



## Notice: 1/2020-21

1.9.2020

To: Parents/Guardians,

Please note the following:

### (1) School Regulations

- (a) Students can enter the school after 8:15 a.m. For the safety of students, parents/guardians can accompany their sons/daughters to the main gate and let them enter the school by themselves. Parents/Guardians should wait outside the school gate for their children at 3:30 p.m. if they have to escort students home.
- (b) Students cannot leave school within school hours without school permission.
- (c) Students should not wear jewelry such as necklaces, bracelets, etc. Parents/Guardians should apply to the Headmistress for approval if they have any special reasons.
- (d) Students are not allowed to dye their hair. Trendy hairstyles are not allowed.
- (e) Details of School Rules and Regulations can be found in Student Handbook. Students are responsible for being aware of the school policies. Violation of these policies may lead to disciplinary action.
- (f) All students should wear proper school uniform to school.

### (2) Policy for Student Use of Mobile Phones

- a) Our school allows students to bring mobile phones to school for keeping contact with their parents. Students bringing the mobile phones to school must seek approval from the Headmistress in writing and adhere to the school guidelines.
- b) Students infringing on the rules will have their phones confiscated. Parent/guardian of the student would be informed and required to come to school to collect the phone.
- c) The school undertakes no responsibility to investigate the misplacement, damage, loss or theft of the mobile phones that are brought to school.

### (3) Punctual Arrival of parents for Pupil's Escorts After School

- (a) It is the responsibility of parents to take care of the safety of their own children after school.
- (b) For parents who wish to pick up their children after school, they are requested to come to school **on time**.
- (c) When the parents do not turn up on time, the school will contact students' parents by phone. Failing all efforts to communicate with their parents or members of their families at home, teachers on duty may consider to approach the nearest police station for assistance as the last resort.

### (4) Health Condition of Pupil

Physical Education is part of the school curriculum. Every student should take part in Physical Education lessons. If your child needs to apply for full or partial exemption from Physical Education lessons, a medical certificate from a registered medical practitioner is required for supporting the application. Please fill in the "Pupil's Health Condition Form" and return it to the class teacher on **11.9.2020 (Friday)** for record and follow-up action.

If there are any changes in your child's health condition, please inform the school immediately.

(5) **Fees for Accident & Emergency Services in Public Hospital**

Please note that starting from 18.6.2017, there is a charge of \$180 per attendance for Accident & Emergency (A&E) services in public hospitals. If a child is sick or hurt in school, teachers will contact the parent immediately. However, if we cannot get contact with the parent and under the discretion of the first aid teacher-in-charge that the child needs to be sent to hospital, the school will send him/her to the nearest hospital immediately. The parent will pay the fee of \$180. However, if the parents who are unable to pay the charges due to financial difficulties, they could approach Medical Social Workers in public hospital for assistance. Patients who are Comprehensive Social Security Assistance Recipients will be fully waived for A&E charges. For details, please refer to Hospital Authority web-site: [www.ha.org.hk](http://www.ha.org.hk)

*Parents should inform the class teachers for any changes in the emergency contact telephone number.*

(6) **Student Financial Assistance Scheme and Working Family Allowance**

Parents/Guardians can apply for Student Financial Assistance Scheme and Working Family Allowance. The application forms should be sent to the department concerned by parents. Parents/Guardians who are successful in applying for Student Financial Assistance Scheme 2020–2021 should forward their Eligibility Certificates to the class teacher of their child/ward on **11.9.2020 (Friday)**.

The school will be responsible for verifying the status and class of students. All Eligibility Certificates would be sent to the Student Finance Office (SFO) directly through the school. Please note that the Notification of Result Slips for unsuccessful families **need not be submitted** to the school. For enquiries, please feel free to contact the Student Finance Office (SFO) at 28022345 or visit the website [www.wfsfaa.gov.hk/sfo](http://www.wfsfaa.gov.hk/sfo).

