

Phone : 29810432
Fax : 29816345



Address : 30 Kwok Man Road Cheung Chau

Date: 30th August, 2022

Dear Parents,

Reminders for the New School Year

1. Introduction Session

To allow parents and students to have a more comprehensive understanding of the school's policies, courses, and teachers in the new school year, the school will arrange an online briefing session for you before the start of the school year. We hope that parents and students can make time to attend. The schedule of each class is as follows :

31 / 8 (Wednesday)		
Class	Time	Steps to login ZOOM
P1	09 : 00 – 09 : 45	(1) On 29/8, a ZOOM link will be given to parents via eclass. Please enter the meeting on time on 31/8 . (2) Students, please show the class and full name on the Zoom name For example : 1A Chan Tai Man
P2	09 : 30 – 10 : 15	
P3	10 : 00 – 10 : 45	
P4	10 : 30 – 11 : 15	
P5	11 : 00 – 11 : 45	
P6	11 : 30 – 12 : 15	

2. Class time for the first three days

Time	1/9	2/9	5/9
8:50-9:00	Morning assembly		
9:00-10:00	Distribute student handbooks and circulars	Collect circulars and distribute books	Class affairs
10:00-10:15	recess		
10:15-11:15	Establish classroom routines	Distribute books	Unwanted textbooks and class affairs
11:15-11:30	recess		
11:30-12:25	queuing practice	Book check	Handling classroom books
12:25	after school		

3. Starting from September 6th (Tuesday) according to the timetable

The class schedule of each class will be distributed on September 1st, and the pre-class tutoring classes will be held in the 4th week, from 8:00 am to 8:30 am. The pre-class tutoring is only applicable to individual students. Please return to school on or before 8:30am, and finish at 12:45pm.

Class times for this year are as follows:

Time	Mon	Tue	Wed	Thur	Fri
08:00 - 08:30	pre-class tutoring class				
08:30 - 08:45	Morning assembly				
08:45 - 09:10	Lesson 1				
09:10 - 09:35	Lesson 2				
09:35 - 10:00	Lesson 3				
10:00 - 10:15	recess				
10:15 - 10:40	Lesson 4				
10:40 - 11:05	Lesson 5				
11:05 - 11:20	recess				
11:20 - 11:45	Lesson 6	Multiple Intelligences Class (wear gym clothes)	Lesson 6		
11:45 - 12:10	Lesson 7		Lesson 7		
12:10 - 12:35	Lesson 8		Lesson 8		
12:35 - 12:45	Class teacher period		Class teacher period		

4. Student Health Service and School Dental Care Service

The Department of Health will provide the Student Health Service and School Dental Care Service as usual. The Student Health Service is free of charge and it provides a physical examination and a health assessment. The School Dental Care Service provides basic and preventive dental care. Students who want to apply for the school dental care service need to pay an annual fee of \$30. There is a joint enrolment form for these two services. The enrolment form will be distributed on 1st September. If you wish for your child to join these services, please kindly return the completed enrolment form to his/her class teacher on or before 6th September. You need to complete submit the form to the class teacher even if you do not want to apply the services for your child.

5. School Textbook Assistance Scheme

The School Textbook Assistance Scheme (2021/22) administrated by the Student Finance Office (SFO) is still open for applications in September. New applicants or applicants in the previous school year may obtain a qualification assessment application form (Form A) from Miss Kwok Siu Fan or from any teaching assistants. The application form together with all the necessary supporting documents (e.g. photocopy of identity card and proof of family income,

etc) must be completed and sent to the SFO by parents. In order to get the application results promptly, parents should submit the application forms as soon as possible. The SFO will send the results to the applicants directly. Successful applicants should submit documents to the class teachers or Miss Kwok Siu Fan. The school will then submit the documents to the SFO for further processing. If you have any enquiries, please contact Miss Kwok Siu Fan after school hours the first two weeks of term.

Successful applicants should have already received a notification letter from the SFO during the summer holiday. The letter will indicate the level of assistance (full grant or half grant) and the financial assistance itself will be released to the successful applicants through bank autopay.

6. 'Free Lunch at Schools' Scheme

Our school is one of the schools participating in the 'Free Lunch at Schools' Scheme. All eligible students are welcome to apply. The details are as follows:

Eligibility: Students who receive a full grant under the School Textbook Assistance Scheme for the school year 2022-2023 and need to have their lunch at school

Scheme period: September 2022 – June 2023

Students or parents need to submit the document that shows the full grant under the School Textbook Assistance Scheme from the SFO to Miss Wong Yuen Ling (teaching assistant). The school will verify the eligibility status and do the registration. Eligible students will have their lunch expenses reimbursed for September in mid October. All eligible applicants should register as soon as possible as the subsidy is not retroactive. If a student fails to submit the necessary documents to the school before the twentieth of each month, he/she cannot be granted the lunch subsidy for the following month. Whenever a student gets the full grant under the School Textbook Assistance Scheme, he/she can register for the 'Free Lunch at Schools' Scheme immediately. Due to the epidemic situation, students have not been able to return to school. The lunch arrangements for students will not resume until full-day classes do.

7. Ordering school uniforms

The school uniform supplier "Tong Wui Clothing Co., Ltd.," will visit the school in the first and third terms to make tailor-made winter/summer uniforms for students. The exact date will be announced separately. If you have any questions, please contact Miss Kwok Siu Fan. To make it easier for parents to buy school additional uniforms, the school will store a small amount on site, but the number is limited and the sizes are insufficient. Therefore, parents are kindly requested to take advantage of the opportunity to meet the school uniform vendors and order the school uniforms needed. If you want to order additional school uniforms, please contact Aunt Kam in Room G03 on Fridays.

