

SALESIAN ENGLISH SCHOOL  
16 Chai Wan Road, Hong Kong  
Tel.: 2560-2134, 2884-3581  
Website: <http://www.ssshk.edu.hk>



慈幼英文學校  
香港柴灣道十六號  
電話：二五六〇二一三四，二八八四三五八一  
網址：<http://www.ssshk.edu.hk>  
Ref: 19/20-02

Dear Parents,

## **New School Year and September School Circular (F.2)**

Please read the following notices carefully.

### **(1) Opening Hours of General Office**

School days: 7:15 a.m. – 5:30 p.m.

Non-School days: 8:30 a.m. – 4:30 p.m. (Saturday: 8:30 a.m. – 12:00 noon)

Sundays and public holidays: Closed

### **(2) Class Time**

Students must arrive at school before 7:50 a.m. for morning session and 1:20 p.m. for afternoon session.

Class dismissed at 3:30 p.m. Students can stay at school until 5:00p.m. for different events (except for Study rooms and Library ). Students can only stay beyond 5:00 p.m. with teacher's permission.

### **(3) Verifying the Student Registration and Information Form**

Parents can verify and make changes to the printed version of Student Registration and Information Form. No matter if any changes are made, students are required to hand it in to class teachers on 4<sup>th</sup> September. In case of enquiries, please contact the General Office.

### **(4) Electronic Notice for Parents, Attendance Taking and School Fees**

To enhance Home-school communication and to facilitate easier access to paying school fees and obtaining our school's circulars, three IT initiatives are now available.

#### **(A) Mobile apps for distributing circulars and signing reply slips**

Parents can receive the newest updates, circulars and sign reply slips via their mobile phones. A soft copy of the circulars will also be uploaded to our school's website. For urgent information, SMS will be sent to parents' mobile phone.

#### **(B) Smart Student ID card for attendance taking**

Parents can keep track of student's attendance (arrival time and leaving time) via eClass.

#### **(C) Paying School Fees**

The collection of fees is phased and will be started from September. Parents can pay the fees at any Circle K or VanGO convenience stores or via the Payment by Phone Service (PPS) system. This can avoid students bringing huge amount of money to school and parents can check the account information and balance anytime.

Manuals of the above electronic tools will be distributed soon for parents' reference.

### **(5) Referring to School Circulars and Messages through eClass App**

Starting from 2 September 2019, parents may use their smart phones to download a new eClass App to receive school notices other than on computers. You may use this App to receive the school circulars,

students' attendance and instant messages from school. Related installation and operation guides have been uploaded to our school website for your reference.

To strengthen communication between the school and parents, and to reduce waste, parents would only receive electronic school circulars through the eClass platform. Replies can be made through the same App.

In the case of adverse weather and other unexpected events, our school will also release instant messages to parents via the eClass App. If you have any enquiries about the eClass App, please call the school office at 2884 3581.

## **(6) The School Textbook Assistance Scheme / The Student Travel Subsidy / The Subsidy Scheme for Internet Access Charges**

Parents can obtain enrolment documents from the school, District Offices or the Financial Assistance Agency (WFSFAA). Completed application form and copies of the required documents should be sent directly to WFSFAA. In case of enquiries, please contact WFSFAA at 2802 2345.

## **(7) Student Health Service**

Students will soon receive the enrolment documents from the Department of Health on the "Student Health Service". Students are required to return the completed documents and reply slip with parent's signature by 4<sup>th</sup> September to class teachers.

## **(8) MTR Student Travel Scheme**

Arrangements regarding application of the Personalised Octopus for this academic year are as follows:

- F.1, F.4 and F.6 students are eligible to apply for a Personalised Octopus with "Student Status" or to activate or renew the "Student Status" on the existing Personalised Octopus.
- F.2 and F.3 students whose "Student Status" on Octopus is valid for 2 years and 1 year respectively do not need to apply in this academic year.
- Eligible applicants should hand in the application form to the class teacher by 4<sup>th</sup> September (Wednesday). Endorsed application form will be returned to students after verification by the General Office. Students have to submit the endorsed application form and application fee to any MTR Customer Service Centre (Except Airport Express stations). For any enquiries, please call the MTR hotline at 29221009.

