

2023/24 甲類通告第 E001 號
1st September, 2023

Dear Parents,

Preparation for the New Academic Year 2023-2024

Please read the following information and documents carefully for preparation of your child in the new academic year 2023-2024.

Doc	Content
1	Purchasing School Exercise Books (Phrase 1)
2	First application for student financial assistance scheme and submission of eligibility certificate
3	Student homework
4	Schoolbag Weight Reduction, Air-Con Safety Issues, Fraud Prevention and Bad Weather Arrangements
5	Student Discipline and Morality
6	Student Appearance Requirements
7	School security
8	Prevention of Communicable Diseases
9	Notes on Accident & Emergency (A&E) Services
10	School Policy for Personal Data Privacy

✧ Please pay attention that the above documents are applicable throughout the year.

DISCLAIMER:

The English version is a translation of the original in Chinese for information purposes only. In case of any discrepancy, the Chinese original is reserved as official interpretation of the school (applied to all e-notices / parent notification in English).

Ms. CHENG Yuk Ching
Headmistress

2023/24 甲類通告第 E001 號

Reply Slip

Dear Ms. CHENG,

I have read through Type A Notice, No. E001 and understand the corresponding contents.

Class: _____ Name: _____ Parent Signature: _____

Contact No. : _____ Parent Name: _____

Date: _____ of September, 2023

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

Purchasing School Exercise Books for 1st Term

1. Payment of school exercise books

Date	Related Matters	Precautions / Payment Method
8 th September (Friday) or before	Purchasing school exercise books	<ol style="list-style-type: none"> 1. Cash : Please put the <u>money in the plastic bag distributed by the school and hand it to the class teacher. Please write the student's name and class on it.</u> The exercise books will be distributed later. (Please refer to the book list for fees) 2. Cheque: Make it payable to "Hang Cheong Chan Printing Factory", write the student's name, class and contact number on the back, and put it into the attached plastic bag. 3. Please prepare all expenses, no changes will be given. 4. If you just purchase partial books. Please arrive at the school between 9:00am – 10:00am on 8th September (Friday) to contact the book supplier directly. 5. Starting from this school year, the school exercise books of Chinese, English, Mathematics and General Studies have been updated.

[Teacher-in-charge: Ms. CHOY Lai Fan]

**Financial Assistance Scheme: First-time Application &
Submission of notification of result for the eligible**

2023-24 Academic Year's Financial Assistance Scheme, including the School Textbook Assistance (TA) Scheme, the Student Travel Subsidy (STS) Scheme & the Subsidy Scheme for Internet Access Charges (SIA), has already been opened for application starting from mid-May this year. If your family is **applying for the first time** AND has been assessed as eligible for financial assistance in the first stage, each of your children who are about to enter or continue to attend primary or secondary schools will receive a copy of **notification of result (Eligibility Certificate)** from the Student Finance Office. Parents need to fill in the second to fourth parts on the Certificate, and return the Certificate to the school between 1st and 5th September, so that the school can return it to the office after confirmation. **Parents who are overdue should submit the eligibility certificate confirmed by the school to the Student Finance Office for processing by themselves.** Please note: If you apply for the student travel allowance, please ensure that the residential address in the eligibility certificate must match the school's records, so that we can more accurately assess whether it should be recommended. The school is not responsible for the consequences caused by the delay in submitting the eligibility certificate. At the same time, parents should also fill in each content carefully. If there are errors or omissions in the information, the payment of allowance will be delayed.

If parents wish to formally apply at this stage, they can go to the Home Affairs Department/Student Finance Office or the school lobby (while supplies last) to obtain the relevant application documents. **The completed form should be sent directly to the Student Finance Office for processing.** As the form takes time to process, the payment of various allowances will be delayed accordingly. Please pay attention.

For inquiries, please kindly call at Student Finance Office hotline 2802 2345 or go to the website <http://www.wfsfaa.gov.hk/sfo/tc/index.htm> or email to wg_sfo@wfsfaa.gov.hk to contact the staff there.

