

SAHK B M Kotewall Memorial School



香港耀能協會
羅怡基紀念學校

2023/24 Parent Handbook

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Content

<u>Items</u>	Page
1. Purposes of Parents' Handbook	1
2. My pledge	2-3
3. Rewards and Punishment Policy	4-6
4. School Uniform	7-8
5. Bad Weather Arrangement	9
6. Absence from School	10-11
7. School Bus Services	12-13
8. Notes for Parents Driving to School	14
9. Payments and Refunds	15-18
10. Communicable Diseases	19-22
11. Healthcare and Nursing at School	23-24
12. Student Health Service/Dental Care Service	25
13. Swallowing and Feeding Safety	26
14. EatSmart@school.hk	26
15. Textbooks, Learning Materials, Learning Activities and Academic Assessments	27-28
16. Homework Policy	29-30
17. Arrangements for Extra-curricular Activities	31-32
18. Student Award Scheme	33
19. Guidelines of Conduct	34
20. Borrowing of Books	35
21. Borrowing of Rehabilitation Products and Equipment	36
22. Arrangements for Ordering Orthopedic Appliances	36
23. The use of Information Technology Equipment	37-38
24. Subsidy Schemes for Textbooks, Travel and Internet Access Charges	39
25. Student Activities Support Grant	40
26. Free Lunch at Schools for Primary Students from Low-income Families	40
27. Policy and Guidelines on the Prevention and Handling of Sexual Harassment	41
28. Guidelines on Handling Complaint in Schools	41
29. CCTV System Policy	42
30. Communication Between Parents and School	43-44
31. Notes for Parent Volunteers	45
32. Application for Caring Givers stayed at School	46
33. Activities Participated for Parents	47
34. School Calender	48-49
35. Parents' Memo	50-51

🔗 Purpose of Parents' Handbook 🔗

1. To facilitate parents' understanding of the services and operation of the school and as a reference to relevant information;
2. To strengthen communication between parents and the school, and to make the work more efficient.

If you have any opinions and comments, please contact the school.

My Pledge

‘My Pledge’ is a way to cultivate self-discipline in students. During the first semester of every school year, class teachers discuss it with students and the students sign the document (meaning students agree with the commitment and will try their best to comply with the rules. Parents are expected to encourage students to do so. The details are as follows:

1. I will observe the school routine

- 1.1 I will start lining up 5 minutes before the morning assembly begins and wait quietly for the morning assembly to start.
- 1.2 I will stay conscious of others’ safety when I play ball games.
- 1.3 During lunch time, I will keep the following in mind:
 - 1.3.1 In order to have proper table manners, I will not talk with food in my mouth.
 - 1.3.2 I will try my best to keep the table clean.
 - 1.3.3 I will put the cutlery in the proper place after eating.
- 1.4 After lunch, I will keep the following in mind:
 - 1.4.1 I will only ride the bikes when the staff allows me to do so.
 - 1.4.2 I will stay conscious of my own safety and that of others when I play.
 - 1.4.3 I will help pack the toys away when I finish playing.

2. I will be a polite student

- 2.1 I will behave politely to others.
- 2.2 I will keep quiet during assemblies.
- 2.3 I will listen while others are speaking.
- 2.4 I will say ‘Hello’ to others in school.
- 2.5 I will ask for help politely.
- 2.6 I will say ‘Thank you’ to those who help me.

3. I will keep the place clean and tidy

- 3.1 I will only bring little snacks to school, e.g. sandwiches, cakes, biscuits, fruit. I will eat the snacks in specific places and keep them clean.
- 3.2 I will put litter in the litter box.
- 3.3 I will put things back after I use them.
- 3.4 I will keep my belongings well and keep my desk and drawer clean and tidy.
- 3.5 I will flush the toilet after using it.

4. I will ensure the safety of myself and my belongings

- 4.1 I will not leave the school area with strangers or without permission.
- 4.2 I will take care of my personal belongings, especially money and valuables. I will be responsible for any consequences I create by my actions and I will not disturb others.
- 4.3 I will not stay alone in the classroom without permission before the morning assembly, after lunch and after school.

5. I will be a responsible student

- 5.1 I will try my best to keep my promises.

- 5.2 I will finish my daily duties. (e.g. duty, homework, remind my parents to sign school notices or my handbook, tidy up my school bag, attend therapy sessions on time, etc.)
- 5.3 I will not use the IT equipment such as mobile phones, ipads, digital cameras in school without the permission of the school.
- 5.4 I will be active and participate in the school activities.
- 6. I will be a good passenger when on a school bus or a Rehabus**
 - 6.1 I will make sure I have buckled up my seat belt before the school bus or Rehabus starts.
 - 6.2 I will not put my head or hand out the window and I will not throw rubbish in or out of the school bus.
 - 6.3 I will stay in my seat.
 - 6.4 I will not talk loudly or say foul language.
 - 6.5 I will not distract the school bus driver from driving.
 - 6.6 I will not play or eat on the bus.
 - 6.7 I will be polite to everyone.
 - 6.8 I will be punctual for the school bus or Rehabus.
 - 6.9 I will take the correct seat according to the seating arrangement.
 - 6.10 I will alight only after the school bus or Rehabus stops.
- 7. I will keep myself clean and tidy**
 - 7.1 I will follow the “Guidelines of the School Uniform” and wear a tidy and clean uniform to school.
 - 7.2 I will not use perfume, nail polish or wear jewellery to maintain a modest atmosphere.
- 8. I will treasure and take good care of all school property.**
- 9. I will care for others and try my best to help others.**

I, _____ (student’s name), will try my best to be self-disciplined and to comply with the above rules which have been discussed by students and staff.

☯ Rewards and Punishment Policy ☯

Objective: Develop the students' sense of responsibility and positive values

I. Rewards

Categories of Rewards

A. Academic Awards (Internal)

- Five awards are offered, namely Diligence Award, Improvement Award, Conduct Award, Service Award and Outstanding Student Award.
- The awarded students are nominated by each class.
- The awards are presented once in each of the first and the second terms.

B. Therapy Awards (Internal)

- The awards include Occupational Therapy Performance Award, Physiotherapy Performance Award and Speech Therapy Award.
- The awarded students are nominated by each class.
- The awards are presented once in each of the first and the second terms.

C. Scholarships (External)

1. Temple of Universal Brightness (Buddhism Mantra) Scholarship

- The awards are presented once a year.
- The awardees are students with good conduct and academic achievement.
- Whether the scholarship is offered is subject to the arrangement of the relevant sponsor for that year.

2. Chan Tak Keung Scholarship

- The awards are presented once a year.
- The awardees are students with outstanding performance in Physical Education, Visual Arts, Music or OLE.
- Whether the scholarship is offered is subject to the arrangement of the relevant fund for that year.

3. Upward Mobility Scholarship

- The awardees are senior form students.
- The awarded students should be able to set goals and plans for themselves, which may include bringing about an improvement in their learning environment and seeking further learning opportunities. (They have to submit their experience sharing either in the form of a 300-word essay, video, or other creative media.) The students are required to share their feelings if they are awarded the scholarship.
- Whether the scholarship is offered is subject to the arrangement of the relevant sponsor for that year.

4. Tsuen Wan Rural Committee Scholarship

- The awardees are students with outstanding performance in leadership skills.
- One student from the mainstream curriculum and one from the adapted curriculum are awarded.

Remarks: Eligible students for the awards/scholarships are required to achieve Grade B or above in conduct grade.

Assessment Criteria

A. Academic Awards (Internal)

1. Diligence Award

- Be punctual for class and has not been absent, arrived late, or left early without excuse
- Be attentive in class and eager to join classroom activities
- Finish homework carefully on time
- Do revision consciously
- Make great effort to carry out the study plan

2. Improvement Award

- Show obvious improvements in academic results or learning attitude
- Show obvious improvements in conduct and behaviour

3. Conduct Award

- Be polite
- Be respectful towards students and teaching staff
- Be honest and trustworthy
- Obey the classroom rules and school rules
- Have good learning attitude

4. Service Award

- Willing to help others
- Participate in service activities actively within his/her limits
- Strive to fulfil his/her duties and responsibility.

