

**Notice of Whole-Day Face-to-Face Classes
for Whole School / Individual Class Level(s)**

To: _____ District School Development Section [Fax no. : _____]

In accordance with the letter issued by the Education Bureau (EDB) on 24 January 2022, we certify that we have fulfilled the conditions for arrangements of whole-day face-to-face classes for the whole school / individual class level(s) (‘✓’ as appropriate in the following box):

- whole-day face-to-face classes for the whole school - (i) at least 70% of the teachers and school staff (including teaching and non-teaching staff) directly employed by our school have received two doses of COVID-19 vaccine for more than 14 days and (ii) at least 70% of the students of our school have received COVID19 vaccine as stated in the table of the above letter for more than 14 days.
- whole-day face-to-face classes for individual class level(s) - (i) at least 70% of the teachers and school staff (including teaching and non-teaching staff) directly employed by our school have received two doses of COVID-19 vaccine for more than 14 days and (ii) at least 70% of the students of _____ (please fill in the class level(s)) have received COVID-19 vaccine as stated in the table of the above letter for more than 14 days.

With the endorsement of our Incorporated Management Committee / School Management Committee, our school plans to initiate the above-mentioned arrangement from ____ (day) _____ (month) _____ (year) on (_____) (day of the week (e.g. Monday)). We will strictly observe the relevant health guidelines and put in place all necessary health protection measures to keep the school environment clean and hygienic. We have also been keeping parents and other stakeholders informed of the related arrangements.

School Name:	School Chop (if any)
Name of Supervisor / Principal (in BLOCK letters):	
Signature of Supervisor / Principal:	
Date:	
Fax No.:	

===== **Reply Slip (For completion by the EDB)** =====

**Whole-day face-to-face classes
for whole school / individual class level(s)**

Dear Supervisor / Principal,

This is to acknowledge that the EDB has received your notification about the arrangements of whole-day face-to-face classes for the whole school/ individual class level(s) on the above-mentioned date.

[_____]District School Development Section
Name of School Development Officer (in BLOCK letters):
Signature of School Development Officer:
Date: