



Circular Ref.: 22/23-01

Dear Parents,

## New School Year and September School Circular

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) Time arrangement for the school day

- The opening ceremony on September 1 is from 7:55am to 10:00am. Students can leave school and return home after school.
- Starting from September 2 (Day 1), special timetable will be employed. Classes will dismiss at 1p.m.. In the afternoon, supplementary classes and extracurricular activities will be conducted in the form of online real-time classes. Notices will be issued later.

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.	

### (3) 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) Using eClass App to view school announcements and messages

Starting from 1<sup>st</sup> September, parents can use home computers to login to the eClass system or use their

smartphones to download the eClass App to view and sign school notices, check student attendance and receive emergency messages. The relevant installation and operation guidelines have been uploaded on the school website for your reference.

To enhance the efficiency of home-school communication and save papers, the school will no longer distribute paper announcements to parents. Parents can receive school announcements through the eClass App, and also reply the school through the App.

- To facilitate parents to read the school notices, the school will also:
    1. upload the school notices to the school website
    2. send school notices to parents through email and WhatsApp
  - The school will disseminate information and news via WhatsApp messages. Parents are kindly requested to add the school's WhatsApp number (6759 0019) to receive announcements and information. Please note that the school's WhatsApp account is only used for one-way broadcast communication. All messages sent to the school's WhatsApp number will not be replied to. Should you have any enquiries, please contact the General Office at 28843581 during office hours.
  - In the case of adverse weather and other unexpected events, our school will also release instant messages to parents via WhatsApp.
  - The account name and password of eClass for parents were released to parents. For any enquiries, please contact the school office at 28843581 during office hours.
  - Manuals of the eClass App will be distributed soon for parents' reference.
- (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 October. Parents can pay the fees at any Circle K or VanGO convenience stores. This can avoid students bringing huge amount of money to school and parents can check the account information and balance anytime.

#### **(4) 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.

#### **(5) 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 2<sup>nd</sup> September (Friday) to class teachers.

#### **(6) New Arrangements for MTR Student Travel Scheme Renewal & Applications (2022/2023)**

##### **I. Online Renewal Application of "Student Status"**

Starting from 1 September 2022, eligible students can renew the "Student Status" on their Personalized Octopus through the new online procedure in **two steps**.

1. Submit online applications (<https://studenteapplication.mtr.com.hk/en>)

Students can upload an image of their valid student proof without the need to get the school validation seal. The online application platform can also be accessed through the MTR Mobile.

2. Renew the “Student Status” and pay the application fees by using the Octopus App

A confirmation email, “Notification Letter – Renewal of “Student Status on a Personalized Octopus” with instructions, will be sent to successful applicants.

You may refer to the tutorial video (<https://youtu.be/PvyUHgfXPWI>) for details.

II. Submit entity application form

Students please go to the MTR Station Customer Service Center to obtain the application form, fill in the application form (signatures of students and parents/guardians are required), return it to the school office with school stamp, and then go to the MTR Customer Service Center to submit the application form and application. After the fee is charged, a "confirmation letter" will be issued immediately.

If you have any questions, please call the MTR hotline: 2881 8888.

**(7) Catering Service by “GOOD FOOD COMPANY” Limited and Arrangement for Pre-Ordering Lunch**

Our school’s catering supplier “GOOD FOOD COMPANY” 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. “GOOD FOOD COMPANY” offers three lunch options HK\$23 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 and after school at the school canteen. Students can pay by cash only.

**(8) 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.

**(9) 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.

#### **(10) 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.

### **(11) 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.

### **(12) 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.

### **(13) 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. (Need to submit document later.)

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 fill in the reply slip. 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 21-22).
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 our General Office at 28843581.

#### **(14) S1 Extra-curricular Activity Day (PM)**

The S1 Extra-curricular Activity Day will be held in the afternoon of 9 September. There will be physical events for students who have fulfilled the vaccination requirements (having received the second dose of the COVID-19 vaccine for more than 14 days). As the physical events will start at 2:25 pm, students need to queue up at 2:15 pm on the school playground. Those who participate in sports activities are allowed to wear their sports uniform to return to school on that day. The dismissal time will be 4 pm. If students do not meet the vaccination requirements, an online introduction session will be arranged in the form of a Zoom meeting from 3:00 pm to 3:30 pm. The link is as follows:

Login information for the Zoom session:

ID: 8722024218

PW: cwk

All students must complete the application on 9 September.

