



**PO LEUNG KUK VICWOOD K.T. CHONG
SIXTH FORM COLLEGE**

保良局莊啟程預科書院

12 Willow Street, Tai Kok Tsui, Kowloon.

九龍大角咀柳樹街 12 號

A reminder for S4 students going back to school from 29/9:

1. Students have to arrive at school before 8:15 a.m. each school day and report to their homeroom for attendance taking as soon as possible (see Appendix 1 for the homeroom allocation). Those fail to do so will be regarded as latecomers.
2. You are advised to take the temperature at home and fill in the record sheet daily (The Temperature Record Sheet as shown in Appendix 2 will be issued on the first day of class resumption). If you feel unwell and have symptoms such as fever, you should stay home and take a rest and report to the school immediately. You should only go to school when you have fully recovered.
3. The Declaration Form for Travel History and Health Status of Students will also be distributed to students on the first day of class resumption. Please ask your parent/guardian to complete the declaration form and return it to your mentor the next day.
4. The school is equipped with an infrared thermometer for temperature checking. Teachers and prefects will also be arranged for conducting temperature rechecking at the school entrance if necessary. If a student is found having a fever or feeling unwell after entering the school, he/she will be arranged to stay in a special zone for quarantine and parents will be notified and requested to come to school and bring the concerned student to the doctor. The usual submission of a parent's letter and medical certificate is necessary to complete the application for early leave.
5. Students must put on a surgical mask under all circumstances when they are on the school premises. You should also prepare adequate masks and other sanitizing products such as hand sanitizers for daily use.
6. Students should pay attention to their personal hygiene. Please wash your hands thoroughly with liquid soap or disinfect your hands with sanitizer after entering the school campus in the morning. You are also reminded not to touch your mouth, nose and eyes with your hands.

7. Students should refrain from eating on campus. All drinking fountains and hot water dispensers are disabled. Please prepare your own drinking water and do not share your water bottles with anyone.
8. Students are allowed to wear PE uniform (in long tracksuit pants) to school on the day they have PE lessons.
9. To avoid crowd clustering in a confined space, students are temporarily restricted from taking the elevator in school. Should there be any needs on medical grounds, please inform the school.
10. Each lesson lasts 30 minutes and you are expected to cherish the precious lesson time. Get yourself prepared by having all relevant books and materials ready before the commencement of each lesson.
11. Remain in your seat to take a rest during breaks. Should you want to use the toilet, line up and maintain social distancing as instructed.
12. Students should stay in their seats while eating during breaks. Do refrain from talking or sharing food with others. Violation may lead to penalties.
13. Maintaining a clean and tidy classroom environment is important. The storage cubby of your desk should be emptied every day after school. Rubbish should be put in the classroom bin. Special bins are available for face masks on every level of the school building. Students should dispose of their used masks accordingly.
14. School finishes at 1:25 p.m. and students should go home immediately. Wandering the street and gathering for lunch after school are not advised.
15. Check your email account and school webpage often to track school-related updates on the COVID-19 response and other school issues. Return reply slips of parents' letters and other documents as instructed.
16. You may experience increased stress during this pandemic. Do seek immediate help from our teachers, counsellors and social workers if stress gets in the way.
17. The arrangements above are subject to revision as COVID 19 may return with a vengeance. Students are expected to strictly follow the guidelines and to keep their parents informed of the arrangements.

