

Tsui Lam Parent Notice
(2020 - 08 - 20)

Dear Parent :

As the summer holiday is coming to an end, the Education Bureau has announced that schools cannot resume face-to-face classes for the time being due to the pandemic. In the coming new school term, our school has planned “Tsui Lam Live stream lessons (Zoom)” (翠林直播教室(Zoom)). Please note the following arrangements.

1. “Get Ready for school”(開學 Ready Go) Induction Week will be held from 1/9 to 11/9. Online lessons by subject will begin from 14/9. Parents are encouraged to monitor their children's participation in the online lessons according to the timetable.
2. The school will arrange support sessions such as Speech Therapy (ST), Occupational Therapy (OT) , Social Workers (SW) ,Educational Psychologist (EP) and Individual Education Plan (IEP) according to the needs of individual students. The relevant staffs will contact you and make arrangements separately after the school year begins.
3. To complement the Live stream lessons (Zoom), Chinese Language, Mathematics and General Studies / Liberal Studies online assignments will be provided for students to consolidate and extend learning. Students can log on to the Student Portal (綜合平台) at 5pm and complete assignments of the day. In order to collect students’ information for learning analysis and feedback, students are required to login with their student account (xxx@hcmstl.edu.hk) and complete the online assignments.
4. Considering the privacy of students, our school will only upload PowerPoint or video clips of the day to the Student Portal (學生綜合平台) for students to revisit. Recorded Zoom lessons will not be uploaded.
5. Our school will post Unit 1 assignments (designed according to students' ability) and a "Learning Habits Handbook"(學習習慣手冊) in mid-September. Parents can teach and guide their children at home and arrange balanced activities to establish an orderly life pattern.
6. Class teacher will start to contact parents before the term starts to understand students’ need and further explain the arrangements.

We wish you and your family good health and happiness!

Appendix :

- I. Live steam lessons (ZOOM) Timetable**
- II. Online learning Guidance Notes**
- III. Videos on operating ZOOM software**
- IV. ZOOM Learning Award Scheme**
- V. Student Integrated Portal Login Procedures**
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The Curriculum Team
20th August 2020

Live stream lessons (Zoom) Timetable

Appendix I

1. “Get Ready for School” (開學 Ready Go) Induction Week

Date: 1/9/2020 to 11/9/ 2020 (2 weeks)

Date Time	1/9 (Tuesday)	2/9 (Wednesday)	3/9 (Thursday)	4/9 (Friday)
9:00 – 9:35	Whole School (全體學生)	Whole School (全體學生)	Whole School (全體學生)	Whole School (全體學生)
	Assembly (早會) Principal’s words (校長訓勉)、 Introducing new staffs (介紹新教職員)	Morning Exercise (早操)	Morning Exercise (早操)	Morning Exercise (早操)
10:00 / 10:35	Junior Primary 初小組	Senior Primary 高小組	Junior Secondary 初中組	Senior Secondary 高中組
	Class Teacher Period (班主任課) (Divided into 3 classes)	Class Teacher Period (班主任課) (Divided into 4 classes)	Class Teacher Period (班主任課) (Divided into 5 classes)	Class Teacher Period (班主任課) (Divided into 5 classes)
11:00 / 11:35	Whole School (全體學生)	Whole School (全體學生)	Whole School (全體學生)	Whole School (全體學生)
	Introduction of Annual Plan (本年度工作重點 簡介): 1. Curriculum Team (課程組) 2. Social Workers Team(社工組)	Introduction of Annual Plan (本年度工作重點 簡介): 1. Discipline and Guidance Team (訓輔組) 2.Student Affairs Team (學生事務組) 3.Speech Therapy Team 言語治療組	IEP : 健康生活面面觀 A peek into healthy lifestyle	Award Scheme (獎勵計劃) : Students have a say (學生有 Say)

