

(A Chinese version is at the end/ 中文版請見下文)

Guidelines on FE arrangements in event of class suspension in schools due to outbreak of communicable diseases

According to the advice and crisis management procedures given to Hong Kong schools by Education Bureau and Centre for Health Protection on guarding against Human Swine Influenza or other communicable diseases, schools may warrant class suspension in case of outbreak of any communicable diseases. Field Experience activities taking place in respective schools may be affected due to class suspension. The Institute requests students to note the following arrangements or advice regarding the field experience arrangements under the situation of class suspension:

School Visit

- Affected students will be notified of the arrangements individually

School Attachment / Block Practice

- In case of class suspension of placement schools, student teachers' field experience activities in the schools will remain on-going. Student teachers are required to continue undertaking teaching or non-teaching duties as assigned by the schools (e.g. preparing on-line teaching materials).
- Student teachers are obliged to notify FE supervisors to adjust the time of next FE visit.
- Student teachers, who are on Block Practice, are recommended to videotape and voice record their lessons as far as possible, in order to facilitate the assessment of teaching performance in case of contingency. Student teachers should obtain prior approval from block practice schools for the recording. It could provide a good basis for FE supervisors to assess their teaching performance even if the FE visit(s) cannot be conducted.
- Student teachers who are infected by Human Swine Influenza or other communicable diseases when undertaking the field experience activities, please report to the placement school, School Partnership and Field Experience Office AND Estates Office immediately. Student teachers can only be allowed to resume the remaining field experience activities after full recovery^{note 1}.

Note

1. Under special circumstances where student teachers are not allowed to continue with teaching practice in the placement schools within the scheduled block practice period, the case will be handled on an individual basis.

School Partnership and Field Experience Office

Last update: 17 January 2011

在學校因傳染病爆發停課下的學校體驗活動安排指引

根據教育局和衛生防護中心向全港學校發出有關人類豬型流感或其他傳染病的指引和危機應變程序，如一旦遇上傳染病爆發，學校有可能決定停課。學校體驗活動可能因個別學校停課而受影響。各學員請留意下列各項在停課下學校體驗活動的安排或建議：

學校參觀

- 本處會另行通知受影響的學員有關安排

駐校體驗 / 教學實習

- 如遇配屬學校停課，學員在該校的學校體驗活動會繼續進行。學員須繼續擔任學校所委派的教學或非教學工作（如準備網上教材等）。
- 學員有責任通知視導導師更改下一次視導時間。
- 實習學員建議儘可能將課堂的教學錄影及同時錄音，但須事先取得實習學校的批准。萬一配屬學校停課而視導工作未能完成，視導導師仍可透過課堂錄影為學員的教學表現進行評核。
- 學員如在學校體驗期間感染人類豬型流感或其他傳染病，請立即通知配屬學校、院校協作與學校體驗事務處及物業處，在完全康復後方可進行餘下的活動^{註一}。

註一：在特殊情況下配屬學校或未能讓學員在原定的實習時段內繼續進行餘下的教學實習，有關個案將個別處理。

院校協作與學校體驗事務處

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