



Sir Ellis Kadoorie (S) Primary School

9 Eastern Hospital Road, Sookunpo, Hong Kong

Tel: 2577 3489

Fax: 2882 4520

Web: www.sekps.edu.hk

E-mail: webmaster@sekps.edu.hk

1 September 2011

Circular 1 / 2011-12

To: Parents / Guardians,

Matters Related to the New School Term 2011-2012

Welcome back to school and Parents/Guardians please pay attention to the following matters related to the New School Term 2011-2012:

	Items	Appendix	Reply Slip
1	New School Term	1A	Please hand in the Reply Slip for 1A-1D to the class teacher on or before 5.9.2011 (For those who join the Dental Care Service, please also hand in \$20 and a copy of identity document)
2	School Discipline	1B	
3	Lunch Arrangement	1C	
4	Textbook Assistance (TA) and Student Travel Subsidy (STS)	1D	
5	Selling of textbooks for the 1 st Term	1E	For those who wants to buy the textbooks, please bring the exact amount of money on 2.9.2011
6	Medical History of Pupils	Medical History Form	Please hand in the Medical History Form of your child to the class teacher on or before 5.9.2011

Remarks: For further reference, *please keep all Circulars till the end of the academic year.*

Mrs. LAM CHAN Yim-chuk
Headmistress

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New School Term 2011-2012

Please note the following:

1. School Circulars & Notices

Parents/Guardians are earnestly requested to read and sign all School Circulars & Notices. Circulars are for parents of all levels. Notices are for target groups only (e.g. P. 3 Educational Visit). All Circulars & Notices in white do not have reply slip. Those with colours have reply slip. Please fill and return the Reply Slip to the class teacher punctually.

2. Special Arrangement for the First 3 Days

Special arrangement of school hours for the first 3 days will be as follows

- 1/9/2011 (Thu) 8:25 a.m. to 12:20 p.m. (P.2-P.6)
9:00 a.m. to 12:20 p.m. (for P.1 only)
 - 2/9/2011 (Fri) 8:25 a.m. to 12:20 p.m.
 - 5/9/2011 (Mon) – 6/9/2011 (Tue) 8:25 a.m. to 12:20 p.m.
 - 7/9/2011 (Wed) onwards 8:25 a.m. to 3:00 p.m.
- (Pupils need to bring their lunch or parents may deliver lunch to the school from 12:00-12:15 p.m.)

3. Handbooks

Parents are requested to read / fill in / sign the following pages in the handbook:

P.4	Declaration for Collection of Personal Data
P.5	Particulars of Pupils / Parent / Guardian
P.11	Pupil’s State of Health
P.12	Dismissal Method
P.66	Temperature Record

4. Student Health Service

The Student Health Service for the year 2011/12 will be opened to all primary school pupils starting from November 2011 to October 2012. Under the Student Health Service, school children enrolled will be scheduled for an annual appointment at a designated Student Health Service Centre according to the location of the attending school. The service is free of charge.

5. School Dental Care Service

The School Dental Care Service provides oral health care for primary school children in Hong Kong. All pupils joining the service will attend the Dental Clinic for annual check-up at the scheduled appointed time, accompanied by their parents outside school hours. A fee of **\$20**



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per year will be charged on those who enroll for the Dental Care Service. If you wish your child to join the service, please **hand in \$20.00 and a copy of relevant identity document to the class teacher on or before 5-9-2011.**

6. 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. Teacher Assistant on duty would look after pupils until 4:15 p.m. (time for second round school bus). 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.

7. Leave during School Hours

If parents want to take their children home when school is in session, they should come to school and sign the **Pupil Leaving during School Hours Form** when collecting their children.

8. Absent from school

If your child need to be absented from school due to illness or any special reasons, parents need to **inform the class teacher** on phone as well as write to the class teacher by making use of the Handbook on **Page 20** so that class teacher can follow the case when your child resume school. Medical certificate should be attached.

9. 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 should read **Page 13** of the Handbook and follow the instructions given. Parents should consider the safety condition in your district before you let your child come to school. Children will **NOT** be penalized under these exceptional circumstances and special arrangement will be made for them to re-sit for examinations when necessary.

10. Special Timetables for the first 3 days

1.9.2011 (Thursday)

Time	Activities
8:25-8:45	❖ Roll Call
8:45-10:25	❖ Class Management
10:25-10:40	Recess
10:40-12:05	❖ Dismissal Practice
12:05-12:20	Class Period

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2.9.2011 (Friday)

Time	Activities
8:25-9:00	❖ Opening Speech by Headmistress ❖ Introduction of new teachers
9:00-10:25	❖ Roll Call & Class Management ❖ Selling and checking of exercise books ❖ Target Setting
10:25-10:40	Recess
10:40-12:05	❖ Rainy Day Dismissal Practice ❖ Briefing on School Bus
12:05-12:20	Class Period

5.9.2011 (Monday)

Time	Activities
8:25-8:45	❖ Roll Call
8:45-10:25	❖ Class Management ❖ Discipline training for P.4-6 ❖ Whole School Approach Award Scheme/Outstanding Service Award Scheme for P.4-6
10:25-10:40	Recess
10:40-12:05	❖ Class Management ❖ Discipline training for P.1-3 ❖ Whole School Approach Award Scheme/Outstanding Service Award Scheme for P.1-3
12:05-12:20	Class Period

11. **Reminder:**

11.1 Starting from this school year, pupils are reminded to bring their textbooks for all the 9 lessons even on early dismissal days. The school will shorten the time of each lesson instead of cutting the number of lessons.

