

Tsuen Wan Chiu Chow Public School

Rules for Students 2019/2020

Attachment 1 of School Circular A001

(A) School uniform and hair accessories criteria

Students should attend school in neat and tidy school uniform according to school instructions. Girls should wear pure white undersweater or underdress (for girls). Be simple and modest all the time. Besides, put on school uniform or P.E. suit according to the timetable. P.E. suit is worn only when there is a P.E. lesson or it is time to participate activities. For the rest of the week, it is a must for students to wear school uniform. The School will inspect student wear from time to time. Upon school uniform and hair accessories criteria, please read the details on pp.7-8 of Student Handbook.

(B) Classroom rules:

1. In order not to interrupt classes or learning, do not go to the toilet if it is not necessary. Ask for teacher's permission if necessary.
2. Keep quiet when it is period interchange time. Do not leave the seat or classroom without permission.
3. When it is time to special room, for recess time or school dismissal, students are allowed to leave the classroom by a teacher walking ahead. No students are allowed to remain in the classroom or get back to the classroom while proceeding.
4. Ask for teacher's permission before going to wash hands in the washroom during lunchtime. To avoid over congestion in the washroom or washing areas, leave to the washroom team by team.
5. When recess areas are arranged in classroom during exam week or due to specific reasons, students are not allowed to make any hubbub, have running or eating in the classroom. If eating or drinking soft drinks are necessary, finish them outside classroom.

(C) Rules for assembly/ upstairs walking and downstairs walking

1. After the ringing of morning assembly / recess 1/lunch recess, all students must stop activities, including eating, chatting and games. When facing to the announcing teacher for assembly, walk up silently to playground for assembly.
2. If it is assembly time, late comers are to follow the end of the queue so as not to distort the queuing performance.
3. When standing in the queue, students should stand straight, keep both feet aligned, head behind the classmate in the front, hang both hands down body sides and have no glance around.
4. When it is time for Flag-raising ceremony, students need to be strict. Stand still and face to the flagpole.
5. When walking upstairs or downstairs, keep to the right or left handrails and walk linearly, leaving the middle path for passersby; keep silent and do not clamour, frolic, jump stairs or running about.

(D) Table manners during lunch:

Before the meal :

1. Tidy up the table first, then wash hands. Prepare wet towel/handkerchiefs and follow the instruction of teachers.
 - a. Students have lunch sent by parents will line up for collecting lunch first.
 - b. Students have lunch subscribed by school line up for collecting lunch afterwards (together with a meal tray).
2. To start lunch, wait for the starting instruction of the teacher, and then greet to the classmates for lunch. Then start lunch.

When having meal :

1. Be polite, chew bit by bit, swallow slowly and do not chat while eating.
2. Do not smear seats. Keep the classroom clean.
3. After lunch, clear up the desks, and place the used lunch boxes and trays properly according to the instruction of teachers.

(E) Mobile phone:

The School does not encourage students to attend school together with their mobile phone. Ask for school permission by writing with reasons if it is the need of parents. Once the application is approved, students have to follow the rules listed below :

1. Students are not allowed to use a mobile phone in school. They have to switch the phones off before entering the school.
2. Mobile phones are precious belongings. To avoid theft case, students attending school with mobile phones should take good care of the phones by themselves and never show it off. Students have mobile phones taken to school without school permission or have not received application reply yet will be processed by Discipline Section, firstly a temporary phone retention, then a parent appointment and phone return. Permission will be cancelled once the student is found using the mobile phone in school.
3. Students have to take the responsibility to report lose to the police by themselves if their phones are lost. The School is not responsible for any lose case of mobile phones.

(F) Other points to note:

1. Early leave students, either sick or any affairs, must be accompanied by his/her parent or a guardian.
2. To avoid money lose, students should just take a little sum of money for travelling purpose. Do not take a large amount of money to school.
3. Unless instructed by teachers, students should not bring precious belongings, toys or other books to school.
4. To avoid accidents or injury cases, students are not allowed chasing, climbing or any dangerous actions in school.
5. Students are not allowed spitting or littering, smearing walls or seats. Always keep the classroom and school premises clean.
6. Students have to bring along handkerchiefs or paper tissues to school. Dry the hands with the handkerchiefs or paper tissues after using toilet.
7. Students must have had their breakfast before attending school. To prevent health damage, do not bring unhealthy food to school for snack. Have healthy snacks, like sandwiches, bread, biscuits or fruit for snack if feel hungry.