



Circular No. 20029

30th November, 2020

Dear Parents/Guardians,

Arrangement of Online Classes and Suspension of In-person Classes (for S1-S5 only)

Given the COVID-19 situation, the Education Bureau announced that in-person classes will be suspended from Wednesday 2nd December, 2020 until the beginning of school Christmas holidays. The school will arrange online classes for students during the above period. Details are as follows:

1. Timetables for Online Classes

S1-S3

Online Classes (6-day cycle, 30 min/lesson)	
1 st Lesson	08:15 – 08:45
2 nd Lesson	08:50 – 09:20
3 rd Lesson	09:25 – 09:55
Recess	09:55 – 10:10
4 th Lesson	10:15 – 10:45
5 th Lesson	10:50 – 11:20
Recess	11:20 – 11:35
6 th Lesson	11:40 – 12:10
7 th Lesson	12:15 – 12:45
8 th Lesson	12:50 – 13:20
Form Teacher Period	13:25 – 13:35

S4-S5

Online Classes (6-day cycle, 30 min/lesson)	
Form Teacher Period	07:55 – 08:10
1 st Lesson	08:15 – 08:45
2 nd Lesson	08:50 – 09:20
3 rd Lesson	09:25 – 09:55
Recess	09:55 – 10:10
4 th Lesson	10:15 – 10:45
5 th Lesson	10:50 – 11:20
Recess	11:20 – 11:35
6 th Lesson	11:40 – 12:10
7 th Lesson	12:15 – 12:45
8 th Lesson	12:50 – 13:20

After-school activities and classes will be conducted online as scheduled.

Please note that some supplementary lessons and events are scheduled after 15:10. Students should refer to the school calendar and the class timetable for details. In case of cancellation or revision, the school will inform parents and students in due course.

2. Hardware and Software

The online classes will be conducted through Microsoft Teams. Students should install Microsoft Teams and Microsoft Outlook on the devices they use the most. They should stay signed in to the Microsoft school account on these devices and turn on notifications so that they can get the updated information promptly.

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Parents should ensure students are equipped with the appropriate devices for online learning. Devices with a bigger screen should be used e.g. a tablet or a personal computer **with a microphone and a webcam**. Also, there should be a stable internet connection e.g. broadband or WiFi. In case of financial difficulties, parents and students can contact the General Office (Mrs. Leung) or our school social workers for assistance.

3. *Class Procedures and Routines*

The general principles for the policies and procedures of online classes are no different from those of classroom lessons. Students are expected to be well-behaved, attentive and engaged during online lessons. Students should turn on their webcams during lessons but they can hide the background.

For better communication between teachers and students, students should update their Microsoft school account pictures with a passport/ID photo (in school uniform).

Attendance will be taken during the first five minutes of each lesson including the Form Teacher Period. Students should fill in the Attendance Form (Microsoft Form) by entering their class, class number and name e.g. 1A01 Chan Tai Man. Students should be punctual for roll call or they will be considered absent.

If a student is sick and unable to attend the online lessons, his parent should either call the General Office between 7:30 am and 8:00 am or send an email with the following details to absence@csklsc.edu.hk by 8:00 am : Class, Class Number, Student Name, Date of Absence, Reason, Parent's Name and Contact Number. Please put down "Leave Application" as the email subject line.

Teachers will give assignments to students during online lessons. Students should submit their assignments through Microsoft Teams by 8:15 am on the due date. Students who frequently fail to finish their assignments will be punished. Parents and students should refer to the Homework Scheme for details.

The attendance rate and the completion rate of assignments will be counted as part of the academic performance. A good attendance rate and a good completion rate of assignments are conditions for a student's promotion to next class level.

Students should respect privacy and copyright. They are not permitted to videotape, record audio or take photo of online classes. Presentations and learning materials posted on Microsoft Teams are for internal use only. Students are not permitted to share these materials with any non-school members or they will be disciplined.

If a teacher is sick or on leave, he/she will inform students of the cancellation of lessons and the arrangement of make-up lessons if any.

Students should study the Instructions to Students (Online Classes) (Appendix 1) and Microsoft Teams Expectations (Appendix 2) attached.

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4. Online Enquiry for Checking Attendance Records of Online Classes and Assignment Records

The school has set up an enquiry system for parents/guardians to check the attendance records (online classes) and assignment records of students. Parents/guardians can get access to the online enquiry system through the following links:

- (i) Online Enquiry for Attendance Records (Online Classes)

<https://attendance.csklsc.edu.hk>



- (ii) Online Enquiry for Assignment Records

<https://assignment.csklsc.edu.hk>



To start an enquiry, parents/guardians should enter the following information and click 'Submit' on the enquiry homepage.