Student Finance Office Address:

5/F, Trade and Industry Tower, 3 Concorde Road, Kai Tak, Kowloon.

Monday to Friday: (except public holidays) 8:45 a.m. to 1:00 p.m

2:00 p.m. to 5:45 p.m

[Teacher-in-charge: Ms. CHOY Lai Fan]

Student homework

"Homework" is an important task for students to demonstrate knowledge, attitude and ability. Teachers can identify students' learning difficulties through their performance in homework, and follow up on their weaknesses to help students to master what they have learned. Therefore, **Home-School Cooperation** is very important. To achieve this, parents are advised to refer to the following methods to support your child(ren) in completing daily homework and give appropriate encouragement so that your child(ren) can learn effectively.

1. Parents should provide a quiet environment for their children and set time limit for finishing their homework so that they can achieve their tasks with goals and perseverance.
2. Parents should check the homework book for their children every day, so that you could be clear about the learning progress, and provide appropriate guidance for their children. After checking, parents should sign or stamp on the homework book. Parents are expected to keep in close communication with the school by using the student's handbook.
3. In addition to general homework and worksheets, homework categories can also include diversified forms such as chapter preview, study log, revision of vocabulary, reciting good sentences, project study, interview, speaking practice and online practice.
4. Refer to the teacher's grades and comments on homework, understand the children's learning situation and progress, and give appropriate guidance.
5. If you encounter difficulties in guiding your children's homework, you can contact the teacher to discuss ways to guide your children.

We are convinced that if children receive the support and encouragement of their parents, they will make progress in their studies.

[Teacher-in-charge: Deputy Head, Mr PANG Chun-kit]

Schoolbag Weight Reduction, Air-Con Safety Issues, Fraud Prevention and Bad Weather Arrangements

1. Weight Reduction of Schoolbags

To address students' backbone and waist health concerns, parents are advised to remind children on the weight of their schoolbags according to the followings:

- a. Pack only the books, homework and stationary items needed according to the timetable, and avoid bringing unnecessary items;
- b. Special items, such as Visual Arts materials and music instruments, can be put in a separated hand-carried bags so that the schoolbag weight is reduced and the pressure on backbone is alleviated;
- c. Use the school plastic drawers to store items that are repeatedly used every day.

2. Safety of Air-conditioning Facilities

To improve classroom environment, air-cons are installed in every classroom in the school. Parents are requested to remind children of the followings things:

- a. To prevent accidents, students must not touch any electrical switches or plugs in the classroom without teachers' permission;
- b. Students should not open or close windows (or doors) on their own wills due to safety issues. To be eco-friendly, doors and windows should be closed when air-cons are switched on;
- c. If students are not adapted to the air-con temperature, they are advised to bring school sweaters with **school badges attached**.

3. Fraud Prevention

In the past, there was a case in which some fraudulent people pretended to be representing the school staff and asked for home visits to defraud money. The school solemnly declares that notices will firstly be given to parents for all school activities, and home visits will only be arranged after informing parents via phone calls by teachers and receiving parents' consent. If parents encounter similar situations in the future, please handle wisely and carefully to prevent unscrupulous individuals from taking advantage of the situations.

4. Bad weather conditions

1. If you encounter bad weather before going to school, please do not rush to bring your children back to school, you should stay at home to do revision with your children. Bring your children back to school only when it is safe to do so.
2. If you encounter bad weather on your way to school, please be careful about road conditions, pay attention to safety, and do not have to forcefully return to school.
3. When the weather suddenly turns bad during the class period, all classes will continue and the normal school dismissal time and arrangement will be followed as usual. Parents do not need to worry.
4. In the event of bad weather during school dismissal, please use the side door of the school to enter the playground when parents are picking up their children from school. If there are special arrangements, **please patiently follow the instructions of the school staff** to pick up the students; if there are no special arrangements, please leave school as usual. Due to the overcrowding, please be patient and considerate in order to ensure safety.

