



Letter to Parents No.12 – 2021/22

Dear Parents/ Guardians,

Zoom/Online Real-time Lessons

The Education Bureau has announced that all face-to-face classes and on-campus activities will have to be suspended until 21.2.2022 (Monday). With a view to providing students with interactive learning experiences, the school is switching to online live teaching over the Zoom platform from 10.2.2022 (Thursday).

Our school will adopt the "Zoom/Online Real-time Lesson Timetable 2021/22" for the online classes, and each lesson lasts 35 minutes. **School starts at 8:20am, and ends at 3:45pm with a lunch break from 12:40p.m. to 1:55p.m.. Students should login Zoom Room at 8:15am, 5 minutes before the lesson time.** (Please refer to Attachment 1: Zoom/Online Real-time Lesson Timetable 2021/22.) Junior form students should attend English subject group, Physical Education, **Music**, Home Economics or Design and Technology lessons using the designated subject links. Senior form students should also attend elective subjects, Mathematics subject group or M2 lessons with the designated subject links.

Online live lessons are formal school lessons and therefore proper behaviours and manners should be observed at all times. (Please refer to Attachment 2 for class rules) Students' attendance and lesson performance will be counted as their daily assessment marks. Parents should remind your child to do pre-lesson preparation, attend every online lesson on time and finish all assignments given. Lateness and unexcused absences are subject to penalty according to the school rules. If a student is unable to attend lessons, the parent or guardian is required to call the General Office for an excused absence on behalf of the student before 8:15 a.m. on the day. Students who are absent from lessons should present a signed parent's letter stating the reason for their absence and/or a doctor's certificate (applicable to sick leave) to their class teachers on the day school resumes.

The school premises will remain open for students lacking essential equipment for online learning. If a student would like to attend online lessons on campus, he should bring along the signed parent consent form (Please refer to Attachment 3) to school and proceed to MMLC. The school will render all possible assistance to students in need. For enquiries about online learning, please contact the school at 2476 2357 during office hours.

Procedures for using Zoom

| Step | Procedure | Remarks |
|------|---|---|
| 1 | Open Zoom app or website | |
| 2 | Click "Join" | |
| 3 | Type in the Meeting ID | |
| 4 | Type in your name (You need to use your class, class number and name in English when joining the meeting) | e.g. 1A01 CHAN TAI MAN |
| 5 | Type in the meeting password and click "Join" | <p style="text-align: center;">Join a Meeting</p> <div style="border: 1px solid black; border-radius: 10px; padding: 5px; margin: 10px auto; width: 80%;"><p style="text-align: center;">Meeting ID or Personal Link Name</p></div> <div style="background-color: #444; color: white; border-radius: 10px; padding: 10px; margin: 10px auto; width: 80%; text-align: center;">Join</div> |

Remarks

1. To facilitate attendance-taking, type in your name in the format '**class, class number and name in English**'.
2. Do not share the meeting password with anyone.

The reply slip should be duly completed through eClass on or before 14.2.2022 (Monday).



Yours faithfully,

IU Kok-kin
Principal

The notice will be uploaded to our school website for your reference.

7.2.2022



Letter to Parents No.12 – 2021/22

Reply Slip

To the Principal of Yuen Long Public Secondary School,

I, the parent of _____ (_____ class)(_____ class no.), acknowledge the receipt of the circular.

Signature of Parent/Guardian: _____

Name of Parent/Guardian: _____

_____.2.2022

Yuen Long Public Secondary School
Zoom/Online Real-time Lesson Timetable 2021/22

| | |
|---|---------------|
| Preparatory Bell | 8:15 |
| Roll Call / Flag-raising Ceremony (Roll-call by Class Teachers) | 8:20 - 8:40 |
| 1 | 8:40 - 9:15 |
| 2 | 9:15 - 9:50 |
| Recess | 9:50 - 10:05 |
| 3 | 10:05 - 10:40 |
| 4 | 10:40 - 11:15 |
| Recess | 11:15 - 11:30 |
| 5 | 11:30 - 12:05 |
| 6 | 12:05 - 12:40 |
| Lunch | 12:40 - 1:55 |
| Preparatory Bell | 1:55 |
| (Roll-call by the 7th-lesson Subject Teachers) | 1:55 - 2:00 |
| 7 | 2:00 - 2:35 |
| 8 | 2:35 - 3:10 |
| 9 | 3:10 - 3:45 |
| 10 | 4:00 - 4:45 |