- Student Registration Number e.g. 20131001
- Student's Surname e.g. Chan
- CAPTCHA code

For privacy reasons, students' names are not fully displayed. We hope parents/guardians find the online enquiry system useful. Please refer to Appendix 3 for the explanatory notes on the records.

For enquiries, please do not hesitate to contact the General Office at 2711 8175.

Yours faithfully,

Lee Ting Leung
Principal



Encl.

1. Instructions to Students (for Online Classes 2020-2021)
2. Microsoft Teams Expectations
3. Explanatory Notes on Records (Online Enquiry)



敬啟者：

網上課堂安排和暫停面授課堂(中一至中五級)

因應新型冠狀病毒病疫情，教育局宣布學校將於 2020 年 12 月 2 日(星期三)暫停面授課堂，直至學校的聖誕假期開始。學校將於上述期間安排網上課堂。詳情如下：

1. 網上課堂時間表

中一至中三

網上課堂(六天循環制;每節 30 分鐘)	
第一節	08:15 – 08:45
第二節	08:50 – 09:20
第三節	09:25 – 09:55
小息	09:55 – 10:10
第四節	10:15 – 10:45
第五節	10:50 – 11:20
小息	11:20 – 11:35
第六節	11:40 – 12:10
第七節	12:15 – 12:45
第八節	12:50 – 13:20
班主任節	13:25 – 13:35

中四至中五

網上課堂(六天循環制;每節 30 分鐘)	
班主任節	07:55 – 08:10
第一節	08:15 – 08:45
第二節	08:50 – 09:20
第三節	09:25 – 09:55
小息	09:55 – 10:10
第四節	10:15 – 10:45
第五節	10:50 – 11:20
小息	11:20 – 11:35
第六節	11:40 – 12:10
第七節	12:15 – 12:45
第八節	12:50 – 13:20

已編排的課後活動及課堂將以網上形式進行

家長和學生須注意部分課堂及活動編排於 15:10 後進行，詳情見校曆表及時間表。如學校取消或修訂課堂及活動安排，將另函通告。

2. 硬件及軟件

網上課堂將以微軟應用程式 Microsoft Teams 進行。學生應在最常使用的流動裝置上安裝 Microsoft Teams 及 Microsoft Outlook，保持登入微軟學校戶口，並開啟訊息提示功能，以便取得最新資訊。

家長應檢視學生的電腦設備是否適合網上學習。學生應使用配備較大螢幕的電腦裝置，例如平板電腦、個人電腦(附有麥克風及視像鏡頭)及穩定上網設施，例如寬頻或 WiFi。如有經濟困難，家長和學生可聯絡校務處(梁太)或學校社工，學校將為有需要學生安排支援。

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3. 課堂常規

有關網上課堂政策和程序的原則與學校課堂並無不同。學生應守規專心上課和積極參與課堂。學生須於上課時開啟視像鏡頭，但可把背景隱藏。

為讓學生與老師及其他同學聯絡和溝通，學生須把微軟學校戶口的相片更新為學生證件相(須穿著校服)。

每一節網上課堂(包括班主任節)開始時首五分鐘老師將進行點名，學生須於網上點名紀錄(Microsoft Form)上輸入班別、班號及姓名(例如 1A01 Chan Tai Man)。學生如未能準時點名，該節當作缺席論。

如學生因病未能上課，家長請於上午 7:30 至上午 8:00 致電通知校務處。家長亦可於上午 8:00 前電郵學校告假(電郵地址: absence@csklsc.edu.hk)。如以電郵告假，須清楚寫上學生姓名、班別、班號、病假日期、原因、家長姓名及聯絡電話，並於電郵標題寫上「學生告假申請」。

老師將於上課時發放功課，鞏固課堂所學。學生應於到期日上午 8:15 前透過 Microsoft Teams 遞交功課。屢次欠交功課的學生將受處分。家長和學生應參閱功課計劃的安排。

學生的課堂出席率和習作完成進度將計算入學業成績表現，而良好的課堂出席率和良好的習作紀錄是學生升留班決定的因素。

學生應尊重私隱和版權。學生不可錄音，錄影或拍攝網上課堂。老師存放於 Microsoft Teams 的授課片段或教材，只限校內使用，供學生溫習。未經批准學生不許把有關資料傳送予校外人士，違規學生將受處分。

如老師因病或因其他職責而未能上課，老師將會通知受影響學生取消課堂，並按需要安排補堂。

隨函附上網上課堂學生須知(附件一)及學生應有表現(附件二, 只有英文版)乙份。學生應細閱有關資料。

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4. 課業紀錄和網上課堂出席紀錄查詢系統

學校設立網上查詢系統，讓家長檢視學生的課業紀錄和網上課堂出席紀錄，了解學生的學習進度。家長可透過以下連結進行網上查詢。

(i) 查詢網上課堂出席紀錄

<https://attendance.csklsc.edu.hk>



(ii) 查詢課業紀錄

<https://assignment.csklsc.edu.hk>



請於查詢網頁輸入以下資料，並按遞交“Submit”送出資料。

- 學生註冊編號，例如 20131001
- 學生英文姓氏，例如 Chan
- 驗證碼 CAPTCHA code (顯示於網頁)