## **(9) Catering Service by "MANGROVE (TUCK SHOP MANAGEMENT) LIMITED" Limited and Arrangement for Pre-Ordering Lunch**

Our school's catering supplier "MANGROVE (TUCK SHOP MANAGEMENT) LIMITED" Limited is committed to provide healthy and tasty lunch, snacks and beverages for students. If students decide to stay at school canteen for lunch, please pre-order lunch boxes in the mornings of the school days.

"MANGROVE (TUCK SHOP MANAGEMENT) LIMITED" offers three lunch options HK\$22 per lunch box (Beverages not included). Students can ask for extra rice for free. Students can pay by cash or Octopus.

Exercise books, sweaters, school tie, windbreakers, PE uniforms, school badges and foosball are available during lunch hour (12:45-1:20pm) and after school (3:30-5:00pm) at the school canteen. Students can pay by cash only.

## **(10) Special arrangement on rainstorm warning**

- If Red or Black Rainstorm Warning is issued before 6:15a.m. and class suspension announcement is made by the Education Bureau, students are not required to come to school.
- The school will be open to accommodate students who left home during the Rainstorm Warning, and allow them to return home under safe conditions.
- If Red or Black Rainstorm Warning is issued between 8:00a.m. and 12:10p.m. (Lunch) or during the afternoon session of lessons, school will continue lessons until the end of normal school hours. Students will be allowed to leave school under safe conditions
- The school will assess the surroundings and weather conditions before allowing students to return home. Students who hold the luncheon voucher that day can get their lunch box at the tuck shop. Self-study rooms are open for students who want to stay at school. Teacher-on-duty will assist students who stay at school.
- Please apply to school if special arrangement is needed.

## **(11) Staying Vigilant against the Spread of Influenza, Hand, Foot and Mouth Disease (HFMD) and other Infections**

According to the announcement of the Centre for Health Protection of the Department of Health, outbreaks of communicable diseases such as influenza, hand, foot and mouth disease and enterovirus may occur in institutions and schools from time to time. To prevent the spread of communicable diseases, parents are advised to co-operate with the school by reminding students to observe personal hygiene and keep the school clean and hygienic. Please pay attention to the following:

1. Provide children with handkerchiefs or tissue papers and remind them not to share towels or tissue papers with others.
2. Before sending children to school, measure their body temperature. If the children have a fever, keep them home until symptoms have improved and fever has subsided.  
(Body temperature varies with age, time, and body activities. In general, if oral thermometer is used, temperature not higher than 37.5°C (99.5°F) is considered normal.)
3. Seek medical advice as soon as possible if your children develop symptoms of diarrhea, vomiting and skin rash. If symptoms such as fever, sore throat or cough are developed, they should put on a mask immediately and seek medical care from designated influenza clinics as soon as possible. Please also notify the school and let the children stay at home for rest until symptoms have improved and fever has subsided for at least 2 days, or follow the medical advice on sick leave.
4. Children with HFMD should be excluded from schools until fever has subsided and all the vesicles have dried and crusted. As an extra precaution, children with EV 71 infection should not go to school for another two weeks after all symptoms subsided.
5. Inform the school immediately if children are sick or have been admitted to hospital for surveillance.
6. If symptoms are found in children, keep them home after symptoms have improved for at least 2 extra days, or follow the medical advice on sick leave.
7. Co-operate with the school by picking up children not feeling well from school and consulting the doctor immediately.
8. Children with chronic disease should inform the school about any special needs regarding the disease and seek medical advice.

For more information, please visit the website of Center for Health Protection [www.chp.gov.hk](http://www.chp.gov.hk).

Parents' support plays an important role in combating communicable diseases. We would like to appeal to parents for collaboration in order to maintain a clean and healthy living environment.

### **(12) Mobile Phones and other communicating devices Using Policy**

In order to keep contact with parents, students are allowed to bring their mobile phones and other communicating devices (including smart watches) to the campus with the following rules:

1. Students must switch off their mobile phones/smart watches before entering the campus.
2. Students are not encouraged to bring expensive mobile phones/smart watches to school.

Mobile phones will be confiscated and retained by the school authority under the following circumstances:

1. During normal school days, students are found using mobile phones/smart watches within the campus. (including dialing, receiving calls, receiving and sending messages etc.)
2. During normal school days, mobile phones/smart watches are found to have been switched on.
3. During normal school days, students are found using mobile phones/smart watches within the campus for recording, taking photos or videos.

The following penalty will be imposed if the above rules are violated:

First violation: Mobile phones/smart watches will be confiscated and retained by the general office with the record of the name and class of the students. The discipline teacher will contact their parents concerning the violation. The device will be returned after school.

