

School Sponsoring Body

Hong Kong Student Aid Society, founded in 1957, is a Christian social welfare and education facility funded by the Government. Ever since its foundation, the Society has provided accommodation and education for children and youth facing all kinds of difficulties when they grow up and cultivated them with care.

Our Mission

Based on the concept of “All for our children”, the Society provides excellent holistic education and pays attention to students’ balanced development in diverse aspects, including academic performance, emotion management, physical training, interpersonal relationship, and life skills. Advocating lifelong learning spirit, the Society cultivates them to realize their personal characteristics and potential and helps them establish correct world outlook and attitude to life so that they can turn into people with civil responsibilities and willing to serve society.

Education Philosophy

We believe the students are able to “Learn to learn, Learn to live and Learn to create.” Each student is unique. The school education will help stimulate their infinite potentiality and enhance a comprehensive development of their characteristics. Therefore, to teach every student without discrimination, we will offer complete and lively student-centered courses through the cultivation of religion and morality. °

With the teachers’ patient and systematic teaching and care as well as the parents’ cooperation, the students will establish the foundation of lifelong learning in an ideal learning environment.

Education goals

1. To educate our students about Jesus Christ and to foster His spirit in their daily lives.
2. To establish and cultivate the correct attitude towards life and learning based on the school principle of “Faith, Wisdom, Health, Determination, Joy, Virtue, Courage, Bravery”.
3. To enhance the teaching quality so as to well-build the academic foundation of students and to arouse their interests in learning.
4. To cultivate the correct moral values among students and to nurture them to be individuals with great sense of responsibilities.
5. To build the confidence of students and to establish their self-esteem so that they can face ups and downs positively
6. To develop students’ potential and to support their growth by the well-balanced emphasis on moral, intellectual, physical, social, aesthetic, spiritual, affective, global, sex and life education.
7. To encourage students in the pursuit of knowledge through different I.T. facilities.
8. To take care of students with special needs, to build a happy learning environment for all, and to stimulate students’ interest and performance in learning.
9. To improve students’ emotional intelligence and to strengthen their life skill training.
10. To educate students about the key to maintain healthy lives by health education and management.
11. To advocate home education and to nurture students to be responsible citizens of the community.
12. To support integrated education so that students with special educational needs are able to adapt to normal school life.

Virtues of Good Students

(To be completed by the end of the semester)

1. Respect and love themselves and treasure all lives.
2. Be polite to everyone and use magic words in their daily lives.
3. Maintain good grooming and pay attention to personal hygiene
4. Be nice and friendly and cooperate with each other.
5. Be honest and keep their own promises
6. Show love and care to parents and their closest family members.
7. Respect teachers and all seniors and listen to their teachings.
8. Accept opinions from others and correct their own mistakes.
9. Manage their rest properly and keep good hours every day.
10. Live a simple life and treasure all resources.
11. Make full use of time. Come to school and go home on time.
12. Be diligent and finish all home assignments every day.
13. Maintain good health and exercise every day.
14. Be disciplined and follow rules and regulations.
15. Be proactive and participate in school activities
16. Be responsible and complete tasks by themselves.

General Guidelines of the School

1. Students must follow the rules and regulations of the school and obey the instructions from the teachers and the seniors.
2. The behaviours of students must not violate the principles of “Safety”, “Health” and “Learning”. They should help build a safe and harmonious environment to allow everyone to learn and grow happily.
3. Students should report to school / arrive at the classrooms on time and should not leave the school / classrooms early without permissions.
4. Students should not carry illegal articles, pornographic materials, flammable items, valuables, glasses/fragile/sharp objects, toys, or any items unrelated to academic studies back to the school.
5. Students should maintain self-discipline at all times and should not have any disruptive behaviours.
6. Any lost items found by students should be passed to teachers or the staff of the general office to identify their owners.
7. Students should follow the rules and queue up before entering the classrooms, school hall or any venues for assemblies.
8. Students must seek the teachers’ approval for any toilet break / any reasons to leave the classroom during the class. They must go to the washroom on their own in an orderly manner and return to the classroom as soon as possible.
9. Students, except those with special approvals from teachers, must leave the school after classes and return home immediately. They should not wear the school uniforms for other activities after returning home.
10. Any student who loses the school circular must pay for HK\$ 1 photocopying fee to obtain 1 extra copy.
11. The school reserves the right to revise and interpret the above guidelines.

