



Circular Ref.: 24/25-01

Dear Parents,

## **New School Year and September School Circular (F.3)**

Please read the following notices carefully.

### **(1) Opening Hours of General Office**

School days: 7:15 a.m. – 5:30 p.m.

Non-School days: 8:30 a.m. – 4:30 p.m. (Saturday: 8:30 a.m. – 12:00 noon)

Sundays and public holidays: Closed

### **(2) Time arrangement for the school day**

Students must arrive at school before 7:50 a.m. for morning session and 1:20 p.m. for afternoon session.

Class dismissed at 3:30 p.m. Students can stay at school until 5:00p.m. for different events (except for Study rooms and Library ). Students can only stay beyond 5:00 p.m. with teacher's permission.

### **(3) Electronic Notice for Parents, Attendance Taking and School Fees**

To enhance Home-school communication and to facilitate easier access to paying school fees and obtaining our school's circulars, three IT initiatives are now available.

#### **(A) Using eClass App to view school announcements and messages**

Starting from 2<sup>nd</sup> September, parents can use home computers to login to the eClass system or use their smartphones to download the eClass App to view and sign school notices, check student attendance and receive emergency messages. The relevant installation and operation guidelines have been uploaded on the school website for your reference.

To enhance the efficiency of home-school communication and save papers, the school will no longer distribute paper announcements to parents. Parents can receive school announcements through the eClass App, and also reply the school through the App.

- To facilitate parents to read the school notices, the school will also:
  1. upload the school notices to the school website
  2. send school notices to parents through email and WhatsApp
- The WhatsApp hotline number for Salesian English School : 9229 4902. Parents are advised to save this new Salesian School WhatsApp hotline number in the designated smartphones to continue receiving school updates. The Salesian English School WhatsApp hotline is solely for sending out information and does not support responding to messages. For inquiries, please contact our staff at 2884 3581 during office hours.
- In the case of adverse weather and other unexpected events, our school will also release instant messages to parents via WhatsApp.
- The account name and password of eClass for parents were released to parents . For any enquiries, please contact the school office at 28843581 during office hours.
- Manuals of the eClass App will be distributed soon for parents' reference.

(B) Smart Student ID card for attendance taking

Parents can keep track of student's attendance (arrival time and leaving time) via eClass.

(C) Paying School Fees

The collection of fees is phased and will be started from October. Parents can pay the fees at any Circle K or VanGO convenience stores. This can avoid students bringing huge amount of money to school and parents can check the account information and balance anytime.

#### **(4) The School Textbook Assistance Scheme / The Student Travel Subsidy / The Subsidy Scheme for Internet Access Charges**

Families who wish to apply for the above Schemes Applicants may access to "SFO E-link – My Applications (Financial Assistance Schemes at Pre-primary, Primary and Secondary Schemes) " website

(<https://ess.wfsfaa.gov.hk/essprd/jsp/pdf/apps0111.jsp?language-zh-en>) to use the electronic application form and refer to the relevant application documents. Applicants may also obtain the paper-based application documents from District Offices or School Office or may download them from the Working Family and Student Financial Assistance Agency's webpage

(<https://www.wfsfaa.gov.hk/sfo/tc/primarysecondary/tt/application/forms.htm>). Applicants are required to submit the completed application documents to the Student Finance Office(SFO) by 31<sup>st</sup> October 2024.

For details, please visit this website [www.wfsfaa.gov.hk/sfo/tc](http://www.wfsfaa.gov.hk/sfo/tc) . In case of enquiries, please contact WFSFAA at 2802 2345.

#### **(5) Student Health Service**

Students will soon receive the enrolment documents from the Department of Health on the "Student Health Service". Students are required to return the completed documents and reply slip with parent's signature by 4<sup>th</sup> September (Wednesday) to class teachers.

#### **(6) New Arrangements for MTR Student Travel Scheme Renewal & Applications (2024/2025)**

##### **I. Online Renewal Application of "Student Status"**

Starting from 2<sup>nd</sup> September 2024, eligible students can renew the "Student Status" on their Personalized Octopus through the new online procedure in **two steps**.

1. Submit online applications (<https://studenteapplication.mtr.com.hk/en>)

Students can upload an image of their valid student proof without the need to get the school validation seal. The online application platform can also be accessed through the MTR Mobile.

2. Renew the "Student Status" and pay the application fees by using the Octopus App

A confirmation email, "Notification Letter – Renewal of "Student Status on a Personalized Octopus" with instructions, will be sent to successful applicants.

You may refer to the tutorial video (<https://youtu.be/PvyUHgfXPWI>) for details.

