

## 處理緊急情況之停課安排

學校或須因應各種緊急情況，包括傳染病爆發、交通服務突然中斷等，採取應急措施，以處理緊急情況。教育局於2015年6月11日發出第9/2015號通告，建議學校在緊急情況下作出的各項安排。該通告述明，因惡劣天氣以外的緊急情況，教育局以學生的安全為首要考慮因素，或會建議全港或個別地區的幼稚園、小學、中學及特殊學校停課。

因應教育局指引，當遇到上述情況，本校將有下列安排：

1. 經本校法團校董會代表評估及商討後，在遇到上述情況時，本校會依照教育局的建議停課。換言之，當教育局公佈停課建議，家長不應送貴子弟回校，而學校會透過eClass Parent App 家長應用程式或電話通知家長停課的安排。屆時家長也可登入本校網頁[www.spslt.edu.hk](http://www.spslt.edu.hk)留意停課公佈的相關安排。
2. 為配合實際需要，本校在停課期間會安排適當數目的教職員當值，處理校務及回答家長查詢。
3. 停課期間所有考試、測驗將會延期，課外活動則會延期或取消。除非香港考試及評核局另行公佈，否則由該局舉辦的公開考試會如期舉行，學生須依時應考，務請留意該局的相關公佈。
4. 為免干擾學生的學習，本校將會為學生安排停課期間的學習材料及課外讀物，並上載至學校eClass內聯網。

## **Class Suspension Arrangements under Emergency Situations**

Schools often make arrangements under different emergency situations, such as outbreaks of infectious diseases and breakdown of transport services. The Education Bureau (EDB) issued Circular No. 9/2015 on 11 June 2015 to advise schools on arrangement under emergency situations. As mentioned in the circular, in case of emergency situations other than inclement weather conditions, the EDB may advise kindergartens, primary, secondary and special schools in the whole territory or individual districts to suspend classes with students' safety as the top consideration.

Based on the guidelines of the EDB, our school will adopt the following measures when coming across the above situations:

1. After assessment and deliberations by the school IMC representatives, we will suspend classes in accordance with the EDB's advice on class suspension in case of the aforesaid situations. In other words, parents should not send their children to schools when class suspension is announced by the EDB. Parents could pay attention to the announcements on the school website [www.spslt.edu.hk](http://www.spslt.edu.hk). Our school will also inform parents of the arrangements of class suspension through the eClass Parent App or by phone.
2. To meet practical needs during the period of class suspension, we will arrange an appropriate number of staff to be on duty to handle school affairs and answer parents' enquiries.
3. All examinations/tests will be postponed. Extra-curricular activities will be postponed/cancelled during the period of class suspension. Unless otherwise announced, the public examinations held by the Hong Kong Examinations and Assessment Authority (HKEAA) will take place as scheduled. Students should attend the examinations punctually. Please pay attention to the relevant announcements made by the HKEAA.
4. To minimize the disturbance caused to students' learning, we will prepare learning and reading materials which will be uploaded to the eClass platform during the class suspension period for students.