



14 January 2021

Dear Parents and Students of Junior 1 to Senior 2 Non-Graduation Classes,

**Notice of Online Teaching**

Recently the Prime Minister has announced that the Movement Control Order (MCO 2.0) has been commenced from 13 to 26 January 2021 for Penang state. Hence, starting from 20 January 2021 the students of Junior 1 to Senior 2 non-graduation classes must stay at home using online teaching.

Kindly refer to the school timetable which will be published on **18 January 2021 (Monday)** on our official website <http://www.hchs.edu.my/>. The school hours :

Monday, Tuesday & Friday : 7.30 a.m. till 2.35 p.m.  
Wednesday : 7.30 a.m. till 3.15 p.m.  
Thursday : 7.30 a.m. till 1.15 p.m.

On every online lesson, students must strictly obey the rules set by the respective subject teacher.

- a. Based on the school time table, each period consists of 40 minutes. Out of this 40 minutes, 35 minutes for a lesson while 5 minutes for students to switch to another lesson.
- b. Students must prepare the learning tools needed for the online class.
- c. Once the students enter into Zoom lesson, students must turn on their camera and actively participate in the online lesson.
- d. Students should have the right learning attitude throughout the whole online lessons and fully utilized the learning resources.
- e. When the online lesson is carry on, students are not allowed to scribble on the computer screen and post any indecent text and actions.

Every subject teacher has been granted the right to use the e-school system to mark the students' attendance. This attendance mark will directly affect students' conduct mark. The attendance mark is also 10% of the total mark of the subject. If any student who absent from online lesson without any valid reason (such sick), he/she needs to write an application form with parents' signature. Then, take a photo and send to their form teachers within three days. Form teachers will verify the leave application. Then, form teachers will update in the e-school system.

The online co-curricular activities have commenced since 11 January 2021 on Tuesday and Thursday. For societies that lead by teacher advisors, the time table is as follows. For societies with trainers, please refer to the school's website for details. **The co-curricular activities for Junior 1 students will commence on 23 February 2021.**

Tuesday : 4 p.m. till 5 p.m. (the teacher advisors)  
Thursday : 3 p.m. till 4 p.m. (the teacher advisors)

**All hostel students of Junior 1 and non-graduation classes must stay at home and participate in online learning and not allowed to return to hostel during MCO.**

Thank you for your attention and your cooperation is very much appreciated!

  
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