



15 January 2021

Dear Parents and Students of Senior 2 IGCSE & Senior 3 UEC Classes,

Notice of Online Classes

The condition of Covid-19 becomes more serious recently, our school has decided to start online classes for Senior 2 IGCSE and Senior 3 UEC classes so that they can stay at home and learn starting from 20 until 26 January 2021.

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

The school hours :

Monday & Friday : 7.30 a.m. till 2.35 p.m.
Tuesday & Thursday : 7.30 a.m. till 4.15 p.m.
Wednesday : 7.30 a.m. till 3.15 p.m.

Some requirements of our online classes:

- Each period consists of 40 minutes, 35 minutes for a lesson while 5 minutes for our students to switch to another lesson.
- Students must prepare the required learning tools for the online class, for example, the Internet and a computer with a webcam and microphone.
- Once the students enter into their Zoom classroom, they must turn on their camera and actively participate in their online lesson.
- Students should have the right learning attitude and fully utilize the resources.
- During the lesson students are not allowed to scribble on the computer screen or post any indecent text and actions.

The subject teachers will mark attendance which will affect the conduct mark. The attendance mark is 10% of the total mark of the subject. Students who are absent from their online lessons except for illness, their parents will have to write a letter of excuse and send it to their form teachers within three days of their absence.

All hostel students must stay at home and participate in online learning and cannot return to the hostel during MCO.

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


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