11.2 The school will have early dismissal on 6-9-2011 (Tuesday). School will dismiss at 12:20 p.m.. Pupils are reminded to bring textbooks for all the 9 lessons.

11.3 Normal school will start on 7-9-2011 (Wednesday). School will dismiss at 3:00 p.m. Pupils are reminded to bring their lunch and textbooks according to the class time-table.

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To : Parents/Guardians,

Matters Related to School Discipline

Please take note of the followings:

1. **School Rules and Regulations**

A. **School Uniform**

- (a) Pupils should wear proper school uniform to school every day.
- (b) Pupils should wear PE uniform with white PE shoes for PE lessons and on Fridays for CCA lessons, otherwise they will not be allowed to join PE activities.
- (c) Pupils should wear uniform of the appropriate size. Over-size or baggy uniform is not recommended.

B. **Punctuality and Attendance**

- (a) Pupils should be **punctual to school**.
- (b) Pupils who are late for six times will be given a warning which will affect their conduct assessment during examinations.
- (c) **Attendance is compulsory** in all school functions.
- (d) Parents/Guardians should inform the school by phone on the day your children cannot attend school followed by a letter of excuse to the class teacher upon returning to school.
- (e) Pupils who will be away for long leave should obtain prior permission from the school in writing. Parents/Guardians should state the reason of leaving with dates of leaving and return clearly.
- (f) Pupils are not allowed to leave the school premises during school hours without permission. Parents/Guardians should come in person to take your children when they are sick, get hurt in accident or have applied for early leave with acceptable reasons.

C. **School Activities**

- (a) All pupils are required to take part in PE lessons and Co-curricular Activities (CCA) except with health problems supported by medical certificates.
- (b) Parents/Guardians will be informed of school activities through circulars or notices. They are requested to read them carefully, sign and return the reply slips, as soon as possible.

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D. Pupils' Behaviour

- (a) "I Promise to be a Good Pupil" with references of good behaviour is printed on Pg.8 in the handbook. Parents are sincerely requested to remind their children regularly to behave well.
- (b) For the safety of the pupils, they are not allowed to run, to climb, to play dangerous games such as ball games at anytime at school except during PE and CCA lessons.
- (c) All pupils have to stay in school for lunch in order to keep them safe. Children will bring their own food or join the catering services. Teachers will be on duty to take care of pupils during lunch time.
- (d) Pupils should observe school rules and regulations. Their misbehaviour will be recorded in their handbooks and actions will be taken against them according to the disciplinary measures mentioned below.
- (e) Parents/Guardians are also requested to teach your children to behave well in public transport and to pay the exact fares.

E. Valuables

- (a) Pupils should not bring valuable belongings or toys to school.
- (b) It is advisable for pupils to have their names marked on all their belongings and clothing.
- (c) If pupils need to hand in money to the teachers, parents/guardians are requested to prepare **exact amount** in an envelope with your children's names and class on it.
- (d) Parents/Guardians should keep on reminding your children to keep their money properly with them at all time in school.
- (e) Please be noted that there is a telephone at the lobby of the school. Pupils can use it if necessary. **Pupils are not suggested to bring mobile phones to school except with *application to class teacher.** For security sake, pupils need to put their mobile phones in the teacher's drawer inside the classroom before the 1st lesson and the class teacher will lock them up until dismissal. However, the school is not responsible for any damage to the mobile phones.

* Note : Parents have to write a letter to the class teacher of your children to explain the reason of bringing a mobile phone to school and please remind them to take good care of it when they are on the way to school or back home. The school will not guarantee or take the responsibility of the mobiles.

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F. Other Reminders

- (a) Parents should not stay in the school premises unless on official business.
- (b) At dismissal, parents of P.1-6 have to wait in the sheltered area for your children. Parents should be punctual to pick them up.
- (c) The school should be informed of any changes in home address and telephone numbers within 7 working days.
- (d) Pupils who want to withdraw from the school should inform the school in writing with reasons and relevant details.

2. Commendation & Disciplinary Measures

Pupils who behave well, achieve good academic results, attain outstanding positions in sports and do various services in school are commended in different ways. Commendation is made through the following means:

- A. Discipline Competitions;
- B. Cleanliness Competitions;
- C. The Whole School Approach Programme to Guidance – “Be a good Kadoorian” is conducted in collaboration with the Student Guidance Officer (SGO).
- D. Service groups like prefects, cleanliness ambassadors and monitors are also awarded for their dedicated service to the school;
- E. Scholarships are awarded to the pupils for their excellent academic results or to the needy students;

Both commendation and disciplinary measures are proved to be essential in helping pupils to develop their positive attitude and behaviour. The school adopts the following credit and warning system:

Credits will be awarded to pupil for:

1. Improvement in academic studies. (With an increase of 5 average marks in the overall grade)
2. Performing duties faithfully. (Recommended by teachers concerned and got approval from Discipline Mistress)
3. Getting an award in Inter-school Competitions. (Recommended by teachers concerned and got approval from Discipline Mistress)

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Warnings will be given to pupil for:

1. Being late for 6 times.
2. Offending the same school rules three times.
3. Stealing.
4. Causing injury to other people's body.
5. Deliberately damaging the school properties.
6. Staying away from school purposely.

