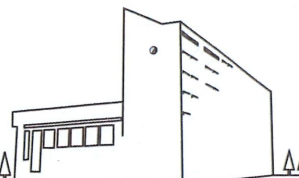




HKTA THE YUEN YUEN INSTITUTE NO.3 SECONDARY SCHOOL

香港道教聯合會圓玄學院第三中學

ADDRESS : SHEUNG TAK ESTATE, NO.2 TONG MING STREET, TSEUNG KWAN O. 地址 : 將軍澳 唐明街2號 尚德邨
TEL 電話 : 2178-3223 FAX 傳真 : 2178-3636 WEBSITE 網址 : <http://www.hktayy3.edu.hk>



MIS/19/32

25 August 2020

Matters Related to the Arrangements of School Recommencement in the first week

Dear Parents,

With regard to the announcements of the Education Bureau earlier, school will recommence on 1st September in accordance with the originally scheduled date. Yet, all face-to-face classes and on-campus activities have to be suspended until further notice. Lessons can be conducted in other modes, including online learning, for the sake of students' learning at home. In order to allow students to cultivate good learning habits and achieve healthy lifestyle while maintaining their learning progress, our school will commence the new school year as scheduled and all classes will have online real-time live lessons by following the class timetable (half-day). Details are as follows:

1st and 2nd September (Tuesday and Wednesday): Students must attend the activities held on Guidance Days. The activities will be conducted in online real-time live lessons from 8:10 a.m. to 11:30 a.m.

Starting from 3rd September (Thursday): Students should follow the 'Timetable of the New School Year' and attend the half-day online real-time live lessons, which is from 8:10 a.m. to 1:15 p.m.

Students should note that the purpose of real-time live teaching is to let students continue learning at home. Therefore, all students should hold serious attitude towards attending these lessons. Students should pay attention to the following regulations:

- 1) Students must follow the timetable and attend the online real-time live lessons on time.
- 2) Students should use desktop computer, notebook computer, tablet or smartphone to attend the online real-time live lessons and ensure that the apps required (Google Hangouts Meet) for the real-time live lessons have been properly downloaded.
- 3) Students should pay attention to the log-in details of the real-time live lessons, including the meeting ID and passwords (please refer to the Appendix for details).
- 4) Students must enter the real-time live lessons by using class, class number and real name (e.g. 1A01 Chan Dai Ming).
- 5) Students must get ready all the required items for lessons (e.g. textbooks, notes, stationary etc.).
- 6) Students must be attentive in the lessons, take notes according to teachers' instructions, complete classwork and respond to questions etc.. Students must not leave the lesson without permission. Performance in real-time live lessons will be counted as part of the CA marks.
- 7) All the classwork and other online assignments must be submitted on time.
- 8) If students cannot attend the real-time live lessons, parents must call the school office to apply for leave for your child before 9:00 a.m. on that day. Parent letter and other related documents or proof must be submitted when class resumes.
- 9) The school will follow up all cases about lateness, absence (without proper reasons) and failure to submit assignments according to the usual school regulations.

During this period, teachers are not able to conduct face-to-face supervision. Hence, learning greatly depends on students' self-discipline. The school hopes all students can treasure their time and learn in a serious manner. In case of encountering any difficulties in the learning process, students can

seek help from their teachers through email or WhatsApp. Teachers will be pleased to answer any enquiries and offer help when necessary. Parents should pay attention to the learning of your child at home. Parents should help monitor your child to follow the timetable and attend the real-time live lessons on time, complete the assignments seriously and upload the assignments according to the schedule. Parents should encourage your child to continue with extensive reading at home and prepare for class resumption.



Yours sincerely,
General Office

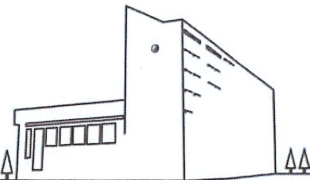
HKTA The Yuen Yuen Institute No.3 Secondary School



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MIS/19/32

有關九月開學首星期安排

敬啟者：

因應教育局早前宣布，學校可於原先擬定日期(1/9/2020)開學，惟所有面授課堂及校內活動將會暫停，直至另行通告。期間學校可以採用其他模式，包括網上課堂進行教學，讓學生在家學習。為使同學能於新學年培養良好學習習慣，作息有時，並盡量減少對學習進度的影響，本校將如期開學，各班依新學年上課時間表(半日制)進行實時視像課堂。具體安排如下：