Yuen Long Public Secondary School
Zoom/Online Real-time Lesson Guidelines

(A) Technical requirements

1. Online lessons are conducted via Zoom. Please ensure that your electronic device has the Zoom App installed.
2. Use an appropriate electronic device, e.g. smartphone, tablet, laptop or desktop computer with a camera and a microphone.
3. Turn your camera on. Sit in front of your desk and show your face.
4. Prepare your headsets and adjust the volume.
5. **Type in your name in the format “class, class number and name in English” for attendance-taking.** Images are not allowed to be shown in your profile picture. Delete them if necessary.

(B) Class rules

1. Online lessons are formal school lessons. All class rules must be observed.
2. Follow the class timetable and attend all classes punctually.
3. Wear appropriate attire when attending Zoom lessons. School uniform is not required but pajamas are not allowed.
4. Prepare the Meeting ID and password in advance. Join the meeting 5 minutes before the scheduled lesson time and wait for the teacher.
5. Prepare all necessary learning materials and stationery before class for note-taking.
6. Do not eat during Zoom lessons. The only drink you are allowed during lessons is water.
7. Do not use any functions on Zoom unless you are authorized by the teacher. Playing with classmates during the video conferencing by any means is strictly prohibited. Students violating the rules will be penalized.
8. Keep your microphone muted throughout the lesson unless you are asked to answer a question. The microphone must then be muted after you finish speaking.
9. To protect the privacy of teachers and students, lessons should not be videotaped or screen-captured.
10. If a subject teacher is unable to conduct a Zoom lesson, students will be informed by their class teacher. Students are still required to use that Zoom lesson for self-study and attend all the other Zoom lessons as scheduled.

**Yuen Long Public Secondary School
Parent Consent Form**

Due to the lack of essential equipment for online learning, I, the parent of (Name of Student: _____)(Class: _____) (Class No.: _____) would allow my child to attend online lessons on campus on (Date: _____). Here comes the information of the online lesson:

Subject: _____

Time: From _____ : _____ To _____ : _____

Signature of Parent/ Guardian: _____



家長通函第 12 號 – 2021/22

各位家長／監護人：

Zoom/網上實時課堂

由於教育局宣布學校所有面授課堂及校內活動將暫停至 2 月 21 日（星期一），因此本校將於 2 月 10 日（星期四）起使用 Zoom 即時會議通訊軟件進行網上實時教學。

本校將改以「Zoom/網上實時課堂時間表 2021/22」進行網課，每節課為 35 分鐘。**上課時間為上午 8:20，下課時間為 3:45，當中午膳時間為 12:40 至 1:55。學生應提早 5 分鐘，即於 8:15 登入 Zoom。**請見「附件一：Zoom/網上實時課堂時間表 2021/22」。初中學生如出席英文科小組、體育科、**音樂科**、家政課或設計與科技，應以該科目連結加入會議。高中學生如出席選修科、數學分組或 M2，應以該科目連結加入會議。

網上實時教學課堂為正式課堂，學生應注意上課時的言行，遵守「附件二」的守則。學生的出席率及課堂表現會計算入平時分內，請家長督促 貴子弟按時間表，準時、認真參與網上課堂，並在課前預習及依時繳交習作。遲到及無故缺席的學生將會受到紀律處分。學生若因特別緣故如生病未能出席網上課堂，家長必須於上午 8:15 前致電回校請假，並在復課當天向班主任呈交請假信及醫生病假證明文件。

若學生在家中欠缺相關設備，學校會開放校園協助有需要的學生進行 Zoom 網上實時學習，屆時學生須攜同簽妥之家長同意書回校（詳見「附件三」），前往 MMLC 上課。如學生需回校或於網上學習有任何困難，請於辦公時間內致電 2476 2357 聯絡校方，學校會盡力提供協助。

