To: Parents/ Guardians,

Matters Related to the New School Term 2003-2004

Please note the following:

1. **School Notices**
   Parents/Guardians are earnestly requested to read and sign all School Notices. Please return the Reply Slip to the class teacher as soon as possible.

2. **School Hours**
   Special arrangement of school hours will be as follows:
   - 1/9/2003 (Mon) 8:25 a.m. to 12:10 p.m. (P.2-P.6)
     9:00 a.m. to 12:10 p.m. (P.1)
   - 2/9/2003 (Tue) to 3/9/2003 (Wed) 8:25 a.m. to 12:10 p.m.
   - 4/9/2003 (Thur) onwards 8:25 a.m. to 3:00 p.m.

3. **Handbooks**
   A revised version of Handbook will be used for the new school term, parents are requested to read through all information thoroughly and fill in the particulars of your child on Page 3.

4. **Pupils’ State of Health**
   In order to understand the condition of your child’s health, please complete Page 5 of the handbook and indicate clearly whether your child is fit for attending Physical Education lessons/ outdoor co-curricular activities or not. Please also fill in the attached form indicating the Medical History of your child.

5. **School Dental Care Service**
   The School Dental Care Service for the year 2003/04 will be opened to all primary school pupils starting in November 2003.
   Under this service school children will be given essentially preventive dental care, simple routine dental treatment. A fee of $20.00 per year will be charged on those who enroll for the School Dental Care Service. All pupils joining the service will attend dental clinic by appointment, accompanied by their parents outside school hours. If you wish your child to join the service, please let them hand in $20.00 each and a copy of relevant identity document to their class teacher on/before 5th September, 2003.
6. **Purchase of Exercise Books & Collection of SBM fee**

Exercise books for the first term can be purchased on 3rd September 2003 (Wednesday). Please remind your child to bring the exact amount to school. The Price list of Exercise Books is attached for your reference.

Please also noted that the School Management Committee has approved that an amount of HK$100.00 would be charged per pupil per term under the School Based Management (SBM) Fund for the electricity and maintenance charges of the air conditioners installed in the classrooms. The fees will be collected together with the charges of exercise books on 3rd September 2003.

7. **Safety of children after School**

Please note that it is the parents'/guardians’ responsibility to take care of their children after school. Parents/guardians are earnestly requested to collect their children on time. Teachers on duty would look after pupils for 15 minutes after school. After this, if the school is unable to contact their parents or members of their families, the school will take appropriate measure including bringing the pupils to the nearest police station for assistance as the last resort.

8. **Daily Dismissal Arrangement**

For statistical purpose and record use, please complete Page 6 of the Handbook and indicate the daily dismissal arrangement of your child.

9. **Leave during School Hours**

If parents want to take their children home when school is in session, they should make special request to class teachers and sign the Pupil Leaving the School Hours Form when collecting their children.

10. **Special Arrangements in bad weathers**

There will be special arrangements in the event of tropical cyclones, heavy persistent rain or thunderstorms and the ‘Red’ or ‘Black’ warning of the Rainstorm Warning System. Parents are requested to inform the school about the way to let their children go home safely in special condition by filling in Page 6 of the Handbook and take the appropriate action accordingly.

**Normal Condition**

School will be closed and children should stay at home if the Director of EMB announces the closure of schools before 6:15 a.m. due to the following circumstances:

1. Typhoon signal No. 8 or above is hoisted.
2. The weather condition deteriorates as a result of typhoon.
3. Period of heavy persistent rain and thunderstorms occurs.
4. The ‘Red’ or ‘Black’ warning of the Rainstorm Warning System is issued.
Special Condition

A. The announcement of school closure is made after 6:15 a.m. and before school hours:
   (1) Parents should not send their children to school.
   (2) Teachers will ensure the safety of those children who have already arrived at school.
   (3) The school will let children go home according to the instructions made by their parents on the handbook.
   (4) For parents who opt to collect their children but cannot do so at once, they should contact the school by phone, advising the school when they will be available to collect their children.

B. The announcement of school closure is made during school hours:
   (1) The school will let children go home according to the instructions made by their parents on the handbook.
   (2) For parents who opt to collect their children but cannot do so at once, they should contact the school by phone, advising the school when they will be available to collect their children.

In the event that the Director of EMB announces the re-opening of school due to the lowering of typhoon signals or that the situation does not warrant the announcement of school closure, parents may still decide not to send their children to school because of weather, road or transport conditions in their own districts. Children will NOT be penalized under these exceptional circumstances and special arrangement will be made for them to re-sit for test/examination when necessary.

Remarks: For further reference, please keep this notice till the end of the academic year.

Mrs TANG LEUNG Yuet-may
(Headmistress)
Our Vision:
Develop in students a love of learning and a realization that learning is a life-long activity.
Develop pupils' self-respect and self-discipline.
Develop in pupils an ever-improving capacity to solve new problems.

Our Mission:
It is our mission to provide a positive learning environment that enhances each child's opportunity to learn and to develop through educational programme which recognizes the need for growth in moral, intellectual, physical, social and athletic skills, knowledge and attitude.

Reply Slip
Matters Related to the New School Term 2003-2004
(Please return to the class teacher before 3.9.2003)

Date: ___________________
To: Headmistress,

I have read School Notice No.1 to No.4 dated 1.9.2003 and fully understand its contents.

1. School Dental Care Service

I  * wish / do not wish my child to join the School Dental Care Service.

2. Lunch Arrangement

☐ My child will bring his/her own lunch to school.
☐ My child will join the catering service.
☐ I will deliver lunch to my child during lunch time.

3. Textbook Assistance (TA) / Student Travel Subsidy (STS) / Cross-net Travel Subsidy (CTS) 2003-2004

I  * wish / do not wish to get the application form to apply for the School Textbook Assistance/ Student Travel Subsidy / Cross-net Travel Subsidy Schemes of 2003-2004 for my child.

Pupil’s Name: ________________________________ ( ) Class: __________________

Parent’s / Guardian’s Signature: ____________________________________________

Parent’s / Guardian’s Name (BLOCK LETTERS) ________________________________

* ☐ Please tick against your choice
* □ Please tick against your choice