



ST. LOUIS SCHOOL

Circular No. 113 (22-23)

1st November, 2022

Dear Parents/Guardians and Students,

Re: Resumption of Full Day Lessons

- Our school will resume full day lessons starting from Monday, 7th November, 2022 (Day 5) until further notice.
- The lesson timetable is shown below:

Lesson	Time *	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7	Day 8
	0810-0830	Class Teacher Period							
1	0830-0925								
2	0925-1020								
	1020-1040	Recess							
3	1040-1135								
4	1135-1230								
	1230-1330	Lunch							
	1330-1340	Preparation for lesson							
5	1340-1435								
6	1435-1530								
7	1530-1625	Mon: PET for S1A & S1B; Wed: PET for S1C & S1D							

* Each lesson lasts 55 minutes for full-day schooling

- In normal circumstances, on school days, students should make sure they attend school punctually.

Before class	After lunch	After school
At or before 0805	At or before 1330	At or after 1530

- If a morning assembly is held in classrooms, students should arrive at their classrooms at or before 0810.
- If a morning assembly is held at the football pitch, students should queue up at the football pitch at or before 0805.
- Teachers and students should tap their own cards before class, after lunch and after school.
- Without teachers' permission, students should not use mobile phones **INCLUDING LUNCH BREAK** in the school premises.

8. The staircase entrance at Whitty Street will only open from 0715 to 0800 on every school day. Teachers and students should use the main gate of the East Block to enter or leave school.
9. S1 to S5 students cannot stay in classrooms and linger along the corridors during recess. S6 students are exempted.
10. Arrangements of the lunch break for students:
 - (a) Students may go out for lunch. They should show up at school at or before 1330.
 - (b) Students may buy lunch boxes at the tuck shop.
 - (c) Students should not stay in classrooms.
 - (d) At 1230, class monitors should lock the classroom doors and return the classroom keys to the General School Office.
 - (e) At 1320, class monitors should collect the classroom keys at the General School Office and open the classroom doors.
11. At or before 1340, students should attend lessons at the designated venues. Subject teachers of the 5th period should use the eClass system to do the roll call for students.
12. Without teachers' consent, students should not stay at school at or after 1700.
13. Before January, 2023, Monday and Thursday assemblies will be held in classrooms using live broadcasts.
14. Starting from January, 2023, unless otherwise specified, Monday and Thursday assemblies will be held at the football pitch.
15. If an assembly is held at the football pitch, subject teachers of the 1st period should lead their students back to the classrooms when an assembly ends. Roll call should be done by the subject teacher of the 1st period through the eClass system.
16. If an assembly is held in the classrooms, class teachers should follow the current practice.
17. Students who take leave of absence from any normal school day or school activity day due to either sickness or any other reasons should comply with the requirements stipulated in the Student Handbook.
18. When face-to-face lessons are not permitted on a school day, rules set for online lessons in Circular No. 002 should be observed **using the full-day timetable**.
19. Should there be enquiries, please contact our General School Office on 25460117.

Thank you for your attention.

Dr. Yick Ho Kuen
The Principal