Dear ECE and Primary Colleagues,

Following on from SLT’s message regarding procedures for the coming two weeks up to the Winter Holiday, here are procedures specific to **ECE and Primary**.  These are meant to keep everyone as safe as possible, keep the campus open, and make in-person learning available to as many students as possible.

Closing the whole campus and going online is unlikely, as any online learning will be confined to class(es) as needed rather than the whole school.

**Rapid Antigen Test and PCR Arrangement**:

1. On Sundays, instead of uploading a PCR test result, you may choose to upload your Sunday antigen test result to the WeChat survey instead. This is in place under the guidance from local authorities to protect our students and staff from being mixed in a tube with an abnormal or positive result from the community mass testing. Please finish the HR survey and upload your result by 7pm on Sunday.
2. On Mondays to Fridays, take an antigen test before you leave home for school each morning. If the result shows negative, come to school as normal.  If the test shows abnormal, contact Marc & Carrie (Primary), Joanne & Rainbow (ECE) before 6:30 for cover and send to Rob and Michelle a photo of the antigen test result.
3. For staff who is experiencing difficulties in securing any antigen kits from anywhere, we have a limited stock on campus to help you. Please check with your campus ERC.
4. Staff still will need a 48h PCR negative result to be on campus. Therefore on-campus PCR testing will continue on Mondays, Wednesdays and Fridays. For staff return from sick leave, as usual, a copy of the 24h PCR negative result is needed on P+ system.
5. Teachers and students cannot be mixed in the same tube, and students will take the testing together with their classes. When Y4-6 LC do the PCR, students should also line in their homeroom class.
6. Survey – HRD sent out a [survey](https://forms.office.com/Pages/ResponsePage.aspx?id=ijFvLhPxZUyKRwXd1fM3mGOzjQGxzWJGqpfBGMlW4alUNkRTMEo5Slk5RzY4OFBCUEpSRk1UMDc5OS4u&origin=Invitation&channel=0&wdLOR=c0E4C670A-E673-4EEE-98FB-32BEFCF8B237) to assist with the fast tracking & tracing mechanism regarding positive/abnormal test result. Please complete this 12pm on Monday.

**Information about Positive Case Situation**:

1. If a student or a teacher tests positive on campus, the class and/or closest contacts will stay home for 5 days on e-learning. A 24h negative PCR test result is required for returning to the campus on the 6th day. Meanwhile, school will remain open, and the rest of the school staff and students will complete 3 consecutive PCR tests in 3 days at school.
2. If any staff or student is a close contact to a positive case outside of school, only this staff/student needs to stay off campus for 5 days and return with a 24h negative PCR test result on the 6th day. The rest of the school will not be impacted.
3. For teachers staying home due to the above-mentioned reason, they will dial in for scheduled lessons, where possible. We will provide a cover teacher.
4. Under the guidance of the education bureau, schools also need to offer e-learning for those parents who do not wish their children to go to school. Guidance and support will be given to teachers if this becomes necessary, as it may involve students dialing into certain lessons from home.

**Cancellation or Rescheduling**:

1. The few running CCAs, swimming and Saturday sports will be cancelled or postponed to the new year. All paid CCAs will either be credited to the second semester, or reimbursed accordingly. The external CCA providers will contact the parents directly.
2. Parents of IIIP students will be contacted separately with further information about their lessons.
3. School buses will run at the normal time after school. Please note that the CCA/late buses after school will not run due to the CCAs being cancelled.
4. We are wanting to limit parent meetings on campus to essential only. If there is a very strong need for a parent to come on campus, please apply to apply Rob & Michelle for approval. If approved as needed, visitors will be required to provide a 24h PCR negative result in order to come on campus.

**On-Campus Arrangement**:

1. Teachers and students will need to wear masks while at school, on the school bus, and at dismissal time, with the only exception when they are doing outdoor activities or sports, etc.
2. Primary Classes will continue to eat lunch in the cafeteria with the table dividers. Make sure the students wash hands before they eat snacks or lunch.
3. Personal hygiene and physical distancing are encouraged where possible. Please arrange sometime on Monday to emphasis the Healthy and Safety to students.
4. We will minimize the mixing of students indoors between classes as much as possible. Homeroom arrangement will remain unchanged. Assemblies including Y5-6 Christmas assembly, CCA Concerts, ECE Christmas show and other school happenings where year levels and classes would mix will be moved online or postponed to the new year.
5. For the Y4-6 Learning Communities, lessons/activities should be arranged according to separate classes for these final two weeks, similar to previous occasion when we returned from lockdown. This also includes the PCR testing on Monday, Wednesday and Friday, where classes should go separately. Chinese classes and specialist classes can continue, although social distancing and masks are required.
6. Class parties will still be able to go ahead in the homeroom, although parents/class reps will not be able to attend. Class teachers should contact the Parent Reps to arrange the party food from Chartwells. Please do this soon so that they have time to order the food.

Please continue to take your laptop, charger, and anything else you would need home with you at the end of each day.  We will continue to update you as there are any developments. We hope the above arrangement will help everyone to rest assured of safety at school and get through the final two weeks smoothly without any impact on the holiday plans!

We also do wish to acknowledge everyone’s efforts and support as we navigate our way towards the post-covid era. There will still be challenges over the course of the next couple of weeks, but recent developments are a great step in the right direction.

**Rob & Michelle**

ECE & Primary Vice Principals

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