# ISLAMIC PRIMARY SCHOOL
# NOTICE
## Primary 6 Face-to-Face Class Arrangements

E/IC/SC/20/83
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 6 Face-to-Face Class Schedule**

| Week | Date of Face-to-Face Classes | Start Time | Dismissal Time |
|---|---|---|---|
| Start from Week 7 | Start from 8th March, 2021(Monday) | 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 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 5-6(22nd February, 2021 to 5th March, 2021) classes for P.6 will be conducted online using Zoom according to the current teaching time table (8:05 a.m.-12:50 p.m.). The school will arrange for parents to hand in their child's homework regularly.

**2. Dismissal Arrangements:**

| Dismissal Way | School Bus Teams | Students Leaving the School on Their Own | Parent Team |
|---|---|---|---|
| Dismissal Time | 12:55 p.m. leave school | 12:50p.m. | 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 dismissal way, 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 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.

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. Second-term Summative Assessment**

P.6 students will have the second term Summative Assessments in Week 12. The details will be announced later. You should remind your children to have online lessons and return to school on time.

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 6th 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 a 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 have been present at those specified premises with a confirmed case of COVID-19 for more than two hours at any time, must undergo 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 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

Ng Sui Lan
Headmistress

**Appendix 1**

Islamic Primary School

2019 Coronavirus Disease (COVID-19)

Travel History and Health Status Declaration Form for Students

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

*Please complete the form below and return it to the school (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 been 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 – For confirmed cases of COVID-19 infection**

☐ My child does not have a confirmed COVID-19 infection.

☐ My child had a confirmed of COVID-19 infection and has already recovered. The hospitalization period was:

From _____ (Month) _____ (Day)

To _____ (Month) _____ (Day)

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

☐ The person(s) taking care of or living together with my child has/have no confirmed infection for COVID-19

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

Relation with my child (please specify)_____

☐ Person(s) taking care of or living together with my child, have not been classified as within, "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.

E/IC/SC/20/83

# Reply Slip

## Primary 6 Face-to-Face Class Arrangements

Dear Headmistress,

A. I have read and acknowledged the arrangements. I will supervise my child to do revision and have lessons on time.

B. Ways of dismissal:

**(Please '✓' one)**

- ☐ I will pick up my child at school.
- ☐ My child will go home alone.
- ☐ My child will take the school bus.

Parent's Signature: _____

Parent's Name: _____

Student's Name: _____(  )

Class: _____

Date: _____