Guidelines for a Healthy School

In order to establish a healthy school environment, we seek the cooperations of parents and students for their compliance with the following guidelines:

(A) Health policies

1. Students have to fill in the Student Health Record every year so that proper arrangements can be made for the students in need by our P.E. teachers who may disclose the medical background of students to medical personnel when necessary with the parents' approval.
2. Students may join the Student Health Service launched by the government with the assistance from the school. Vaccination service may also be arranged for new-arrival, P.1 and P.6 students.

(B) A school with no drug and cigarette

To establish a healthy school environment with no smoke and cigarette, cigarette, alcohol and drugs are strictly prohibited in the school premises.

(C) Healthy diets

1. Students should have healthy breakfast every day before school. They may also bring some healthy food items for their consumptions during the recess.
2. Students' lunch should be healthy options provided by parents or the food supplier jointly selected by parents and the school to ensure students can have balanced diets.
3. Students should use environmentally friendly utensils which should be washed at home after school every day to ensure that it is clean and hygienic.

(D) School safety

1. Students should take care of the school properties and facilities. In case of any willful damage or defacement, apart from the disciplinary actions taken against the students involved, the school reserves the rights to request for any compensations.
2. Students should keep the public areas clean and tidy to cultivate a good standard of hygiene. In case of any rubbish found, please clear it immediately to fulfill their civic responsibilities.
3. Please keep left when walking in the school campus. Do not shout, run or conduct any violent behaviours in the classrooms, corridors or staircases to avoid any accidents.
4. Students should pay attention to their personal and group safety. Do not climb / lean on any railings or windows. No entry is permitted for all restricted areas. Without permission, do not use elevators or open and close windows or turn on / off any power supplies to avoid any accidents.

(E) Personal health

1. Students should keep their school uniforms neat and tidy and should wear the uniforms for classes and all assemblies.
2. During the classes, students should be attentive and face forward. Their hands should be placed on the desks with their backs straight. Do not chitchat with each other.
3. Students should tidy their schoolbags which should not be overloaded to avoid affecting the development of their spines.

(F) Policies on communicable diseases

1. Parents should sign and confirm the body temperatures measured and recorded by students before school every day. In case of feeling unwell or having infections by communicable diseases, please report sick and have rests based on the advice from doctors.

(G) Arrangements for emergencies

1. A medical room with basic medical equipment is available at school. If a student gets injured or feels unwell at school, our teacher will contact his/her parents immediately. In case parents are uncontactable, our school will evaluate the student's situation to determine if it is necessary to send him/her to Emergency Room for further treatment. All the fees will be payable by parents. Parents who do not agree with this procedure should contact the school at the beginning of the semester.
2. Students should report to the general office immediately if they feel unwell or get injured at school. Our staff will follow-up with the appropriate arrangements.

*Please refer to the school website for more details of the health policies.

Guideline for Fostering a Good Reading Habit

(A) Active and extensive readings

1. Students should read textbooks and additional materials to cultivate an interest in reading and improve their self-learning abilities.
2. Students should tell parents and teachers about their favourite types of books so that the school and their families can provide the appropriate supports.
3. Students should develop an interest in extensive reading and widen the varieties of book they read. Focuses should be placed on text-based materials instead of cartoons and comics.

(B) Full use of the reading corners and the library

1. Students should understand that the setting up of the reading corners and the library aims at fostering a reading culture at school, encouraging self-learning among students, and assisting in the teaching and learning process.
2. Students should understand the reading corners and the library are learning resources centres to provide various useful information and resources for students to solve their enquiries.