##### **II. Submit entity application form**

Students please go to the MTR Station Customer Service Center to obtain the application form, fill in the application form (signatures of students and parents/guardians are required), return it to the school office with school stamp, and then go to the MTR Customer Service Center to submit the application form and application After the fee is charged, a "confirmation letter" will be issued immediately.

If you have any questions, please call the MTR hotline: 2881 8888.

**(7) Catering Service by “GOOD FOOD COMPANY” Limited and Arrangement for Pre-Ordering Lunch**

Our school’s catering supplier “GOOD FOOD COMPANY” Limited is committed to provide healthy and tasty lunch, snacks and beverages for students. If students decide to stay at school canteen for lunch, please pre-order lunch boxes in the mornings of the school days. “GOOD FOOD COMPANY” offers three lunch options HK\$23 per lunch box (Beverages not included). Students can ask for extra rice for free. Students can pay by cash or Octopus.

Exercise books, sweaters, school tie, windbreakers, PE uniforms, school badges and foosball are available during lunch hour and after school at the school canteen. Students can pay by cash only.

**(8) Special arrangement on rainstorm warning**

- If Red or Black Rainstorm Warning is issued before 6:15a.m. and class suspension announcement is made by the Education Bureau, students are not required to come to school.
- The school will be open to accommodate students who left home during the Rainstorm Warning, and allow them to return home under safe conditions.
- If Red or Black Rainstorm Warning is issued between 8:00a.m. and 12:10p.m. (Lunch) or during the afternoon session of lessons, school will continue lessons until the end of normal school hours. Students will be allowed to leave school under safe conditions
- The school will assess the surroundings and weather conditions before allowing students to return home. Students who hold the luncheon voucher that day can get their lunch box at the tuck shop. Self-study rooms are open for students who want to stay at school. Teacher-on-duty will assist students who stay at school.
- Please apply to school if special arrangement is needed.

**(9) Staying Vigilant against the Spread of Influenza, Hand, Foot and Mouth Disease (HFMD) and other Infections**

According to the announcement of the Centre for Health Protection of the Department of Health, outbreaks of communicable diseases such as influenza, hand, foot and mouth disease and enterovirus may occur in institutions and schools from time to time. To prevent the spread of communicable diseases, parents are advised to co-operate with the school by reminding students to observe personal hygiene and keep the school clean and hygienic. Please pay attention to the following:

1. Provide children with handkerchiefs or tissue papers and remind them not to share towels or tissue papers with others.
2. Before sending children to school, measure their body temperature. If the children have a fever, keep them home until symptoms have improved and fever has subsided.  
(Body temperature varies with age, time, and body activities. In general, if oral thermometer is used, temperature not higher than 37.5°C (99.5°F) is considered normal.)
3. Seek medical advice as soon as possible if your children develop symptoms of diarrhea, vomiting and skin rash. If symptoms such as fever, sore throat or cough are developed, they should put on a mask immediately and seek medical care from designated influenza clinics as soon as possible. Please also notify the school and let the children stay at home for rest until symptoms have improved and fever has subsided for at least 2 days, or follow the medical advice on sick leave.
4. Children with HFMD should be excluded from schools until fever has subsided and all the vesicles have dried and crusted. As an extra precaution, children with EV 71 infection should not go to school for another two weeks after all symptoms subsided.

5. Inform the school immediately if children are sick or have been admitted to hospital for surveillance.
6. If symptoms are found in children, keep them home after symptoms have improved for at least 2 extra days, or follow the medical advice on sick leave.
7. Co-operate with the school by picking up children not feeling well from school and consulting the doctor immediately.
8. Children with chronic disease should inform the school about any special needs regarding the disease and seek medical advice.

For more information, please visit the website of Center for Health Protection [www.chp.gov.hk](http://www.chp.gov.hk).

Parents' support plays an important role in combating communicable diseases. We would like to appeal to parents for collaboration in order to maintain a clean and healthy living environment.

#### **(10) Mobile Phones and other communicating devices Using Policy**

In order to keep contact with parents, students are allowed to bring their mobile phones and other communicating devices (including smart watches) to the campus with the following rules:

1. Students must switch off their mobile phones/smart watches before entering the campus.
2. Students are not encouraged to bring expensive mobile phones/smart watches to school.

Mobile phones will be confiscated and retained by the school authority under the following circumstances:

1. During normal school days, students are found using mobile phones/smart watches within the campus. (including dialing, receiving calls, receiving and sending messages etc.)
2. During normal school days, mobile phones/smart watches are found to have been switched on.
3. During normal school days, students are found using mobile phones/smart watches within the campus for recording, taking photos or videos.