[Teacher-in-charge: Mr. CHAN Kin Ip, Mr. Kwan King Fai (the senior teacher)]

Student Discipline and Morality

Academics and morality are the two pillars of school education and complement each other. Our school educates students towards these two goals. To develop good habits, establish a sound personality and achieve balanced physical and mental development amongst children receiving education in the school, it is essential to have a close relationship between parents and the school and satisfactory results can only be achieved through such collaboration. Therefore, it is hoped that all parents can keep in touch with the school regularly and discuss about their children's homework, behaviour or other matters so that timely and appropriate guidance can be provided.

At the beginning of the new school year, parents are requested to work together with the school to pay attention to the followings:

1. In order to facilitate the school to keep in touch with parents, please fill in the student handbook with the information of the residence, office, and other relatives and friends (at least one) who can be contacted in case of any emergency together with their telephone numbers.
2. If your children need to take leave or leave early due to circumstances, please use the student handbook to inform the school of the date and reason for the leave as soon as possible, and ask the children to send the student handbook to the class teacher for review so that the corresponding coordination can be made.
3. Students must wear neat school uniforms (P.1-P.4: Sports Uniforms; P.5&P.6: Formal Attire) back to school for class; if there are physical education classes, specific team training or activities that day, they must wear neat sports uniforms or related team uniforms back to school for class. Students returning to school during non-class hours should also wear school uniforms for identification purposes.

School Uniform style:

Please refer to the Doc 6 “Student Appearance Requirements” for the school uniforms

4. With no special notification, the class time will be started from 8:15 a.m. and the dismissal time will be 3:15 p.m. during the whole-day schooling. (The dismissal time of half-day schooling will be 1:10 p.m.) Please come to school and pick up your child(ren) on time. For the sake of others, parents are requested to wait at the designated place to pick up their children and leave quickly to avoid overcrowding.
5. Our school is a full-time day school, and classes are held five days a week. During the

school period, students should develop the good habit of punctuality and return to school before 8:15 a.m. [but not earlier than 7:30 a.m., so as not to affect students' rest time; prefects who are on duty should make adjustments by themselves]. Parents are requested to send their children to school on time. After entering the school, students should immediately tap the smart card and let the computer record their attendance time so that parents can check the record in "Smart-School" App.

6. In order to make students develop the habit of frugality, students are not allowed to wear valuables (such as gold and silver jewelry) back to school. Female classmates' headwear should also be simple. Mobile phones are becoming more and more common, with more advanced functions and high value. To prevent students from indulging in mobile phone addiction, or causing losses due to theft, the school will **NOT** be responsible for the loss of valuables such as gold and silver jewelry and mobile phones. If not necessary, students should not bring more than HK\$20 pocket money every day in order to develop a good habit of prudent financial management and safekeeping of personal belongings.
7. The traffic in front of the school (Fuk Wing Street and Camp Street) is very busy. Parents are advised to pick up and drop off their children on time. If your children go to school and go home by themselves, please also ask them to pay special attention to the traffic conditions for safety.
8. Parents who pick up and drop off students must use the side entrance to leave school. After picking up their children, please take your safety into consideration, be patient and cooperate with each other, and leave as soon as possible to avoid potential dangers or collisions caused by overcrowding.
9. If parents want to make temporary or formal changes to their children's dismissal arrangements, a written notification must be given to the class teacher in advance so that appropriate arrangements can be made. Otherwise, the original dismissal arrangement will be followed for the sake of safety.
10. In order to enhance the effectiveness of the home-school cooperation, if a student exhibits behaviours such as failing to submit homework, untidy appearance, or even disruptive conduct that disrupts order, parents will be invited to meet with the school to discuss disciplinary methods for the student. However, parents are welcome to contact the school at any time if they notice any abnormal behaviour in their children or encounter difficulties in disciplining them.

[Teacher-in-charge: Mr. CHAN Kin Ip, Mr. KWAN King Fai]

Student Appearance Requirements

Hairstyle:

1. Student hairstyle should be plain and neat in general, and should not be too fancy, extraordinary or stand out to maintain a good school atmosphere.
2. Students should not dye their hair or use any hair-hardening product, or use exaggerating headwear.
3. If students' hairstyle does not meet school requirements, the school will contact the parents to urge necessary changes.