Date Time	7/9 (Monday)	8/9 (Tuesday)	9/9 (Wednesday)	10/9 (Thursday)	11/9 (Friday)
9:00 - 9:35	Whole School (全體學生)	Whole School (全體學生)	Whole School (全體學生)	Whole School (全體學生)	Whole School (全體學生)
	Morning Exercise (早操)	Assembly (早會)	Morning Exercise (早操)	Morning Exercise (早操)	Morning Exercise (早操)
10:00 -10:35	Senior Secondary 高中組	Junior Secondary 初中組	Senior Primary 高小組	Junior Primary 初小組	Whole School (全體學生)
	Class Teacher Period (班主任課) (Divided into 5 classes)	Class Teacher Period (班主任課) (Divided into 5 classes)	Class Teacher Period (班主任課) (Divided into 4 classes)	Class Teacher Period (班主任課) (Divided into 3 classes)	1. Annual plan of Nursing Care team (護理組本年度 工作重點) 2. Draw out emotions (畫出情緒)
11:00 -11:35	Whole School (全體學生)	Whole School (全體學生)	Whole School (全體學生)	Whole School (全體學生)	Whole School (全體學生)
	1. Clean and tidy Appearance (儀容整潔) 2. Recess Activities (小息活動)	1. Sharing on Summer Holiday (分享暑假生活) 2. Objectives and topics on Civic Education (公民教育的關 懷目標及主題 月)	Reading Habit: Introducing books (閱讀習慣: 好書推介)	Classroom and Home Management (班級經營及 家中經營)	Life Education of the pandemic (疫情下的生命 教育)

2. Live stream lessons

Date : Starting from 14/9/2020

	Monday		Tuesday		Wednesday		Thursday		Friday	
Participants	Junior Primary	Senior Primary	Junior Primary	Senior Primary	Junior Primary	Senior Primary	Junior Primary	Senior Primary	Junior Primary	Senior Primary
Time	Morning Exercise 早操		Assembly 早會		Morning Exercise 早操		Morning Exercise 早操		Morning Exercise 早操	
9:00-9:35	Morning Exercise 早操		Assembly 早會		Morning Exercise 早操		Morning Exercise 早操		Morning Exercise 早操	
10:00-10:35	General Studies 常識	General Studies 常識	General Studies 常識	General Studies 常識	Chinese Language 中國語文	Chinese Language 中國語文	Chinese Language 中國語文	Chinese Language 中國語文	English of Daily Living 生活英語	Independent Living Skills 獨立生活技能
11:00-11:35	Perceptual Training 感知	Growth Education 成長教育	Physical Education 體育		Mathematics 數學	Mathematics 數學	Mathematics 數學	Mathematics 數學	Visual Art 視覺藝術	
12:00-12:35		English of Daily Living 生活英語	Library 圖書		Music 音樂		Class Teacher Period 班主任課	Class Teacher Period 班主任課		

	Monday		Tuesday		Wednesday		Thursday		Friday	
Participants	Junior Secondary	Senior Secondary	Junior Secondary	Senior Secondary	Junior Secondary	Senior Secondary	Junior Secondary	Senior Secondary	Junior Secondary	Senior Secondary
Time	Morning Exercise 早操		Assembly 早會		Morning Exercise 早操		Morning Exercise 早操		Morning Exercise 早操	
9:00-9:35	Morning Exercise 早操		Assembly 早會		Morning Exercise 早操		Morning Exercise 早操		Morning Exercise 早操	
10:00-10:35	Information Technology 資訊科技		Physical Education 體育		Chinese Language 中國語文	Chinese Language 中國語文	Class Teacher Period 班主任課	Class Teacher Period 班主任課	General Studies 常識	Liberal Studies 通識
11:00-11:35	Chinese Language 中國語文	Chinese Language 中國語文	Chinese Language 中國語文	Chinese Language 中國語文	Mathematics 數學	Mathematics 數學	Mathematics 數學	Mathematics 數學	Growth Education 成長教育	Growth Education 成長教育
12:00-12:35	Arts Education 藝術教育		English of Daily Living 生活英語	Home Economics 家政	Independent Living Skills 獨立生活技能	CAMPUS 出路轉銜計劃	General Studies 常識	Liberal Studies 通識		

- Support sessions (ST/OT/SW/EP/IEP) : According to the students' need , individual contact and scheduling of class times will be done by the specialists and teachers.