5. Outstanding Student

- Good conduct and academic achievement (See the assessment criteria for Diligence Award, Conduct Award and Service Award)
- Awards for S.6 students are presented in the first term while awards for students of other forms are presented in the second term

B. Therapy Awards (Internal)

Occupational Therapy Performance Award, Physiotherapy Performance Award and Speech Therapy Award

- Attend the therapy sessions on time
- Finish the homework assignments of therapy treatments carefully and on time
- Have initiative to submit the homework assignments of therapy treatments
- Bring all necessary items, for example, handbook, pencil case, homework assignments and treatment products, etc.
- Be cooperative, attentive, conscious, active and enthusiastic during therapies
- Able to do self-assessment or mutual assessment, or propose suggestions for improvement
- Show improvement in therapy performance
- Parent records the performance, signs the handbook and the homework assignments (If applicable)
- Able to set goals for himself/herself (If applicable)

C. Scholarships (External)

	Chan Tak Keung Scholarship	Tsuen Wan Rural Committee Scholarship	Future Stars - Upward Mobility Scholarship
Presentation	To be presented at the Joint School Graduation Ceremony in the second term	To be presented on Parents' Day in the second term	To be presented at the Joint School Graduation Ceremony in the second term
Quota	3	2	Offered by the Commission
Criteria	-All "Outstanding Student" awardees will be nominated -Learning stage 4 students will be given priority consideration. - Students in the group 1 and 2 who has received one of the following: Improvement Award, Being Helpful Award, Therapeutic Performance Award, or more award nominations should be considered being nominated for both the first and second term.	-Students with outstanding leadership skills will be nominated	Secondary 3 to 6 students who demonstrate resilience in adversity and maintain a positive attitude towards life will be nominated

II. Punishment

For students with serious violations, for example, destroying or damaging public property deliberately, cheating on dictations, tests or examinations, repeatedly plagiarizing assignments, inflicting bodily injury on other people intentionally, dropping objects from height on purpose, etc., the Guidance and Discipline Team and relevant parties will inspect the individual situation of the student and take appropriate follow-up action, such as:

- Verbal warning
- Counselling
- Self-reflection and setting behavior improvement plan
- Service
- Inform/Interview the parent
- Degrade the conduct grade to C or below
- Join the "Merit-Demerit Offset Scheme"
- The homework/ dictation will not be graded, and the student will receive a zero on the assignment
- Redoing assignments/reviewing dictation materials
- Conduct grade reduced
 - For primary and junior secondary (adapted and mainstream curriculum) and senior secondary (adapted curriculum) a maximum of zero points will be given for that subject and the conduct grade will be reduced by three levels.
 - For senior secondary (mainstream), a maximum of zero points will be given for that subject and the conduct grade will be reduced by two levels.

School Uniform

All students should be in full uniform when attending school.




Parents may buy or make the school uniform for students in accordance with the prescribed design, as shown below. Suppliers will come to school around September and February every year to collect orders for winter and summer uniforms respectively. Parents who have enquiries concerning the purchase of school uniforms may contact the Chairperson or Vice Chairperson of the Parent-Staff Association.

Prescribed School Uniform:

Summer Uniform

For clearer photos of new school uniform, please browse the school website:



Shirt	<p>Short-sleeved blue polo shirt (for boys and girls)</p> 	
Trousers	<p>Dark blue PE shorts or track pants (for boys and girls)</p> <p>Shorts</p> 	<p>Track pants</p> 

Winter Uniform

Shirt	<p>Long-sleeved blue polo shirt (for boys and girls)</p> 	<p>School Jacket (for boys and girls)</p> <p>Long-sleeved dark blue windbreaker</p> 
	<p>Dark blue track pants (for boys and girls)</p> 	<p>Dark blue fleece jacket (can be worn separately)</p> 
Trousers		

Remarks:

1. School badge has to be sewn on the upper left side of the uniform, including all jackets.
2. An additional coat in dark blue, grey or white is allowed if needed.
3. Undershirt/Petticoat has to be in plain light colour.
4. A change of clothes brought to school has to be a school uniform.
5. Only black or white shoes are allowed.
6. Only blue or black headwear is allowed.
7. Only white socks are allowed.

☪ Bad Weather Arrangements ☪

If the Hong Kong Observatory issues a signal of typhoon warning No. 3 or above, a "red" or "black" rainstorm warning, or the Education Bureau announces the suspension of classes in all schools, special schools, or schools for physically disabled children, the schools will have the following arrangements:

Before 7:00a.m.	All Students	Schools are suspended, and no need to return school.
7:00a.m.-9:00a.m. (On the way to school)	Students who take the school bus	-Students who have already boarded the school bus will be taken back to school and, if safe, will be transported home. -If parents are unable to pick up their children at the designated waiting area, the school will still be open and staff members will be arranged to take care of students who have returned to school.
	Students who take the rehab-bus	Students who have not boarded the school bus do not need to return to school.
	Students who go and return on their own	Students will be sent to school by the rehab-bus as usual. If there are any special arrangements, the school/rehab-bus will notify you individually.
After 9:00 a.m. (Within school hours)	All Students	Students do not need to return school.
After 3:30p.m. (classes are over)	All Students	-Students must stay in school to continue their classes and leave school as scheduled. Parents do not need to call the school for inquiries. - All outings will be cancelled. -Parents can go to school to pick up students by themselves. -If there are special arrangements, the school will notify you individually.
		-The school will evaluate the weather at that time, and if it is safe to leave school as usual -Students will be arranged to leave school until a "red" or "black" storm warning is cancelled. -Parents can go to school to pick up students by themselves. -If there are special arrangements, the school will notify you individually.

*In special circumstances, parents may decide on their own whether the student should go to school.

✂ Absence from School ✂

Cooperation from parents will strengthen understanding of each student's situation by our teaching staff and facilitate their arrangement of learning activities to cater for individual needs. In case of absence from school, parents are required to go through the procedures prescribed below.

1. Sick Leave

- In case of sick leave, the school should be informed by telephone on that day or in advance if possible. A letter of "absence from school" should be submitted afterwards, or the reason for leave stated in the column of "Home-school notice of this week" in the Student Handbook.
- If the student consults a doctor, a medical certificate should be submitted to the class teacher at the same time.
- If it is a follow-up consultation, the reason for absence should be stated in the column of "Home-school notice of this week" in advance. The school nurse should also be informed so that the student's medical record can be made available for the doctor to fill in.

2. Casual Leave

- In order to encourage students to cherish their learning opportunities, parents are advised not to arrange other activities for their children on school days. Students are not encouraged to apply for leave of absence due to travelling or visit.
- If a student has to take casual leave, parents are advised to submit a letter of "absence from school" at least one week in advance, or state the reason for leave in the column of "Home-school notice of this week" in the Student Handbook to allow the class teacher to make appropriate arrangements. If it is a sudden case, a letter of "absence from school" should be submitted afterwards, or the reason for leave stated in the column of "Home-school notice of this week" in the Student Handbook.

3. Late arrival, early leave or collecting a student in person

- Parents should send the students to school on time. If a student is late for school, the parent is required to bring the student to school by himself/herself. The parent is also required to mark the arrival time at the reception counter so that the General Office can register this on the student attendance system.

- To develop the students' habit of punctuality, late-arriving students who come to school by themselves will receive a "Notice of Late for School". Parents are required to sign and return the notice to the class teacher. In the case that a student has special reason for frequently arriving late, the parent may inform the school in writing.

SAHK B M Kotewall Memorial School

Late for school Notice

Try to keep a good habit of punctuality every day!

Name of student : _____ (Class:_____)

Date of late arrival : _____

Time of arrival at school : _____

Signature of parent : _____ Date : _____

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Enquiry : The Guidance and Counselling Team

*Parents are required to sign and return the notice to the class teacher for the reference of assessing student's conduct.

- In case of early leave, parents are required to fill in an "early-leave form" at the reception counter before collecting the student.
- Far safety sake, if a parent intends to collect a student who normally takes the school bus after school, he/she has to inform the class teacher in advance, or inform the school by telephone or fill in the column of "Home-school notice of this week" in the Student Handbook in advance for approval. The parent is also required to fill in the "parent pick up record" at the reception counter before leaving. Please do not take the student away from school before these procedures are completed.