Hairstyle requirements (Boys)	Hairstyle requirements (Girls)
<ul style="list-style-type: none">➤ Fringes must not cover the brows➤ Side burns must not cover the ears➤ Hair on the back should not touch the collar.➤ Braids are not allowed➤ Headwear is not allowed	<ul style="list-style-type: none">➤ Fringes must not cover the brows➤ Long hair should be pinned neatly with black hair clips. Loose hair is not allowed.

School Uniform:

- Students must come back to school wearing school uniform.
- School uniforms must be washed regularly and kept neat and tidy.
- Students must wear white undergarment, and no parts of the undergarments should be exposed.
- School uniforms must be neatly buttoned and zipped up.
- No any forms of accessories are allowed.
- Girls' school dress should cover the knees when standing.
- Black belts, shoes and white sports shoes should be plain and tidy in general, and do not have exaggerating, extraordinary patterns attached.
- In case there are PE lessons, or specific uniform group activities or trainings, sports uniform or corresponding uniforms must be worn tidily.
- Students should wear school uniform when coming back to school even at non-school hours for identification.

School Uniform Style

Formal Attire (For Primary 5 -6 Students ONLY)				
	Summer	Winter	P.1-4	P.5-6
1	Light blue / pink short-sleeved shirt with thin white stripes; white collar; school name embroidered on the left chest	Light blue / pink long-sleeved shirt with thin white stripes; white collar; school name embroidered on the left chest	✗	✓
2	Maroon school tie	Maroon school tie	✗	✓
3	Grey short trousers (Boy)	Grey trousers (Boy)	✗	✓
4	Grey skirt pants (Girl)	Blue / Red checker skirt pants (Girl)	✗	✓
5	White short socks	Grey short socks (Boy) Quarter-length grey socks (Girl)	✗	✓
6	Black leather shoes	Black leather shoes	✗	✓
Sportswear (for boys and girls)				
	summer	winter	P.1-4	P.5-6
7	White collar with red stripes, blue sleeve openings with red/white stripes, blue / red short-sleeved moisture wicking activity shirt; school name embroidered	Blue/Red long-sleeved knitted cotton activity shirt	✓	✓
8	Deep blue sports shorts with red/white stripe	Deep blue sports pants with red/white stripe	✓	✓
9	White short socks	White socks	✓	✓
10	White sports shoes	White sports shoes	✓	✓
11		Deep blue / red Dacron/Cotton mix knitted <i>activity jacket</i> with school badge sewn	✓	✓
12		Maroon / grey <i>padded jacket</i> ; grey collar, sleeve opening and hem with white stripes; with school badge sewn	✓	✓
Other cold school uniforms			P.1-4	P.5-6
13	When Cold Weather Warning is hoisted, students are allowed to wear plain black, deep blue, deep grey or maroon-coloured cold weather outfit.		✓	✓

[Teacher-in-charge: Mr. CHAN Kin Ip, Mr. KWAN King Fai]

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]

Prevention of Communicable Diseases

1. The symptoms of COVID-19 can be mild. If you have any physical discomfort (even if the symptoms are very mild), you should consult a doctor as soon as possible to obtain appropriate diagnosis and treatment. In addition to the emergency department and general outpatient department of public hospitals, you can also consult private clinics and hospitals.
2. According to the announcement of the Center for Health Protection of the Department of Health, some infectious diseases such as flu, scarlet fever, hand-foot-mouth disease and enterovirus 71 infection, etc., will break out in institutions and schools from time to time.
3. The school has thoroughly cleaned and disinfected the campus and prevented mosquitoes before the start of the new term. All students/staff of the school will be urged to pay attention to personal and school environmental hygiene.
4. In order to protect the health of students, parents are requested to keep their home clean and hygienic, but also remind their children to keep their personal and school environmental hygiene and pay attention to the following points:
 - If your child has symptoms of diarrhea, vomiting and skin rash, you should consult a doctor as soon as possible; if your child has fever, sore throat, cough or symptoms that look like flu, he/she must wear a mask immediately and seek medical advice as soon as possible, and you must notify the school and rest at home. Follow doctor's instructions and do not return to school until the symptoms disappear and the fever disappears at least two days (whichever is longer).
 - If your child is infected with hand-foot-mouth disease, he/she should rest at home until the fever subsides and the blisters dry up and scab before returning to school. As for additional precaution, if he/she is infected with Enterovirus 71, he/she should not return to school within two weeks after all symptoms disappear.
 - If the child is sick or needs to be observed by the hospital, the school should be notified immediately. When necessary, the school will report the student's situation and information to the Center for Health Protection or relevant departments, so that