使用 Zoom 的步驟

| 步驟 | 程序 | 備註 |
|----|--------------------------------------|---|
| 1 | 開啟 Zoom 應用程式 或 網站 | |
| 2 | 按「進入會議」 | |
| 3 | 輸入會議 ID | |
| 4 | 輸入「我的名稱」 (學生須以班別、班號、英文姓名 加入會議) | 如：1A01 CHAN TAI MAN |
| 5 | 輸入「會議密碼」，然後按「加入」 | <p style="text-align: center;">加入會議</p> <div style="text-align: center;"> <input type="text" value="會議 ID 或個人連結名稱"/> <input type="button" value="加入"/> </div> |

註：

1. 我的名稱：請學生統一姓名格式為班別、班號、英文姓名，以便學校點名。
2. 會議密碼：學生不得隨便分享密碼。

請家長於 2022 年 2 月 14 日（星期一）或之前經 eClass 填妥「家長綜合回條」。



元朗公立中學校長
余國健謹啟

上述通告將上載至本校網頁，歡迎家長瀏覽。

2022 年 2 月 7 日



家長通函第 12 號 – 2021/22

家長綜合回條

敬覆者：

本人為_____ (____ 班) (____ 號) 之家長，已知悉通告詳情。

此覆

元朗公立中學校長

家長／監護人簽署：_____

家長／監護人姓名：_____

2022 年 2 月 日

元朗公立中學
Zoom/網上實時課堂時間表 2021/22

| | |
|-------------------|---------------|
| 預備鐘 | 8:15 |
| 點名 / 升旗禮 (由班主任點名) | 8:20 - 8:40 |
| 1 | 8:40 - 9:15 |
| 2 | 9:15 - 9:50 |
| 小息 | 9:50 - 10:05 |
| 3 | 10:05 - 10:40 |
| 4 | 10:40 - 11:15 |
| 小息 | 11:15 - 11:30 |
| 5 | 11:30 - 12:05 |
| 6 | 12:05 - 12:40 |
| 午膳 | 12:40 - 1:55 |
| 預備鐘 | 1:55 |
| 點名 (由第7節科任老師點名) | 1:55 - 2:00 |
| 7 | 2:00 - 2:35 |
| 8 | 2:35 - 3:10 |
| 9 | 3:10 - 3:45 |
| 10 | 4:00 - 4:45 |

元朗公立中學
Zoom/網上實時課堂守則

(甲) 設備要求：

1. 實時教學課需安裝「Zoom」免費軟件到電子裝置。
2. 電子裝置可選用智能電話、平板電腦、手提電腦及桌上電腦，需配備網絡鏡頭及咪高峰。
3. 開啟視訊，安坐桌前，顯示樣子。
4. 自備耳機，調節適當音量。
5. 學生須以班別、班號、英文姓名加入會議，以便老師點名（如 1A01 CHAN TAI MAN），Zoom 個人戶口頭像不可以任何圖片展示，必須刪除。

(乙) 上課守則：

1. 網上實時教學課堂為正式課堂，請遵守老師訂立之規則。
2. 學生須按時間表編排，準時出席課堂。
3. 無須穿著校服，惟請穿著整齊衣服；不可穿睡衣上課。
4. 準備會議 ID 及登入密碼，課堂 5 分鐘前加入會議。（等待老師進入會議）
5. 上課前，必須準備相關書本及基本文具，以便記錄資料。
6. 上課期間，除飲水外，請勿進食。
7. 上課期間，除非得到老師指示，否則不可使用軟件中任何工具；亦不可透過視像與其他學生嬉戲，違規者會受到紀律處分。
8. 老師提問時，只有在老師指定作答學生後，該學生才可開啟咪高峰，回答後請關上咪高峰。
9. 為保障老師及學生私隱，學生嚴禁自行錄影實時教學課堂或截取螢幕。
10. 若科任老師請假，未能到網上課堂授課，校方會請班主任通知學生，屆時學生須在課堂中自修，溫習該科的學習材料，並準時出席下一節的課堂。

元朗公立中學
回校進行網上學習之家長同意書

本人同意敝子弟_____（學生姓名）（班別：_____）（學號：
_____）於_____年_____月_____日回校進行 Zoom 網上實時學習。以下
為電子課堂的資料：

科目：_____

時間：由_____：_____至_____：_____

家長簽署：_____