School Bus Services

Our school bus services covers a wide range of districts, including Kwai Tsing, Lai King, Ma Wan, Tung Chung and areas in Kowloon. Since most students have mobility difficulties and take time to get on and off the school bus, cooperation from parents is of utmost importance. Please pay attention to the following notes in order to facilitate the operation of the school bus services:

Picking up/ Dropping off students on time	<ul style="list-style-type: none"> ● In order to comply with traffic regulations and to avoid delay caused to other students, late students and parents will not be served. ● Parents should arrive at the bus stop 5 minutes early to wait for the school bus when dropping off or picking up a student. ● If a parent is late picking up a student, the bus driver will take the relevant student back to school after dropping-off all on-board students. The parent is required to come to the school and collect the student in person before 6:00pm.
Arrangements for picking up/dropping off students	<ol style="list-style-type: none"> 1. For safety sake, the school will collect information about the “authorized person to pick up the student” at the start of every school year. Parents should fill in the information about the authorized person (the person should be aged 18 or above) who is responsible for picking up the student at school or the bus stop. Parents should also fill in the information for the school and the bus driver to identify or contact the relevant person. 2. Parents should inform the school as soon as possible of any changes. 3. If a parent intends to collect a student from school within school hours / after school, he/she is required to fill in the “early leave record / parent pick up record” at the reception counter for filing. 4. If a parent requires to change the pick-up/drop-off spot (only for bus stops fixed along the route) at short notice, he/she should: submit an application letter or a written note in the Handbook to the school in advance to allow the school to make appropriate arrangements or inform the school by telephone. The following conditions should also be noted: (1) the application will not be acted upon until it is confirmed by the school to ensure the safety of the student, and (2) the request should be made before 1:00pm on the day to allow the school to have ample time to contact the bus driver. 5. Please inform the school as early as possible if a student is going to use other means to go to school or return home. Leave a phone message if it is outside office hours.

Notes of using the school bus	<ol style="list-style-type: none"> 1. If a student is sick, they should stay at home. 2. The bus driver/escorting staff will check the students' body temperature before they board the bus. If a student's temperature is $\geq 37.5^{\circ}\text{C}$, or there are evident symptoms of respiratory infection, the student will be advised to stay at home to ensure the health of the student and other on-board students as well as the staff members. 3. Parents are required to help staff members assist students to get on/off the bus. 4. No eating or drinking is allowed on the bus. 5. The school will inform the parents as soon as possible if there is any unexpected incident affecting the pick-up/drop-off time.
Notes for students going to the bus stop by themselves	<p>The school will train and assess a student's skills of going to the bus stop by himself/herself in accordance with the student's abilities.</p> <p>If there is any special reason for requesting the school to allow a student to go to the bus stop by himself/herself, the parent can make the application in writing. However, before submitting such an application, please consider carefully the safety concerns of the student.</p>

Notes for Parents Driving to School

1. During school days, the peak hours of the car park will be **from 8:50am to 9:10am and from 3:30pm to 4:10pm**. All vehicles other than the school buses and the rehab buses are **not permitted to enter the school car park or block the fire exit during these periods**.
2. If a parent drives inside the school car park to drop off or pick up a student during non-peak hours, he/she should leave the school within 15 minutes to prevent blocking the passageway. Otherwise he/she should follow the procedures listed in item 3.
3. If the parent intends to park a car on the campus, he/she should ask at the reception counter whether there is any available parking space beforehand, and fill in the parking record. Parking space will be assigned by the school. The driver is required to stay within the school during the period of parking.
4. Do not block the fire exit.
5. Drive carefully on the campus.
6. The school bears no responsibility for any loss arising from the use of the school car park. If any loss is caused to the school by the parent for parking a car, the parent has to undertake the responsibility and make compensation.
7. For individual requirements, please contact the General Office in advance to make arrangements.

☞ Payments and Refunds ☞

Payment Method

To facilitate an effective and efficient collection and to reduce administrative work or loss and theft, please pay attention to the following payment methods:

1. **Fees collected by the school** (e.g. school bus fee, meal fee, miscellaneous fee, printing materials fee, activity fee, etc.)

Payment method is arranged between the school and the parents (either by autopay or by bank-in). The original copy or a duplicate copy of the bank-in slip should be submitted to the school for those who opt for the bank-in method.

Cash may be required for some specific fees. Please note the arrangement printed on the relevant notice. The class teacher will mark the payment record in the column of “Home-school notice of this week” in the Student Handbook to confirm the payment duly received.

2. **Fees collected by the school on behalf of other companies or organizations** (e.g. books, rehabilitation equipment, donation, etc.)

Generally, these fees are not regarded as fees collected by the school, thus the payment transaction will not go through autopay. Parents should note the arrangement printed on the relevant notice. Basically, the following methods will be adopted:

- a. Pay by crossed cheque; or
- b. Put the money inside the payment envelope. Write the name and class of the student as well as the purpose of the payment on the envelope, then submit it to the class teacher; or
- c. Bank-in the payment and submit the original or duplicate copy of the bank-in slip to the school

3. If a parent fails to pay the fee by the method required/requested by the school, the school may return the fee to the parent and inform the parent to pay in accordance with the method designated.

Fees Collected by the School

1. School bus fee

- a. The school bus fee will be collected monthly in 11 payments every year (with the exception of August). The full amount is charged for service starting from the 1st day to the 15th day of the month, while 50% of the fee is charged for service starting on or after the 16th day of the month.
- b. The school bus fees are calculated on the basis of distance. There are 5 and 6 zones for fixed routes and non-fixed routes respectively. Fees are reviewed every year subject to the operation expenses. Fees for this school year are listed as follows:

Fixed routes: Routes that are scheduled for travelling between the school and the residence during schooldays. Fees are charged in 11 payments.

Zone (Distance)	Districts	Fee
Zone 1	Kwai Chung (including Lai King, Lai Yiu and Wai Lai Estate)	\$385
Zone 2	Tsuen Wan (including Cheung Shan, Yi Pei Square and Shek Wai Kok), Tsing Yi, Mei Foo	\$555
Zone 3	Lai Chi Kok, Cheung Sha Wan, Sham Shui Po, Shek Kip Mei, Ting Kau	\$760
Zone 4	Yau Ma Tei, Mong Kok, Tai Kok Tsui, Jordan, Tsim Sha Tsui	\$975
Zone 5	Shum Cheng, Ma Wan	\$1,335

Non-fixed routes: Routes that are scheduled for travelling between a destination and the school or a residence.

Zone	District					Fee
Zone 1	Kwai Chung	Tsuen Wan	Tsing Yi	Mei Foo		\$29
Zone 2	Lai Chi Kok	Cheung Sha Wan	Shum Shui Po	Shek Kip Mei	Mong Kok	\$34
	Tai Kok Tsui	Yau Ma Tei	Tsim Sha Tsui	Jordan	Ting Kau	
	Ma On Shan	Shatin				\$34+\$5 (+Tunnel Fee)
Zone 3	Kowloon City	Kwun Tong	Sai Kung	Wong Tai Sin	Shum Cheng	\$39
Zone 4	Tai Po	North District				\$45+\$5 (+Tunnel Fee)
	Wai Chai	Central and Western District	Eastern District	Southern District		
Zone 5	Yuen Long	Tuen Mun				\$50
Zone 6	Ma Wan	Tung Chung	Airport			\$55

- Occasions for using non-fixed routes:

1. Learning activities, extra-curricular activities, and activities arranged by the school on weekends or long holidays;
2. Student welfare such as ordering of rehabilitation appliances and student health services that are suggested by the school;
3. This service is customized for students. Parents or escorts can accompany the student and take the bus after receiving approval from the school. A bus fee will be charged for each trip.

- Fees and refunds:

1. Bus fees are charged on a round-trip basis. No single trip service is offered.
2. A student who is sick and does not use the school bus service on a certain day, is still required to pay the bus fee for that trip. If the student informs the school in writing or by telephone at least one school day before the day he/she will use the service, stating his/her absence from school owing to a health condition, and submits a medical certificate to the school afterwards, the fee for the trip on that day will be refunded.

- Waiving of fees:

1. The student represents the school in an external activity;
2. Travelling expenses for the activity is sponsored or subsidized;
3. Bus fees for parents are waived if the parent is invited by the school to assist in an activity.

2. Meal fee

16 dollars per meal. The meal fee will be charged monthly subject to the actual number of school days.

3. Tuition fee (Tong Fai)

For students with an academic structure status of senior secondary class levels (Secondary 4 to Secondary 6), a total amount of \$300 is charged in 10 payments (September, October, November, December, January, February, March, April, May and June), i.e. \$30 for each payment.

4. Printing materials fee

A printing materials fee is charged in 2 payments: \$150 per payment for classes with an adapted curriculum or integrated curriculum, and \$125 per payment for classes with a mainstream curriculum.

5. Miscellaneous fee

The miscellaneous fee is non-refundable and will be charged in 2 payments, \$110 for each payment.

Remarks:

Items 4 and 5 are calculated by school term and will be charged in both the first and second terms.