the prevention and control of infectious diseases can be effectively advanced.

- If your child is sick in school, you should cooperate with the school to pick up the sick child from the school as soon as possible and seek medical help immediately.
 - Provide handkerchiefs or tissues to your child, and remind child not to share items with others.
 - Remind your child to keep your hands clean, cover your nose and mouth when sneezing or coughing, and dispose of used tissues properly.
 - Parents must check the temperature for children every day before class at home.
5. If students are absent from class due to illness, the school will do their best to provide them with learning support, so that their absence will not affect their future learning.
6. Please pay attention to the latest information and arrangement on the Website (www.dh.gov.hk) of the Department of Health



[Teacher-in-charge: Ms. CHOY Lai-fan]
Shuk Ching]

Notes on Accident & Emergency (A&E) Services

If students are advised by teaching staff to be sent to hospital due to injuries or illnesses, the school will contact parents and obtain consent before further actions (if time allows). Therefore, parents must provide a correct emergency contact to the school and update the school immediately for any changes.

If students suffer from severe injury or are under critical conditions and must be sent to the hospital, the school will contact ambulance service and send the students to the A&E services of the nearest public hospital. The school will request parents to head to the school or directly go to the hospital. If parents decide to transfer their children to private hospitals, please consult and seek professional advice from medical staff.

Some measures of the Hospital Authority on patients using A&E services are listed below:

- All patients who use the A&E services (including students) must pay a toll of \$180.
- Students sent by the school to public hospitals (nearest being Caritas Medical Centre) will receive payment notice after receiving medical service. Students or parents can choose to pay immediately or later at own convenience.
- Patients with financial difficulties can apply for fee waiver or reduction through Medical Social Workers according to the current waiving mechanism.

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

School Policy for Personal Data Privacy

- Students (and their parents/guardians) studying in our school are required to provide relevant information to our school from time to time. All student/parent/guardian personal data collected will be used only for academic and teaching affairs, student welfare and parent education matters.
- The school will cite some student works such as homework, pictures, sketches of student life (including video clips and photos), etc., for classroom learning, or published in school publications, on campus exhibitions, and uploaded to the school website or other social networking platforms.
- In order to strengthen the communication between the school and the community, the school will publish positive information about the school through publications, leaflets and web pages, etc. The content may involve the personal information of the students of the school (for example: name, group, awards, outstanding grades, etc.). At the same time, the school will also transfer students' personal data (such as name, gender, class, class number, etc.) to the contractors who provide various services for the school, such as lunch, school bus, school uniform, books, travel, photography, newspaper subscription, interest classes, speech therapy, life-wide learning, Understanding Adolescent Project (Primary), other learning activities, etc.).
- The school will keep the information of students/parents/guardians confidential, but will authorize relevant staff in the school to be responsible for follow-up and provide relevant information to the Education Bureau and relevant departments according to actual needs (and when necessary) .

If parents have any comments, they are welcome to express their opinions to the school. Please notify the class teacher in writing before 8th September (Friday) so that it can be handled.

- Remarks: For students with special learning needs, the school will not disclose their personal data to the Education Bureau or relevant departments without obtaining their parental consent.
- For enquiries or questions, please contact our senior teacher Ms. WONG Shuk Ching at 2386 9426.

[Teacher-in-charge: Ms. WONG Shuk Ching]