

# 國民學校 Kwok Man School

## Parent Handbook 2020-2021

<https://www.cckms.edu.hk/>



[/kwokmanschool](https://www.facebook.com/kwokmanschool)



Contents	
The keys to a joyful school life.....	3
Items to bring to school.....	3
Good Habits.....	3
Play an active role in your child's school life.....	3
School Communication with Parents.....	4
The Kwok Man SMS Scheme.....	4
E-Class Parent mobile phone application.....	4
E-Class webpage.....	4
The school Facebook page.....	5
Reminders for the beginning of term.....	6
School timetable and arrangements.....	8
Morning reading.....	9
Lunch Arrangements.....	9
Having lunch at school.....	9
Having lunch at home.....	9
School Finishing Time.....	9
Asking for leave.....	10
Early leave.....	10
Lateness.....	10
Weather Arrangements.....	11
Guidance for the use of the student smart cards.....	13
The content and usage of student handbooks.....	14
Wearing accessories and using mobile phones.....	14
School uniforms and students' appearance.....	15
Summer Uniform, Winter Uniform and PE Uniform.....	15
Hairstyles and Hair Accessories.....	15
Students' Appearances.....	15
Welfare.....	16
Vaccinations.....	17

## The keys to a joyful school life

### Items to bring to school

1. Water or a water bottle (water fountains are located on the school campus. Students can re-fill water bottles on the school grounds.)
2. Handkerchiefs or tissues.
3. Stationery.
4. Healthy snacks with low fat, salt and sugar.
5. A jacket.

### Good Habits

1. Tidy school bags on a daily basis.
2. Get enough sleep and take part in sports activities.
3. Have healthy diets.
4. Stay happy.
5. Read books.

### Play an active role in your child's school life

1. Check and sign the student handbook on a daily basis.
2. Ask your child about their school day.
3. Participate in school activities.



# School Communication with Parents

## The Kwok Man SMS Scheme

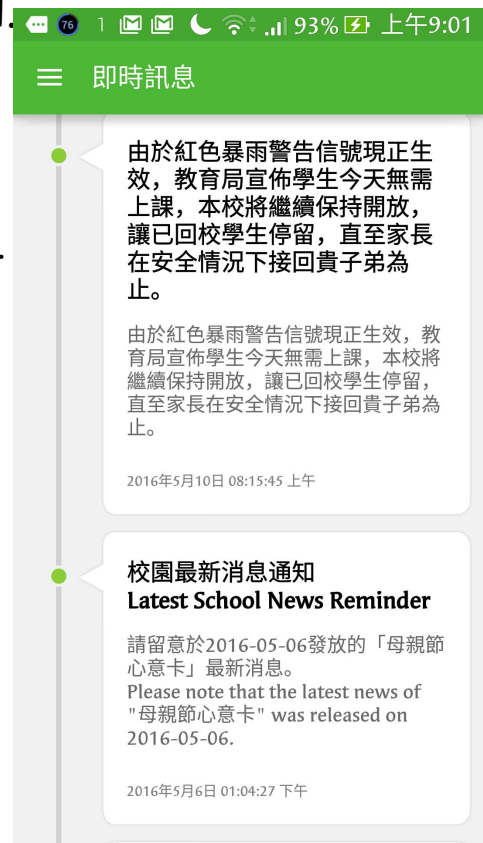
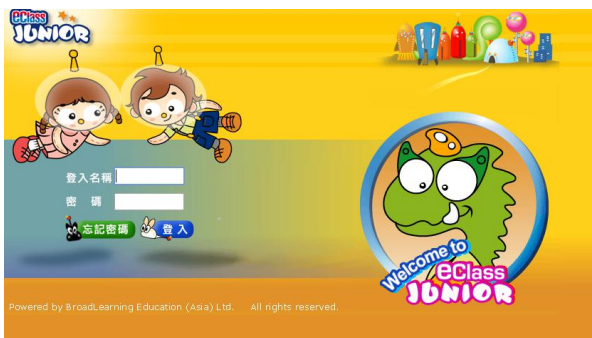
The school stays in touch with parents through SMS. The messages sent from our school will display as 'KwokMan'. The message may include information about school events, possible emergency arrangements, etc.

