

## Matters on

### **Reminder of School Year Commencement / Tropical Cyclones and Heavy Persistent Rain / Student Health Survey / Policies of Tests and Exams / Community Care Fund Assistance Programmes –School Lunch Subsidy / Student Dental Care Services / Prevention of Pandemic Flu / Fees for Accident and Emergency Services / Lunch Arrangement for Students**

2 September 2019

Dear Parents,

Please read over the following issues:

#### **A) Reminder of School Year Commencement**

In order to get your child well adapt to the school life, ready to prepare himself/herself in the new school year and a good development of moral character and academic learning, we ask for your close attention on school policies and measures based on home-school cooperation. Read over the beginning details listed below:

1	School ethos	To build a good school ethos, our school aims at cultivating students with simple and honest character, educating them with concepts of politeness and rule abidance, fostering them a good school uniform habit, i.e. getting to be neat, unadorned and modest. To achieve this goal, we need full parental support, guiding and supervising your child’s development on respect towards teachers, caring attitude towards school campus, school life manner of being sociable, abiding school rules, and attending school punctually.
2	School uniforms	<ol style="list-style-type: none"> <li>1. Students are to attend school <b><u>in neat and tidy uniform. Wearing pure white undersweater or underdress is needed (girls).</u></b> Always be simple and modest. Parents always keep parental supervision on using black hair accessories. Refer to pp.7-8 of Student Handbook for details.</li> <li>2. No adornments are allowed, such as rings, bracelets or earrings. If it is a must to do so, <b><u>ask for school approval in writing by parents if necessary.</u></b></li> <li>3. Students have to wear the <u>NEW</u> version of uniform in the school year 2019-2020.</li> </ol>
3	School attendance and dismissal arrangement	<ol style="list-style-type: none"> <li>1. School hours: <ul style="list-style-type: none"> <li>- Mon to Thur: 8:30a.m. – 3:25p.m.</li> <li>- Friday: 8:30 a.m – 2:45p.m.</li> <li>- Student arrival time: 8:00a.m. – 8:20a.m.</li> </ul> School opening time on school days is around 8:00a.m. and <b><u>rings at 8:30 a.m. Students arrive after the ring are regarded as late arrival.</u></b> Do not leave the school later than 3:35p.m.. Parental pickup should be punctual. </li> <li>2. Dismissal arrangement: <p><b><u>Primary One and Primary Two students must be picked up by parents after school.</u></b> Non-parental pickup students should stream into different</p> </li> </ol>

		<p>dismissal teams. Dismissal without permission is not allowed. No street loitering before or after school time. Dismissal time of remedial classes or enrichment classes will send parents further notices.</p> <p>3. If parents are to send your children in person, leave them in the queue at school entrance. <b><u>No students should enter the school with parents accompanied.</u></b> For parental pick up, please <b><u>wait outside at Alexandra Gate (Near Tsuen Wan Government Secondary School).</u></b> To pick up your children, enter the new annex hallway from Sha Tsui Road Gate or TWGSS Gate (Near Tsuen Wan Government Secondary School) after dismissal teams. Leave the school afterwards. <b><u>Parents shall not enter the School from the main entrance or loiter around the school.</u></b></p>
4	Student Handbook and Homework Diary	<p>1. Student Handbook / Homework Diary are tools for mutual communication between the School and parents. Have a good treasure on these two books and well supervise your child to bring them to school every day and no defiling. Read your child's Homework Diary every day and supervise on revision and homework of the day. Then sign on the homework page column of the day. If necessary, make appointment in handbook or homework diary. See p.6 of Student Handbook for reference. <b><u>For serious defiling or lose of Student Handbook, a parent needs to ask for a new one for your child by making payment and application in writing.</u></b></p> <p>2. Parents please fill out pp2-3 and pp4-6 of Student Handbook. English name of the student on both Birth Certificate and Student Handbook should be identical. In the handbook, affix a student photo which is taken in full school uniform.</p>
5	Leave of absence/Late arrival	<p>1. To apply for leave of absence in advance, the parent has to make the application in writing or make the application note in Student Handbook and submit it to class teacher. It is a matter of the reason for consideration in which the class teacher may collect more information from parents before getting approval from the principal. If it is an unsuccessful application, the class teacher will directly contact the parent and address the disapproval reason.</p> <p>2. Please call 24905410 before the start of the first period (after 8:00a.m.) if a student needs a leave of absence due to body illness or emergent home affair. It is also a need to fill out the Absence Form on p.11 of Student Handbook , or state the reason and date of absence by writing a make up letter afterwards. A student asking for a sick leave of 1 day or more should submit a sick leave certificate written by a registered doctor. No admittance to absence without a reasonable reason. Unreasonable absence is regarded as truancy. <b><u>No consideration on travelling or non-emergency reasons of absence (check school days /holidays on our school calendar).</u></b></p> <p>3. A student of late arrival has to submit his/her Student Handbook to Discipline Section for a stamp print, and then submit to the class teacher for processing purpose. He/She has to get a parent's signature and return it to the class teacher for inspection. <b><u>A student, having been late for school thrice, the School will make a parent appointment so as to know the situation and collect the parent's signature for recording purpose. At the same time, the School will also issue a warning letter to the parent</u></b></p>