The following penalty will be imposed if the above rules are violated:

- First violation: Mobile phones/smart watches will be confiscated and retained by the general office with the record of the name and class of the students. The discipline teacher will contact their parents concerning the violation. The device will be returned after school.
- Second violation: Mobile phones/smart watches will be confiscated and retained by the general office. The discipline teacher will contact their parents concerning the violation. The device will be returned two weeks later.
- Third violation: Mobile phones/smart watches will be confiscated and retained by the general office. The discipline teacher will contact their parents concerning the violation. The device will be returned at the end of the school year.

Such arrangements are set to let parents keep contact with students beyond school hours and to maintain a quiet environment for teaching and learning. We would like to appeal to parents for collaboration. Please urge students to observe the above regulations.

Students are advised to use the phone in general office or at the front door of our school.

#### **(11) Arrangement of latecomers and early leavers and application for leave**

##### **1. Being Late**

Latecomers have to first show their Student ID card to the porter's lodge or school prefects and fill in the lateness record sheet and the late pass. Hand in the lateness record sheet to the office and the late pass to the teacher on class. Latecomers have to stay for the detention class after school; a minor demerit will be given for five late records.

## 2. Early Leave

Students who need to leave early, before leaving campus, should seek approval from school by filling in the Early Leave Approval Sheet obtained from the office and get the school chop stamped .

## 3. Leave of Absence

3.1 Sick Leave: The parent or guardian must inform the office of the student's absence due to sickness before 7:50am (for am/whole day leave) or 1:20pm (for pm leave) on the same day. A parent letter applying for approved sick leave should be submitted to the office on the next school day, or such an absence will be considered as truancy or lateness. For sick leave of more than one day, a medical certificate should also be submitted.

3.2 Case leave: The student concerned is required to submit a letter from the parent or guardian three days in advance. The letter must include the reasons for leave and photocopies of the relevant documents should be attached for school's consideration.

## 4. All students are required to attend school events such as the Feast Days, Athletic Meet, Swimming Gala, Cross Country Race, School Picnic Day and Diversity Learning Day because they help cultivate student's character and a healthy physique, and they are no different from normal school days.

### **(12) Right of Portrait**

Pictures or videos may be taken when students participate in school activities and these materials might be publicly posted or played on online, on school banners or flyers. If parents do not agree with the arrangement, please submit a parent's letter to inform the school.

### **(13) Application for The Student Activities Support Grant**

The Student Activities Support Fund is set up by the Education Bureau (EDB). The Fund aims to provide grant to support financially needy students to participate in life-wide learning activities organised or recognised by schools.

Target: F.1 to F.6 students:

1. Receiving Comprehensive Social Security Assistance; or
2. Receiving full / half grant under School Textbook Assistance Scheme; or
3. Meeting the school's established "financially needy" criteria

Eligible items: Life-wide Learning activities organized or recognized by school, such as after-class remedial classes, visits to cultural heritage trails, community services and student leader training, buying uniforms, sporting equipments, instruments and travelling fees.

Allocation: Will be reviewed individually by case according to the nature of the activities. It may not always be a full-grant or a standardised amount.

Application Procedures:

Applicants who receive Comprehensive Social Security Assistance have to submit a proof such as certificate of CSSA recipients for Medical Waivers issued by the Social Welfare Department. Applicants who receive full / half grant under School Textbook Assistance Scheme have to submit eligibility certificate. (Need to submit document later.)

Points to note:

1. When holding Life-wide Learning activities, applications will be reviewed with reference to the data offered by the Student Financial Assistance Agency on students who receive full/half grant and the proof submitted by parents.
2. Eligible students who wish to participate in Life-wide Learning activities and apply for The Student

Activities Support Grant for this academic year should fill in the reply slip. When joining recognised activities in future, there is no need to submit other documents or parent's letter. Students will prepay for the activities and receive a notification on the amount of the refund. On signing the refund acceptance document, student will receive the refund. Students who are not under the first two target groups can fill in the application form and applications will be reviewed individually. Application form can be obtained from the General Office, or from our school's website (Application form for Financial Assistance in School Activities ).

3. Collected personal data will only be used for applying for The Student Activities Support Grant. Our school is committed to safeguard the personal privacy. Our school, when necessary, can verify student's eligibility.

For enquiries regarding The Student Activities Support Grant, please contact our General Office at 28843581.

#### **(14) Photography for the 2024-25 academic year student portraits**

Student photos for the 2024-25 academic year will be taken on September 12<sup>th</sup> (Thursday). Students are required to bring their school badge and wear neat summer uniforms. Their hairstyles should also adhere to the school's standards (please refer to the student handbook for details). Each student is requested to pay HKD 6 (per set of photos), and the fee will be collected in October.