The full amount will be charged for students starting from 1st September to 15th November of the first term;

50% of the fee will be charged for students starting on or after 16th November to the end of the first term.

The full amount will be charged for students starting from the first day to 15th April of the second term;

50% of the fee will be charged for students starting on or after 16th April to the end of the second term.

Refunds

If a student is hospitalized for a designated number of days due to illness or on operation and the parent informs the school in writing, the fees collected for the period of sick leave will be refunded upon the school's approval. Arrangements for refunds are as follows:

- The meal fee (calculated by the number of meals) will only be refunded for sick leave of 7 consecutive school days or more.
- The school bus fee will only be refunded for sick leave of 2 weeks or more. 50% of the bus fee will be refunded for sick leave over 2 weeks but less than one month; the full amount will be refunded for sick leave of one month.
- The school submits the breakdown of all autopay payments for the following month to the bank on the 20th day of each month. Therefore, if a parent hands in a letter for sick leave after this date, the fees for the following month will still be transferred through autopay. The meal fee and school bus fee overcharged will be deducted from the autopay payments in the month after next or will be refunded by cheque.
- If a student applies for sick leave that meets the above requirements before the 20th day of the month, the transfer of meal fee and bus fee for the following month will be amended temporarily. Parents are advised to apply for sick leave as early as possible and inform the school about the date of admission to hospital and the expected date of resuming school. Attach the medical certificate or the certificate of hospitalization if possible to allow the school to make corresponding arrangements.

Communicable Diseases

Recommendation on Sick Leave Duration for Childhood Infection

Communicable diseases	Duration of Sick Leave
Acute conjunctivitis	Until no abnormal secretion from the eyes
Bacillary dysentery*	Until diarrhea ceases and at least 2 consecutive stool samples collected no less than 24 hours apart are tested negative for such bacteria (first stool sample has to be collected 48 hours after the completion of the antibiotic course)
Chickenpox*	About 1 week or until all vesicles have dried up
Cholera*	Until non-infection is confirmed (test is to be done on 3 stool samples collected at least 1 day apart following 48 hours after the completion of the antibiotic course)
Diphtheria*	Until non-infection is confirmed by negative result on sample culture test (test is to be done on 2 nasopharyngeal swabs collected at least 24 hours apart following 24 hours after the completion of the antibiotic course)
Hand, foot and mouth disease	Until all vesicles dry up or as advised by the doctor. If enterovirus 71 is confirmed to be the pathogen, take 2 more weeks of sick leave after all vesicles have dried up
Hepatitis A*	Until at least 1 week from the appearance of jaundice or as advised by the doctor
Measles*	4 days after the day of appearance of rash
Mumps*	5 days after the day of appearance of gland swelling
Rubella*	7 days after the day of appearance of rash
Scarlet fever*	Until fever is down and 24 hours after starting appropriate antibiotic
Tuberculosis*	As advised by the doctor
Typhoid fever*	Until at least 3 consecutive stool samples collected no less than 24 hours apart are tested negative for such bacteria (the first stool sample has to be collected 48 hours after the completion of the antibiotic course)
Viral gastroenteritis	Until 48 hours after the last episode of diarrhoea or vomiting
Whooping cough*	5 days from starting the antibiotic course or as advised by the doctor

The recommendations made above are based on the general infection period only. Other factors, such as the clinical conditions of the sick child, have to be considered as well. The attending doctor should exercise his/her professional judgment when making the final decision on the length of sick leave.

Diseases **marked with an asterisk (*)** should be reported to the Centre of Health Protection as required by the law.

Measures for Preventing Communicable Diseases

The outbreak of some communicable diseases such as influenza, respiratory diseases, chickenpox, Norovirus and hand, foot and mouth disease happens in centres or schools quite often. To ensure the health of students, the school will clean and disinfect the school campus regularly. We also invite all parents to maintain a hygienic household and remind students to keep themselves as well as the school campus clean at all times. Important notes for preventing communicable diseases are:

- If the child has diarrhea or has vomited, or has skin rashes, consult a doctor as quickly as possible. If the child has a fever, a sore throat, cough or any symptoms of influenza, he/she has to wear a mask promptly and consult a doctor as soon as possible. Parents should inform the school about the situation and let the child stay at home. The child should not return to school unless all symptoms have disappeared and 2 days after the fever comes down, or as advised by the doctor (whichever is longer).
- If the child is infected with hand, foot and mouth disease, he/she should stay at home until fever is down and the vesicles have dried up and scabbed over. As an additional precaution, a child who is infected with enterovirus 71 should take 2 more weeks of sick leave until all symptoms have disappeared.
- If the child feels discomfort or needs to be hospitalized, please inform the school at once. The school may report the case and provide contact information to the Centre of Health Protection or relevant departments if necessary so that prevention measures for communicable diseases can be carried out more effectively.
- If a student feels discomfort at school, the school will contact one of his/her parents to come and collect him/her.
- Prepare tissues and masks for students, and remind them to dispose of the used items properly.

- Remind the child to keep their hands clean at all times.
- Check, record and sign the record of the child's body temperature before setting-off for school. The temperature record has to be submitted to the school every day.

Measures for Preventing Mosquito-borne Diseases and Dengue Fever

Dengue fever is an epidemic disease in summer. It is caused by a virus infection which is transmitted through mosquito bites only. At present, there is no specific vaccine available to prevent Dengue fever. The best preventive measures, therefore, are to prevent mosquitoes from breeding and avoid mosquito bites.

1. The school has implemented the following anti-mosquito measures:

- Apply temephos in all manholes and drain holes weekly;
- Inspect the school campus every week in accordance with the “Weekly Mosquito Inspection Program for Schools” issued by the Food and Environmental Hygiene Department. Particular attention will be placed on drainage pipes, manholes and saucers underneath potted plants to prevent accumulation of stagnant water;
- Clean the garden and drains daily to remove all fallen leaves and garbage to prevent drainage pipes from blocking and stagnant water from accumulating;
- Arrange a relevant supplier to conduct regular control against mosquitoes and insects;
- Mosquito repellents are installed in the lobby;
- Contact the Food and Environmental Hygiene Department to inspect the school campus and the hillside in the neighborhood if necessary.

2. Measures to be taken by parents

- Before students set-off for school, parents should apply a suitable mosquito repellent, e.g. mosquito spray or mosquito patches, on the exposed parts of the student’s body;
- If the student needs to join outdoor activities, a long-sleeved shirt and trousers are recommended.

Healthcare and Nursing at School

Notes for taking medicine at school

- If a student needs to take medicine at school, please give the medicine directly to the school nurse or the escorting staff on the school bus. Do not put the medicine in school bags.
- All medicine taken at school should be prescribed by registered doctors. At present, the school will not assist the students to take patent medicine or traditional Chinese medicine.
- Labels with medicine information, student name and date should be stuck on vials and pill bags to avoid taking the wrong medicine by mistake.

Arrangement for distributing medicine and personal care when the school nurse is not at school

The school will continue the necessary nursing arrangement and assign responsible staff members to take charge of the distribution of medicine. Nursing procedures, e.g. gastrostomy feeding or blood sugar tests, will not be conducted. The school will contact relevant parents to make individual arrangements. Established guidelines have been set up for these situations to ensure the students' safety and their needs of necessary nursing care are met.

Procedure of collecting and return medicine

- (A) If school nurse is needed to help student to take medicine, parents should inform the school nurse by a written message in the school handbook or call the school nurse.
- (B) Collection of medicine
1. Students who come to school by taking school bus:
Parents should give the medicine to the school bus staff when boarding. The school bus staff will pass the medicine to the school nurse upon arrival into school.
 2. Students who come to school by taking rehab bus:
Parents can put the medicine in the school bag. The school nurse or class teacher will collect the medicine at school.
 3. Students who come to school by themselves:
Parents / caretakers / students should give the medicine to the school nurse immediately upon arrival at school.

(C) Return the medicine to parents or students

1. Students who go home by taking school bus:

- When arriving at the station:

- the school bus staff will return the medicine to the student's parents or caretakers.

- if the students go home by themselves, the school bus staff will put the medicine back in to the school bag just before they get off the bus.

2. Students who go home by taking rehab bus:

- The school nurse will put back the medicine to the student's school bag just before they get on the rehabilitation bus.

3. Students who go home by themselves:

- Parents / caretakers / students should get the medicine back from school nurse when they leave school.

- The school nurse will hand over the medicine to the staff at reception when off duty. The staff at reception will give the medicine back to those students who stay late at school.