## **(15) Parental consent on participation in physical education lessons**

Physical Education (PE) is an integral part of the school curriculum. Every student must participate in PE lessons. However, if your child has any illness, you should seek medical advice on whether your child is suitable to participate in PE lessons. If your child needs to be temporarily or perpetually exempted from PE lessons, a medical certificate from a registered doctor must be produced. If there are any changes in your child's health conditions, please notify the school immediately.

### **Guidelines for P.E. Lessons**

The following measures will be adopted for COVID-19 prevention during PE lessons.

1. Preventive measures
  - a. Students who wear a mask should keep social distance for at least 1.5 meter. Students without a mask should maintain a 2-metre social distance.
  - b. P.E. lessons will be conducted in venues with good ventilation, such as the school hall, the gym room and the playground.
  - c. Sports venues, the equipment and the changing room are cleaned and disinfected regularly on a daily basis.
  - d. Students should be aware of personal hygiene. They should wash hands before and after the activities, and should not share personal items e.g. towels and water bottles.
2. Sports uniform
  - a. Students should wear P.E. uniform to school on a P.E. school day. (top: school P.E. uniform; bottom: dark-coloured trousers, sports shorts could be worn as base layer)
  - b. Students should not wear school team's uniform or casual wear for P.E. lessons. Non-compliance will be followed up by the Discipline Team.
3. Before P.E. lessons / activities
  - a. Observe students' health condition to see whether they are fit for physical activities.
  - b. If students have to remove their masks, they should place them properly in a mask case.
  - c. Students have to perform hand hygiene and avoid touching eyes, nose and mouth during exercise. They should wash their hands beforehand if necessary.
4. During P.E. lessons / activities
  - a. Adjust the exercise intensity of PE lessons and related co-curricular physical activities according to students' physical fitness level, and remind them to increase exercise intensity progressively according to their own capacity.
  - b. Observe students' health condition especially for cardiovascular and respiratory illnesses. If students feel unwell, they should stop the activity immediately and seek medical treatment as soon as possible.
  - c. Students should prepare their own water bottles, towels or tissues.
5. After P.E. lessons
  - a. Subject representatives and students will help to clean and disinfect the equipment at the end of the lessons.

- b. Students should wash their hands with soap and water, and should clean their hands with hand sanitizer before putting on masks.
- c. Students will be dismissed and admitted into the changing room in groups to avoid overcrowding.

**(16) About collecting vaccination profiles of students**

EDB has decided to step up the vaccination requirements starting from 1 November 2022. If individual schools plan to resume face-to-face classes for the whole school or individual class levels on or after 1 November 2022, students who have received three doses of vaccine must reach 90% or above of the whole school or an individual class level.

In order to understand the latest situation of COVID 19 vaccination, we would like parents to complete the "Student Vaccination Survey Questionnaire" by using the following link or QR code, and upload the "2019 Coronavirus Disease Vaccination Record" after completing each dose of vaccination.

<https://forms.gle/to1zYqUzDGTR9V849>



Students can also put the "2019 Coronavirus Disease Vaccination Record" (photocopy) into the collection box of the school office from 5th September 2022. Please write the name, class and class number on the back of the photocopy.

Yours sincerely,



Ms. To Yuk Yin

Principal

1<sup>st</sup> September 2022



**Reply Slip - New School Year and September School Circular**

Dear Principal,

I have read all the items in this notice.

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

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

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

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

Please sign and reply this notice on eClass platform on or before 9 September (Friday).

**REPLY SLIP ON "PHYSICAL EDUCATION (PE) LESSONS"**

**【 Please ✓ in an appropriate bracket 】**

- My child is suitable for participating in PE lessons.
- My child is not suitable for participating in PE lessons. Relevant medical certificate is attached. Need to submit a medical certificate later.
- Please exempt my child from participating in PE lessons from \_\_\_\_\_ to \_\_\_\_\_. Need to submit a medical certificate later.
- My child is only suitable for participating in the types of activities recommended by his doctor. Need to submit a medical certificate later.

Name of student: \_\_\_\_\_ Class: \_\_\_\_\_ No.: \_\_\_\_\_

Signature of Parent/Guardian: \_\_\_\_\_

Name of Parent/Guardian: \_\_\_\_\_

Emergency Telephone Number: \_\_\_\_\_

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

Please sign and reply this notice on eClass platform on or before 9 September (Friday).

**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 ( Need to submit document later)
- 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 sign and reply this notice on eClass platform on or before 9 September (Friday).