Merits & Demerits

3 credits = 1 minor merit	2 minor merits = 1 major merit	Inform parents by writing and record in pupil's handbook
5 warnings = 1 minor demerit	3 minor demerits = 1 major demerit	

These credit and warning records are clearly recorded in the pupils' handbooks. Parents are sincerely requested to check pupils' handbooks everyday to obtain a clear picture of your children's progress at school. Without your support and co-operation, the above-mentioned regulations and measures concerning School Discipline cannot be implemented successfully. We hope our pupils will behave properly and a congenial atmosphere will prevail in school.

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

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Appendix 1D

Textbook Assistance (TA) / Student Travel Subsidy (STS) 2011-2012

Please be informed that you can apply for School Textbook Assistance (TA)/ Student Travel Subsidy (STS) for 2011/2012 school year for your child studying in our school. You should apply on the prescribed application form available in school (*while stock last) or District Office. **Please note that if you have already applied these schemes between May to August 2011, you DO NO NEED to apply again.**

Please be reminded that all the forms should be properly completed and signed by the parent/guardian of the student. **One** application form should be completed for **each family**. Please **mail** the completed application form together with relevant supporting documents to the Student Financial Assistance Agency (SFAA) directly.

For those parents who have already applied for the TA/STS Scheme, the SFAA is issuing Eligibility Certificates (EC) to those children of your family whom you have indicated would attend primary or secondary schooling in Hong Kong in the 2011/2012 school year. If you have received EC, please submit it to the class teacher on or before **2nd September, 2011**. If you receive EC after the deadline, please submit to the school as soon as possible. **Our school will bear no responsibility for any consequences caused by late submission of EC by parents.**

If you have any queries, you may contact the Agency at Tel. No.: 8226 7067.

The applicants are strongly advised to read the **WARNING in the Guidance Notes** before applying for the schemes.

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Appendix 1E

To: Parents / Guardians,

Purchasing of Textbooks for the First Term 2011-12

Staff of Jing Kung Book Store will come to our school on 2nd September, 2011 from 8:00a.m. to 1:00 p.m. to sell textbooks to our pupils in the library. **13% discount will be offered.** Those who haven't bought textbooks in the summer can prepare the exact amount of cash or a **cheque** for payment.

For security sake, **cheque** is preferable. Please write down the **pupil's name, class and parents' contact number** at the back of the cheque and make it payable to "**Jing Kung Book Store**". Parents may refer to the following table for the amount that you need to pay for whole set of new textbooks of the first term:

Level	Amount (13% Discounted)	Remarks
P.1	\$ 1,214.10	*Parents have to purchase all books listed for both first and second term since we need to swap some units for curriculum adaptation.
P.2	\$ 1,134.30	
P.2 Chinese Elites	\$ 1,211.80	You may contact Chinese teacher to confirm.
P.3	\$ 1,133.40	
P.3 Chinese Elites	\$ 1,210.90	You may contact Chinese teacher to confirm.
P.4	\$ 1,176.20	
P.4 Chinese Elites	\$ 1,253.70	You may contact Chinese teacher to confirm.
P.5	\$ 969.10	
P.6	\$ 929.90	

** If you need to buy more than one set for children of different levels, you are suggested to prepare the payment separately.*

Note : The school will have the above arrangement again for the purchase of second term textbooks. Please pay attention to respective circular by the time.

Thank you for your kind attention!

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Reply Slip

Circular 1 / 2011-2012

Matters Related to the New School Term 2011-2012

(Please return this reply slip to the class teacher on 5.9.2011)

Date: _____

To: Headmistress,

I have read School Circular 1 dated 1.9.2011 and fully understand its contents.

1A. Student Health Service

- I wish my child to join the Student Health Service.
- I do not wish my child to join the Student Health Service.

School Dental Care Service

- I wish my child to join the School Dental Care Service.
*\$20.00 and a copy of identity document are enclosed.
- I do not wish my child to join the School Dental Care Service.

1B. Dismissal Method

- My child will go home by himself / herself.
- My child will be accompanied by brothers/ sisters in the same school.
Name and class of brother/sister: _____ ()
_____ ()
_____ ()
- I will come to school to pick up my child.
- My child will go home by school bus.

1C. 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.

1D. Textbook Assistance / Student Travel Subsidy

- I wish to get the application form for the Textbook Assistance / Student Travel Subsidy
- I do not wish to get the application form for the Textbook Assistance / Student Travel Subsidy

* Please tick against your choice

Pupil's Name: _____ () Class: _____

Parent's / Guardian's Signature: _____

Parent's / Guardian's Name (BLOCK LETTERS) _____

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