

## School Safety and Security Arrangements

For student safety and school security reasons, the school has made the following arrangements:

### 1. **Visitors:**

All visitors are required to register their personal information in the school lobby at the main entrance before being allowed to enter the campus.

### 2. **Taking students to School:**

When taking students to School, let them enter the school by themselves. Parents should **stay outside** the School in order to avoid overcrowding the School entrance. Students are taken care by teachers and prefects during School time, so parents should not get worried.

### 3. **Students forgetting to bring items:**

In order to train children's self-discipline, self-management and responsibility, **parents are kindly requested NOT to deliver items** (such as books, homework, food or drinks, etc.) for your children after the school bell rings at 8:15a.m. so as not to affect their classroom learning. Thank you for your cooperation.

### 4. **Taking homework for absentee:**

Parents can ask classmates to take homework for their child. If parents fail to inform the classmate and need to take the homework in person, please inform the staff at the lobby of the student's name and his/her class and wait patiently for the arrangement.

### 5. **Meeting teachers:**

Parents who wish to meet teachers can make an appointment in advance in the "Family Communication" column of the Student's Handbook. Students should hand it over to the teacher for signature or parents can arrange a time with the teacher by phone. After arriving at school, the staff at the lobby will contact the teacher concerned. Parents are requested to wait patiently.

## 6. School Office Hours:

|                  |                       |
|------------------|-----------------------|
| Monday to Friday | 7:45 a.m. — 5:30 p.m. |
| Saturday         | 8:00 a.m. — 12:00 nn* |

Except for lessons and being on-duties, teachers are also using their spare time to help students with their learning, so please be understanding and patient if the teacher is not able to answer phone calls or get in touch with you at that moment, rather he/she may contact you later, please take note of that.

## 7. Early-Leave and relevant arrangement:

Parents need to inform the Class Teacher by providing **written notification** in advance if they want to apply early-leave for their child. If immediate early-leave is needed, parents are reminded that the student will not be allowed to leave school by himself / herself unless they are accompanied by his / her parent(s) or guardian(s) confirmed by the school.

## 8. Notification of absence and relevant arrangement:

Parents need to specify the date and the reason in **Student's Handbook** if they want to apply for sick-leave / personal-leave for their child. Students need to hand in the Handbook and show the letter / relevant medical document certified by the doctor (if available) to the Class Teacher on their first day of return.

The above arrangements are designed to ensure the safety of students and maintain an ideal learning environment. Thank you for your cooperation!

[Teacher-in-charge: Deputy Head, Ms. CHAN Shuk Fan ]