EClass Parent mobile phone application (please refer to the EClass Parent handbook for details)

Parents can download the 'eClass Parent' application from the Play Store or App Store. This will allow you to check the latest information released from the school and the time when your child arrives and leaves the school.

## E-Class webpage

The parents can log in to E-class to get access to the school's updated information and study materials.



## The school Facebook page

Photos taken during activities will be uploaded to <http://www.facebook.com/kwokmanschool>



The school website (<http://www.cckms.edu.hk>)

All the latest information, activity photos and study materials on different subjects can be found here.

日	一	二	三	四	五	六
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

本週提示: 端午節翌日 06/10

Contact us

TEL: 29810432  
FAX: 29816345

The principal's (Miss Kwok Yuen Ki) mobile phone number: 90364882



## Reminders for the beginning of term

Reminders for the beginning of new school year	
20 <sup>th</sup> June 2020 (Sat) 4:00pm-6:00pm	<b>New School Year Orientation Day 2020</b>
20 <sup>th</sup> August 2020 (Thurs) 10:30 am-12:30pm	Workshop for new P1 students' parents.
20 <sup>th</sup> & 21 <sup>st</sup> August 2020 (Thurs & Fri) 10:30 am-12:30pm	Transition course for new P1 students. (Please could students wear the school uniform or casual wear and bring stationery and water bottles.)
31 <sup>st</sup> August 2020(Mon)	Iron the school uniform, pack schoolbag and get the student card ready.



## Reminders for the beginning of new school year

1 <sup>st</sup> September 2020 (Tues) 8:50am-12:25pm	Students settle into their classrooms. Teachers will hand out school notices, including application forms for students' health care and dental care and allow students to familiarise themselves with the classroom and the school.
2 <sup>nd</sup> September 2020 (Wed) 8:50am-12:25pm	Distribute books and learning materials and collect reply slips.
3 <sup>rd</sup> September 2020 (Thurs) 8:50am-12:25pm	Deal with class affairs and the returning of new textbooks for students who have old textbooks.
4 <sup>th</sup> September 2020 (Fri) 8:50am-3:30pm	Start to have lessons and lunch according to the class timetable. Returning of new textbooks.
7 <sup>th</sup> September 2020 (Mon)	Start to have lessons and lunch according to the class timetable.
14 <sup>th</sup> September 2020 (Tues)	After-school self-learning class will begin. The after-school self-learning classes ends at 5:00pm.
16 <sup>th</sup> September 2020 (Wed)	Wednesday afternoon extra-curricular activities will start. The time and venues will depend on the activities joined. <b><i>Please pay attention to school notices on extra-curricular activities.</i></b>

## School timetable and arrangements

An example of a school day can be found below.

8:00-8:40am	Learning groups
8:15-8:40am	School gates open
8:45am	School prefects lead classes to the playground for Morning Assembly
8:50-9:00am	Morning Assembly
9:00-9:15am	Class teacher period
9:15-9:50am	Lesson 1
9:50-10:25am	Lesson 2
10:25-11:00am	Lesson 3
11:00-11:15am	First Recess
11:15-11:50am	Lesson 4
11:50-12:25pm	Lesson 5
12:25-13:05pm	Lunch
13:05-13:25pm	Second Recess and Afternoon Assembly (Students who go home for lunch should return to school before 13:20pm.)
13:25-14:00pm	Lesson 6
14:00-14:35pm	Lesson 7
14:35-14:45pm	Third Recess
14:50-15:30pm	Lesson 8
15:30-17:00pm	After-school self-learning classes (Fill in the reply slip if joining the classes.)

Applicable on Mondays, Tuesdays, Thursdays and Fridays. (Wednesday afternoons have extra-curricular activities. The venues and times depend on the activities joined by each student.)





## Morning Reading

The morning reading session starts before the morning assembly. Students are encouraged to bring their books to school to read. The school library organises reading activities periodically.