Arrangement of sending student to hospital

For safety sake, if a student falls down at school, feels discomfort, or an accident happens to him/her, the school will inform the parent at once. Depending on the circumstances, the school may call an ambulance to send the student to a nearby hospital for further examination. According to the Ambulance Service Guidelines set by the Fire Department, our students will be sent to the hospital located in the district of the school, i.e. Yan Chai Hospital in Tsuen Wan.

If the school is unable to inform the parent immediately, or the parent is not able to come to the school at once, the school will consider the situation of the student and may comply with the Guidelines by sending the student to Yan Chai Hospital to ensure his/her safety.

If there are special requests regarding the arrangement for sending a student to hospital, e.g. any specific document to be brought along or any designated hospital to be sent to, the school will assist in making such an arrangement only after all procedures required by the ambulance services are completed.

Handling of contaminated clothes

If a student's clothes get wet or dirty, the school will lend him/her clean clothes to put on. Please wash the clothes borrowed from the school before returning.

If the student's clothes (especially underwear) are contaminated by faeces and are impossible to clean, the school will dispose of the clothes at the school's discretion and inform the parent.

Student Health Service/Dental Care Service

Student Health Service

Every year, the Department of Health provides a comprehensive health service to all primary and secondary students territory-wide. It aims at promoting and maintaining the physical and psychological health of students. This free service is a promotive and preventive health programme for students according to their needs at various stages of development, including a physical examination, health assessment, individual counselling and health education activities, etc.

Each enrolled student will be given an annual appointment at a student health service centre for health screening. The centre is assigned in accordance with the geographical location of the school. The assigned centre for our school is Kowloon Bay Student Health Service Centre.

School Dental Care Service

This oral health care programme is offered by the Department of Health to students under the age of 18 and is carried out by qualified dental therapists who work under the supervision of dental surgeons of the . Parents are required to pay a fee of HK\$30 only for a student to receive a one-year dental care service, effective from November of that year to October of the following year. The dental clinic assigned to our school is Ha Kwai Chung School Dental Clinic. The service includes:

Oral health education – to develop students’ self-care ability

Oral examination

Preventive dental treatment, e.g. scaling or applying fissure sealant, etc.

Basic restorative dental treatment, e.g. dental filling, extraction, etc.

Emergency service

For further information, please call the School Dental Care Service Hotline at 2928 6132. (The above information is taken from the pamphlets of “Student Health Service” and “School Dental Care Service”)

Parents will receive the application forms for the above services at the start of each school year. For more information, please contact the school nurse.

☞ Swallowing and Feeding Safety ☞

- Provide sufficient time for your children to complete their meals;
- Make sure your children are under guidance/supervision during meal times;
- Remind your children to focus on eating, and to chew thoroughly before swallowing;
- Cut large pieces of food into smaller, manageable pieces for your children;
- Remind your children not to talk or laugh while eating;
- Reduce environmental distractions, such as TV, loud noise, etc;
- Ensure your children are at upright position while eating;
- Please be aware of the following food categories that are of high choking risk and avoid providing them as snacks for your children at school:
 - Sticky/glutinous food, e.g. mooncakes, glutinous rice, glutinous rice cakes, rice dumplings, mochi, chewy candies, glutinous rice balls, etc.
 - Food with mixed textures, e.g. soup with rice, glutinous rice balls with filling
 - Whole round food, e.g. fishballs, grapes, chocolate eggs
 - Hard food, e.g. peanuts, nuts, hard candies
 - Slippery food, e.g. jelly, pudding
 - Fruits with seeds, e.g. cherries, longan, lychee

For more information about swallowing and feeding safety, please visit the website: http://www.elderly.gov.hk/english/common_health_problems/stroke/swallowing.html.



☞ EatSmart@school.hk ☞

Our school has joined the “EatSmart@school.hk” Campaign. Through the realisation of healthy eating habits, nutrition education, the campaign aims to improve students’ eating habits and help them grow healthily.

According to the guidelines on healthy snacks, parents are encouraging to prepare the snacks to school which contains the elements of 3 Low 1 High (Low fat, Low salt, Low sugar and High fiber) as follow: white bread, whole-wheat bread, raisin bread, boiled corn, boiled egg, boiled sweet potato, plain biscuits, fresh fruit, skimmed milk, low sugar soy milk. Snacks which may be brought to school twice within the 5 school days are as follow: cake, biscuits and grains with low fat, low salt, low sugar content, pure fruit juice, whole fat milk. For more details please refer to the website of EatSmart at www.eatsmart.gov.hk.



If students need to bring snacks to the school, parents are encouraged to prepare healthy and snacks that are not easy to choke on, and according to the needs of students to bring appropriate amount of servings to avoid wasting food.

📖 Textbooks, Learning Materials, Learning Activities and Academic Assessments 📝

Textbooks and learning materials

There are two kinds of textbooks and learning materials for our students: those available on the market and the school-based learning materials designed by our teachers.

Textbooks and learning materials available on the market: the school will inform parents about the details by the end of each term. Please pay attention to the relevant notices.

School-based learning materials: Learning materials will be distributed to students in accordance with their learning progress.

Learning activities

To meet and promote the objective of “life-long learning”, the school organizes activities for students to benefit their physical and mental development in addition to the **learning activities** that are in line with the learning modules and topics.

Learning activities, serves as a form of extended learning from classroom learning, providing opportunities for students to learn in real settings. Apart from acquiring knowledge in the classroom, the students can learn outside the school and apply what they have learned in their daily life.

Internal activities: Generally, parents will be informed about activities through the notices in the column of “Parent-School correspondence” in the Student Handbook. **Parents are required to sign after reading.**

External activities: Notices will be distributed to parents. Parents are required to **sign the reply slip before the deadline**. Without parents’ approval, students are not allowed to join any external activity.

Due to the various objectives of activities, **the articles to be brought by students will differ. Please pay attention to the information put in the “Home-School Correspondence” in the Student Handbook or the notices distributed**, and instruct the student to bring the relevant articles for activities.

Academic assessments

The teachers will conduct a preliminary assessment of a student's learning performance through observation in class. The assessment will be reviewed regularly in order to understand the student's learning progress. The performance of a student will be recorded in a report. As well, the overall performance of a student in some classes or subjects will also be assessed by means of dictation, tests and examinations. Such assessments will also be recorded in the student's report as a summary of the student's academic performance throughout the term. A report will be distributed to parents on Parents Days in the both first term and the second term. Parents are invited to come to the school and receive the report in person. They are also welcome to share their ideas about the student's learning with the teachers and the therapists.

🔗 Homework Policy 🔗

1. The Use and Purpose of Assignments

- Extend the process of learning to family life. Provide opportunity for students to practice and exercise the knowledge and skills they have learned and develop their attitude to consolidate their learning;
- Assist students in planning their leisure time at home for learning and help develop their self-learning ability;
- Allow students to understand their strengths and weaknesses through their assignments for further improvement;
- Allow teachers and therapists to know more about the diversity of the students' learning, abilities and academic performance for making adjustments in their methods and progress of teaching and therapy;
- Serve as a channel of assessment and feedback to enhance the students' learning motivation and effectiveness;
- Allow teachers to review whether the objectives of teaching have been reached and whether the teaching methods are suitable for making further improvement;
- Allow parents to know about the learning performance of the student so that they can collaborate with the school to help the student make progress in his/her learning.

2. Parents' Involvement in Students' Homework

The Role of Parents

Homework is important in a student's learning process, and parents play a crucial role in helping students cultivate good learning skills and habits. Here are some tips for parents to improve the effectiveness of helping students with their homework.

Tips for Homework

- A fixed time: Arrange a fixed time for the child to complete the homework. Help the child establish a habit of finishing homework;

- Arrange an appropriate environment: Create an appropriate environment for the child (e.g. a quiet environment or an environment with few disturbances);
- Help the child develop a habit of checking his/her list of homework in the Handbook. Remind him/her to put a tick (✓) to mark the completed homework. Help the child learn how to manage his/her own matters in an orderly manner;
- Encourage the child to try and take the initiative to ask when he/she comes across difficulties in his/her homework. Parents may offer guidance but do not provide the correct answer. Do not feel anxious just because the child's answer is wrong. Through such mistakes, the teacher can know the child's problems and the reasons behind them.
- Check over the Student Handbook and the marked assignments in order to understand the student's learning performance and his/her needs;
- Keep contact with the teachers and the therapists to know more about the learning environment, learning attitude, progress and needs of the student;
- Give recognition and encouragement. Student's confidence and motivation for learning will be enhanced when they are shown appreciation.

