ISLAMIC PRIMARY SCHOOL
NOTICE
Face-to-Face Class Arrangements for Primary 2

E/IC/SC/20/80
9th February, 2021

Dear Parents,

Our school will arrange face-to-face classes in each grade after the Chinese New Year holiday. Face-to-face classes will be conducted on a half-day basis to reduce the risk of infection. Class arrangements are as follows:

1. **Primary 2 Face-to-Face Class Schedule:**

Week	Date of Face-to-Face Classes	Start Time	Dismissal Time
8-12	15th March, 2021(Monday) to 16th April, 2021(Friday)	8:05 a.m.	Refer to point 2

Remarks:

a. Students should arrive at school no earlier than 7:45 a.m. (except those from the school bus teams).
b. Parents must submit a leave application letter/message for students who need to be absent. Parents need to hand in their child's homework to the school regularly.
c. Week 5-7 (22nd February, 2021 to 12th March, 2021) and starting from Week 13 (19th April, 2021), classes for P.2 will be conducted online using Zoom according to the current teaching time table (8:05a.m.-12:50p.m.). The school will arrange for parents to hand in their child's homework regularly.

2. **Dismissal Arrangements:**

Dismissal Way	School Bus Teams	Parent Team
Dismissal Time	12:55 p.m. leave school	12:50 p.m. #Refer to (d)

Remarks:

a. If your child needs to take the school bus, please contact the school bus driver directly.
b. If it is necessary to change the way of dismissal, please advise the class teacher and the school bus driver by stating the reasons in detail in the student's handbook at least *one day in advance*. Verbal changes to dismissal arrangements by students will not be accepted.
c. If there is an emergency and you have to change the dismissal arrangement, please contact the class teacher promptly in order to avoid misunderstanding.
<u>Please talk to the class teacher directly</u>. Leaving messages with office staff or teaching assistants is not recommended.
d. For students being picked up by parents/guardians, parents need to wear a mask before entering our school (including the basketball court).

3. **Lesson Arrangements:**
The school arranges lesson activities (including P.E., Music and Visual Arts, etc.) according to the guidelines of the Centre for Health Protection and the Education Bureau. If parents have any enquiries about the arrangements, please contact the class teacher.

4. **First Term Final Assessments (Online)**
P.2 students will have the first term Final Assessments in the online lessons through Zoom in Week 7. The details of this online assessments will be announced later. The assessments include Chinese Reading, Chinese Composition, English, Mathematics and General Studies. Marks will not be counted for the second term, and there will be no Report Cards distributed. Teachers will explain and follow up the Final Assessments with the students in class, and the Final Assessment papers will be sent home for parents to sign (except for Chinese Composition). The content of the Final Assessments has been shown in school notice 57.

5. School Campus Cleansing and Hygiene

5.1 During the class suspension, the school premises have been thoroughly cleaned and disinfected.

5.2 Our school has hired an outsourced service for regular atomized disinfection of our campus.

5.3 In order to clean our school efficiently, students must clear their desks and drawers every day before leaving school. Students should take stationery, books and all of their belongings home. Do not leave anything in the classroom.

5.4 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 class resumption, students can return to the school and enjoy learning in a safe environment.

5.5 We have urged all staff members, including the janitors, school bus drivers, school bus nannies to step up precautionary measures to maintain personal hygiene and the environmental hygiene of the school. We will also request all staff who have contact with students, including drivers and school bus nannies, to check their body temperature before going to school. If they have a fever, they will not enter the school.

5.6 The school has alcohol hand sanitizer in all classrooms and special rooms. If students are allergic to alcohol hand sanitizer, they should prepare their own hand sanitizer.

5.7 Drinking fountains and the vending machine will be temporarily closed. Students should bring enough water to school.

6. Cooperation with Parents

Cooperation from parents and students is 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:

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

6.2 Check your child's body temperature before he/she goes to school every day. Fill in the record sheet and sign your name on it. Your child should return the completed sheet to us daily.

6.3 To prevent infection, please ask your child to wear a mask (also applicable when taking school buses or other transportation) and bring a spare mask, tissue paper and alcohol hand rub (if needed) to school every day.

