

陳瑞祺(喇沙)書院  
九龍何文田常和街四號  
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CHAN SUI KI (LA SALLE) COLLEGE  
4 SHEUNG WO STREET, HOMANTIN,  
KOWLOON, HONG KONG.  
TEL : 27118175  
FAX : 27621550

Circular No.: 19073

30<sup>th</sup> March, 2020

Dear Parents/ Guardians,

### **Ninth Batch of Learning Tasks and Arrangement of Online Lessons**

Attached please find the ninth batch of learning tasks for students during the deferral period of resumption of classes. Please advise your son/ward to follow the instructions and complete the learning tasks as scheduled. You can view and monitor the learning progress of your son/ward by checking the information in Microsoft Teams through his Microsoft school account (Office 365).

The learning tasks are also sent to all students through Microsoft Outlook and Microsoft Teams. Students should sign in their Microsoft school account (Office 365) to check the details and complete the tasks as instructed. Students are encouraged to contact their teachers through Microsoft Outlook and Microsoft Teams if they have any difficulties in studies during the class suspension period.

The school will send records of learning tasks and assignments that were not completed *as at 6<sup>th</sup> March 2020* to students through Microsoft Outlook by Wednesday 1<sup>st</sup> April, 2020. Your son may have completed the tasks after the deadline. Otherwise, please advise your son to complete the learning tasks and assignments. Form teachers and assistant form teachers are going to contact their students this week to give them support. Please note that teachers may hide their caller IDs when contacting their students.

The Education Bureau announced that classes of all schools which are originally scheduled for resuming in phases on 20<sup>th</sup> April, 2020 need to be further suspended, until further notice. The school is going to enhance the arrangement of online lessons starting from 20<sup>th</sup> April, 2020 onwards. S1 to S3 classes will have their online lessons between 9:00 am and 12:15 pm from Monday to Friday. S4 and S5 classes will have their online lessons between 1:00 pm and 4:15 pm from Monday to Friday. Teachers will take attendance at the beginning of each lesson. Timetables and instructions will be given to students in due course. Please remind your son/ward to reserve the time for online lessons.

To facilitate online learning, students should be equipped with a mobile device or a personal computer with a microphone (preferably with a camera) and a stable internet connection. If a student whose family is in financial difficulty, he can contact the school secretary Mrs. Leung or the school social workers for assistance.

For enquiries, please do not hesitate to contact the General Office at 27118175.

Yours faithfully,

Lee Ting Leung  
Principal



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敬啟者：

### 第九批延遲復課期間習作及網上課堂安排

隨函附上第九批延遲復課期間的學生習作。請閣下督促貴子弟依時完成有關習作。閣下可透過貴子弟的微軟學校戶口(Office 365)查看 Microsoft Teams 資料以檢視其學習進度。

有關習作亦已透過微軟應用程式 Microsoft Outlook 及 Microsoft Teams 電郵給學生。學生須登入微軟學校戶口(Office 365)查閱有關資料和指示，完成習作。停課期間就學習上遇到的問題和困難，學校鼓勵學生以微軟應用程式與科任老師聯絡。

學校將於二〇二〇年四月一日或之前把欠交習作紀錄(截至三月六日止)透過微軟應用程式 Microsoft Outlook 電郵給學生。貴子弟可能已補交有關習作，否則請勸勉貴子弟盡力完成有關習作。班主任及副班主任將於本星期聯絡學生了解他們的近況和提供支援。班主任及副班主任致電學生時可能不方便顯示來電號碼。

教育局宣佈原定於二〇二〇年四月二十日分階段復課的安排將再延後至另行通告。學校將加強網上課堂學習。由二〇二〇年四月二十日起，中一至中三各班網上課堂將於星期一至星期五早上九時至下午十二時十五分進行。中四及中五各班網上課堂將於星期一至星期五下午一時至下午四時十五分進行。網上課堂時間表和指引將另函通知。老師將於每一課節進行點名，學生應預留以上時段上課。

進行網上學習，學生需使用流動電話/平板或配有麥克風的個人電腦(配有鏡頭更佳)和穩定的網絡連結。如因家庭經濟困難缺乏裝備，學生可與校務處梁太或學校社工聯絡。

如有疑問，歡迎致電校務處 2711 8175 查詢。

此致  
各家長

陳瑞祺(喇沙)書院校長  
李丁亮 啟

二〇二〇年三月三十日