Online lesson Guidance Notes

1. The school will assign different meeting IDs and passwords for each live stream teaching sessions, which will be released through the “Student Integrated Portal”(學生綜合平台) at 8:30am. (Parents must not share it on social media or public online platforms)
2. In addition to the teaching staff, the school will arrange another staff member to monitor the class to prevent unknown persons from entering the meeting or participating in the class.
3. The school has purchased a paid version of conferencing software (Zoom) with better security, which allows the school to designate a server in a more secure area to conduct lessons to reduce the risk of data leakage to users.
4. The school has printed the login account and password of the "Student Integrated Portal"(學生綜合平台) at the back of the handbook. At the same time, the school will provide relevant information to the parents of new students so they can assist students to access the platform. For details, please refer to [Appendix V].
5. Student are required to use student account email and password to login the " Student Integrated Portal"(學生綜合平台) for the online assignments. Please refer to [Appendix VI] for details.

Rules for students :

1. Must be punctual (Students are recommended to log in ten minutes in advance.)
2. Must login online lessons using xxx@hcmstl.edu.hk
3. Must turn on webcam and log in using full name
4. Must dress appropriately for lessons. E.g. skirts and slippers are not appropriate for doing exercises; Vests and shorts are not appropriate for the lessons.
5. Do not take pictures or record lessons.
6. In case of problems, you can use the "raise hand" and "write" functions provided by the software.
7. Students should be polite and mindful of the wording of their responses to questions.
8. Make good use of the chat room function
9. The class teacher will follow up any misbehavior and if the situation does not improve, it will be followed up by the Discipline Team.
10. Participate actively in the lessons

Parental Cooperation :

1. Download Zoom through the official website (<https://zoom.us/download>) or the App Store, see [Appendix III] for details.
2. Update frequently of operating systems (including desktop computers and mobile devices) and security software
3. Do not click on any suspicious links
4. Please assist your child to log in with their full name, registered student account email and turn on the webcam so that the staffs can identify the student and approve the participation; otherwise, they will not be allowed into the live classroom. If there are special circumstances, a request with an explanation can be submitted to the school through class teacher.
5. Log out of all Zoom accounts if suspicious activity is detected (if you have lost your computer or phone, log out of all accounts immediately and change your login password)
6. If a student is unable to attend, the parent should call the school and parents are encouraged to maintain and keep track of the child's learning progress actively.

1. Download ZOOM

a. (Applicable to Iphone/Ipad)

http://stube.hcmstl.edu.hk/files/player.php?d=2020/03/19&vid=1584589828adbb1-sd.mp4&start_time=0&end_time=0:41



b. (Applicable to Android devices)

http://stube.hcmstl.edu.hk/files/player.php?d=2020/03/20&vid=1584673842e0314-sd.mp4&start_time=0&end_time=1:48



c. (Applicable to desktop computers /laptops)

http://stube.hcmstl.edu.hk/files/player.php?d=2020/03/10&vid=15838114827e7e2-sd.mp4&start_time=0&end_time=1:19



2. Connect to live stream Zoom using “Student Integrated Portal”

a. Login with student account

http://stube.hcmstl.edu.hk/files/player.php?d=2020/08/18&vid=1597735212c5156-sd.mp4&start_time=0&end_time=0



b. Logout (if applicable)

http://stube.hcmstl.edu.hk/files/player.php?d=2020/08/18&vid=1597735291a823c-sd.mp4&start_time=0&end_time=0



3. Simple operation of ZOOM software :

a. Change name, join meeting, connect to audio device, enable video, leave meeting
(Applicable to Iphone/ Ipad)

http://stube.hcmstl.edu.hk/files/player.php?d=2020/03/19&vid=1584589828adbb1-sd.mp4&start_time=3:13&end_time=3:50



b. Change name, join meeting, connect to audio device, enable video, leave meeting
(Applicable to Android devices)

http://stube.hcmstl.edu.hk/files/player.php?d=2020/03/20&vid=1584673842e0314-sd.mp4&start_time=2:02&end_time=3:50



ZOOM LEARNING AWARD SCHEME



Appendix IV

AIM : Reward students who perform well, hard-working and follow rules in ZOOM classes during the school suspension period.