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中四學生回校上課注意事項（29/9 開始）：

1. 同學須於上午 8 時 15 分前返校，盡快回到 Homeroom 點名，違者將視作遲到（Homeroom 安排見附件 1）。
2. 同學請在家量度體溫，並填寫體溫表（見附件 2，體溫表亦將於復課首天派發）。如有發燒及其他病徵，同學須留在家休息，並盡快向校方報告，直到康復後才可回校上課。
3. 復課當天學校同時會向同學派發「外遊申報表」，請填妥並由家長簽名，於翌日交回相關導師。
4. 學校已配備紅外線溫度計作體溫檢測，亦安排老師及領袖生為有需要同學進行體溫覆檢。如同學於回校後被發現體溫偏高，學校將安排相關同學到特別區域隔離處理，並通知家長盡快到校陪同同學前往求診。事後，請遞交醫生證明及家長信，以完成整個早退手續。
5. 在校園範圍內，必須配帶口罩。同學亦宜帶備後備口罩及其他防疫用品，以應付突發需要。
6. 同學早上返校後宜用消毒搓手液或清水及皂液清潔手部，避免以雙手觸摸口鼻及眼睛。
7. 同學盡量避免在校進食。為免交叉感染，學校水機及熱水機均暫停使用，同學請自備水或飲料，切勿共用水樽。
8. 如上課當日有體育課，同學可穿夏季體育衫及長褲回校。
9. 校內升降機暫時全日不准學生使用，以減少人群在狹窄空間聚集的機會。如同學因健康理由需要使用升降機請主動聯絡校方。
10. 每堂課節為 30 分鐘，同學請珍惜上課時間，上課前宜準備好相關課本及課堂所需物品。

11. 小息時如無必要，同學應留在自己座位稍作休息。若要到洗手間，必須按指示排隊。如洗手間已滿，請保持社交距離在外靜候。
12. 如小息時間需要進食，同學必須坐在自己座位，過程中不可與人交談或分享食物，違者將可能受罰。
13. 請注意課室內的衛生情況，抽屜內不可留有任何物品，並將垃圾放進垃圾桶內。每層樓均設有棄置口罩專用的垃圾桶，同學請依指示妥善使用。
14. 放學時間為下午 1 時 25 分，離校後請盡快回家，避免在街上流連，亦不建議同學相約午膳。
15. 請維持每日定時到學校網頁及電郵戶口察看校方通告的良好習慣，並按老師指示交回家長信或其他文件。
16. 如有情緒健康問題或困擾，請主動聯絡可信賴的老師，或校內輔導人員，包括社工。
17. 疫情或有反彈，上述指引及措施可能會因應疫情而更改，學生應聽從指示，並將資訊通知家長。

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Mentor Place allocation 2020-2021

First Term

Class	Mentor	Mentor place	Remark	Class	Mentor	Mentor place	Remark
4A	CCW*	Rm. 11	Home room of 4A	5A	CSE*	Rm. 36	Home room of 5A
4A	CKY	Rm. G01		5A	LSP	MMLC	
4B	LYM*	Rm. 12	Home room of 4B	5B	TCY	Rm. 35	Home room of 5B
4B	TTW	Rm. G02		5B	KYC*	PHYL	
4C	LCK*	Rm. 13	Home room of 4C	5C	LMC*	Rm. 26	Home room of 5C
4C	LNK	CTV		5C	CWM	LC	
4C	CCI	Hall		5D	WY* [*]	Rm. 25	Home room of 5D
4D	LWI*	Rm. 14	Home room of 4D	5D	CSM	CRB	
4D	SWK	Rm. A42		5E	KSK*	Rm. 24	Home room of 5E
4E	HKM*	Rm. 15	Home room of 4E	5E	SWC	Rm. 22	
4E	CKA	Rm. A31		5F	SMT*	Rm. 23	Home room of 5F
4E	WMW	Rm. A32		5F	CHN	IA	
4F	CLC*	Rm. 16	Home room of 4F				
4F	NSY	AA					
4F	LWS	Tuck Shop					
6A	CCU	Rm. 46	Home room of 6A	6D	LHO	Rm. 43	Home room of 6D
6A	KWF*	CL		6D	CMU*	BIOL	
6B	WHY*	Rm. 45	Home room of 6B	6E	YKW*	Rm. 34	Home room of 6E
6B	LSM	SR		6E	MYH	Rm. 47	
6C	LCI*	Rm. 44	Home room of 6C	6F	WMO*	Rm. 33	Home room of 6F
6C	CKC	LIB		6F	WPS	Rm. 27	

* : Class Co-ordinator

S4 Mentors should have the roll call in the homerooms during the mentor time.

S4 Mentors could also use the mentor places for mentor period when necessary.

S5 and S6 Mentors should have the roll call and conduct their mentor period in the assigned mentor places.

updated: 8/18/2020