#### **(15) Special Class Timetable (AM) on 6<sup>th</sup> September and 17<sup>th</sup> September**

<b>Period</b>	<b>Special Timetable (STB)</b>	<b>Remarks</b>
A	7:55a.m.-8:25a.m.	
1	8:25a.m.-8:55a.m.	
2	8:55a.m.-9:25a.m.	
3	9:25a.m.-9:55a.m.	
	9:55a.m.-10:10a.m.	<b>Recess</b>
4	10:10a.m.-10:40a.m.	
5	10:40a.m.-11:10a.m.	
	11:10a.m.-11:30a.m.	<b>Recess</b>
6	11:30a.m.-12:00n.n.	
7	12:00n.n.-12:30p.m.	
8	12:30p.m.-1:00p.m.	

#### **(16) F1 Extra-curricular Activity Day (PM)**

6<sup>th</sup> September will be the special timetable day. Class dismissed at 1:00pm. F.1 students should participate in the Extra-curricular Activity Day in the afternoon. Other students except for the activity day student helpers should leave the school at 1:00pm.

#### **(17) Special Class Timetable (AM) on 17<sup>th</sup> September**

17<sup>th</sup> September will be the special timetable day, class will dismiss at 1p.m.. Please be reminded that 18<sup>th</sup> September is the day following Chinese Mid-Autumn Festival and all students do not have to attend school.

### **(18) Parent-Teacher Association Annual General Meeting**

This year's Parent-Teacher Association (PTA) Annual General Meeting will be held on 21<sup>st</sup> September. In the past year, in the hopes of building a closer bond between parents and school, the PTA has organised a variety of activities, such as calling for parents to volunteer, publishing PTA newsletters, second-hand books sales and setting up hotline for parents. Thanks to the heartfelt contribution of our parents, the PTA has been set on track. We believe that the success of a school and the growth of students lie in not just the hard work of teachers and students, but also the participation and support of our parents.

The Annual General Meeting this year will be held on 21<sup>st</sup> September (Saturday) from 2 pm to 4 pm at the school hall, you are cordially invited to attend the meeting to witness the election of the new PTA cabinet for this academic year.

### **(19) Parental consent on participation in physical education lessons**

Physical Education (PE) is an integral part of the school curriculum. Every student must participate in PE lessons. However, if your child has any illness, you should seek medical advice on whether your child is suitable to participate in PE lessons. If your child needs to be temporarily or perpetually exempted from PE lessons, a medical certificate from a registered doctor must be produced. If there are any changes in your child's health conditions, please notify the school immediately.

Yours sincerely,

Ms. To Yuk Yin

Principal

2<sup>nd</sup> September 2024



**Reply Slip - New School Year and September School Circular (F.3)**

Dear Principal,

I have read all the items in this notice.

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

Name of Student : \_\_\_\_\_

Class : \_\_\_\_\_ Class No.: \_\_\_\_\_

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

**Please sign and reply this notice on eClass platform on or before 6<sup>th</sup> September (Friday).**

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**REPLY SLIP ON "PHYSICAL EDUCATION (PE) LESSONS"**

**【 Please ✓ in an appropriate bracket 】**

- My child is suitable for participating in PE lessons.
- My child is not suitable for participating in PE lessons. Relevant medical certificate is attached. Need to submit a medical certificate later.
- Please exempt my child from participating in PE lessons from \_\_\_\_\_ to \_\_\_\_\_. Need to submit a medical certificate later.
- My child is only suitable for participating in the types of activities recommended by his doctor. Need to submit a medical certificate later.

Name of student: \_\_\_\_\_ Class: \_\_\_\_\_ No.: \_\_\_\_\_

Signature of Parent/Guardian: \_\_\_\_\_

Name of Parent/Guardian: \_\_\_\_\_

Emergency Telephone Number: \_\_\_\_\_

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

**Please sign and reply this notice on eClass platform on or before 6<sup>th</sup> September (Friday).**



**Reply Slip – Application for The Student Activities Support Grant**

Dear Principal,

I want to apply for The Student Activities Support Grant. Documents should be submitted accordingly.

Reason for the application: \*

- My family is receiving Comprehensive Social Security Assistance ( Need to submit document later)
- My son is receiving full / half grant under School Textbook Assistance Scheme
- My family meets the school’s established “financially needy” criteria (Documents should be submitted before the activity)
- I do not intend to apply for the Student Activities Support Grant.**

Please check the appropriate box. No reply should be made if you are not going to apply the fund.

Parent’s signature : \_\_\_\_\_

Name of Student : \_\_\_\_\_

Class : \_\_\_\_\_ Class No.: \_\_\_\_\_

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

**Please sign and reply this notice on eClass platform on or before 6<sup>th</sup> September (Friday).**