(C) Rules and regulations of the library

1. Students must follow the instructions from the librarians.
2. Please remain silent in the library. Do not speak loudly, play, or chase after each other in the vicinity.
3. Students should keep the library clean and tidy. No food or drinks are allowed in the library.
4. Please return books, newspaper, and magazines back to the original stowage after reading.
5. The library card shall not be transferred for others' usage.
6. Before leaving the library, students should show all their belongings and books to librarians.
7. Students should pay attention to the return date on the Date Due Slips and return the the books accordingly.

(D) Good care of the books

1. All the books should be kept clean. They should be free from any marks, water, folding and misplacements.

(E) Participation in the reading initiatives launched by the school

1. Students should actively participate in the reading initiatives promoted by the school
2. Students are encouraged to take part in the English books review sharing and other English books reading initiatives to enhance their English standards.

(F) Morning reading sessions and reading lessons

1. Students should make good use of the morning reading sessions and avoid handling other tasks at that period.
2. Please remain silent during the morning reading sessions and the reading lessons. Do not disturb others.
3. Students can bring any meaningful books for the morning reading sessions.

Rules and Regulations for Weekly Assemblies and Other Gatherings

1. When attending the weekly assemblies or other gatherings, students must queue up and remain silent. Be attentive and do not disturb others.
2. Stand straight when singing the national/ school anthem or during the worship.
3. During the weekly assemblies, please follow the instructions from the person in-charge.
4. Students should concentrate on the speeches or announcements made. Do not talk or focus on any unrelated tasks.
5. During the flag-raising ceremony, all students at school must line up and salute with their faces forward to the national flag.

Rules and Regulations for Queueing Up and Progressions

(A) The correct posture for queueing up

1. All students should face forward with their hands on their sides while their toes pointing towards the heels of the students in front of them. Remain silent.

(B) The line-up method for student assemblies, progressions, and school dismissal:

1. Boys should stand on the left while girls on the right. Students should line up in the ascending order based on their height (Prefects from P.5 and P.6 should be in the front of the lines). They should walk side by side with 1-arm distance from other students. They should stand straight with their hands on the sides, palms facing inward, hands closed, foot close and parallel to each other and their toes slightly pointing aside. Remain silent.
2. Their schoolbags should be placed next to their foot. Students must face forward to ensure a straight line is formed.
3. Students must remain silent during the progressions and proceed in double lines on the LHS of the walkways. The 2 lines must walk in a consistent pace with 1-arm distance between each student.
4. Students should queue up orderly and quietly and follow the teachers' instructions and guidance to proceed to the covered playground. Students dismissed by parents' escort will be sent to the main entrance. Students should line up in fast, silent and tidy manners.

Academic Reward System

1. Our school provides different rewards, such as certificates, merits, minor achievements and major achievements, to motivate students to reach outstanding performances.
2. Our academic rewards include:

Reward names	Selection criteria	Rewards for each student
Hong Kong Jockey Club Best Service Award	The student with the best service in the school year	A trophy from Hong Kong Jockey Club
Most Outstanding Academic Awards	The student with the best academic result in Semester Three in each grade	A certificate and a gift
Academic Awards	The top 5 students with the best academic results in Semester Two in each grade The top 4 students with the best academic results in Semester Three in each grade	A certificate and a gift
Most Outstanding Performance in English Awards	The student with the best academic result in English Language in Semester Two and Three in each class	A certificate and a gift
Best Progress Awards	The student with the best progress in academic performance in Semester Two and Three in each class	A certificate and a gift
Excellent Conduct Awards	The top 2 students with the best conduct in Semester Two and Three in each class	A certificate and a gift
Service Awards	The top 2 students with the best service in Semester Two and Three in each class	A certificate and a gift

Use of Student Photos for the Promotion of the School

Various student activities will be arranged to broaden the horizons of students, in which photos of students may be taken and used in the promotional materials of the school or during public events. If parents do not wish to display the photos of their children in any external publications, please feel free to express their views in writing. Our teachers will respect your decisions and follow-up accordingly.