CRITERIA : Comply with ZOOM classroom requirements and complete online assignments:

1. Study Hard

- ✓ Able to sit properly, pay attention and engage in class activities
- ✓ Be active in class, e.g. answer questions and use “Response” function.
- ✓ Raise your hand before you speak.
- ✓ Make good use of the chat room function



2. Work hard to complete assignments

- ✓ Able to complete Chinese Language/ Mathematics/ General Studies and Liberal Studies online assignments on time



Online Learning
Outstanding
Performance

Award :

1. Teachers will give remarks to students regularly according to students' performance in online classes and online assignments
2. Students who attend online classes and complete all online assignments will be awarded with the "Online Learning Performance Award".
3. The points earned will be used as reference for the attendance award in the first semester, and you will have a chance to win the attendance award.
4. The student with the highest score will be commended after school resumes.



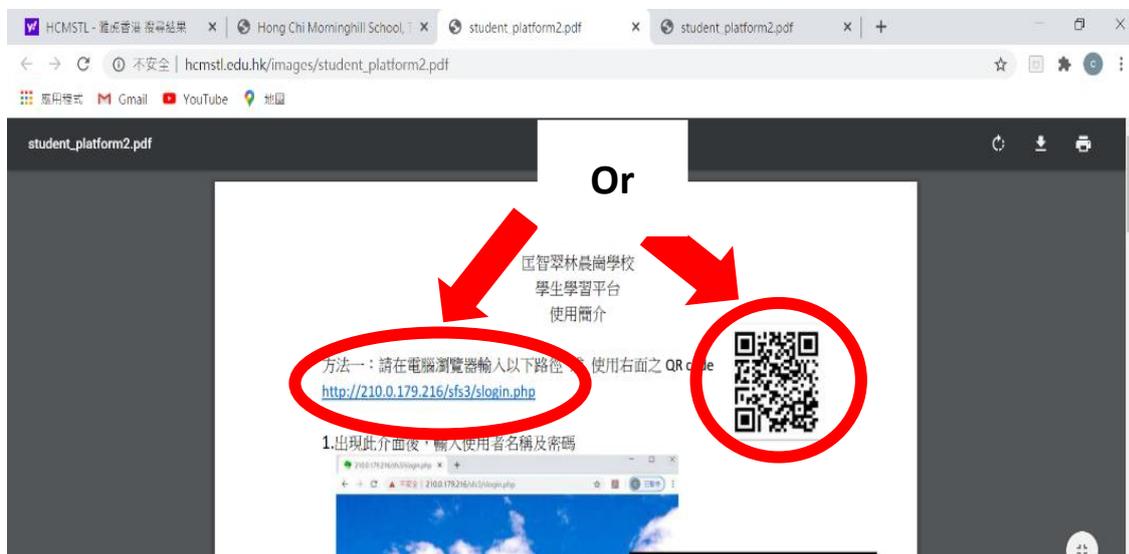
Turn On Webcam Use Full Name
Follow the rules
Finish all assignments
I Can Do it !



STEP 1 : Click “Students Learning Portal Guideline” (學生學習平台指引) on the school website.



Step 2 : Login to the portal using the address link or QR CODE in the guideline



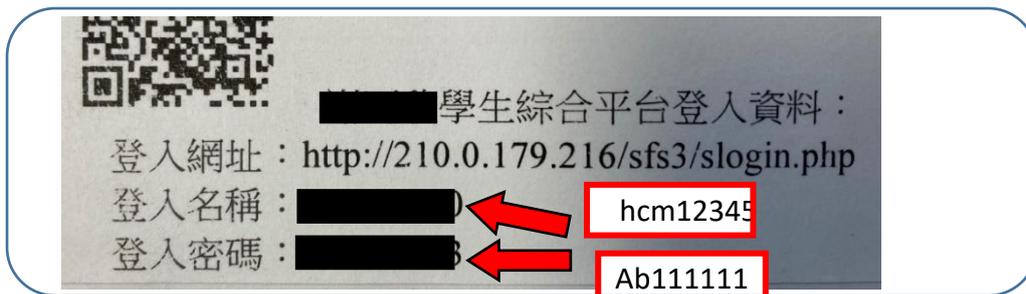
Step 3 :

Method 1 : Login with username and password on this page.

