



ST. FRANCIS XAVIER'S COLLEGE

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Dear Parents,

Taking into account the latest epidemic development, the EDB has announced a territory-wide suspension of face-to-face lessons for all secondary schools starting 24 January 2022 (Mon) until the end of the Chinese New Year Holidays. During this suspension period, the school will implement the following arrangements:

1. Zoom Live Lesson

Students need to login at 8:10 sharp to attend the Morning Assembly and the first lesson. All the lessons will be conducted according to the existing time table. F.1-3 students will only need to take the morning live lessons while F.4 and 5 also need to attend the afternoon lessons every Monday, Wednesday and Friday.

Zoom lesson attendance is counted towards regular attendance and the content covered during online lessons will be part of the exam curriculum. The copy rights of all online lessons are owned by the school, taping, video recording or screenshotting without teacher consent is strictly prohibited.

2. Equipment for online live lessons

All students are expected to show their face and be ready to give responses to the teachers during the online live lessons. It is therefore necessary for students to use devices (e.g. smartphone/ tablet/ laptop computer) with **camera and microphone**.

Students should report to the form teacher if there are difficulties in accessing the said equipment.

3. Regulations of online lessons

All students are reminded to follow the guidelines for online live lessons by the Form Teacher at the beginning of the school year. You may refer to the guidelines via the following link:

<https://drive.google.com/file/d/1hQ5hGO3oiZwOOiss6w6355xpmscsCa3P/view?usp=sharing>

4. Sick leave arrangements for teachers

In case our teacher has taken a sick leave, all classes affected will receive an email in the morning notifying them the cancellation of any lessons for the day. Supply teachers will not be arranged.

5. Sick leave arrangements for students

Should your son need to apply for sick leave, please inform the school office before 2 p.m. Otherwise, he will be considered 'absent' for all the lessons of the day, which in turn, affects his overall attendance rate.

6. Arrangements under bad weather conditions

When the Tropical Cyclone Warning Signal No. 8 (or above) or Red/Black Rainstorm Warning Signal is issued before 6:00 a.m., no online live lessons will be arranged on that day.

7. Attendance record

Attendance will be taken five minutes after the lessons begin.

The following cases will be considered 'Absent' from the lesson:

- Entering the class five minutes after the lesson begins.
- Leaving the class in the middle of the lesson without the teacher's permission.
- Not giving any response when the student is asked to answer questions.

You can access your son's attendance record through SchoolApp. There will be three categories in the

record: ‘Present’, ‘Absent’ and ‘Absent with Excuses’. Being absent(excluding those with excuses) for more than 20% of all the live lessons will affect the “Application” grade in the examination report.

8. Submission of online assignments

As assignments comprise an important part of learning, please help urge your sons to complete and submit the any online assignments on time.

9. Regular Test Arrangements

There will be no Regular Tests during the period of online live lessons.

10. F.6 Final Examination

The F.6 Final Exam will continue as scheduled under tight anti-epidemic measures. To better reinforce social distancing, the exam venues might be rearranged. Students need to pay close attention to the notice board for exam venues posted at the front entrance of the school.

11. Parents Meeting Day

The Parent Meeting Day originally scheduled for 20 February 2022 will be rescheduled. Please wait for further update.

12. Post exam “Discussion of Paper” for the 1st Term Exam

Since the “Discussion of Paper” (DOP) is not yet finished, the school will scan the answer scripts of any undiscussed papers for the postponed DOP, which will happen between the 11th and 22nd of February 2022. If the suspension of face-to-face instruction remain in force after the Chinese New Year Holidays, the school will arrange the remaining DOP to be conducted online. Students and parents will be arranged to collect the answer scripts on the 9th and 10th of February. Details of the arrangements will be announced later.

13. Extra-curricular activities

All extra-curricular activities in school have to be cancelled or postponed according to EDB instruction. For external activities, teachers in charge of the activities will make individual arrangements with the students.

Thank you for your attention. God bless and stay safe.

Yours faithfully,

LEUNG Man Fai
Principal