## Lunch Arrangements

The reply slips for lunch arrangements are given out at the end of each month. Please indicate the chosen lunch arrangement and return the slip to the class teacher punctually.

## Having lunch at school

- Lunchtime is from 12:25pm-1:05pm. Parents can either bring lunch to school or order takeaway lunch for students.
- If parents are sending lunch to school, the lunch should be put into the lunch basket in the covered playground from 12:00pm-12:20pm. **(The lunch should be put in a bag with the student's name and class.)**
- Students must bring their own cutlery and placemats to keep the classrooms tidy and clean.

## Having lunch at home

- The time allowed for lunch is 12:25pm-1:20pm.
- If parents cannot take students home for lunch on a certain day, the students should have lunch at school instead.

Note: Students are not allowed to have lunch outside school on their own.

## School Finishing Time

School finishes at 3:30pm. (If students join the after-school self-learning classes, they will leave school at 5:00pm.)

## Asking for leave

- If students are absent due to illness or other reasons, parents/guardians should **call the school**. Parents should also write down reasons of absence in the "leave note" column on Page 18-19 of the student handbooks. The class teachers must sign this page after the students resume their lessons.
- Students who have a valid absence during the exam period will be permitted to take makeup exams within 3 school days after the exams.

It is unacceptable that students ask for leave to travel.



## Early leave

Parents or the designated relatives must pick up students from school if they need to leave early due to illness or other reasons.

## Lateness

The situations below are deemed as being late. Lateness will be recorded in the student handbooks.

1. Morning: students arrive at school after 8:50am.
2. Lunchtime: students arrive at school after 13:20pm.
3. Days of special activities: students arrive at school after the time of gathering shown in the school notices.

You can log into E-class to note your child's attendance at any time.



## Weather Arrangements



The following arrangements will apply when Tropical Cyclone Warning Signals are issued.

Weather condition	School arrangements
When Tropical Cyclone Warning Signal No. 1 is issued	School operates as usual.
When Tropical Cyclone Warning Signal No. 3 is issued	School operates as usual unless advised otherwise. All outdoor activities are cancelled
When Tropical Cyclone Warning Signal No. 8 or above is issued	<p>A. The signal is issued before 6:15am</p> <ul style="list-style-type: none"><li>-The school is closed.</li><li>-The students should stay at home and need not go to school.</li><li>- Dictations or exams as well as all other activities will be postponed or cancelled. Please check the announcements in the school's website.</li></ul> <p>B. The signal is issued on the way to school.</p> <ul style="list-style-type: none"><li>- Students should keep going to school.</li><li>-The school will not be closed until all students leave safely.</li><li>-Those students who have arrived at school should not go home until it is safe to leave.</li><li>- Parents should pick up their children from school as soon as possible.</li></ul> <p>C. The signal is issued during lesson time</p> <ul style="list-style-type: none"><li>- The school will not be closed until all students leave safely.</li><li>- Parents will be asked to pick up their children from school.</li></ul>



The following arrangements will apply when rainstorm warning signals are issued.

The school will operate as usual when the Amber Rainstorm Warning Signal is hoisted.

Time	Red Rainstorm Warning Signal	Black Rainstorm Warning Signal
The signal is issued before 6:15am	The school will be closed and students should stay at home.	
The signal is issued on the way to school	The school will be closed. If the situation allows, students should keep going to school and should not go back home until it is safe to return home.	
The signal is issued during lesson time	The lessons continue, and students should not go home until the normal school finishing time and bad weather abates.	The lessons continue. If the Black Rainstorm Warning Signal is still up when school finishes, parents should pick up their children from school.

