

救恩學校（幼稚園部）
視像面談安排指引

- A. 工具
以 Zoom 視訊會議軟件進行面談
(由 11 月 11 日起可到本校網頁查看你的 Zoom 會議 ID 及密碼)
- B. 地點
- 在網絡穩定、訊息流暢、寧靜的室內環境
 - 空間需容許家長與幼兒同時安座於鏡頭前，亦能容許幼兒有活動空間可以進行伸展與律動（距離足以讓鏡頭拍攝幼兒全身）
- C. 程序
- 等候室 (5-10 分鐘)
 - 幼兒與老師互動（家長必須陪同）(約 10 分鐘)
 - 家長與校長、副校長或主任面談（請幼兒安坐家長身旁）(約 3 分鐘)
- D. 事前準備
- 家長必須預先安裝 Zoom 視訊會議軟件，然後使用桌面電腦、手提電腦或平板電腦進入 Zoom 視訊會議，不建議使用手機
 - 請預先確定你所使用的電子產品之系統軟件已更新至最新版本，以便順利開啟 Zoom 軟件
 - 如使用桌面電腦，必須有攝影鏡頭及收音器材才能進行視像對話。家長請預先測試攝影及收音功能，以確保通話質素
 - 請為你的電子產品完成充電，或連接電源
- E. 加入會議時
- 請於面談日當天預早 10 分鐘輸入會議 ID 及密碼，並耐心在等候室等待
 - 家長請以「申請編號+幼兒中文全名」作為用戶名稱，申請加入會議，**如用戶名稱不正確或不符合上述格式，將不會獲准加入會議**，務必注意（假如幼兒沒有中文姓名，才可使用「申請編號+英文全名」登入）
 - 如同一個用戶名稱重覆申請加入會議，亦不會獲准進入
- F. 進行會議時
- 家長全程均應開啟視像及收音功能，除非老師作出提示
 - 為保障與會者的私隱，未經學校批准不可作任何錄音或錄影
 - 開始時，會議由一位老師主持，同時會有不多於四個家庭加入會議
 - 老師會歡迎各個家庭，然後輪流將一個家庭加入到分組討論室(Breakout room)與校長、副校長或主任作個別面談，完成個別面談後返回主會議室，繼續與老師進行互動
 - 當老師宣布面談完成後，大家才可按「離開會議(Leave Meeting)」退出，切勿自行提早離開。如中途離開，將不獲再次加入
- G. 如發生預計之外的技術問題
- 若家長於面談日當天因登入會議有任何技術上的問題，恕不接受即時致電與本園職員諮詢或提供支援
 - 家長必須於面談開始時間的半小時內，以電郵的形式提交未能登入之原因，並附上有關的圖片作證明，電郵至 admissions_kg@kauyan.edu.hk (請註明考生姓名及申請編號)，學校將按情況考慮另行安排面談日期與時間。但如超過三十分鐘後方通知學校，將不獲受理

Kau Yan School (Kindergarten Section)
Guidelines for Video Interview Arrangements

- A. Tool
Video meeting on Zoom
(The Zoom meeting ID and password will be posted on our school website on November 11)
- B. Location
- i. Quiet indoor environment with stable network and good signals
 - ii. A space that allows parents and children to sit in front of the camera at the same time, and allows children to have room to stretch and move (sufficient for the camera to shoot the child's whole body)
- C. Rundown
- i. Waiting room (5 - 10 minutes)
 - ii. Child-teacher interaction (parents must accompany their children) (about 10 minutes)
 - iii. Parents interviewed by the Principal, Vice Principal or Panel Head (children will sit beside their parents)
- D. Preparations
- i. Please install Zoom in advance and use desktop computer, laptop or tablet for the video meeting. Cellphone is not recommended.
 - ii. Please update the system software of the device to the latest version in order to run Zoom smoothly.
 - iii. If you are using a desktop computer, you must have a camera and microphone for the video meeting. Please test the camera and microphone in advance to ensure call quality.
 - iv. Please charge the device in advance or connect it to a power supply.
- E. Joining the meeting
- i. Please enter the meeting ID and password 10 minutes in advance on the day of the interview, and wait patiently in the waiting room.
 - ii. Parents should use " **Application Number + Full Chinese Name of the Child** " as the username to join the meeting. Please note that **if the user name is incorrect or does not conform to the above format, the user will not be allowed to join** (if the child does not have a Chinese name, he/she can use " Application number + Full English Name of the Child" to login).
 - iii. Duplicate username will not be allowed to join the meeting.
- F. During the meeting
- i. Parents should turn on the camera and microphone at all times, unless the teacher requests otherwise.
 - ii. To protect the privacy of participants, no audio or video recording is allowed without our permission.
 - iii. At the beginning, the meeting will be held by a teacher, and no more than four families will join the meeting.
 - iv. The teacher will welcome the families and then assign families into the breakout room one by one, for individual interview with the Principal, Vice Principal or Head Teachers. After completing the individual interview, please return to the main meeting room and continue to interact with the teacher.
 - v. When the teacher announces that the meeting is finished, you can press "Leave Meeting" to exit, please do not leave early. If you leave during the meeting, you cannot rejoin.
- G. For unexpected technical problems

- i. If parents encounter any technical problems on the interview day, we will not be able to provide immediate inquiry or support.
- ii. Parents must submit their reasons for not logging in with a photo to **admissions_kg@kauyan.edu.hk** (please indicate candidate's name and application number) within 30 minutes after the interview commences. According to the situation, our school will consider to arrange an additional interview on another date. Notice after the first 30 minutes of the meeting will not be accepted.