Second violation: Mobile phones/smart watches will be confiscated and retained by the general office. The discipline teacher will contact their parents concerning the violation. The device will be returned two weeks later.

Third violation: Mobile phones/smart watches will be confiscated and retained by the general office. The discipline teacher will contact their parents concerning the violation. The device will be returned at the end of the school year.

Such arrangements are set to let parents keep contact with students beyond school hours and to maintain a quiet environment for teaching and learning. We would like to appeal to parents for collaboration. Please urge students to observe the above regulations.

Students are advised to use the phone in general office or at the front door of our school.

### **(13) Arrangement of latecomers and early leavers and application for leave**

1. Being Late

Latecomers have to first show their Student ID card to the porter's lodge or school prefects and fill in the lateness record sheet and the late pass. Hand in the lateness record sheet to the office and the late pass to the teacher on class. Latecomers have to stay for the detention class after school; a minor demerit will be given for five late records.

2. Early Leave

Students who need to leave early, before leaving campus, should seek approval from school by filling in the Early Leave Approval Sheet obtained from the office and get the school chop stamped .

### 3. Leave of Absence

3.1 Sick Leave: The parent or guardian must inform the office of the student's absence due to sickness before 7:50am (for am/whole day leave) or 1:20pm (for pm leave) on the same day. A parent letter applying for approved sick leave should be submitted to the office on the next school day, or such an absence will be considered as truancy or lateness. For sick leave of more than one day, a medical certificate should also be submitted.

3.2 Case leave: The student concerned is required to submit a letter from the parent or guardian three days in advance. The letter must include the reasons for leave and photocopies of the relevant documents should be attached for school's consideration.

4. All students are required to attend school events such as the Feast Days, Athletic Meet, Swimming Gala, Cross Country Race, School Picnic Day and Diversity Learning Day because they help cultivate student's character and a healthy physique, and they are no different from normal school days.

### **(14) Right of Portrait**

Pictures or videos may be taken when students participate in school activities and these materials might be publicly posted or played on online, on school banners or flyers. If parents do not agree with the arrangement, please submit a parent's letter to inform the school.

### **(15) Application for The Student Activities Support Grant**

The Student Activities Support Fund is set up by the Education Bureau (EDB). The Fund aims to provide grant to support financially needy students to participate in life-wide learning activities organised or recognised by schools.

Target:

F.1 to F.6 students:

1. Receiving Comprehensive Social Security Assistance; or
2. Receiving full / half grant under School Textbook Assistance Scheme; or
3. Meeting the school's established "financially needy" criteria

Eligible items: Life-wide Learning activities organized or recognized by school, such as after-class remedial classes, visits to cultural heritage trails, community services and student leader training, buying uniforms, sporting equipments, instruments and travelling fees.

Allocation: Will be reviewed individually by case according to the nature of the activities. It may not always be a full-grant or a standardised amount.

Application Procedures:

Applicants who receive Comprehensive Social Security Assistance have to submit a proof such as certificate of CSSA recipients for Medical Waivers issued by the Social Welfare Department; Applicants who receive full / half grant under School Textbook Assistance Scheme have to submit eligibility certificate. Applicants should submit the proof and the reply slip to the General Office (Ms. Yip) .

Points to note:

1. When holding Life-wide Learning activities, applications will be reviewed with reference to the data offered by the Student Financial Assistance Agency on students who receive full/half grant and the proof submitted by parents.

2. Eligible students who wish to participate in Life-wide Learning activities and apply for The Student Activities Support Grant for this academic year should return the reply slip and submit the supporting documents to our school. When joining recognised activities in future, there is no need to submit other documents or parent's letter. Students will prepay for the activities and receive a notification on the amount of the refund. On signing the refund acceptance document, student will receive the refund. Students who are not under the first two target groups can fill in the application form and applications will be reviewed individually. Application form can be obtained from the General Office, or from our school's website (Application form for Financial Assistance in School Activities 19-20).

3. Collected personal data will only be used for applying for The Student Activities Support Grant. Our school is committed to safeguard the personal privacy. Our school, when necessary, can verify student's eligibility.

For enquiries regarding The Student Activities Support Grant, please contact Mr Tse Sui Fai at 28843581.