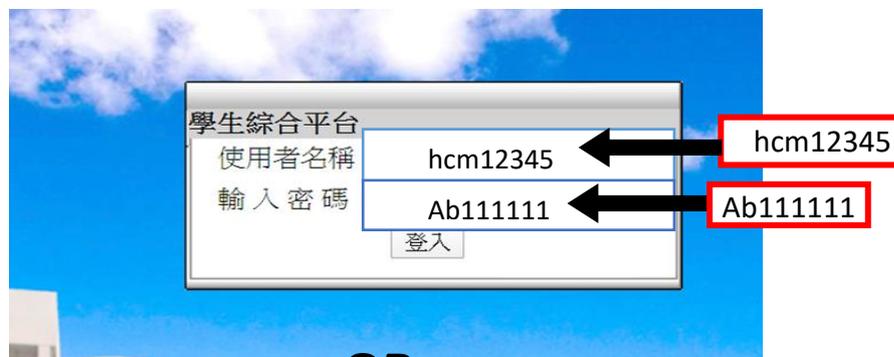


Username :
"hcm"+ 5 digits

(See label at the back of Student Handbook)



Example :

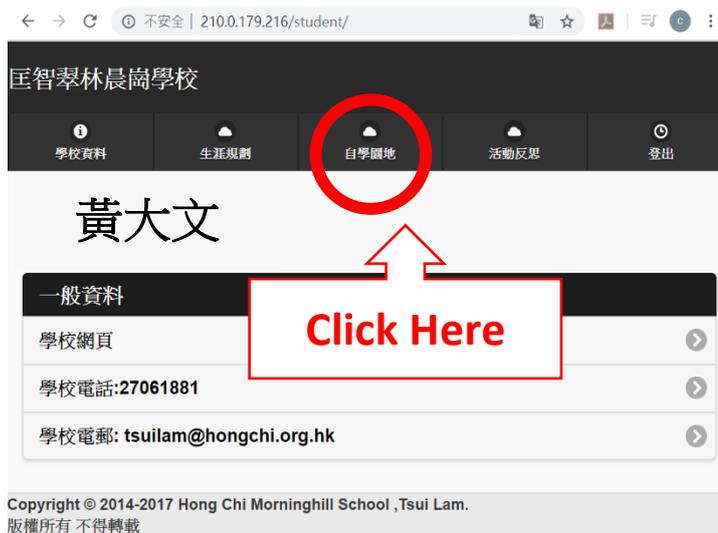


OR

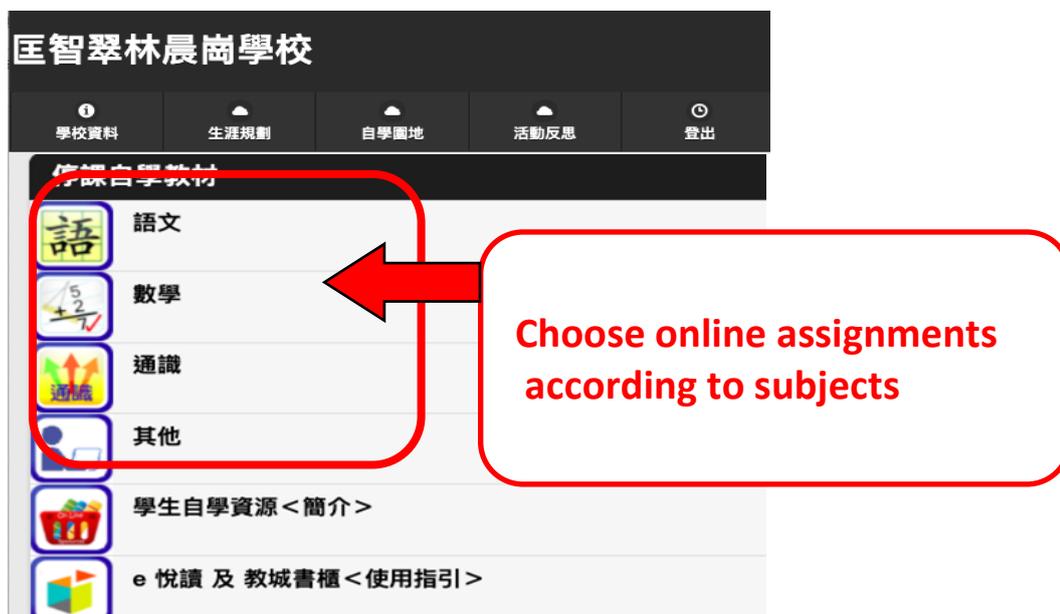
Method 2 : Login to "Parents Platform", click the link of "Student Learning Platform"



