sport uniform includes a short-sleeved school T-shirt, school sport pants, white socks and a pair of comfortable sport shoes.

To ensure school hygiene and protect the health of our students, we have requested all the teaching staff and other supporting staff (including security guards) to measure their body temperature before entering the school every day. Entry is forbidden in case of fever. Since COVID-19 pandemic is still very uncertain in the meantime, we will continue to pay full attention to the issue, and parents should also keep an eye on the announcements made by the Education Bureau and our school. With cooperation of all parties, we hope to recover from the epidemic threats; teachers and students as well as their parents can return to the normal and healthy life as soon as possible.

Yours sincerely,

Mr. Ka Ming Tong
Principal