九月一日及二日(星期二及三)：同學須參與開學輔導日活動，有關活動以「實時視像」形式進行，上課時間為上午八時十分至十一時三十分。

九月三日(星期四) 開始：同學根據「新學年的上課時間表」，以半日制形式在家進行「實時視像課堂」，上課時間為上午八時十分至下午一時十五分。

請各位同學注意，實時視像課堂的目的是讓同學在家仍能照常上課學習，因此請大家以正式上課的態度認真對待，並留意以下規則：

1. 必須根據時間表準時上網進行實時視像課堂。
2. 使用桌面電腦、筆記型電腦、平板電腦或智能手機進行實時視像課堂，並確保已正確下載實時視像課堂所需的應用程式(Google Hangouts Meet)。
3. 留意實時視像課堂的登入資料，包括會議代碼或暱稱(詳見附件)。
4. 必須以班別、班號及實名加入實時視像課堂(例如：1A01 陳大明Chan Dai Ming)。
5. 必須帶備上課所需物品(例如：課本、筆記、文具等)。
6. 必須專心聽課，按老師指示摘錄筆記、完成堂課及回應問題等，不得擅自離開課堂。實時視像課堂的表現會計算入平時分內。
7. 所有堂課及網上功課等作業必須準時繳交。
8. 若未能出席實時視像課堂，家長需於最遲當天上午九時前致電回校替 貴子女請假。並於復課後呈交請假信及相關證明文件予班主任。
9. 所有遲到、缺席(無合理理由者) 及欠交功課的同學，校方會如常規嚴肅跟進及處理。

在此段期間沒有老師在旁督促，一切都需要同學高度的自律，希望同學珍惜時間，認真學習。如在學習過程中遇到任何困難，同學可透過電郵或 WhatsApp 向老師查詢，老師定必樂意解答。煩請家長留意 貴子女在家的學習情況，督促 貴子女根據時間表準時參與實時視像課堂，認真完成課業並按時上載繳交，並鼓勵 貴子女多閱讀課外書籍，為日後面授上課作好準備。

此致
學生家長

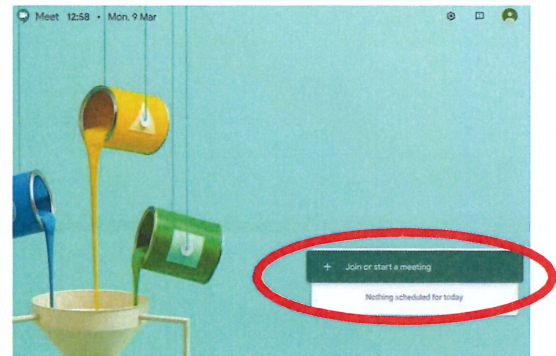
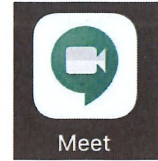


香港道教聯合會圓玄學院第三中學
校務處啟

二零二零年八月二十五日

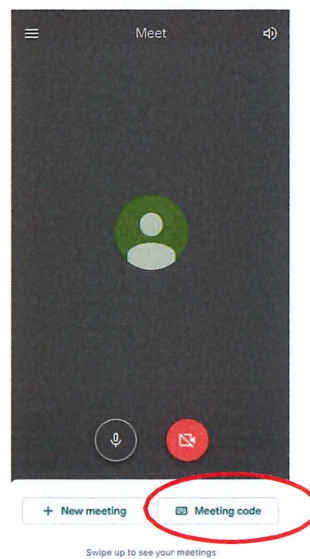
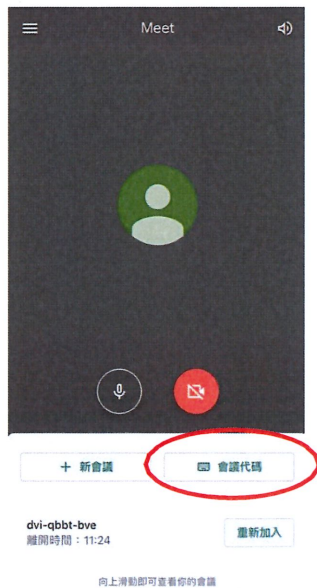
如何進入實時視像課堂 How to attend real-time live lesson:

1. 前往 Hangouts Meet 網站：[https://meet.google.com/ meet](https://meet.google.com/meet) 或使用 Meet 流動應用程式
Go to Hangouts Meet website: [https://meet.google.com/ meet](https://meet.google.com/meet) or use mobile app Meet
2. 利用學校電郵登入 google 帳戶
Login Google account by using **school email**.
3. 網頁：在「加入或發起會議」中輸入「老師編號」+「yy3」
Website: Enter the “teacher code” + “yy3” in “Join or start a meeting”



應用程式：在「會議代碼」中輸入「老師編號」+「yy3」
Mobile app: Enter the “teacher code” + “yy3” in “Meeting code”

例如老師編號為 02，則輸入「02yy3」
For example, if the teacher code is 02, enter “02yy3”



Teacher Code 老師編號	老師	Teacher
01	陳綺薇	Chan Yee Mee
02	陳曉陽	Chan Hiu Yeung
03	陳凱茵	Chan Hoi Yan
04	陳桂忠	Chan Kwai Chung
05	陳紀因	Chan Ki Yan
06	鄭芬妮	Kwong Fan Lei
07	梁志龍	Leung Chi Lung
08	梁健雄	Leung Kin Hung
09	朱少程	Chu Siu Ching
10	梁炯榮	Leung Kwin Wing
11	戴善芬	Tai Sin Fan
12	李嘉茵	Li Ka Yan
13	羅國偉	Lor Kwok Wai
14	李思敏	Lee Sze Man
15	熊慧中	Hung Wai Chung
16	盧杏瑜	Lo Hang Yu
17	利群歡	Li Kwan Foon
18	楊國勳	Yeung Kwok Fun
19	何志超	Ho Chi Chiu
20	王玉玲	Wong Yuk Ling
21	李向邦	Lee Heung Pong
22	朱偉強	Chu Wai Keung
23	許愛文	Hui Oi Man
24	梁燕薇	Leung Yin Mei
25	楊錦偉	Yeung Kam Wai
26	謝玉蓮	Tse Yuk Lin
27	吳嘉和	Ng Ka Wo
28	蕭美燕	Siu Mei Yin
29	Capel, Sarah Katherine Jean	Capel, Sarah Katherine Jean
30	蔡善濤	Choi Sin To
31	梁東源	Leung Tung Yuen
32	梁嘉儀	Leung Ka Yee
33	陳恩鴻	Chan Yan Hung
34	林瑞霖	Lam Shui Lam
35	郎根宜	Long Kan Yee
36	麥國全	Mak Kwok Chuen
37	麥艷開	Mak Yim Hoi
38	馬碧雯	Ma Bik Man
39	陳翰賢	Chan Hon Yin
40	蔡碩聲	Choi Shek Sing
41	梁耀富	Leung Yiu Fu
42	黃美詩	Wong Mei Sze
43	許文穎	Hui Man Wing
44	何麗敏	Ho Lai Man
45	張炳傑	Cheung Ping Kit
46	鄭康成	Cheng Hong Sing
47	陸偉基	Luk Wai Kei
48	陳鑽好	Chan Chuen Ho
49	張展威	Cheung Chin Wai
50	葉寶欣	Yip Po Yan
51	黎震傑	Lai Chun Kit
52	謝毅仁	Tse Ngai Yan
53	林遠明	Lam Yuen Ming
54	鍾達才	Chung Tat Choi
55	李佩筠	Lee Pui Kwan
56	伍健佳	Ng Kin Kai
57	倫源雲	Lun Yuen Ying
58	葉世雄	Yip Sai Hung

59	陳韻婷	Chan Wan Ting
60	林秀萍	Lam Sau Ping
61	姚素梅	Yiu So Mui
62	簡鵬宇	Jian Peng Yu
63	楊永康	Yeung Wing Hong
64	郭詠琳	Kwok Wing Lam
65	吳詠琪	Woo Jenny
66	盧曉彤	Lo Hiu Tung
67	顏鴻恩	Ngan Hung Yan
68	彭慧雯	Pang Wai Man
69	梁雅靜	Leung Nga Ching