

陳瑞祺(喇沙)書院  
九龍何文田常和街四號  
電話：二七一—八一七五  
傳真：二七六二—一五五零



CHAN SUI KI (LA SALLE) COLLEGE  
4 SHEUNG WO STREET, HOMANTIN,  
KOWLOON, HONG KONG.  
TEL : 27118175  
FAX : 27621550

Circular No. 21029

20<sup>th</sup> January, 2022

Dear Parents/Guardians,

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

Given the COVID-19 situation, the Education Bureau has announced that in-person classes will be suspended from Monday 24<sup>th</sup> January, 2022 until the end of Chinese New Year holidays. The school will arrange online classes for students during the above period. Details are as follows:

#### *1. Timetable for Online Classes*

S1-S5

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

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

#### *2. Arrangement of Singing Contest*

The Singing Contest will be conducted online on 26<sup>th</sup> January, 2022 from 8:30 am to 10:00 am. The day will begin with a 10-minute Form Teacher Period. S1-S5 students should attend the contest through Microsoft Teams. Attendance will be taken during the first five minutes of the Form Teacher Period. Students should be punctual for roll call or they will be considered absent.

#### *3. 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.

陳瑞祺(喇沙)書院  
九龍何文田常和街四號  
電話：二七一一八一七五  
傳真：二七六二一五五零



CHAN SUI KI (LA SALLE) COLLEGE  
4 SHEUNG WO STREET, HOMANTIN,  
KOWLOON, HONG KONG.  
TEL : 27118175  
FAX : 27621550

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.

#### 4. *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](mailto: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 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.

陳瑞祺(喇沙)書院  
九龍何文田常和街四號  
電話：二七一—八一七五  
傳真：二七六二—一五五零



CHAN SUI KI (LA SALLE) COLLEGE  
4 SHEUNG WO STREET, HOMANTIN,  
KOWLOON, HONG KONG.  
TEL : 27118175  
FAX : 27621550

### 5. 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 (Online Classes)
2. Microsoft Teams Expectations
3. Explanatory Notes on Records (Online Enquiry)

陳瑞祺(喇沙)書院  
九龍何文田常和街四號  
電話：二七一—八一七五  
傳真：二七六二—一五五零



CHAN SUI KI (LA SALLE) COLLEGE  
4 SHEUNG WO STREET, HOMANTIN,  
KOWLOON, HONG KONG.  
TEL : 27118175  
FAX : 27621550

21029

敬啟者：

### 暫停面授課堂和網上課堂安排(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 2022 年 1 月 24 日(星期一)暫停面授課堂，直至學校的農曆新年假期完結。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

#### 2. 歌唱比賽

2022 年 1 月 26 日舉行的歌唱比賽將於上午 8 時 30 分至 10 時以網上形式進行，當中首 10 分鐘為班主任節。中一至中五學生須透過 Microsoft Teams 參與，學生須準時出席，並於班主任節首 5 分鐘內點名，否則將當作缺席論。

#### 3. 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。

陳瑞祺(喇沙)書院  
九龍何文田常和街四號  
電話：二七一八一七五  
傳真：二七六二一五五零



CHAN SUI KI (LA SALLE) COLLEGE  
4 SHEUNG WO STREET, HOMANTIN,  
KOWLOON, HONG KONG.  
TEL : 27118175  
FAX : 27621550

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。

#### 4. 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](mailto: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。

陳瑞祺(喇沙)書院  
九龍何文田常和街四號  
電話：二七一—八一七五  
傳真：二七六二—一五五零



CHAN SUI KI (LA SALLE) COLLEGE  
4 SHEUNG WO STREET, HOMANTIN,  
KOWLOON, HONG KONG.  
TEL : 27118175  
FAX : 27621550

## 5. 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

2022 年 1 月 20 日

附件：

1. 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