8. Payment of Textbook Fees

The school will continue to make use of the bank service to collect the textbook fees. We would be grateful if you could take the notice issued by the school to the **Cheung Chau branch of the Bank of China** and deposit funds.

To avoid unnecessarily long queues for payments at the bank, parents are advised to visit the bank on the designated date for each class level.

P1	—	5 th September 2022	(Monday)
P2	—	6 th September 2022	(Tuesday)
P3	—	7 th September 2022	(Wednesday)
P4	—	8 th September 2022	(Thursday)
P5	—	9 th September 2022	(Friday)
P6	—	13 th September 2022	(Tuesday)

Parents should make payments no later than 30th September, 2020. At the time of payment, please request a receipt from the bank, attach it to the '**Book payment record sheet**' and return it to your child's class teacher. If you would like to retain proof of your payment, please make your own copy of the bank receipt.

9. The Use of Student Smart Cards

Students must carry their student smart cards when they come to school. They must tap in using their student smart cards every day when they enter school, and parents can be able to check their children's arrival time. Class teachers will distribute the student smart cards on the day they return to school. All students should carry the smart cards from that day onwards. To replace a lost smart card, a student has to pay replacement fee of \$10 and submit a parent's letter to the class teachers in order to process an application for replacement.

10. Multiple Intelligences Class

This year's Multiple Intelligences class will start on September 21 (Wednesday). Parents are requested to fill in the Multiple Intelligences Class Option Reply for their children on or before 7/9 as soon as possible. The results of the students' choices will be announced on 14/9. During the multiple intelligence classes on 7/9 and 14/9, the school will arrange weekly meetings, athlete selection, and main subject classes. Parents are advised to pay attention.

11. New arrangements for self-study classes

The school understands that students will occasionally encounter difficulties when doing homework during the half-day class. Therefore, to support students' learning, we will resume the self-study classes starting from week 4. More details will be given out later. Please pay

attention to e-class circulars. In addition, if students participate in the activities for the other half of the day, the school must follow the guidelines from Education Bureau. Students need to have received 2 doses of covid 19 vaccine. Parents are advised to pay attention to the guidelines.

12. New "ParentsApp" electronic notices

If parents have not yet downloaded eclass's ParentsApp, please download it as soon as possible. The school will fully implement electronic notifications from the second term. If you encounter any technical problems, you can contact the school's IT coordinator, Mr. Ho Yau Kit.

13. Opening hours of the school's central library and the "One Card for Life" program

(1) The opening schedule of the school's central library this year is as follows:

Day	Time	
Mon to Fri	Morning	8 : 00 -- 8 : 25
	recess	10 : 00 -- 10 : 15
	recess	11 : 05 -- 11 : 20
Wed (open only 8 : 00 -- 8 : 25)		

(2) Morning Light Story Time:

To enhance students' interest in reading, the library will have a "Morning Light Story Time" every morning from 8:10 to 8:25. Students can go back to school during the above sessions to listen to stories told by teachers, aunts, and uncles and get stickers. We hope that parents can encourage students to take part in it.

(3) The Education Bureau and the Leisure and Cultural Services Department jointly launched the "One Card for a Lifetime" scheme to encourage students to make good use of the resources from the Hong Kong Public Library. Our school will help assist students apply for the card. The application takes about two months and is free of charge. (Application form will be distributed later). Parents can also accompany your child to visit any public libraries along with identification documents and proof of address to process the application. If your child wants to apply for a public library card, please select the appropriate box in the reply slip items and add✓to the box

14. Build good habits

In addition to the toilets, the school has set up multiple hand-washing areas in various places on the campus. Students are requested to wash their hands with soap after activities. Bring a tissue or handkerchief, and 2 to 3 spare masks to school every day. Bring drinking water and keep your body well hydrated at all times. The school does not recommend that students bring snacks back to school. If they need to eat, they can only eat in the designated area in the school

hall during recess.

15. Afterschool Pick-up Arrangements (applicable to P.1 – 2 students)

To ensure lower primary level students will get home safely and to facilitate our arrangements for afterschool pick-up, parents of lower level students are kindly requested to provide us with information about how their child will return home after school (tick the appropriate box at Item 5 of the reply slip).

16. P.1 passport photo arrangements

At the end of each term, the school will hire a photography company to take passport photos of the students. Newly-enrolled P1 students, however will be photographed by our school staff first. The photos will be used for report cards, student card etc. So students need to wear school uniforms in the photos. The photos will be sent to the photography company for printing. The price is \$10 for 16 photos.



Mr. Yung Chi Ming (Supervisor)
Ms. Kwok Yuen Ki (Principal)

~~Reply Slip~~

Circular No.01E/22

(Please tick ✓ in the appropriate box ☐)

(1) Public Libraries "One Card for Life" Program

I am aware of information related to the " 1 Card for a Lifetime" program

- Agree with the school to help in applying for a public library card.
- Already have a public library card.
- I will bring my own child to the public library to process the application.

(2) Afterschool Pick-up Arrangements (applicable to P.1 – 2 students)

I opt for the following arrangement for afterschool pick-up:

- I will pick up my child after school.
- My child will go home by himself/herself after school.

(3) P.1 passport photo arrangements

- I need to take passport photos and will give the class teacher \$10
- I don't need to take passport photos. I will hand in 5 passport photos of my child to the class teacher

I have read the contents of this circular and ticked the appropriate boxes.

Name of Student : _____

Class : _____ Class No : _____

Signature of Parent : _____

Date: _____

Contact Phone No. : _____