保障私隱，查詢系統不會顯示學生全名。有關查詢系統紀錄註解，請參閱附件三。

如有任何疑問，歡迎致電校務處查詢（電話 2711 8175）。

此致
各家長

陳瑞祺(喇沙)書院校長
李丁亮 啟

2020 年 11 月 30 日

附件：

1. 2020-2021 網上課堂學生須知
2. Microsoft Teams Expectation (只有英文版)
3. 查詢系統紀錄註解



Instructions to Students (for Online Classes 2020-2021)

Updated on 25.08.2020

Preparation for online classes:

- Identify a place at home that is suitable for study where you can work with minimal distractions
 - Equip yourself with
 - a large-screen device e.g. a tablet or a personal computer with a microphone and a webcam
 - a stable internet connection e.g. join meetings (classes) in a place at home where WiFi signal is strong
- A set of earphones/headphones with a built-in microphone is recommended for better sound quality and reducing echo.
- Download and install Microsoft Teams on your device/ computer. Avoid using online version.
 - Familiarise yourself with the functions of Microsoft Teams

Joining classes:

- Get your books/notes and stationery
- Sign in and join meetings (classes) five minutes before they start
Fill in the Attendance Form (Microsoft Form) posted by the teacher. Enter your class, class number and name e.g. 1A01 Chan Tai Man
Attendance will be taken during the first five minutes of each lesson including Form Teacher Period. Be punctual for roll call or you will be considered absent.
- Turn on your webcam but you can hide the background
- Mute your microphone when the teacher is doing his/her presentation. Select “Raise your hand” in the meeting controls if you want to ask any questions. Wait your turn, after getting permission from the teacher, unmute your microphone, speak to/ share your work with others
- Be well-behaved, attentive and engaged
- Respect privacy and copyright. Never videotape, record audio or take photo of the meetings

After classes:

- Relax and refresh during the break between lessons
- Revise the presentations and learning materials posted on Microsoft Teams if necessary
- Complete assignments on time
- Contact your teachers and get support from them if you have any difficulties

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Important Notes:

- Students should install Microsoft Teams and Microsoft Outlook on the devices they use the most. They should stay sign in to the Microsoft school account on these devices and turn on notifications so that they can get the updated information promptly.
- Students should update their Microsoft school account pictures with a passport/ID photo (in school uniform). The General Office and form teachers will download students' photos for school affairs.
- If a student is sick and unable to attend the online lessons, his parent should either call the General Office between 7:30 am and 8:00 am or send an email with the following details to absence@csklsc.edu.hk by 8:00 am : Class, Class Number, Student Name, Date of Absence, Reason, Parent's Name and Contact Number. Please put down "Leave Application" as the email subject line.
- Attendance will be taken during the first five minutes of each lesson including the Form Teacher Period. Students should fill in the Attendance Form by entering their class, class number and name e.g. 1A01 Chan Tai Man. Students should be punctual for roll call or they will be considered absent.
- Teachers will give assignments to students during online lessons. Students should submit their assignments through Microsoft Teams by 8:15 am on the due date. Students who frequently fail to finish their assignments will be punished. Parents and students should refer to the Homework Scheme for details.
- The attendance rate and the completion rate of assignments will be counted as part of the academic performance. A good attendance rate and a good completion rate of assignments are conditions for a student's promotion to next class level.
- Students should respect privacy and copyright. They are not permitted to videotape, record audio or take photo of online classes. Presentations and learning materials posted on Microsoft Teams are for internal use only. Students are not permitted to share these materials with any non-school members or they will be disciplined.
- If a teacher is sick or on leave, he/she will inform students of the cancellation of lessons and the arrangement of make-up lessons if any.