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School Uniform and Grooming Guideline

	Items	Male	Female
Summer Uniform	Shirt	<ul style="list-style-type: none"> Light yellow short-sleeved shirt with the school crest on the front pocket (white underwear should be worn). All shirts must always be tucked in. 	/
	Trousers / skirt	<ul style="list-style-type: none"> Light blue shorts 	<ul style="list-style-type: none"> Blue and yellow knee-length skirt with the school crest (white underwear and underskirt should be worn).
	Belt	<ul style="list-style-type: none"> Black belt 	/
	Shoes and socks	<ul style="list-style-type: none"> Plain white socks with no patterns and decorations on the side Black leather shoes 	
	Sports outfits	<ul style="list-style-type: none"> Blue and yellow round-neck T-shirt with the school name printed and a pair of shorts 	
	Sports shoes and socks	<ul style="list-style-type: none"> Plain white socks with no patterns and decorations on the side Plain white sport shoes and shoelaces with no patterns and decorations on the side 	
Winter Uniform	Shirt	<ul style="list-style-type: none"> Light yellow short-sleeved shirt with the school crest on the front pocket (white underwear should be worn). All shirts must always be tucked in. 	
	Trousers / skirt	<ul style="list-style-type: none"> Dark blue flannel trousers 	<ul style="list-style-type: none"> Dark blue flannel knee-length skirt with the school crest
	Belt	<ul style="list-style-type: none"> Black belt 	<ul style="list-style-type: none"> Dark blue strap
	Collar badge / neck tie	<ul style="list-style-type: none"> Maroon collar badge (P.6 students must wear maroon neck tie) 	
	Shoes and socks	<ul style="list-style-type: none"> Dark blue socks with no patterns and decorations on the side Black leather shoes 	<ul style="list-style-type: none"> Dark blue long socks with no patterns and decorations on the side Black leather shoes
	Sports outfits	<ul style="list-style-type: none"> Blue and yellow round-neck T-shirt with the school name printed and a pair of sports trousers 	
	Sports shoes and socks	<ul style="list-style-type: none"> Plain white socks with no patterns and decorations on the side Plain white sport shoes and shoelaces with no patterns and decorations on the side 	
	Jackets for the sports outfits	<ul style="list-style-type: none"> The yellow wind-breaking layer shall only be worn when students are in the sports outfits. The blue inner layer can be worn with the regular winter school uniforms. 	
Cardigan	<ul style="list-style-type: none"> V-neck cardigan. It should be buttoned-up. 		
Students' Grooming	Hairstyle	<ul style="list-style-type: none"> Students must have simple hairstyle. Hair dyeing (except black colour), hair perm, hair styling products and other hair products that contain any hair dyeing ingredients are not allowed. 	
		<ul style="list-style-type: none"> Hair on the front should be combed forward and must not exceed the eyebrows. Hair at the back must not exceed the collar 	<ul style="list-style-type: none"> Students with hair reaching the shoulders must tie it into braids or a bun.
	Accessories	<ul style="list-style-type: none"> Students must wear their name batches to school (Please apply for a replacement in case of any loss) 	
<ul style="list-style-type: none"> Only school crest, pins, should badges or shoulder strap will be allowed. No accessory will be allowed. Please approach the Guidance and Counselling unit for any special approval. 			
Tidiness	<ul style="list-style-type: none"> Please maintain good personal hygiene and bring handkerchiefs and tissues. Nail polish, long nails and make-up are not allowed. 		

Remarks:

- After school, students should return home immediately to get changed. Civilian clothes should be worn for any activities afterwards.

