



路德會西門英才中學

Gertrude Simon Lutheran College

新界元朗公園北路壹號

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Ref: GO-2021-044

敬啟者：

本校網課已進行了一段時間，檢視網課成效，為使同學在停課期間更有效地持續學習，積極投入課堂，師生通過視像，更能促進互動交流。經與家長教師會商議後，如教育局宣布聖誕假期後仍須繼續進行網課，我校將計劃由2021年1月4日起，期望同學使用網課器材，如桌上電腦、平板電腦或智能手機，須備有鏡頭，上課期間穿著校服(見下文「網上課堂學生常規指引」)，開啓視訊並正面顯示樣貌；使能促進及加強師生互動，老師有效全面掌握同學學習的精神面貌，並隨時調整教學策略，提高同學學習的成效。

網上課堂學生常規指引如下：

1. 電腦、平板電腦或智能手機，須配備鏡頭，開啓視訊並正面顯示樣貌，讓師生易於互動交流。學校會為每位學生提供虛擬背景畫面(Virtual Background)，以統一背景，讓同學更專注學習。
2. 同學在上課時穿著校服(可穿著學校毛衣或校褸，學校毛衣或校褸內亦可穿上整潔便服；或上半身穿著體育服；或穿著整套校服均可)，並時刻保持良好坐姿，幫助同學投入學習。
3. 同學上課期間，除飲水外，請勿進食，以保持良好學習氣氛。
4. 同學的出席率均須上報教育局，家長須提醒同學按時間表準時上課。
5. 同學的課堂表現會作平時分計算，遲到或無故缺席將會由關輔組按常規跟進。

同學在網課系統遇有技術上困難，請儘快聯絡校務處或相關老師。若同學家中欠缺有關設備，學校會開放校園，協助有需要的同學進行網上實時學習，屆時請攜同家長同意書回校。如同學對於網上學習有任何困難或需要，請具函轉交班主任，學校會盡力提供協助。

如有任何查詢，請致電 24782424 與校務處聯絡。

此致

貴家長

路德會西門英才中學校長



簡加言博士啟

二零二零年十二月十八日



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18<sup>th</sup> December, 2020

Dear Parents,

Due to the COVID-19 epidemic, online learning through Zoom has been carried out in our school for a long period. An evaluation that we have conducted shows that more teacher-student interaction by seeing each other through the camera is conducive to an effective and productive lesson. In light of this, we have discussed with the Parent-Teacher Association and have reached a decision that if the Education Bureau (EDB) announces the continuation of online learning after Christmas holiday, starting from 4<sup>th</sup> January 2021, when using any electronic devices including desktop computers, tablets or smartphones, students must enable the video icon, turn on and face the camera and wear school uniform during the online lessons. This policy aims to foster more teacher-student interaction and provide more information for our teachers to have a better grasp of students' attention so that they can strategise the teaching methodologies accordingly, thus enhancing the learning efficacy of students.

Here are the guidelines on the online lessons:

1. All electronic devices including desktop computers, tablets and smartphones must be equipped with a camera. Students are bound to enable the video icon and face the camera during the online lessons. Our school will provide every student a virtual background to use.
2. Students are required to wear school uniform (casual wear inside their school coat or cardigan and PE uniform on the upper body are acceptable). They should also maintain a proper sitting posture.
3. To maintain a good learning atmosphere, only drinking is allowed during the lessons, eating is prohibited.
4. Students' attendance rate will be reported to the EDB, parents should advise their child to attend the lessons in accordance with the timetable.
5. Students' level of participation will be counted as their daily marks. Lateness and absence without reasons will be handled by the Disciplinary and Counselling Department of our School.

If students have any technical difficulties, please inform the General Office or the subject teacher as promptly as possible. If students do not have the relevant equipment, they can come back to school to have the online lessons as our school campus will remain open, however, a consent letter from parents is required. Should students have any difficulty regarding the above arrangements, please communicate with their homeroom teacher, our school will be endeavouring to provide all necessary assistance.

For any enquires, please contact our General Office on 24782424.

Yours faithfully,

  
Dr. Kan Kar Yin  
Principal