6.4 Portable air purifiers or goggles should be simple. Students should put their name tab on them and keep them properly to themselves.

6.5 To keep teachers informed of the health condition of students, please complete the travel history and health status of student declaration form to provide us with the following information:

(a) the travel history of your child outside Hong Kong in the past 14 days;

(b) if your child has a 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 complete the declaration form with the updated health status of your child. The ways of filling in the declaration form are as follows:

(a) E-edition

https://forms.gle/mSM9aTmnYURhCaTd9

Please fill in the E-edition form on or before 13th March, 2021.

(b) **Hard copy**

Please print out the form (Appendix 1) or get it from our general office. Fill in the form and return it on the first day of face-to-face classes.

For those who have contracted the virus and have recovered, if they are still within the 14-day quarantine period, they must not go to school.

6.6 After the resumption of Face-to-Face Classes, you are requested to notify our school at 2450-2270 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.

6.7 For those who are living or had been present at any specified premises with a confirmed case of COVID-19 for more than two hours at any time, must undergo the compulsory testing for Covid-19. When returning to school, persons subject to compulsory testing (parents and students) must keep the SMS notification containing the result of the test and show the SMS notification or relevant certificate confirming negative test results to the school.

7. Pick up Materials at School

Parents of P.2 should pick up materials at school (2nd Term Exercise books, 1st Term Checked homework and First Term Final Assessment papers) on the 25th or 26th February 2021(2:15-4:15p.m.). Parents need to hand in their child's homework.

The school will continuously monitor the development of the fluctuating epidemic situation. Parents should pay close attention to the latest announcements of our school as well as the EDB. With everyone's cooperation we can get through these difficult times and hope that the lives of teachers, students and parents will be back to normal soon!

Thank you for your attention.

Yours sincerely,

ISLAMIC PRIMARY SCHOOL 伊斯蘭學校

Ng Sui Lan
Headmistress

Appendix 1

Islamic Primary School

2019 Coronavirus Disease (COVID-19)

Declaration form for travel history and health status of students

Name of Student : _____ Class : _____ Sex : M / F

Please complete the below form and return to schools (Please put a "✔" in the appropriate box)

Part A – Travel history of your child outside Hong Kong in the past 14 days

☐ My child has not been away from Hong Kong in the past 14 days prior to class resumption

☐ My child has paid visit outside Hong Kong in the past 14 days prior to class resumption

Duration: From _____ (Month) _____ (Day) (Departure date)

To _____ (Month) _____ (Day) (Arrival date)

Destination (Please specify countries and cities) :_____

Part B – Whether your child has confirmed infection of COVID-19

☐ My child has not confirmed infection for COVID-19.

☐ My child has confirmed of COVID-19 infection and has already recovered. Hospitalization Period :

From _____ (Month) _____ (Day)

To _____ (Month) _____ (Day)

Part C – Health status of those taking care of your child, or those living with your child

☐ Person taking care of or living together with my child has not confirmed infection for COVID-19

☐ Person taking care of or living together with my child has confirmed infection for COVID-19, the person has recovered / is still receiving treatment in hospital / has been discharged from hospitals and taking medicine. (please delete as appropriate)

Relation with my child (please specify)

☐ Person taking care of or living together with my child, has not been classified as "close contact of an infected person"* of COVID-19.

Part D – Current health status of your child

☐ My child has no symptoms of cough, shortness of breath, breathing difficulty and sore throat.

Name of Parent/Guardian (in Block Letter) : _____

Signature of Parent/Guardian : _____

Date : _____

* 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.

Reply Slip E/IC/SC/20/80

Face-to-Face Class Arrangements for Primary 2

Dear Headmistress,

A. I have read and acknowledged the arrangements. I will supervise my child and go to school on time.

B. Ways of dismissal:

(Please '✓' one)

- ☐ Pick up by parent team
- ☐ School bus team

Parent's Signature: _____

Parent's Name: _____

Student's Name: _____( )

Class: _____

Date: _____