



ST. LOUIS SCHOOL

Circular No. 246 (22-23)

6th April, 2023

Dear Parents/Guardians, Teachers, Staff and Students,

Re: Arrangements of Schooling after the Easter Break

1. 17th – 20th and 28th April, 2023

- (a) Teachers and students attend lessons following the winter timetable.
- (b) PET lessons for S1 students will be conducted on 17th and 19th April, 2023 as scheduled.
- (c) No PET lessons for S1 students after 23rd April, 2023.

2. 21st – 27th April, 2023

- (a) Classrooms and hall will be reserved as examination centres for the 4 core subjects of the 2023 HKDSE (hereafter ‘public exams’).
- (b) Half-day online lessons will be adopted. Teachers and students should follow the arrangements stated in Circular No. 002 (22-23) (see the Appendix).
- (c) Timetable for online lessons:

Class Teacher Period	08:10 - 08:25
1 st lesson	08:25 - 09:05
2 nd lesson	09:05 - 09:45
3 rd lesson	09:45 - 10:25
Recess	10:25 - 10:45
4 th lesson	10:45 - 11:25
5 th lesson	11:25 - 12:05
6 th lesson	12:05 - 12:45

- (d) Under normal circumstances, students should attend online lessons at home. Students who have difficulties to attend online lessons at home should prepare and submit parents’ letters via the General School Office to the Principal on or before 20th April, 2023. When their applications are being approved, they should use the wooden door at Block B to enter and leave the school. Tap their student ID cards when entering and leaving the school.
- (e) Teachers will be invited to invigilate in the public exams and may not be able to attend some lessons. In case of teacher’s absence, students concerned will be notified by the teacher through the Google Classroom in advance. Students need not attend the affected lessons.
- (f) Students should prior consult their subject teachers for the proper ways to submit assignments through online channels.
- (g) Students should use the afternoon to complete assignments and revise what they have learned.
- (h) Teachers may organize face-to-face or online learning activities to students in the afternoon. Parents/Guardians and students concerned will be notified individually.

3. On or after 2nd May, 2023

The summer timetable will be adopted. Teachers and students should follow the arrangements stated in Circular No. 238 (22-23).

4. To reserve rooms for the public exams, S3 students should attend lessons at the rooms shown below on 20th April, 2023 and 28th April, 2023 – 11th May, 2023:

3A → 6A C/R (C401);

3C → 6C C/R (B307);

3B → 6B C/R (C402);

3D → 6D C/R (B308);

B305 → B309/C403 (Details to be announced by individual subject teachers)

Students should remove their belongings from their home classrooms on or before 19th April, 2023.

5. Students should submit all assignments to teachers on time. If assignments are submitted late, students will face the risk of a mark penalty or penalties.
6. Students with unsatisfactory annual academic results will be asked to repeat at the same level in the next school year subject to the number of places available at a particular level.
7. The school arrangements may subject to change following the latest announcements made by the government or Education Bureau. You are kindly requested to check the latest updates through eClass email, school web page, school IG page, school Facebook page, eClass App and Google Classrooms on a daily basis.
8. Should there be enquiries, please contact the General School Office on 2546 0117.

Thank you for your attention.

Dr. Yick Ho Kuen
Principal



ST. LOUIS SCHOOL

Circular No. 002 (22-23)

24th August, 2022

Dear Parents/Guardians, Teachers and Students,

Re: Rules of ONLINE Classes (2022-2023)

For any class which could not have lessons at school on a school day, online lessons will be conducted on that day. The details are as follows:

1. Subject teachers will use Google Meet or Zoom for real-time online video learning guidance or teaching according to the lesson timetable. **Real-time online lessons are regarded as regular classes arranged by school.**
2. All students should follow the lesson timetable to attend every real-time online lesson as scheduled. Before each real-time online lesson, students can enter online chat room by following the URL posted in the notice board in Google Classroom to meet the subject teachers.
3. Students attending online lessons should be in proper dress code. It is recommended that a virtual background is used also.
4. In case network connection problems or any other technical problems are encountered during online lessons, please check for announcements on the school website (<http://www.stlouis.edu.hk>) or the school Facebook page (St. Louis School).
5. All students should enter the online chat room of the “Class Affairs” at or before 8:10 a.m. to attend the “morning prayer session” and listen to the announcement(s).
6. The first 5 minutes of each online lesson is for registration, each student should be in the waiting room until he is admitted.
7. Secondary Five and Six students who have been approved by the school to withdraw from a subject do not need to attend the relevant real-time online lessons.
8. The definition of students attending a real-time online lesson is to log in to their online chat room using their real full name as the display name or show their appearance in front of the camera.
9. Teachers will take roll call at the beginning of each real-time online lesson. When the real-time online lesson is about to end, the teacher is asked to check the names of the absentees again to confirm whether they are present. Students who respond to the second roll call will still be regarded as present. The staff of the General School Office will notify parents/guardians of the absentees via eClass App. If parents/guardians have objections to the attendance record, they can submit a letter (parent/guardian signature required) by email (leave@stlouis.edu.hk) or in-person to the school to apply to the Principal for an amendment to the attendance record.
10.
 - (a) Students who are recorded as absent for two to three lessons on the same online real-time lesson day will be regarded as absent for half a day.
 - (b) Students who are recorded as absent for four to six lessons on the same online real-time lesson day will be regarded as absent for a whole day.
 - (c) The records of (a) and (b) above will be shown on the student's report card.

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- (d) Students who are absent for a whole day **without the Principal's approval** will be given a light demerit (please refer to the procedures in point 11). In terms of calculation, if a student is absent for two half days without a reason, it will not be regarded as a light demerit for a full day of absence without reason.
 - (e) Those who are absent with reasonable grounds will not be recorded as a light demerit.
 - (f) The number of light demerits given will not be converted into minor or major demerits.
 - (g) Students who are absent for single lessons frequently may still face disciplinary sanctions.
11. If students take leave of absence from any school day or activity day due to proper reasons (e.g. sickness), their parents/guardians should make a phone call to the General School Office (Tel: 25460117) as soon as possible. Parents/guardians should draft a signed letter to the General School Office by mail or e-mail (leave@stlouis.edu.hk) within 2 school days. In case of student taking leave of absence for more than 1 day or taking leave of absence on an activity day, a medical certificate must be attached. Students who fail to complete the application of leave of absence may be considered as skipping lessons or playing truant and may face disciplinary sanctions.
12. Students should submit the assignments promptly in Google Classroom. All assignments issued are part of the continuous assessment. Failure of submit any assignment on time may risk getting a zero mark.
13. The above arrangements will be fine-tuned following with the latest announcement of the Education Bureau. The school will notify parents/guardians through the eClass App about the arrangements. Parents/Guardians should always pay attention to the announcement of eClass App.

Thank you for your attention.

Administrative Affairs Team
for Principal