### (16) The Annual Swimming Gala

- Our 54<sup>th</sup> Swimming Gala is scheduled for 6<sup>th</sup> September (Friday) from 8:00 a.m. to 12:30 p.m. at Victoria Park Swimming Pool. Students are required to wear school uniform and arrive at the venue before 8:00 a.m. Participants are required to wear appropriate swimming suits and swimming caps. (Please see the map attached on the back of this page) We are honoured to have Mr. Tsoi Yu Hang, our old boy graduated in 1998, to be our honorable guest. The activity will end at 12:30pm. No lessons will be held in the afternoon.
- Participating students have to certify that they are in good health by submitting the Parent Consent Form.

### (17) Special Class Timetable (AM) on 13<sup>th</sup> September

13<sup>th</sup> September will be the special timetable day, class will dismiss at 1p.m.. Please be reminded that 14<sup>th</sup> September is the following Chinese Mid-Autumn Festival and all students do not have to attend school.

Period	Special Timetable (STB)	Remarks
A	7:55a.m.-8:25a.m.	
1	8:25a.m.-8:55a.m.	
2	8:55a.m.-9:25a.m.	
3	9:25a.m.-9:55a.m.	
	9:55a.m.-10:10a.m.	<b>Recess</b>
4	10:10a.m.-10:40a.m.	
5	10:40a.m.-11:10a.m.	
	11:10a.m.-11:30a.m.	<b>Recess</b>
6	11:30a.m.-12:00n.n.	
7	12:00n.n.-12:30p.m.	
8	12:30p.m.-1:00p.m.	

## **(18) Special Class Timetable (AM) on 19<sup>th</sup> September**

19<sup>th</sup> September will be the special timetable day. Class dismissed at 1:00pm. F.1 students should participate in the Extra-curricular Activity Day in the afternoon. Other students except for the activity day student helpers should leave the school at 1:00pm.

## **(19) The 66<sup>th</sup> Athletic Meet**

- Our 66<sup>th</sup> Athletic Meet is scheduled for 20<sup>th</sup> September from 8:00 a.m. to 5:00 p.m. at **Tseung Kwan O Sports Ground**. Students are required to wear school uniform and arrive at the venue by 8:00 a.m. Participants are required to wear school's P.E. uniform or class shirt. (Please refer to the map attached. Students are reminded to use footbridge when getting to the venue.)
- Participants who fail to return the Parent's Approval Slip are not allowed to take part in the Athletic Meet.
- Please be reminded that 23<sup>rd</sup> September is a school holiday and all students do not have to attend school.

## **(20) Parent-Teacher Association Annual General Meeting**

This year's Parent-Teacher Association (PTA) Annual General Meeting will be held on 21<sup>st</sup> September. In the past year, in the hopes of building a closer bond between parents and school, the PTA has organised a variety of activities, such as calling for parents to volunteer, publishing PTA newsletters, second-hand books sales and setting up hotline for parents. Thanks to the heartfelt contribution of our parents, the PTA has been set on track. We believe that the success of a school and the growth of students lie in not just the hard work of teachers and students, but also the participation and support of our parents.

The Annual General Meeting this year will be held on 21<sup>st</sup> September (Saturday) from 2 pm to 4 pm at the school hall, you are cordially invited to attend the meeting to witness the election of the new PTA cabinet for this academic year.

## **(21) Dress Casual Day 2019**

In support of the Community Chest of Hong Kong, the fund-raising campaign "Dress Casual Day" will be held on 30<sup>th</sup> September (Monday). Students can dress in casual wear on that day. Fund-raising activities will be conducted during Class Teacher's Period. There is no minimum donation amount set for the students and it is subject to the student's capability to contribute. Students can experience this meaningful charity act and have fun through the participation and we hope that you can encourage your child to join the event.

## **(21) S2 Charity Service Learning Programme**

In order to allow our students to become part of our society by participating in community services and fulfilling the spirit of love in Christ, our school launches Charity Service Learning Programme every year. This programme includes 5 workshops for community service training, 1 community service preparation day and 2 outing for services. Our school has also invited professional social workers from HKFYG to provide training to our students.

