

Note for the New School Year

Dear Parents / Guardians,

Please be reminded of the following note for the new school year:

**Students' Health**

- According to the Education Bureau announcement, all the teaching staff, students, parents and even visitors are required to wear a mask in school premises. They are also required to measure their body temperature at the school entrance when they come to school every day.
- For maintaining a clean and hygienic learning environment, cooperation of parents and students is necessary and important. Taking good care of personal hygiene can help to minimize the risk of infection. We would like you (the parents) to pay attention to the following measures:
  - ❖ Parents should pay attention to students' health. If students have fever, respiratory symptoms or sudden loss of taste or smell, they should refrain from attending class at school and seek medical advice promptly.
  - ❖ Students should check the body temperature every day before returning to school campus. Students should submit the temperature record form (Form A) with parents' signature to school for checking.
  - ❖ Students should wear a mask at school (including taking school bus or other transportation). Remember to keep these items in students' school bags: two face masks and tissues. Students will be asked to measure their temperature and use alcohol-based handrub to clean their hands at the school entrance before entering the campus.
  - ❖ A student who has confirmed infection for COVID-19 and has recovered should not go back to school until finishing the compulsory quarantine.
  - ❖ If a student has met any of the conditions listed below, the concerned parent should inform Miss Ip Wai Wing immediately at 2712 1543 to make contingency arrangements and inform the Education Bureau or under such circumstances:
    - ❖ Student is a confirmed case of COVID-19; or
    - ❖ Student has been classified as a close contact of an infected person with COVID-19

**Students' Dress Code**

- Students should be dressed in proper school uniform and plain black leather shoes. Valuable items and accessories should not be worn. For days with PE lesson, students should be dressed in proper PE uniform and plain white shoes. Uniform, socks and shoes should be frequently washed to keep them clean and tidy. P1 students should wear their name tags in September.
- Students must only wear plain white undergarments and students' hair should be clean and tidy. Female students with hair exceeding shoulder length should be tie up their hair using only black hairpin or elastic ponytail holders.

## **Campus security**

In order to provide a pleasant and safe campus for our students, the following arrangements are made:

- The school gate will be closed before 7:45A.M. Except prefects on duty, students shouldn't arrive too early. Students will only be allowed to enter the school campus after the bell rings at 7:45A.M.
- Students are allowed to enter the school campus between 7:45-8:15A.M. Parents are forbidden to enter the school hall and stairs area with students. Please allow your child to develop their independence and enjoy their school lives.
- Parents may bring lunch for their child between 11:30A.M.-12:00P.M.
- Parents must register with the staff at the main entrance when entering school for any affairs.
- Parents should collect homework for students who are absent by the main entrance before 1:30 P.M. (half day school) / 3:30 P.M. (whole day school)
- Students should be dressed in proper uniform or PE uniform when participating in activities on the weekends or holidays. Registration is not required for parents to pick up their child, but please wait by the main entrance.
- For safety reasons, please do not run in the school hall or hallways. Parents should constantly remind their child for their own safety.

## **Note Regarding Students' Affairs**

- Students' name should be written on all personal belongings and jacket. Lost items will be cleared regularly, unclaimed items will be managed by the school.
- P1- P3 students should hand in six photos each and P4-P6 students should hand in 10 photos each to their class teacher. For your convenience, we will arrange a photography company to take photos for your child in September. Students must be dressed in proper school uniform.
- Parents of student with excused absence should hand in a leave letter. Please refer to p.15-16 in the students' handbook.
- Parents must contact the school (Tel: 2712 1543) before 8:30A.M. regarding students' sick leave.
- Despite special situations, students should not bring cash to school. If needed, the amount should not exceed \$20.

For further enquiry, please contact Miss Ip Wai Wing at 2712 1543. Thank you for your attention.



Yours faithfully,  
Miss. W. Y. Yick  
Headmistress

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Reply Slip

Our Ref: 2022N9

Dear Headmistress Yick,

I acknowledge receipt of the school notice 2022N9. I have read and understand the content of "Note for the New School Year".

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

Name of student: \_\_\_\_\_

Class: \_\_\_\_\_ (       )

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

(9)