✂ Arrangements for Extra-curricular Activities ✂

1. Parents have to return the reply slip and the relevant fee (if any) before the deadline printed on the notice, whether the student will join the activity or not.
2. If a student feels discomfort or gets hurt during an activity, the school will send the student to a hospital located in the district of the activity in accordance with the arrangement for the ambulance service with the Fire Department.
3. If a student fails to attend an activity for any reason, all prepaid entrance fees and dining fees are not refundable. Bus fees will be handled according to the principles listed in the chapter entitled “Payment and Refund”.
4. Parents should arrive at the bus stop 5 minutes before the arrival time of the school bus. If there is any traffic delay, please wait patiently and contact the school if needed.
5. The school may arrange senior form students to go to the venue of an activity by public transport in order to improve their self-care ability. Therefore, please prepare enough money or duly top-up an Octopus Card for the student.
6. Some parent-child activities organized by the school may invite parents to join. Attending parents should arrive on time. If any parent is not available on that day, please inform the school as early as possible so that distribution of manpower can be adjusted.

7. According to Education Bureau, for the students' safety, all outdoor activities (for example: picnic, SAPD sports day, school sports day, surfing, camping and horse riding, etc.) should be cancelled if a tropical cyclone warning is hoisted. The latest arrangements for indoor and outdoor activities under special weather conditions are listed as below:

Weather conditions	Outdoor activities	Indoor activities
Storm / Tropical cyclone	All activities to be cancelled when a Standby Signal No.1 or above	Standby Signal No.1: Activity to be held as usual if the Hong Kong Observatory and the Education Bureau do not announce any special forecast
		All activities to be cancelled when a Strong Wind Signal No.3 or above is in force*
Rainstorm warning	Activity to be cancelled no matter which level the signal is*	Activity to be cancelled when the Red or Black Rainstorm Warning Signal is issued*
Thunderstorm warning	All activities on water to be cancelled*	Activity to be held as usual
Cold weather warning	Activity to be held or cancelled subject to the location of the activity and the weather conditions	
Very hot weather warning		
Air pollution index		

Remarks:

*If the warning signal is issued during the period of the activity, the school will arrange for the students to seek shelter at a safe place in the immediate vicinity promptly, and arrange for the students to return home.

8. According to Education Bureau, for the students' safety, to reduce the harm from ultraviolet (UV) radiation, minimizing direct exposure of the skin and the eyes to sunlight. On days when the UV Index is high (6 or above), participants should avoid staying outdoors for prolonged periods. If it is necessary to remain in the sun, the school will take the following precautions:

Seek shade;

Use an umbrella, wear long-sleeved for UV blocking;

Help students with sun screen location re-application for staying in the sun for more than two hours.

Student Award Scheme

My Learning Goals

The school organizes a programme called “My Learning Goals” every year to assist all students in understanding and implementing their individual learning plans. The programme aims to cater for learning diversity and develop the potential of students. With the principles of conductive education in mind, the programme ensures the students improve their learning ability throughout their school life. Assessment will be conducted regularly on the basis of modules. Individual goals will be designed for students subject to their basic learning skills, generic skills and their goals for therapy. The teaching staff will discuss with the students how to implement their goals at the start of the programme. When a student completes a task in lessons or scheduled activities, he/she will receive a stamp or certain marks which can be accumulated. Upon the completion of a module, the students with good performance will be rewarded.

Year-end Awards

At the end of each term, different awards are presented to students who have outstanding achievements in various aspects. These awards include Diligence Award, Improvement Award, Conduct Award, Service Award, Outstanding Student Award and Award in Therapy Performance, etc.

Awards from Outside Organizations

The school pays attention to the awards given by outside organizations every year. If a student is found eligible to apply for a certain award or scholarship, the school will nominate and assist the student to file an application so that the student’s efforts will be recognized and appreciated by different parties.

❧ Guidelines on Conduct ❧

All students should comply with the following rules of conduct:

1. Courtesy

Examples:

- Be polite to all staff and students
- Show an appropriate attitude and behavior towards others

2. Sense of Responsibility

Examples:

- Be responsible for all their tasks
- Finish homework properly, attend therapy as assigned
- Complete tasks and assignments adhering well to schedule and should not rely on reminders from teaching staff. Report progress appropriately when needed

3. Service

Examples:

- Be pleased when helping others
- Show encouragement to others
- Try his best to carry out all assigned duties

4. Integrity

Examples:

- Keep their promises
- Be honest

5. Participation

Examples:

- Be willing to cooperate with one another
- Respect different opinions and views

6. Attendance

Examples:

- Go to school punctually
- Should not be late or leave early from class without good reasons or permission
- Should not miss class without good reasons or permission

Grade A: Excellent

Grade B: Satisfactory

Grade C: To be improved

Grade D: Urgent for improvement

Guidelines on Conducts:

A – Excellent B – Satisfactory C – To be improved D – Urgent for improvement

Enquiry : The Guidance and Counselling Team

📖 Borrowing of Books 📖

For the purpose of promoting a reading atmosphere and teaching students to learn from reading, the library opens at fixed hours for students to borrow books, read e-books or use the library facilities. Besides, students are encouraged to borrow books to read at home every week or during long holidays. Over recent years, the library has introduced an e-book platform to allow students to read e-books at home. A Reading Award Scheme has been organized to encourage students to read more, so as to raise students' interest in reading.

The students have to make a brief introduction or write a report about the books they have read. The teachers can learn from the reports about the students' reading performance at home. Some students may be asked to introduce the books they have read during morning assembly or in class. This will provide opportunities for students to train their organizational skills and presentation skills.

Morning reading sessions, after-lunch reading sessions and after-school reading sessions are scheduled. (Please refer to the opening hours of the library). Each student can borrow a maximum of 3 books for a period of 2 weeks.

↳ Borrowing of Rehabilitation Products and Equipment ↻

To avoid underutilization of rehabilitation equipment owned by the school, the equipment will only be lent to students to use at home on the condition that the learning and activities of other students at school are not be hindered:

- On non-school days, e.g. weekends and long holidays (Christmas, Chinese New Year, Easter and summer holidays)
- A rehabilitation product has been ordered by a student but it has not been delivered.
- The student needs to use a certain kind of rehabilitation product for a transition period e.g. after an operation or when the health condition of the student has changed.

If a student intends to borrow rehabilitation equipment, he/she **must sign the “Borrowing Record”**, and agree to pay the full price of the equipment if it is damaged.

↳ Arrangements for Ordering Orthopedic Appliances ↻

The Physiotherapy Department may help students make appointments with the Prosthetic & Orthotic Departments of the Yan Chai Hospital and the Kowloon Hospital to make suitable orthosis. Parents will be asked to submit referrals prescribed by Government Hospitals.

We also cooperate with the Jockey Club Rehabilitation Seating Service Centre of the SAHK to make wheelchair seating cushions. Parents will be required to accompany the student if an appointment has been confirmed.

⌘ The Use of Information Technology Equipment ⌘

Students may need to use IT equipment (e.g. mobile phones, portable computers, MP3s, e-books and digital cameras, etc.) during their learning in class, at leisure or during their activities at school or outside. Parents should apply to the school in writing for permission for student to bring their IT equipment to school. Basically, the approval will only be granted when the equipment will help the student in his/her learning, while at the same time the privacy of other students will be protected and the activities with other students will not be obstructed. In the case that any loss or damage occurs to the IT equipment brought by the student, the student will hold sole responsibility.

Rules for Using Information Technology (IT) Equipment

I. Objectives:

1. Develop the students' attentiveness in learning
2. Encourage the students to make good use of their leisure time for social activities
3. Protect individual privacy
4. Prevent the students from bringing valuable items to school

II. I will obey the following rules:

1. My parent will apply in writing to the school for the approval for my using IT equipment for learning needs.
2. Unless with the approval of the school, I will not use IT equipment for any purpose not related to learning, no matter at school, on the school bus, or when I am participating in any internal or external activity.
3. I understand that I need to obtain the approval from the school before using the IT equipment, that I have applied for.
4. I understand that the school has the authority to terminate the arrangement for my use of the IT equipment at once if the approved equipment is found to be used for any purpose not related to learning.
5. I will keep the approved IT equipment myself and bear the responsibility for any damage or loss.
6. I understand that the IT equipment the school lends to me for learning needs has to be borrowed from the teaching staff, and has to be returned to the teaching staff once I have finished using it.
7. I can use IT equipment to take photos during School Picnic and Christmas Party. I understand that the school has the authority to terminate the arrangement for my use of the IT equipment if the equipment is found to be used for other purposes besides photography.