		<b><u>and the student. If late arrival is repeated after warning, the school will record him/her a black mark for another warning. Parents have to pay attention to this point and read Attachment 3 of &lt;School Rewards and Punishment Policies 2019/2020&gt;.</u></b>
6	Appointment	Parents have to keep a close contact with the School. To make a teacher appointment, make use of Parent/School Contact Page in Student Handbook. In order to make no disturbance on teaching, appointments time should be made before lesson time or after school.
7	Awards/ Punishment	To strengthen student development in all aspects in respective of the school concerns and development dilemma, read the details of <b><u>Attachment 3 of Reward and Punishment Policies 2019/2020.</u></b>
8	School circulars	School circulars are the tools to notify messages to parents. Parents have to keep a close attention on circular distribution. Read the details, sign the reply slips and return them to the class teacher. Keep the circulars for reference after reading them.
9	Daily belongings	<ol style="list-style-type: none"> <li>1. Keep a good habit to bring necessary books, exercise books, homework and stationery to school.</li> <li>2. All Primary One students must wear their name cards in front of their chests during the starting month.</li> <li>3. Keep a thin raincoat or an umbrella in the schoolbag during rainy season.</li> <li>4. Name labels allow efficiency of an identification of lose properties. Students have to affix a name label on each of their belongings, such as plastic bottles, kettles, meal boxes, jackets, school blazers, etc.</li> </ol>
10	School regulations	To foster a good habit on rule abidance, have parental supervision on the compliance of school regulations. Read the details of Attachment 1 of <u>&lt;Rules for Students&gt;</u> .
11	Charges/ fares	To prevent accidental money lose or wasting time of counting, tender exact fare in a closed envelop. Mark down student name and class on it.
12	<b>Tutorial fees for teachers</b>	<b>The School does not appoint teachers to visit students' home and sell tutorial services. If there is any necessary home visit, there must be a definite note sent to the parents in advance.</b>

Contact Chief In-charge of Discipline Section, Mr Au Ka Ching at 2490 5410 for enquiry.

## **B) Matters on Tropical Cyclones and Heavy Persistent Rain**

For reference purpose, point 1 to point 4 are excerpts from an administrative circular issued by the Education Bureau on Tropical Cyclones and Heavy Persistent Rain Arrangement while point 5 is a school-based contingency plan. For your child's safety, read the following details carefully.

### (1) Tropical Cyclones

When a tropical cyclone is about to affect Hong Kong, the following arrangements will be applied and the EDB will also make relative announcements accordingly:

Weather condition	Action to be taken
Signal No.1 is issued	Have usual operation
Signal No. 3 is issued	Have usual operation unless advised otherwise
Signal No.8 or above is issued	Classes suspended

(2) Heavy Persistent Rain

Revised rainstorm warning system predicts bad weather conditions with amber signal, red signal or black signal. The Hong Kong Observatory will issue AMBER rainstorm warning signal to alert the public about the flooding possibility in some low-lying areas and the heavy rain is expected to fall generally over Hong Kong. When the criteria of rainfall index is about to reach, RED or BLACK rainstorm signals are issued to alert the public that heavy rain is likely persistent.

