

Dear Parents,

Day 1 of School Closure:

I will be writing to all of you only when needed over the next two weeks. Today's message is to tell you about our arrangements for students' work for the next couple of weeks.

Work will be posted on our website at www.kcis.edu.hk, and we will have a link on the first page to click on to get you to the work, which will be collated in year groups. Please go to your child's year group where there will be an instruction page to let you know what each year group is expecting from the students and from you, too. Work for the following day will be uploaded by 4 p.m. the previous day, so that if you need to print out work, you can do this ready for the following morning. If you are unable to access the work online, please call the school and inform Jacqueline or Cecilia, and they will ensure a hard copy can be collected from them each afternoon, ready for the next day.

Teachers will be in school full time, and can be contacted either by phone or email between 9 a.m. - 3.30 p.m. each weekday should you need clarification of any of the work which will be posted on the school website each day. If you need to talk to the teacher about the day's work, please call the school office, leave a message and telephone number, and the teacher will return your call as soon as is possible. There may be items that the teachers want your child to use that can be provided from school, and this will be prepared for you to collect from the school if necessary. Likewise, when work is completed, if it is possible at the end of the first week to deliver it back to school for marking, or alternatively, emailing back online work, this would be greatly appreciated by the teachers concerned!

I am sure that if you all encourage your child to complete each day's work at home then their education will be only minimally affected by the school's closure.

Thank you for your time, and attention to this, and let's all keep healthy, and smiling!!

Kind regards,

Jane Daniel

Head Teacher, International Section