



Sir Ellis Kadoorie (S) Primary School

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14th July, 2020

Circular 54 /2019-2020

To parents / guardians,

Arrangement for End-of-Term Matters for P.1 – P.6 Students

Since the Education Bureau (EDB) made announcement on 10th July, 2020 that all schools have advanced summer holidays starting from 13th July, 2020, our school has made the following arrangement concerning the end-of-term matters. The details are as follows:

A) Meetings with Class Teachers through TEAMS

1. On 17/7/2020 (Friday), P.1 – P.6 Class Teachers will have meetings with their students through TEAMS on MS365 platform. Students should log in their MS365 account according to the following timetable:

Time	Level
8:30 a.m. – 9:00 a.m.	P.1
9:15 a.m. – 9:45 a.m.	P.2
10:00 a.m. – 10:30 a.m.	P.3
10:45 a.m. – 11:15 a.m.	P.4
11:30 a.m. – 12:00 noon	P.5
12:15 p.m. – 12:45 p.m.	P.6

2. P.1 - P.2 students should select respective class groups on Class SharePoint to access TEAMS to join the meeting.
3. P.3 – P.6 students should log in **MS 365 platform**. A user guide on using TEAMS has been uploaded onto the school website. Students should select the respective class on TEAMS to join the meeting.
4. If you have any enquiry of the log in procedures, please contact the school office at 25773489 during school hours.

B) Summer Holiday Homework

1. From 20/7/2020 (Monday) to 14/8/2020 (Friday), a list of recommended Chinese and English books through eRead Scheme of HKEdCity will be uploaded to the school web. P.1 – P.5 students should read the books recommended as holiday homework at home.
2. Students should complete 'Sports Diary' and 'My Joyful Reading' and hand in to the class teacher in September, 2020. A copy of these two holiday homework will be distributed to students on 22/7/2020.

C) Collection of Students' Learning Materials and Refund by Parent

1. On 22/7/2020 (Wednesday), P.1 –P.6 parents should come to school to collect the Learning materials for their child. Parents should go to the classroom of their child and teachers will assist parents for the collection in the classroom.
2. For those parents who have not collected their refund on school activities or lunch refund, they should also collect the cheque or cash refund in the school hall.
3. To ensure social distancing among parents, parents are strongly advised to follow the time slot assigned as below:

Time	8:30 a.m. – 9:30 a.m.	9:30 a.m. – 10:30 a.m.	10:30 a.m. – 11:30 a.m.	11:30 a.m. – 12:30 p.m.
Class Number of Each Class	1 - 6	7 - 12	13 - 19	20 - 29

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Our Vision: Develop fully pupils' potentials
Equip them with life-long learning skills
Help them integrate into local community
Develop a global outlook

Our Mission: It is our mission to provide a positive learning environment that enhances each child's opportunity to learn and to develop through educational programme which recognizes the need for growth in moral, intellectual, physical, social and athletic skills, knowledge and attitude.



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D) Selling of Textbooks for 2020-2021

1. Notice 122 (for students of Local Chinese Curriculum) and Notice 123 (for students of School-based Chinese Curriculum) concerning the selling of textbook 2020-2021 will be issued on 22/7/2020. Booklist of the new school year will also be distributed to parents together with the notice.
2. The Selling of Textbooks in 2020-2021 will be conducted on 2/9/2020 (Wednesday). Parents who want to buy textbooks at school should bring the money and the reply slip to the class teachers on this day.

E) Strengthen preventive measures and follow health advice by the Centre for Health Protection

1. Parents should avoid letting their children go to crowded places.
2. Wear a surgical mask when taking public transport or staying in crowded places. It is important to wear a mask properly, including hand hygiene before wearing and after removing a mask. Wash hands with liquid soap and water, especially before touching the mouth, nose or eyes, after touching public installation or when hands are contaminated by respiratory secretion after coughing and sneezing.
3. If any children are confirmed to be infected by the Novel Coronavirus or have had “intimate physical contact” with suspected/confirmed person infected by the Novel Coronavirus, parents should report to the school as soon as possible so that the school can take appropriate measure and report the case to the Central Notification Office of the Centre for Health Protection (CHP) immediately.
4. To prevent from the Novel Coronavirus effectively, please always pay attention to the CHP website <http://www.chp.gov.hk> and the EDB website <http://www.edb.gov.hk>.

Thank you for your attention.

Ms Chui Sau-man
Headmistress

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