(3) School Arrangements

The following arrangements will be applied during rainstorm warning period, and the EDB will make the same announcements accordingly:

Rainstorm Warning		Action to be taken
A.	AMBER	Have usual operation unless class suspension is announced by the EDB.
(1)	Regional class suspension under special condition announced by EDB: Class suspension in Tsuen Wan	<ul style="list-style-type: none"> <li>➤ Class suspension</li> <li>➤ School tests or exams will be postponed</li> </ul>
B.	RED or BLACK	
(1)	Announcement before 6:00a.m.	
(2)	Announcement is made when some students have set out for school i.e. after 6:15a.m.	<ul style="list-style-type: none"> <li>➤ Class suspension</li> <li>➤ School tests or exams will be postponed</li> <li>➤ Activate contingency measures, ensure school premises are open and arrange staff to look after those students who have arrived at school, as well as the safe conditions for returning home.</li> </ul>
(3)	Announcement is made during school hours	<ul style="list-style-type: none"> <li>➤ Continue the lessons until the end of the normal school hours and ensure the safe conditions for students to return home.</li> </ul>

(4) Class suspension

(a) When having noted before the school hours about being likely affected Hong Kong by tropical cyclones or persistent heavy rain, appropriate public announcements will be made by the EDB through radio and television to inform parents if class suspension or temporary class suspension is required. Arrangements will be made as follows:

◆ If announcement is made before 6:15a.m., and students are not ready to set out to school, it is no need to phone the School for enquiry but waiting for timely radio or television announcements.

(b) If, during school hours, the weather conditions may be seriously getting worse due to the rapid approaching of any tropical cyclones or any specific situation, the EDB will announce immediate class suspension.

(c) Nevertheless, parents should exercise their discretion in deciding whether or not to send their children to school at the time of inclement weather. Stay home if the local weather, road, slope, traffic or transport conditions at that time have yet to resume normal. Late arrival students or absentees of affected areas will not be penalized.

(5) Our school-based contingency plan

(a) A school-based contingency plan has been made to process class suspension or any temporary class suspension under inclement weather conditions. If class suspension announcement is made when some students have already set out to school (after 6:15a.m.), or the regional heavy persistent rain, the School will notice all parents the class suspension on the school official website. Meanwhile, the school will activate contingency plan to ensure our school premises open, staff teachers to look after students who have arrived school and that properly arrange the students to safely return home at an appropriate time.

(b) If schools are in session when the EDB announces immediate class suspension, the School will activate the contingency plan to ensure that students are kept in school until safe and proper arrangements have been made for them to return home at an appropriate time. An announcement on class suspension does not mean sending all students home immediately. Yet, the School strongly advises parents to get their children home by means of parental pick-up.

(c) Under situation (b), to practise a fine arrangement for students to safely return home, please fill out the following reply slip for reference purpose. Have a good consideration on picking up your child(ren) from school.

Contact the section head Mr Au Ka Ching (Discipline) at 2490 5410.

Remarks : Preference of parents (Keep it for your reference)

I will pick up my child by myself.

I will have a relative/friend to pick up my child.

Name of relative/friend : \_\_\_\_\_ relationship : \_\_\_\_\_

Contact No. : \_\_\_\_\_

My child will return home by himself/herself.

### C) Matters on Student Health Survey

Physical Education (P.E.) is one of the developing curricula in our school. Each student has to attend P.E. lessons and extracurricular activities except students with specific reasons. However, students who are advised not to engage in physical activities due to any illness listed on the questionnaire attached or any serious or periodical ailment, please follow the medical instruction. If exemption is needed, temporary or long term period, please submit a medical certificate for reference.

For safety purpose, the School will distribute a questionnaire on health survey so as to have a thorough understanding about the health situation of students. Fill in the attached questionnaire (Highly confidential and just collect for teachers' reference only). Report to the School **immediately** if health condition is changed.

Contact the section head Ms Chan Shuk Chun (Activity) at 2490 5410.

## D) Matters on Tests and Exams

### (1) Tests and Exams

An effective assessment allows teachers to evaluate their teaching effectiveness, students to understand their learning results and seek for improvement, as well as the parents to know their children's learning performances and thus provide timely follow-up and guidance. Upon establishing assessment policies, the School not only focuses on means to evaluate learning, and evaluation means to promote learning. Listed below are the arrangements of tests and exams, policies and various points to note.