## Guidance for the use of the student smart cards

1. Students must bring their student smart cards when going to school.
2. All students must tap in and tap out with their student smart cards every day when they enter the school, leave the school for lunch, have early leave and leave after school. (Students who are late for school also need to tap in and tap out.)
3. Class teachers will verify the attendance every day. The verified attendance will be kept on record.
4. The photos and personal information on the student smart cards must be clearly displayed and must not be covered by anything.
5. Students who forget to bring their student smart cards should register at the school office immediately. The student handbooks must be shown during the registration. If students forget to bring their student smart cards for 3 times, they will be punished.
6. Only the owners of the student smart cards can tap in and tap out for themselves. Students are prohibited to tap in and tap out for other students. If this misconduct is found, it will be deemed as cheating and both parties will be given the same penalty.
7. Students should avoid scratching, staining, dampening or folding the student smart cards to prevent damaging the internal chips. If a student smart card is damaged, parents should fill in the 'Replacing student smart card form' and submit it to the class teacher with the replacement fee.
8. Students must take good care of their student smart cards. The string and card case provided by the school should not be lost. In case of loss, parents should apply for replacements. The string and card case cost 30 HKD.
9. If the string and card case are damaged, students can take the damaged parts to the school office and ask for a free replacement.
10. Students can use their student smart cards to borrow books from the school library.
11. Only one student smart card is issued to each student during his/her time studying at Kwok Man School.
12. Only the school staff, teachers and students can use the services provided by the student smart cards. Students should not allow third parties to use their smart cards without written approval issued by the school.

## The content and usage of student handbooks

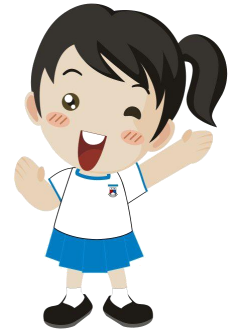
- Students must bring their student handbooks when going to school. Parents are asked to write down their children's body temperature in the handbooks which will be checked by teachers when they arrive at school.
- Students should write down their homework in their handbooks every day.
- Parents are advised to check and sign their children's handbooks to monitor their learning and homework. (Parents can log into E-Class to check the homework assigned every day after 4:30pm.)
- If handbooks are found to be missing, new ones can be purchased from the school office.
- If parents need to inform teachers about anything special, they can write in the column 'Parents informing the school' on page 16-17.
- Students will be given new student handbooks every school term. Parents need to check the students' information and sign relevant pages.

## Applying for wearing accessories and using mobile phones

- It is generally unacceptable for students to wear accessories or bring their mobile phones to school.
- For parents who have justifiable reasons for their children to wear accessories or bring their mobile phones to the school, they should submit written applications with reasons. The school will look into each case and grant permission accordingly.
- If students bring their mobile phones to the school without permission, they will be sent to the Discipline Team.

## School uniforms and students' appearances

Apart from the school uniform purchased, parents should pay attention to the following points:



### Summer Uniform

Boys: to wear white socks (not too short), black leather shoes and black belts.

Girls: to wear white socks (not too short) and black leather shoes.

### Winter Uniform

Boys: to wear white shirts with long sleeves, white socks (not too short), black leather shoes and black belts.

Girls: to wear white blouses with round collars and long sleeves, white socks (not too short) and black leather shoes.

### PE uniform

All to wear white socks (not too short) and white trainers.



### Jackets

Students can wear a white or dark blue overcoat according to the changes of temperature. The girls can wear white tights.

If the temperature drops below 12°C, students can wear coats in black, dark blue or purplish red. Girls can wear their PE uniforms.

### Hairstyles and Hair Accessories

Boys' hair should not reach the back of their ears.

Girls with hair longer than shoulder length should tie hair back neatly. All the accessories should be simple.

### Students' Appearances

Students should be tidy and hygienic. They should trim their nails regularly.

## Welfare

### 1) Students' Health Care and Dental Care

Parents should fill in and sign the application forms for children's dental care and health care and submit them to class teachers (along with 20 HKD for eligible students).

### 2) School Textbook Assistance Scheme

- Parents can apply for a subsidy to cover the costs of essential textbooks and miscellaneous school-related expenses.
- Applicants must be eligible.
- Applicants must pass the means test.
- Applicants can also apply for the Subsidy Scheme for Internet Access Charges to pay for a household internet connection. The subsidy is granted on a household-by-household basis.

### 3) Community Care Fund - Subsidy to Meet Lunch Expenses at Schools

- The Education Bureau will grant a subsidy directly to the school. The subsidy granted will be given to the eligible students in the form of lunch vouchers. The students can pay for their lunch by using the lunch vouchers.
- The subsidy concerned is not retroactive.