III. I understand that I have to bear the following consequences if I violate the above rules:

1. The teaching staff will give me a verbal warning, asking me to put away the IT equipment. I should cooperate and put away the relevant IT equipment at once as instructed.
2. I will listen to the Counsellor's instruction to perform self-reflection.

No. of Violations	Consequences
First Time	<ol style="list-style-type: none"> 1. Receive a verbal warning. 2. Interview with the Counsellor for half an hour. 3. The Counsellor will discuss with me about the seriousness and the effect of my violation. I have to reflect how to prevent it from happening again, and promise to improve my ability of self-management and make better use of my leisure time. 4. The Counsellor will inspect my self-reflection and may request me to submit an essay or a drawing of my self-reflection if necessary. 5. The case of violation will be reported to the class teacher and the Guidance and Discipline Team for record.
Second Time	<ol style="list-style-type: none"> 1. Receive a verbal warning 2. Interview with the Counsellor for half an hour 3. The Counsellor will discuss with me about the seriousness and the effect of my violation. I have to reflect how to prevent it from happening again, and promise to improve my ability of self-management and make better use of my leisure time. 4. The Counsellor will inspect my self-reflection and may request me to submit an essay or a drawing of my self-reflection if necessary. 5. The case of violation will be reported to the class teacher and the Counselling and Guidance Team for record. 6. The Guidance and Discipline Team will report the case to my parent. 7. If I am still uncooperative, my conduct grade will be degraded to C or below.
Third Time	<ol style="list-style-type: none"> 1. Receive a verbal warning. 2. Interview with the Counsellor for half an hour. 3. The Counsellor will discuss with me about the seriousness and the effect of my violation. I have to reflect how to prevent it from happening again, and promise to improve my ability of self-management and make better use of my leisure time. 4. The Counsellor will inspect my self-reflection and may request me to submit an essay or a drawing of my self-reflection if necessary. 5. The case of violation will be reported to the class teacher and the Guidance and Discipline Team for record. 6. The Guidance and Discipline Team will report the case to my parent and interview my parent as required. 7. My conduct grade will be degraded to C or below. 8. If I am still uncooperative, I have to receive counselling for a longer period.

The above rules is the outcome of negotiation between the teaching staff and me (_____). I will try my best to be self-disciplined and follow the Rules for Using Information Technology Equipment.

Signed by Student: _____

Date: _____

Subsidy Schemes for Textbook, Travel and Internet Access Charges

General Information

The Student Finance Office administers the following financial assistance schemes for needy primary and secondary students:

- **The School Textbook Assistance Scheme** provides assistance to needy primary and secondary students in government, aided, per caput grant schools and local schools under the Direct Subsidy Scheme to cover the cost of essential textbooks and miscellaneous school-related expenses.
- **The Student Travel Subsidy Scheme** provides travel subsidy to needy students receiving formal primary or secondary education or attending a full-time day course up to first degree level in an acceptable institution, residing beyond 10 minutes walking distance from school and travelling to school by public transport.
- **The Subsidy Scheme for Internet Access Charges** provides a subsidy to needy families whose children are full-time students receiving education at primary or secondary level, or full-time students pursuing Diploma Yi Jin programmes or equivalent courses of the Vocational Training Council to meet the internet access charges for e-learning at home for their children. Eligible families will receive a family-based flat-rate cash grant, regardless of the number of children in the family.

Application Procedures

Applicants who wish to apply for student financial assistance in the new school year should complete the application form according to the Guidance Note and return the completed form together with all necessary supporting documents to the Student Finance Office directly by post. Each family needs to complete one application form only. Except those approved by the Student Finance Office, the applicant must be the parent of the student-applicant and has to submit an application for the means test for all of his/her children every year.

Parents who have any enquiries concerning the above financial assistance schemes may call the Student Finance Office (2802 2345) or contact the school social worker.

❧ Student Activities Support Grant ❧

Life-wide learning extends learning beyond the classroom to other contexts, and attaches great importance to learning in authentic contexts as it enables students to achieve learning objectives which are difficult to achieve through classroom learning alone. The knowledge, skills, positive values and attitudes that students acquire in experiential learning is important in developing their lifelong learning capabilities and fostering their whole-person development.

To support students with financial needs to participate in life-wide learning activities organised or recognised¹ by schools, the Education Bureau (EDB) set up in early 2019 the Student Activities Support Fund, which will be used to provide the SAS Grant for application from public sector schools (including special schools) and DSS schools starting from the 2019/20 school year.

The target students include those:

1. Receiving “Comprehensive Social Security Assistance” (CSSA), or
2. Receiving a full grant under the School Textbook Assistance Scheme

For students who, subject to the above conditions, are not eligible to receive the subsidy but are not able to participate in the life-wide learning activities organized by the school owing to financial problems, the parents may contact the school social worker about the possibility of discretionary subvention.

❧ Free Lunch at Schools for Primary Students from Low-income Families ❧

Starting from the 2014/15 school year, the programme of Free Lunch at Schools has been incorporated into the Government’s regular assistance. It aims at providing free lunch at schools for primary students from low-income families so as to enable these students to have a more balanced and ample diet at schools. The target students include those:

1. Primary 1 to Primary 6 students;
2. Receiving full grant under the Student Financial Assistance Schemes; and
3. Having lunch as arranged by our school.

For further enquiries, please contact our school social workers.

Policy and Guidelines on the Prevention and Handling of Sexual Harassment

1. Policy

- 1.1 The school strives to eliminate any form of discrimination to ensure equal opportunities be provided to all staff members and service users (including students and parents). Sexual harassment, a form of discrimination, is unlawful. Sexual harassment or any sexually offensive behavior will not be tolerated in the school. Since sexual harassment causes harm to the dignity of the people being offended, the school will handle any case seriously to create a supportive, gender-friendly and harassment-free work environment.

- 1.2 The school has established a code of practice and guidelines for the prevention of and handling of sexual harassment. These guidelines apply to all staff members and service users (including students and parents). All staff members and service users (including students and parents) should have a clear understanding of this policy. Any member of the school found to have contravened this school policy may be subject to disciplinary measures, or the case may be referred to the Equal Opportunities Commission (EOC) or the police.

For details of policy and guidelines on the prevention and handling of sexual harassment, please refer to school website:



Guidelines on Handling complaints in school

The principles, procedures and arrangements proposed in the guidelines are designed to help schools handle complaints more effectively. They are applicable to the handling of the following types of complaints lodged by parents, students or the public through various means, including post, fax, email, phone or in person:

For details of guidelines on handling complaints in school, please refer to school website:



☞ CCTV System Policy ☞

In order to ensure that students receive good education in a safe environment and monitor school operations, the school has arranged to install a CCTV System in school. The school has established a policy on the installation of CCTV system to ensure the privacy of students and parents is protected.

For details of CCTV System Policy, please refer to school website:



& Communication Between Parents and School &

It is of utmost importance to establish good home-school communication. We provide hereunder some “usual” and “available” methods that parents can use to contact the school. Parents are welcome to share and discuss with us about students’ learning and development needs.

1. Check and sign the homework record in the Student Handbook every day. The column “Leave/Parent-School Communication” can be used for contacting and communicating with the school.
2. Parents should read the notices carefully. Sign and return the reply slip before the deadline according to the instruction printed. For enquiries, please contact the relevant teaching staff. (Late replies will not be processed.)
3. If student's address or phone number is updated, please inform the class teacher as soon as possible.
4. Parents are welcome to contact our staff members by telephone or arrange an appointment in order to express their opinions or make enquiries. Nevertheless, owing to the timetable of daily lessons and therapies, the relevant teacher or therapist may not be able to answer a call immediately. Parents are advised to leave a message.
5. Home visits are arranged regularly to allow the teaching staff to learn more about the everyday life of the student, as well as exchange opinions with parents. Parents may also invite relevant teachers to pay home visits if needed to improve mutual understanding and liaison.
6. Parents’ Day is arranged at the end of each term. It provides an opportunity for parents, teachers, therapists, social workers, the school nurse and the educational psychologist to share and exchange their views on matters concerning the students’ learning progress and personal development. Parents are advised to attend if available, or arrange an appointment with the school for an interview.
7. The school issues the “Stakeholder Survey” to parents regularly to collect their opinions and satisfaction ratings on all services offered by the school. Results of surveys will be used as reference in the self-assessment of the school.
8. Parents are welcome to browse the school website to learn the latest information about the school, or contact the teaching staff by telephone or email.