	Tests	Exams
Times	Twice (Once for each term)	Twice (Once for each term)
Ratio	40%	60%
Subjects	4 subjects (Chinese, English, Maths and General Studies)	All subjects
Remarks	<ol style="list-style-type: none"><li>1. Ratio percentage is according to EDB's instructions.</li><li>2. For adaptation, Term 1 results will not be taken into account for primary 1 students.</li><li>3. All test results and exam results will be accounted into records. Please encourage your child to put a strong value on their tests and exams results.</li><li>4. For Primary 5 in June and Primary 6 in October and March, students will attend important exams which account for internal scores submission to the EDB for the entry of secondary school place purpose.</li><li>5. Parents can review on exam paper results after each tests/exams. Appointment for the captioned review is necessary.</li></ol>	

### (2) Class Grouping

- (a) P1 students will be assigned into classes based on the gender ratio.
- (b) P2 to P5: Class A will be elite class while students in Classes B, C and D will be evenly distributed based on the gender ratio, the average number of students in each class and their needs for counselling service, so every student will be taken care of with the most appropriate arrangements.
- (c) The same group of P5 students will be promoted to the same P6 class because of the Internal Examinations for the purpose of Secondary School Places Allocation (SSPA).

Contact the section head Ms Mok Lai Yin at 2490 5410 for inquiry.

## E) Community Care Fund - School Lunch Subsidy

In the school year 2018-2019, EDB will continue to support Primary One to Primary Six students of needy families by applying for School Lunch Subsidy from Community Care Fund Assistance Programmes.

Eligible students:

- (i) Under the subsidy scheme, students who get full grant for the school year of 2019/2020 (full grant under School Textbook Assistance Scheme and Student Travel Subsidy

Schemes); [Note: Parents, who have applied both of the above grants, have to submit the **notification of result 2019/2020** or **Eligibility Certificate 2019/2020** (white) to school as soon as possible. (students with full grant) once receive them from Student Financial Assistance Agency.

- (ii) Students have lunch subscribed via school (Note: no subsidy for students who prepare lunch by themselves).

Principle: Funding will be released to school for paying student lunch.

Points to note:

- (i) Eligible parents need to submit lunch menu punctually.
- (ii) Retrospective payment arrangement is not offered. In other words, parents should not ask for retrospective payment service although they have prepaid the meals without knowing the subsidy result.
- (iii) Since it takes time for subscription management, submission of document proof before the tenth of each month allows for free lunch menu. Submission after the tenth of each month is managed to be the subscription for the next month.
- (iv) Submission of student information is managed to process lunch subsidy scheme.

Contact the section head Mr Yang Chun Yu (Student Support) at 2490 5410.

#### **F) Matters on Student Dental Care Services**

**Student Dental Care Services** is a service provided by Department of Health aiming at providing preventive dental treatment and medical care to Primary One to Two students, including dental check-up, tooth filling, supragingival scaling, and tooth extraction (if necessary). Students under this service should attend the clinic according to scheduled arrangement. No matter your child is going to apply for the service or not, please fill out the following reply slip and return it to the class teacher on Tuesday, 3 September 2019

☆Students attempting to apply the service need to complete the application form and medical history record. Late submission will not be entertained.

Contact the section head Mr Yu Kai Chun (Affairs) at 2490 5410 for enquiry.

#### **G) Matters on Prevention of Pandemic Flu**

To prevent widely spreading of virus in school, we would like parent to know the following-

1. Have your child measure body temperature before attending school and submit the record to school for inspection.
2. Wear a face mask for the prevention of virus spreading if there is slight respiratory infection syndrome.
3. See a doctor and rest at home if there is fever or any illness conditions.

According to the instructions by the EDB, the School will implement the following measures in order to prevent widely spreading of virus in school-

1. Open all the windows of the classrooms and switch on fans at slow speed so as to keep air circulation fine.
2. Not only clean the classroom floors and all corridors of the school with diluted household bleach, but also student desks and chairs.
3. Encourage students to wear face masks.
4. The School has a few masks stocked for students who have infection syndromes.