2. Teachers or head of the Discipline and Counselling unit can conduct random check on students' uniforms and will follow-up accordingly. Parents will receive written notifications for records if their children do not meet the above standards.
3. Students should not wear the sports outfit to school if there are no P.E. lessons on the day or if it is not an activity day.
4. Students should write their names outside the jackets.
5. If the general temperature drops to 15°C or below, students may wear scarf and gloves. Both male and female students are allowed to wear the sports outfits.
6. If the general temperature drops to 12°C or below, students may wear the warm clothing selected by parents, e.g. down jackets, jackets or cotton padded jackets.
7. When the local highest temperature reaches 25°C or above, students may choose to wear summer uniforms.
8. When the local lowest temperature drops to 12°C or below, students may choose to wear winter uniforms.
9. Students should not wear the windbreakers of the school teams if there is no relevant training session.

Examination Rules and Regulations

Points to note during the examination period

(A) Rules of the examination centre

1. Students must return to school to attend the examinations according to the time and date printed on the examination timetable.
2. No additional time will be given to students who are late with no valid reasons.
3. Students must not leave early from any examinations without any special reasons.
4. Students must sit according to their student numbers.
5. All the books, assignments and paper with any writings must be placed inside a bag which should be hung on the side hook of the desk. All the items shall not be placed inside the drawer.
6. Students must bring their own stationeries. During the examinations, they must not borrow stationeries and other supplementary items from other students by themselves. When necessary, they must seek approval and assistance from the examiner who will then borrow those items on their behalf.
7. During the examination, no talking is allowed. For any enquiries, please raise your hands and ask the examiner directly.
8. During the examination, students must comply with the instructions from the examiner.
9. Disciplinary actions will be taken against the students who cheat or assist others in cheating during the examination.

(B) Contingency plan for typhoon or other inclement weather

In case of class suspension announced by the Education Bureau through radio or television due to typhoon or inclement weather, the examination will be postponed accordingly. For examples, if the examinations of Chinese and Putonghua are postponed in response to the class suspension, they will be conducted on the first day after class resumption. The examinations of other subjects will be postponed accordingly.

(C) Arrangements for makeup examinations

In case of any sick leave, makeup examinations will be arranged on the school day after the examination period. The arrangements are as follows:

1. Medical certificates or other supporting documents must be submitted to the school. Students must take the makeup examinations on time.
2. If students are unable to take the makeup examinations on the abovementioned date, no other examinations will be arranged. It will be treated as an absence and marks will be adjusted accordingly.
3. If no supporting documents can be provided and students are unable to take the makeup examinations, it will be treated as an absence.

Guidelines for Extra-curricular Activities

1. Students must attend the annual general meetings of their house and societies.
2. Students must attend the activities that they have enrolled and should not be absent or late with no valid reason. Any violations will be treated as absenteeism.
3. Students must inform parents of the nature, time and date of the activity before attending any school event.
4. Written approval must be obtained from parents for students to attend any off-campus events.
5. When attending the off-campus events, students should follow the school rules and dress code based on the school instructions.

6. School approvals must be sought if students are to organise any clubs, gathering or any on/off-campus events in the name of the school.

Points to Note and Arrangements During Inclement Weather

(A) Tropical cyclones

1. Standby signal no. 1: normal school day.
2. Strong wind signal no. 3: normal school day (unless specified by the Education Bureau).
3. No. 8 gale or storm signal or above: class suspension.
4. Strong wind signal no. 3 after the storm: class resumption (Please pay attention to the announcement of the Education Bureau at 6:15 a.m. to confirm if classes will be suspended for the whole day).

(B) Persistent heavy rainfall

1. Amber rainstorm signal: normal school day.
2. Red or black rainstorm signal:
 - a. If the signal is hoisted before school hours, classes will be suspended. Students should stay at home.
 - b. If the signal is hoisted on the students' way to school or during the school hours, students should continue to proceed to school or stay at the school. Our teachers will take care of students until the condition is safe (when the red or black rainstorm signal is cancelled or when the amber rainstorm signal is hoisted afterwards). Students will be dismissed as per normal. Since the road condition may be adversely affected by the rain, even though our teachers will guide the students throughout the whole home returning tour, parents are encouraged to pick up their children who are under this arrangement.