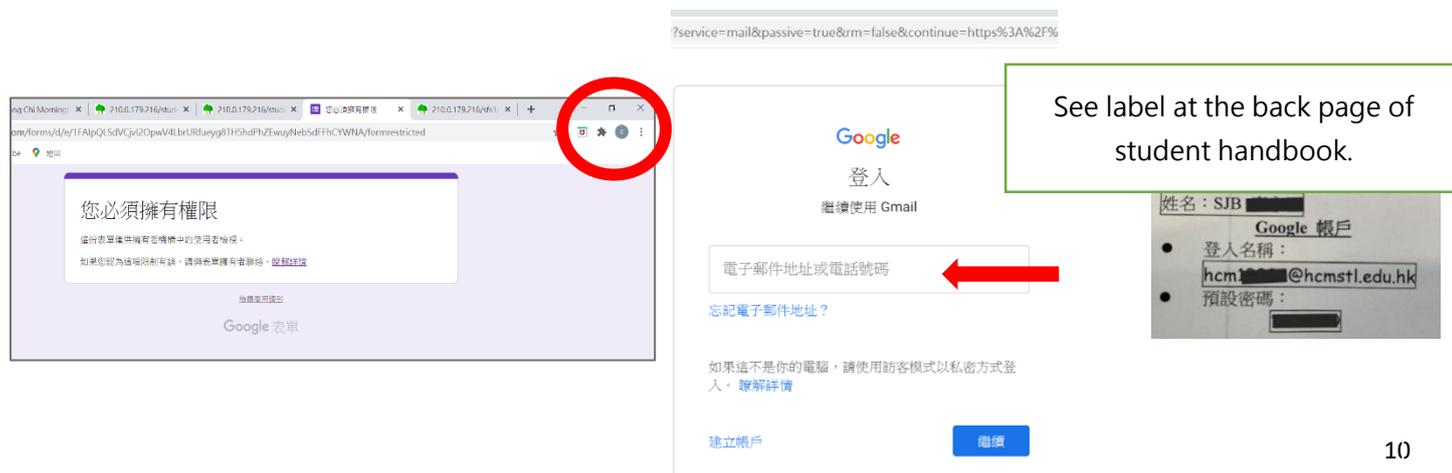
Step 4 : Click “Self-Learning Area” (自學園地) after login.



Step 5 : Click on the subjects under the column of “Self-Learning Materials during School Suspension” (停課自學教材)



If this is your first time logging in, for security reasons, you will be required to enter your student account (xxx@hcmstl.edu.hk) and password, which can be found on the LABEL at the back of the handbook.



Online Assignments (Google Form) Login Procedures

For information security reasons and recording students' performance , students are required to login with school username (xxx@hcmstl.edu.hk) and password before doing online assignments. After the homework is submitted, the result of the exercise will be automatically sent to the student's email, and parents can view the result in the student's email.

<p>1</p>	<p>Login "Student Integrated Portal" (學生綜合平台)</p> <p>a. If you are using a computer, right-click on the mouse. b. Please press and hold if you are using a cell phone.</p> <p>Open in a seamless window.</p>
<p>2</p>	<p>Login with Student School Account ID and Password.</p> <p>See label at the back page of Student Handbook. Example :</p>
<p>3</p>	<p>Successful.</p>

Parent Platform Operation Guide

Purpose: Upload good performance of your child to share the joy and prove the effectiveness of education together.