5. Liquid soap is available in student washroom for cleaning hands.
6. Encourage students to have frequent hand-washes and prepare paper handkerchiefs for themselves.
7. In case of absence, the School will instantly call parents for information.
8. When a student is sick, the School will call his/her parent to get him/her to a clinic instantly.
9. When a student is having a fever or suffering bad conditions, the School will call his/her parent. If the calls are failed to reach the parent, the School will instantly send the student to the casualty office of a hospital nearby.

Contact the section head Mr Yu Kai Chun (Affairs) at 2490 5410 for enquiry.

#### **H) Matters on Fees for Accident and Emergency Services**

Effectively from 18 June 2017, Fees for Accident & Emergency Services has been introduced in public hospitals at a rate of **\$180** per attendance for eligible persons. The following relative measures are adopted in the School accordingly. Please note the following-

1. If a student feels sick at school or has come across a minor accident, the School will send him/her to the Accident and Emergency Department but instantly get **an oral consent** from the parent via a phone call in advance.
2. In case of (1.), the parent needs to show his/her **oral confirmation** on the casualty office payment \$180. Having got the oral confirmation, the School will send the student to the casualty office of the hospital.
3. In case of a contact failure, the School will make the decision for the student regarding the illness situation or injury condition-
  - a. If the situation is general or non-urgent, let the student stay in the medical room of the school until the parent contact is successful;
  - b. The School will send the student to the casualty office of the hospital if his/her situation is severe or urgent. In that case, the parent needs to pay \$180 to the hospital or applies for fee waiver by himself/herself.

Contact the section head (Affairs), Mr Yu Kai Chun at 2490 5410 for enquiry.

#### **I) Lunch Arrangement for Students**

**Delicious Chef King Catering Ltd** will be our lunchbox provider in the coming academic year (2019-20). Each lunchbox will remain at the cost of **HKD19**. Parents can choose one of the following lunch arrangements for your children.

1. Order lunchbox: on a monthly basis (see Attachment 4)
2. Lunch delivery by parents: please arrive school's hall during 12:25pm to 12:30pm
3. Bring your own lunch

Parents should remind your children to bring **clean tableware and wet towels** to school every day and choose a suitable lunch plan for your children.

Thank you for your kind attention.

Yours sincerely,  
Hui Kam Chu  
Principal

Yours sincerely,  
Cheung Mei Yeung  
Teacher-in-charge



**Matters on**

**Reminder of School Year Commencement / Tropical Cyclones and Heavy Persistent Rain / Student Health Survey / Policies of Tests and Exams / Community Care Fund Assistance Programmes –School Lunch Subsidy / Student Dental Care Services / Prevention of Pandemic Flu / Fees for Accident and Emergency Services / Lunch Arrangement for Students**

2 September 2019

Dear Principal,

In reply to the above circulars, I have acknowledged the details and I will comply with the instructions accordingly. Thank you for your attention.

**A) Reminder of Semester Commencement** (Put a “√” in the box )

In case of an announcement of immediate class suspension during school hours, I prefer:

\*  parental pick up

my relative/friend to pick up my child.

Name of relative/friend : \_\_\_\_\_ relative : \_\_\_\_\_

Contact No. : \_\_\_\_\_

my child to return home by himself /herself.

**B) Student Dental Care Services** (Put a “√” in the box )

I

\*  agree my child to join Student Dental Care Services and would like to pay \$30 for the application.

do not agree to have my child join Student Dental Care Services.

**C) Community Care Fund - School Lunch Subsidy** (Put a “√” in the box )

I

\*  agree my child to apply School Lunch Subsidy from Community Care Fund Assistance Programmes.

do not agree my child to apply School Lunch Subsidy from Community Care Fund Assistance Programmes.

**D) Lunch Arrangement for Students** (Put a “√” in the box )

Regarding the lunch arrangement for my child, I decided to

\*  Order lunchbox from school’s provider

Deliver lunchbox to school

Ask my child to bring their own lunch

Student name : \_\_\_\_\_ ( )

Parent’s name : \_\_\_\_\_

Parent’s signature : \_\_\_\_\_

Contact No. : \_\_\_\_\_