(C) Parents may decide whether their children should resume classes based on the weather, road and traffic conditions of their residential districts, even though class resumption has been announced by the Education Bureau. The attendance records of the students who are absent or late due to the above reasons will not be affected. Parents, however, shall submit the reasons for absence or lateness in writing on the following day.

(D) In case of class suspension due to the above reasons, test and examinations on the day will be postponed accordingly. For examples, if the examinations of Chinese and Putonghua are postponed in response to the class suspension, they will be conducted on the first day after class resumption. The examinations of other subjects will be postponed accordingly.

(E) If class suspension is announced during the school hours due to the typhoon or rainstorm, the school will decide the school dismissal methods based on the actual condition. Students will depart from the school no later than the normal school hours. Our staff will stay at the school until all students have left the campus. After the announcement of class suspension, parents may come to the school to pick up their children by discretions.

School Dismissal

Record on the School Dismissal Method

(A) Regular School Dismissal Method (Please insert a ✓ in the appropriate □. Choose 1 only)

- by parent's escort
- by the escort of the parent of Class ____ Student: _____ (Signature of the escorting parent: _____)
- by the cross-boundary school bus (_____)
- by the local school bus arranged by (_____)
- via the home returning tour

(B) School Dismissal Method under Emergency (Please insert a ✓ in the appropriate □. Choose 1 only)

School dismissal arrangements in case of class suspension during school hours caused by inclement weather:

1. Red or black rainstorm signal

If the red or black rainstorm signal is hoisted during school hours due to persistent heavy rainfall, classes will continue until the end of the normal school hours. When the condition is safe (until the cancellation of the red or black rainstorm signal or when the amber rainstorm signal is hoisted), students will be released according to the normal school dismissal methods. Since the road condition may be adversely affected by the rain, even though our teachers will guide the students throughout the whole home returning tour, parents are encouraged to pick up their children who are under this arrangement.

2. No. 8 gale or storm signal or above

In case of class suspension announced by the Education Bureau during the school hours due to the No. 8 gale or storm signal or above, all students will be released immediately. The home returning tours will be cancelled due to the inclement weather. Parents or any of their authorised persons, must come and pick up their children at school.

The school buses will depart from the school around 0.5 to 1 hour after the announcement of class suspension by the Education Bureau (Depending on the actual traffic condition). Parents are advised to reserve enough time to pick up their children at the school bus stops.

- Parents will come to the school to pick up the child (applicable to all students).
- My friend or relative will be authorised to come to the school to pick up the child (applicable to all students).
Name of the friend or relative: _____ Relationship with the student: _____
- My child will return home by cross-boundary school bus (only applicable to students taking the school bus regularly)
- My child will return home by local school bus (only applicable to students taking the school bus regularly)

Remarks: In case of any changes in the personal and school dismissal information, please update the details in the "Parents-school Communication Corner" of the student handbook to facilitate the follow-up actions by school.

Emergency contact number: _____ Parent name: _____

Date: _____ Parent signature: _____

Incubation Period and Sick Leave Duration for Common Childhood Infections

Communicable Disease	Incubation Period (days)	Advice on Sick Leave#
Bacillary Dysentery*	1 – 7	Until diarrhoea ceases and at least 2 consecutive stool samples collected no less than 24 hours apart are tested negative for such bacteria (1st stool sample has to be collected 48 hours after the completion of the antibiotic course)
Chickenpox*	14 – 21	About one week or until all vesicles have dried up
Cholera*	1 – 5	Until non-infection is confirmed (test is to be done on three stool samples collected at least 1 day apart following 48 hours after the completion of the antibiotic course)
Acute conjunctivitis (Red-eye Syndrome)	1 – 12	Until no abnormal secretion from the eyes
Diphtheria*	2 – 7	Until non-infection is confirmed by negative result on sample culture test (test is to be done on two nasopharyngeal swabs collected at least 24 hours apart following 24 hours after the completion of the antibiotic course)
Hand, Foot and Mouth Disease	3 – 7	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
Measles*	7 – 18	4 days after the day of appearance of rash
Meningococcal Infection*	2 – 10	
Mumps*	12 – 25	5 days after the day of appearance of gland swelling
Poliomyelitis*	7 – 14	
Rubella*	14 – 23	7 days after the day of appearance of rash
Scarlet Fever*	1 – 3	Until fever down and 24 hours after starting of appropriate antibiotic
Tuberculosis*	Unconfirmed	As advised by the doctor
Typhoid Fever*	7 – 21	Until at least three 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	1 – 10	Until 48 hours after the last episode of diarrhoea or vomiting
Hepatitis A*	15 – 50	Until at least 1 week from the appearance of jaundice or as advised by the doctor
Whooping cough*	7 – 10	5 days from starting the antibiotic course or as advised by the doctor