9. Parents can express their opinions or enquiries through their representatives in the Parent-Staff Association. As well, the school will invite the committee members of the Parent-Staff Association to distribute the latest school news or information issued by the Educational Bureau. Parents are encouraged to make contact with the school as early as possible once they have any enquiries or opinions. This will enhance home-school collaboration, and assist the improvement of the services offered by the school and the active participation of parents.

🔗 Notes for Parent Volunteers 🔗

The assistance offered by parent volunteers to our teaching staff in teaching/training the students or during activities is much appreciated. The following are some procedures and points to note for parent volunteers.

Arrangements for Parent Volunteers:

1. The school will distribute a notice to parents at the beginning of the school year to invite parents to join our “Parent Volunteer Award” scheme.
2. Parents will be assigned to assist in specific categories of activities subject to the intention of the parents and the need of the school.
3. Please contact the social worker for enquiry.

Points to Note:

The following are some points for parent volunteers to note:

1. Please register at the school reception counter upon arrival. Collect and put on the “Parent Volunteer” card before going to the place/venue of the activity.
2. Please stay in the activity area. Avoid using mobile phones in case the students’ learning or therapy environment is disturbed.
3. In order to protect the students’ privacy, please do not take photos or videos with any student.
4. Please arrive on time to help with the activity.
5. If possible, please inform the responsible teaching staff before the activity if you are not available to attend or you need to leave earlier than scheduled, so that arrangements can be made.
6. In order to secure the students’ safety, please do not give food to students.

Application to Care Givers stayed at school

If parents want to arrange for domestic helpers, guardians or themselves to stay at school regularly to take care of /assist students to have lessons and therapies, please contact the class teachers or social workers for the application procedure.

If the application is approved, parents are reminded that the caregivers are to follow the 'Notes on Staying at School':

1. Follow the instructions from staff members.
2. To ensure students' safety, please do not give food to any students.
3. Avoid using electronic equipment (e.g. mobile phones and/or tablets PCs) at school.
4. Be attentive to the designated tasks when looking after students when assisting in activities.
5. Dress modestly and pay attention to job safety.
6. Keep quiet during morning assembly sessions.
7. Please avoid using the school's facilities and equipment.
8. To protect students' privacy, please do not take any photos of any students.
9. Maintain appropriate social distancing between the student being cared for and other students.
10. Have lunch and rest at the specified place by the school.

Activities for Parents

Every year, the school will organize different activities for parents and their families. All parents are welcome to join.

	Activities	Dates*
1.	Parents' talk / workshop	Bi-monthly
2.	Election of Parent-Staff Association committee members cum inauguration ceremony	On the Christmas Party day
3.	School picnic	Once per year
4.	Sports Day	In November or December
5.	Recreation activities for parents (Birthday party)	Twice per year, usually in June and November
6.	Christmas party	On a school day in December before the Christmas holidays
7.	Chinese New Year gathering	In the first month of the Chinese calendar
8.	Joint school fun fair / School-based sports day	These two activities are organized on a rotating basis between February and April every year.

Please pay attention to the Parents' notices for information about the above activities. The actual dates of the activities will be given on the notices.

School Calendar (2023/24 School Year 1st Term)

Month	Week	Week of the days							Remarks
		S	M	T	W	Th	F	S	
SEP	1						1	2	1/9 First term commencement 30/9 Holiday after Mid-Autumn Festival
	2	3	4	5	6	7	8	9	
	3	10	11	12	13	14	15	16	
	4	17	18	19	20	21	22	23	
	5	24	25	26	27	28	29	30	
OCT	6	1	2	3	4	5	6	7	2/10 The day following National Day 20/10 School-based Staff Development Day 23/10 Chung Yang Festival 25/10-24/11 Test Period
	7	8	9	10	11	12	13	14	
	8	15	16	17	18	19	<u>20</u>	21	
	9	22	23	24	25	26	27	28	
	10	29	30	31					
NOV	10				1	2	3	4	9/11 Picnic 10/11 Holiday after Picnic 13/11 Changing to winter school uniform
	11	5	6	7	8	<u>9</u>	10	11	
	12	12	13	14	15	16	17	18	
	13	19	20	21	22	23	24	25	
	14	26	27	28	29	30			
DEC	14						1	2	11/12 The day after Election 22/12 X'mas Party 25/12-1/1 X'mas & New Year Holidays
	15	3	4	5	6	7	8	9	
	16	10	11	12	13	14	15	16	
	17	17	18	19	20	21	<u>22</u>	23	
	18	24	25	26	27	28	29	30	
	19	31							
JAN	19		1	2	3	4	5	<u>6</u>	6/1 SAPD Sport Day 8/1-19/1 S4 – S6 Exam (Main Stream) 11/1-19/1 S1 – S3 Exam (Main Stream) 15/1-19/1 P1-P6 Exam (Main Stream) 25/1-31/1 Post-exam activities
	20	7	8	9	10	11	12	13	
	21	14	15	16	17	18	19	20	
	22	21	22	23	24	25	26	27	
	23	28	29	30	31				

School Holiday
Special Event

Special Holiday

Staff Development Day

Special Note

School Calendar (2023/24 School Year 2nd Term)

Month	Week	Week of the days							Remarks
		S	M	T	W	Th	F	S	
FEB	1					1	2	3	1/2 Second term commencement
	2	4	5	6	7	8	9	10	8/2-17/2 Chinese New Year Holiday
	3	11	12	13	14	15	16	17	23/2 Parents Day (1st Term)
	4	18	19	20	21	22	23	24	26/2 Kwai Tsing Staff Development Day
	5	25	26	27	28	29			
MAR	5						1	2	18/3-26/4 Test Period
	6	3	4	5	6	7	8	9	22/3 Joint Schools Staff Development Day
	7	10	11	12	13	14	15	16	25/3-6/4 Easter Holiday & Ching Ming Festival Holiday
	8	17	18	19	20	21	22	23	
	9	24	25	26	27	28	29	30	
	10	31							
APR	10		1	2	3	4	5	6	11/4 DSE Chinese Language
	11	7	8	9	10	11	12	13	12/4 - 13/4 DSE English Language
	12	14	15	16	17	18	19	20	15/4 DSE Mathematics
	13	21	22	23	24	25	26	27	16/4 DSE Citizenship & Social Development
	14	28	29	30					23/4 or 24/4 TSA Oral and CAV Assessment (S3) 25/4 School-based Sport Day ; 26/4 Holiday after the School-based Sport Day 27/4 DSE ICT 29/4 DSE BA
MAY	14				1	2	3	4	1/5 Holiday of Labour Day
	15	5	6	7	8	9	10	11	2/5 DSE History
	16	12	13	14	15	16	17	18	2/5 Changing to summer school uniform
	17	19	20	21	22	23	24	25	7/5 or 8/5 TSA Oral and CAV Assessment (P3)
	18	26	27	28	29	30	31		15/5 Buddha's Birthday Holiday
JUN	18							1	3/6-17/6 S4 – S6 Exam (Main Stream)
	19	2	3	4	5	6	7	8	5/6-17/6 S1-S3, P3 Exam (Main Stream)
	20	9	10	11	12	13	14	15	10/6 Dragon Boat Festival
	21	16	17	18	19	20	21	22	11/6-17/6 Other Classes Exam
	22	23	24	25	26	27	28	29	12/6-13/6 TSA Written Assessment (P3)
	23	30							17/6 TSA Written Assessment (P3) (Reserved) 19/6-20/6 TSA Written Assessment (S3) 24/6 TSA Written Assessment (S3) (Reserved) 24/6-28/6 Post-exam activities
JUL	23		1	2	3	4	5	6	1/7 Hong Kong SAR Establishment Day
	24	7	8	9	10	11	12	13	4/7 Joint Schools Speech Day (5/7 reserved)
		14	15	16	17	18	19	20	3/7-9/7 Post-exam activities
		21	22	23	24	25	26	27	10/7 Parents Day (2 nd Term)
		28	29	30	31				11/7-31/8 Summer holiday 17/7 HKDSE Results Release
AUG						1	2	3	
		4	5	6	7	8	9	10	
		11	12	13	14	15	16	17	
		18	19	20	21	22	23	24	
		25	26	27	28	29	30	31	

School Holiday

Special Holiday

Staff Development Day

Special Note

Special Event