2020-2021 網上課堂學生須知

更新日期 25.08.2020

課前

- 安排家中一個合適的位置上課，避免分心。
- 預備上網設施包括：
 - － 配備較大螢幕的電腦裝置，例如平板電腦、個人電腦(附有麥克風及視像鏡頭)
 - － 穩定上網設施，例如寬頻或 WiFi建議使用附有麥克風的耳機，有較佳聆聽效果，減少回音。
- 下載及在裝置安裝 Microsoft Teams 應用程式，避免使用網上版本。
- 熟習 Microsoft Teams 各功能

上課

- 在檯上放置教科書、筆記、紙張、文具及其他學習材料。
- 課堂前五分鐘登入會議(課堂)，並填妥及遞交點名表(Microsoft Form)。以英文填妥班別、班號及姓名，例如 1A01 Chan Tai Man。
每一節網上課堂(包括班主任節)開始時首五分鐘老師將進行點名。如未能準時點名，該節當作缺席論。
- 開啟視像鏡頭，但可把背景隱藏
- 課堂進行前及期間，請將麥克風設為「靜音」，以免影響老師講學。學生應有序地及有禮地進行對話，如要發言應該：
 - － 按「招手」按鈕
 - － 獲老師准許 → 解除「靜音」說出自己姓名
 - － 學生可發言/分享其電腦的檔案
- 應遵守課堂常規上課，注意言行，認真學習。
- 尊重私隱和版權，切勿進行拍照、錄音或錄影。

課後

- 小息時，保持身心鬆弛。
- 溫習老師上載的教學簡報及習作。
- 準時完成課業
- 遇有疑難，與班主任或科任老師聯絡，尋求協助。

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重要事項

- 網上課堂將以微軟應用程式 Microsoft Teams 進行。學生應在最常使用的流動裝置上安裝 Microsoft Teams 及 Microsoft Outlook，保持登入微軟學校戶口，並開啟訊息提示功能，以便取得最新資訊。
- 學生須把微軟學校戶口的相片更新為學生證件相(須穿著校服)。校務處和班主任將下載學生微軟學校戶口的相片作校務用途。
- 如學生因病未能上課，家長請於上午 7:30 至上午 8:00 致電通知校務處。家長亦可於上午 8:00 前電郵學校告假(電郵地址: absence@csklsc.edu.hk)。如以電郵告假，須清楚寫上學生姓名、班別、班號、病假日期、原因、家長姓名及聯絡電話，並於電郵標題寫上「學生告假申請」。
- 每一節網上課堂(包括班主任節)開始時首五分鐘老師將進行點名，學生須於網上點名紀錄(Microsoft Form)上輸入班別、班號及姓名(例如 1A01 Chan Tai Man)。學生如未能準時點名，該節當作缺席論。
- 老師將於上課時發放功課，鞏固課堂所學。學生應於到期日上午 8:15 前透過 Microsoft Teams 遞交功課。屢次欠交功課的學生將受處分。家長和學生應參閱功課計劃的處分安排。
- 學生的課堂出席率和習作完成進度將計算入學業成績表現，而良好的課堂出席率和良好的習作紀錄是學生升留班決定的因素。
- 學生應尊重私隱和版權。學生不可錄音，錄影或拍攝網上課堂。老師存放於 Microsoft Teams 的授課片段或教材，只限校內使用，供學生溫習。未經批准學生不許把有關資料傳送予校外人士，違規學生將受處分。
- 如老師因病或因其他職責而未能上課，老師將會通知受影響學生取消課堂，並按需要安排補堂。



MICROSOFT TEAMS EXPECTATIONS



BE ON TIME

Wake up early



Log on 5 minutes before class starts

BE IN A QUIET PLACE

Find a quiet place

Check your surroundings,
Use a table or desk



BE PREPARED

Computer is charged
Camera is on
Use headphones
Get textbooks



PRESENTATION

Wear appropriate clothing
Be in camera view



MUTE YOURSELF

Mute yourself when your teacher or another student is talking or if there is background noise



PARTICIPATION

Be focused
Be attentive
Be an active participant



CHAT RESPONSIBLY

Raise your hand to speak
Type your question in the chat box



COMMUNICATION

Speak clearly
Don't dominate the conversation
Stay on topic (no side conversation)



BE RESPECTFUL

R-E-S-P-E-C-T
Be kind
Be considerate



BE READY TO TAKE NOTES

Take notes regarding instructions
Make sure you understand the assignments



KEEP UP WITH ASSIGNMENTS

Work on class assignments every day
Don't let work pile up



REVIEW NOTES & RECORDINGS

Review what was done in class
Prepare questions for your teacher



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Explanatory Notes on Records 查詢系統紀錄註解

1. Attendance Records of Online Classes 網上課堂出席紀錄

FTP	Form Teacher Period	班主任節
L1	1 st Lesson	第一節
L2	2 nd Lesson	第二節
L3	3 rd Lesson	第三節
L4	4 th Lesson	第四節
L5	5 th Lesson	第五節
L6	6 th Lesson	第六節
L7	7 th Lesson	第七節
L8	8 th Lesson	第八節
L9	After-school classes/tutorials	課後課堂/補課
Lu	Reading Lesson (for S1 only)	英文閱讀課(中一級適用)

2. Assignment Records 課業紀錄

Late No.	How many times a student failed to submit assignments	累計欠交次數
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