### 4) The Life-wide Learning Fund

This Fund aims to enable financially needy students to participate in Life-wide Learning programmes organised or recognised by schools for whole-person development.

The following students are considered eligible:

- (i) Receiving "Comprehensive Social Security Assistance" (CSSA), or
- (ii) Receiving a full grant under the School Textbook Assistance Scheme (full grant), or
- (iii) Meeting the school's established "financially needy" criteria.

Please contact Miss Fok to apply, or with any welfare enquiries.



## Vaccinations

The School Immunization Team (SIT) under the Department of Health visits all primary schools in Hong Kong to give immunizations to P.1 and P.6 pupils every year. The programme includes vaccines for the prevention of infectious diseases including tetanus, diphtheria, pertussis, poliomyelitis, measles, mumps, rubella and hepatitis B.

Our immunization team plans to offer children vaccinations upon your consent. We would be grateful if you could have all previous original immunization record(s) for your child ready to be handed in to the school before the date of vaccination, which will be announced later. Our immunization teams will check your child's immunization record(s) to ensure that the vaccination is necessary. Dates of vaccination will be stamped on the original immunization record(s) after giving the vaccine. It is therefore important that all previous original immunization record(s) are available on the day of immunization.

All previous immunization record(s) include immunization record(s) (DH6) issued by public hospitals or Maternal & Child Health Centers in Hong Kong, record(s) issued by private doctors/ private hospitals and record(s) issued in Mainland China or other overseas health authorities.

### Losing Immunization Records

If the immunization records of your child have been lost, please apply for a copy from the vaccine provider(s) who have immunized your child.

1. Maternal and Child Health Centres (MCHC) - If your child was born on or after 6 May 1997 and received vaccinations at an MCHC, you may apply for a copy of the immunization record from the MCHC which immunized your child.
2. Private practitioner / Private hospital / Non-local health institute - Please contact the vaccine provider(s) who immunized your child.

## Children learn what they live

If children live with criticism, they learn to condemn.

If children live with hostility, they learn to fight.

If children live with fear, they learn to be apprehensive.

If children live with pity, they learn to feel sorry for themselves.

If children live with ridicule, they learn to be shy.

If children live with shame, they learn to feel guilty.

If children live with encouragement, they learn confidence.

If children live with tolerance, they learn to be patient.

If children live with praise, they learn to appreciate.

If children live with approval, they learn to like themselves.

If children live with recognition, they learn it is good to have a goal.

If children live with sharing, they learn generosity.

If children live with honesty, they learn truthfulness.

If children live with fairness, they learn justice.

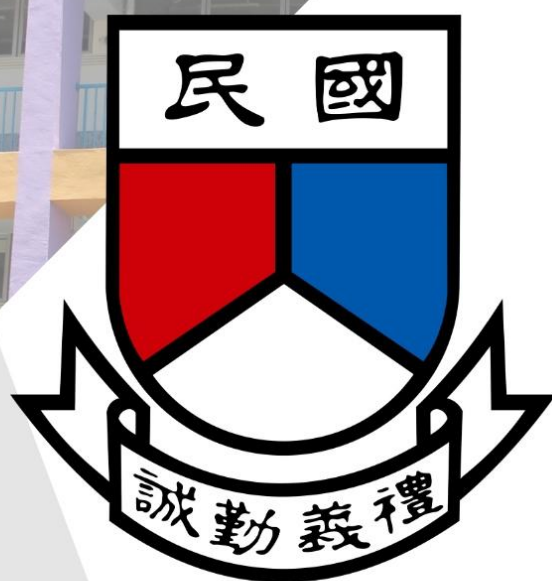
If children live with kindness and consideration, they learn respect.

If children live with security, they learn to have faith in themselves and in those about them.

If children live with friendliness, they learn the world is a nice place in which to live.

Written by Dorothy Law Nolte

校 學 民 國



Telephone : 2981 0432

Fax : 2981 6345

Website : <http://www.cckms.edu.hk>

Address : 30 Kwok Man Road,  
Cheung Chau