The recommendation made above is based on the general infection period only. The attending doctor should exercise his / her professional judgment when making the final decision on the length of sick leave.

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

The above table is not meant to be exhaustive. For the information of other communicable diseases, please contact the medical officers of school from the four district offices of the Department of Health. This requirement is mandated by Section 79 of the Education Ordinance.

Payment Arrangements for Emergency Room Service

If a student gets injured or feels unwell at school, our teacher will contact his/her parents immediately. In case parents are uncontactable, our school will evaluate the student's situation to determine if it is necessary to send him/her to Emergency Room for further treatment. All the fees will be payable by parents. Parents who do not agree with this procedure should contact the school at the beginning of the semester.

Points to Note for Absence, Lateness and Early Leave

1. Valid explanations, verified by signatures or chops of parents or guardians, must be given to the school in writing for students who are absent from classes. Students are not allowed to be absent frequently due to minor issues. Please fill in the “Communication Corner for Student’s Leave” (P.21) in the student handbook to seek the early approval from teachers for personal leave known in advance. Parents should contact the staff of the general office before 8:15 a.m. for any cancellation of lunch.
2. Students who come to school after 8:15 a.m. during school days will be regarded as late comers. Those who leave school before the normal dismissal time will be treated as early leave.
3. Parents must contact the general office, which will inform the class teacher afterwards, before 8:15 a.m. if their child is absent due to sickness. Please fill in the “Communication Corner for Student’s Leave” (P.21) in the student handbook, which should be submitted to the class teacher after class resumption, with parent’s signature or chop to complete the sick leave procedure. A medical certificate must be submitted for sick leave for 3 days or more. Any non-compliance will be treated as absenteeism.
4. If a student is continuously absent from school for 7 days or more due to his/her behavioural problem, emotional issues, family situation, learning difficulties, truancy, or a ban of school by parents, our school will notify the Education Bureau via the Early Notification System.

Parents-School Contact Method

1. Parents may visit the school in person and register at the general office of the school. Our staff will arrange the relevant teacher or student to come to meet the parent at the general office. For the safety of students, please do not proceed to the classroom directly without permission.
2. Parents may call the general office during office hours and leave messages for us to reply afterwards.
3. Parents may fill in the “Parents-School Communication Corner” in the student handbook and submit it by the students for the teacher’s acknowledgement.
4. Parents may write letters or emails to the school for the expressions of their ideas.

Communication Corner for Student's Leave				
Date	Reasons for personal leave	Number of days	Parent signature	Class teacher signature
____(DD)____(MM)				
To				
____(DD)____(MM)				
Records of Lateness				
Date	Records of lateness	School arrival time	Signature from the school representative	Parent signature
____(DD)____(MM)	Your child was late for school today. 1 behavioural point has been deducted. Please help remind him/her about punctuality.			

Record for the Report of Names					
Number of times	Month	Day	Incident	Relevant teacher signature	Parent signature
1			The student's name was reported due to		
Records of Compliments to the Student					
Number of times	Month	Day	Incident	Relevant teacher signature	Parent signature
1			The student received a compliment due to		

Parents-School Communication Corner			
Date	Items to notify	Signature from the school representative	Parent signature
____(DD)____(MM)			