Method of operation :

Step 1 : Log on to Parent Platform



Instructional
video

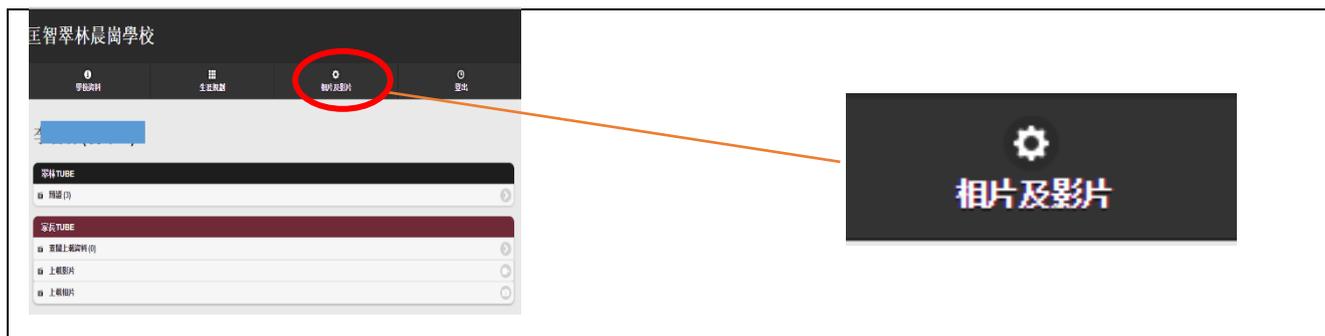
Method 1 : QR Code

- Download 「QR Code」 App
Click 「Play Store」  on your Android phone/tablet to enter the store
Click 「App Store」  on your iPhone/ iPad to enter the store
Enter 「qr code」 to download the application
After installing, click 「QR Code」 icon to enter the application
 → 
- Then scan the QR Code at the end of the student handbook by aligning it with the scanning box. , enter the Parent Platform if scan is successful
 →  → 

Method 2 : School Website

- Enter school website www.hcmstl.edu.hk
- Click the icon of 「本校家長平台」 (Parent Platform of our school)
 → 
- Enter the interface of Parent Platform , then enter the username(使用者名稱)and password(密碼) next to the QR code on the last page of the student handbook
 
- Login to access the Parent Platform


Step 2 : Press Photos and Videos (相片及影片)



Step 3 : Choose Upload Videos (上載影片) or Upload Photos(上載相片)

Method of uploading video

1. Press Upload Videos(上載影片)

2. Press **Select Videos** to select videos

3. The following screen will be displayed after videos are selected , press **Submit Now** finish upload

家長TUBE

查閱上載資料 (0)

上載影片

上載相片

上載檔案 遠端上傳

Drag & Drop Files Here

Video can be 1000 MB in size, 120 Min in Duration and Any supported format. You can also upload HD videos.

Select Videos

上傳檔案 遠端上傳

Drag & Drop Files Here

Video can be 1000 MB in size, 120 Min in Duration and Any supported format. You can also upload HD.

