

**ISLAMIC PRIMARY SCHOOL  
NOTICE**

**The Arrangements for Face-to-Face Classes after the Easter holidays**

E/IC/SC/20/93  
29th March, 2021

Dear Parents,

School will arrange face-to-face classes after the Easter holidays (starting from 8th April) for each grade to take turns to return to school. Face-to-face classes will be conducted on a half-day basis in order to reduce the risk of infection. The related arrangements are as follows:

**1. Face-to-Face Classes Schedule:**

Week	Date	Grade	Start Time	Dismissal Time
11	8-4-2021 (Thursday) to 9-4-2021 (Friday)	P.2, P.6	8:05 a.m.	Refer to point 2
12	12-4-2021 (Monday) to 16-4-2021 (Friday)	P.2, P.4, P.5, P.6		
13	19-4-2021 (Monday) to 23-4-2021 (Friday)	P.3, P.4, P.5, P.6		
14	26-4-2021 (Monday) to 30-4-2021 (Friday)	P.1, P.3, P.4, P.5		

**Remarks:**

- a. Students should arrive at school no earlier than 7:45 a.m. (except those from the school bus teams).
- b. For students who need to be absent due to special reasons, parents must submit a leave application letter/message. Parents need to hand in their child's homework to the school regularly.
- c. For the grade which is not arranged for the face-to-face classes, it will be conducted online using Zoom according to the current teaching timetable.
- d. The arrangements after Week 14 are to be confirmed and parents will then be informed.

**2. Dismissal Arrangements:**

Dismissal Way	School Bus Teams	Students leave school on their own/ Homing Team	Parent Team
Dismissal Time	1:00 p.m. leave school #Refer to (a)	12:50 p.m. #Refer to (b)	1:00 p.m. #Refer to (c)

**Remarks:**

- a. If your child needs to take the school bus, please contact the school bus driver directly.
- b. For safety, P.1 students should follow School Bus Teams or Parent Team.
- c. For students being picked up by parents/guardians, parents need to wear a mask before entering our school (including the basketball court).
- d. 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.
- e. If there is an emergency and you have to change the dismissal arrangement for some reason, please contact the class teacher promptly in order to avoid misunderstanding.  
Please talk to the class teacher directly. Leaving messages with office staff or teaching assistants is not recommended.

### **3. Lesson Arrangements:**

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. Second Term Summative Assessments**

P.6 students will have the second term Summative Assessments on the 13th, 14th, 15th and 16th of April, 2021. The arrangements and contents of the assessments have been shown in school notice 87. The exam timetable was distributed and attached in students' handbooks in March.

P.1 to P.5 students will have the second term Summative Assessments in June. The dates and details will be confirmed and parents will then be informed.

### **5. School Campus Cleansing and Hygiene**

5.1 School janitors clean and disinfect the school campus regularly, this includes toilets, covered playground, staircases, etc.

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

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 their own 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 their 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 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 return to 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. If he/she is feeling unwell (even if the symptoms are very mild), they should seek medical advice promptly to receive appropriate diagnosis and treatment.

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 (if needed). Students should put their name tag on them and keep them properly to themselves.

- 6.5 To avoid taking your child to crowded places with poor ventilation.
- 6.6 Help your child to maintain a balanced diet, exercise regularly, and take adequate rest in order to strengthen their immunity.
- 6.7 To keep teachers informed of the health condition of students, P.3 and P.4 parents should complete the travel history and health status of student declaration form 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.

P.3 and P.4 parents should 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>

Parents of Primary 4 students please fill in the E-edition form from 29/3/2021 to 11/4/2021;  
Parents of Primary 3 students please fill in the above form from 5/4/2021 to 18/4/2021 for school reference.

(b) Hard copy

Please print out the form (Annex) 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.

- 6.8 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.

6.9 For those who are living or had been present at any specified premises for more than two hours at any time, have to 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.

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 the efforts of all, we hope we can get through the difficult times the epidemic brings, and that the lives of teachers, students and parents will be back to normal soon!

Thank you for your attention.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Ng Sui Lan'.

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Ng Sui Lan  
Headmistress

**Annex**

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”<sup>\*</sup> 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 : \_\_\_\_\_

<sup>\*</sup> 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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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)**

Picked up by parents (Parent Team)                       School Bus Team

Go home alone (For P.2 to P.6 students only)

Yau Oi Homing Team (For P.2 to P.6 students only)

West Rail Homing Team (For P.2 to P.6 students only)

Parent's Signature: \_\_\_\_\_

Parent's Name: \_\_\_\_\_

Student's Name: \_\_\_\_\_ (     )

Class: \_\_\_\_\_

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