We believe that this Service Learning Programme can foster students' attitude in communicating with others and cooperation skills. This Charity Service Learning Programme will be held between September

and November this year. Please make sure other activities of your child do not clash with this programme before enrolling. Thank you for your cooperation. We also welcome parents to join as a volunteer helper. Details of the programme are as follows:

Date	Time	Venue	Content
30/9/2019 (Mon.)	3:45 p.m. – 5:45 p.m.	School	Workshops
3/10/2019 (Thu.)			Preparation day for the 1st Service
10/10/2019 (Thu.)			The 1st Service and debriefing
12/10/2019 (Sat.)	9 a.m. – 12:30 p.m.		
14/10/2019 (Mon.)	3:45 p.m. – 5:45 p.m.	School	Workshops
21/10/2019 (Mon.)			
28/10/2019 (Mon.)			
31/10/2019 (Thu.)	3:45 p.m. – 5:45 p.m.	T.B.C.	Preparation day for the 2nd Service
2/11/2019 (Sat.)	9:00 a.m. – 12:30 p.m.	T.B.C.	The 2nd Service and debriefing

For enquiries, please feel free to contact Ms. Fung Ho Yan (Tel. 25602134).

Yours sincerely,



Ms. To Yuk Yin

Principal

2<sup>nd</sup> September 2019



**Swimming Gala – Available bus routes:**

2, 2A, 2X, 8, 77, 81, 8X, 99



**The 66<sup>th</sup> Athletic Meet – Available bus routes to Tseung Kwan O Sports Ground:**

109 Po Hong Road, Tseung Kwan O

**How to Access**

**(A) MTR:** Tseung Kwan O MTR Station – Exit A1 or A2  
 Hang Hau MTR Station – Exit B1 or B2

**(B) BUS:**

Route	His district terminus		Tseung Kwan O Terminus	bus schedules
296A	Ngau Tau Kok Station	To	Sheung Tak	(every 12 mins.)
296C	Sham Shui Po (Tonkin Street)	To	Sheung Tak	(every 18 mins.)
296D	Kowloon Station	To	Sheung Tak	(every 20 mins.)
296M	Hong Sing Garden	To	Hang Hau Station	(every 20 mins.)
692	Central (Exchange Square))	To	Hang Hau (North)	(every 25 mins.)
694	Siu Sai Wan	To	Tiu Keng Leng Public Transport Interchange	(every 25 mins.)
792M	Sai Kung	To	Tiu Keng Leng Public Transport Interchange	(every 20 mins.)
796B	Yau Yat Tsuen	To	Tiu Keng Leng Public Transport Interchange	(every 30 mins.)
796C	Nam Cheong Station	To	Tseung Kwan O Public Transport Interchange	(every 20 mins.)
E22A	Asia World-Expo	To	Hong Sing Garden	(every 20 mins.)



**Reply Slip - New School Year and September School Circular (F.2)**

Dear Principal,

I have read all the items in this notice.

**About the Swimming Gala 【 Parent's approval slip】**

Please check the box whenever appropriate :

- I declare that my son is in good condition and agree him to take part in the swimming gala, though there is potential risks.
- My son won't take part in the swimming gala.

**About the 66<sup>th</sup> Athletic Meet 【 Parent's approval slip】**

Please check the box whenever appropriate :

- I declare that my son is in good condition and agree him to take part in the Athletic Meet, though there is potential risks.
- My son won't take part in the Athletic Meet.

**S2 Service Learning Programme**

Please check the box where appropriate:

- I agree that my son will participate in S2 Service Learning Programme and acknowledge all potential risks.
- My son will not take part in the S2 Service Learning Programme.

【 Please ✓ in an appropriate bracket】

Parent's signature : \_\_\_\_\_

Name of Student : \_\_\_\_\_

Class : \_\_\_\_\_ Class No. : \_\_\_\_\_

Date : \_\_\_\_\_

\*Please reply this notice in eClass on or before 5 September.

**New School Year and September School Circular (F.2)**  
**Reply Slip – Application for The Student Activities Support Grant**

Dear Principal,

I want to apply for The Student Activities Support Grant. Documents should be submitted accordingly.

Reason for the application: \*

- My family is receiving Comprehensive Social Security Assistance
- My son is receiving full / half grant under School Textbook Assistance Scheme
- My family meets the school's established "financially needy" criteria (Documents should be submitted before the activity)

\* Please check the appropriate box. No reply should be made if you are not going to apply the fund.

Parent's signature : \_\_\_\_\_

Name of Student : \_\_\_\_\_

Class : \_\_\_\_\_ Class No. : \_\_\_\_\_

Date : \_\_\_\_\_

\*Please return this reply slip and the copy of relevant documents to Ms. Yip in the school office on or before 9 September.