影相或錄影

相片圖庫

瀏覽

取消

Uploaded 1 of 1

上傳檔案 遠端上傳

Upload More Videos

(1) 48017339-8

必填欄位

標題

自行煮食

描述

暑假期間學會自己煮蕃茄炒蛋

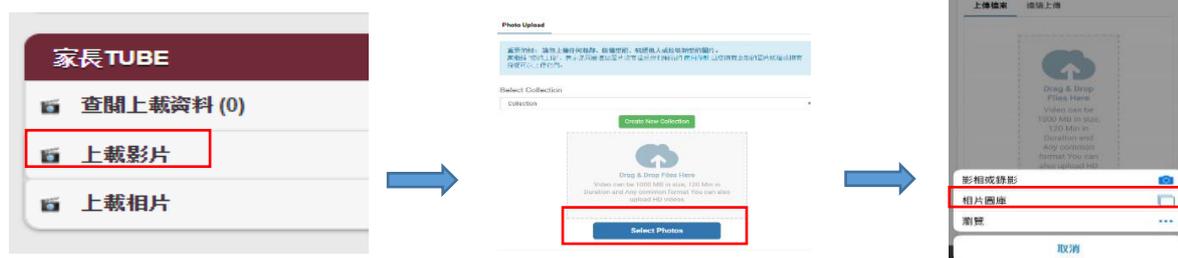
Submit Now

Note: Press **Submit Now** when all are displayed in green colour

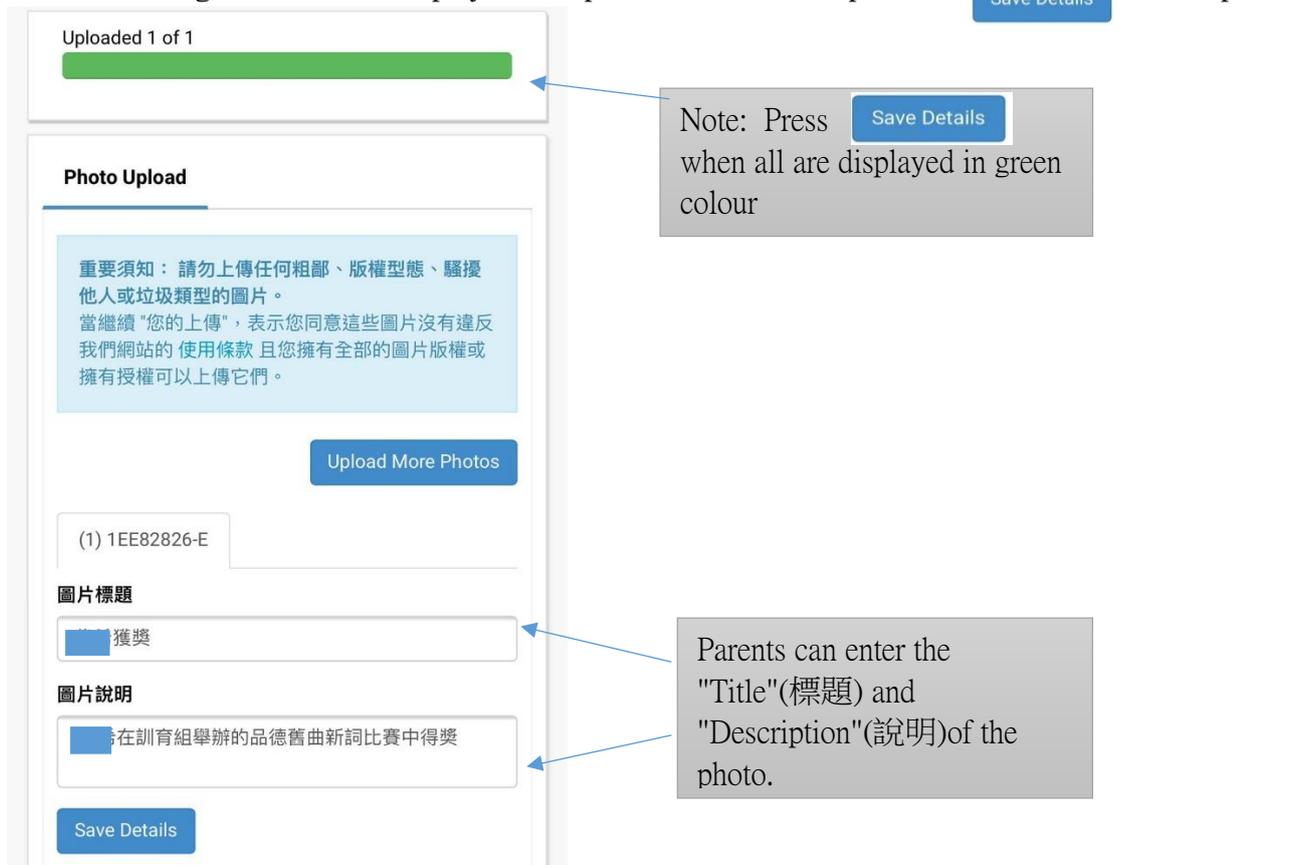
Parents can enter the "Title"(標題) and "Description"(說明)of the photo.

Method of uploading photos

1. Press Upload Photos(上載相片) 2. Press **Select Photos** to upload selected photos



3. The following screen will be displayed after photos are selected, press **Save Details** finish upload



Step 4 : Check and view uploaded information



If any queries , please email our school's IT Team tl_ict@hcmstl

---THE END---