(7) **School Photos/ Videos**

Photographs and videos of students' activities taken at school will be used for school publication, school website or other educational purposes.

(8) **School Bus**

Under the Trading Operation in Government Schools Regulations, Jeter Transport Limited is selected to be the school bus service provider this year. For the safety of students, please remind them to follow the school bus regulations. Briefing sessions will be given to students who opt for taking the school bus.

Subscription of bus service is completely at parent's discretion. **If parents want to arrange coaches of other bus companies for their child/ward, our School Bus Committee has no rights or responsibilities to monitor their service.** For enquiries about the school bus service, please contact Mr Wong, Discipline Master, at 2386 8049. For enquiries concerning the bus routes, you can consult Mr Lam Wing-shing directly at 9485 3564.

(9) **Lunch Arrangement**

All students should stay in the school for lunch for their safety when whole day school is resumed. Parents can arrange lunch for their children in one of the following ways:

(a) **For students bringing lunch**

- i) Use safe and unbreakable food containers and cutlery
- ii) Prepare a wet towel and a mat for the child
- iii) Use name tags bearing the name and class of the child for identification

**(b) For parents sending lunch to school**

- i) Use safe and unbreakable food containers and cutlery
- ii) Prepare a wet towel and a mat for the child
- iii) Use name tags bearing the name and class of the child for identification
- iv) Send lunch from 11:00 a.m. to 12:00 noon and put it in the school lobby at the space arranged
- v) Prepare separate food containers for siblings in different classes
- vi) Allow the child to bring his/her empty food containers home

**(c) For students ordering lunch**

- i) Fit For Life Luncheon & Catering Services is our lunch supplier from 2019 to 2022.
- ii) The order must be made on monthly basis. Parents have to order lunch boxes for the whole month.
- iii) Parents can choose food from the menu. Each lunch box costs \$21.5.
- iv) Payment can be made via 7-11 / Circle K / VanGo or through PPS. **For details, please read the menu when whole day school is resumed.**
- v) Students who order lunch are provided with a set of cutlery. They should be responsible to clean it and bring it to school for their daily use at lunch time.
- vi) Prepare a wet towel for the child. A mat will be given to the child by the lunch supplier.
- vii) When a student is absent on a certain day due to sickness or personal affairs, refund will be made by cash in the following month. Cancellation of lunch box can be arranged only if the school is notified before 9:00a.m. on that absent day. For those who notify the school later than 9:00a.m., refund cannot be arranged.

*\* The provision of lunch subsidy will be implemented by the Community Care Fund. For more details, please refer to School Notice No .4/2020-21.*

**(10) Tropical Cyclones or Heavy Persistent Rain**

When tropical cyclones or heavy persistent rain affect Hong Kong, the following arrangements will apply and the Education Bureau (EDB) will make appropriate public announcements.

**(a) Tropical Cyclones**

Weather condition	Actions to be Taken
Tropical Cyclone Warning Signal No.1 is issued	Schools are to operate as usual.
Tropical Cyclone Warning Signal No.3 is issued	Schools are to operate as usual unless advised otherwise.
Tropical Cyclone Warning Signal Pre No.8/No.8 or above is issued	Schools are to be suspended.

When the Education Bureau announces the immediate suspension of classes (e.g. Tropical Cyclone Warning Signal Pre No.8/No.8 or above is issued), **the school still operates as usual** to ensure that the students are safe in school. However, parents can go to school to escort their children home earlier.

**(b) Heavy Persistent Rain**

Rainstorm Warning	Actions to be Taken
<b>AMBER</b>	Schools are to operate as usual.
<b>RED or BLACK</b>	
1. Issued from 5:00 a.m. onwards and before 6:00 a.m.	Schools would implement contingency measures and arrange staff to look after the students who might arrive and ensure that conditions are safe before allowing students to return home. Students who have not left for school should stay home.
2. Issued from 6:00 a.m. onwards and before 8:30 a.m.	Our school premise would keep open, implement contingency measures and arrange staff to look after the students who have arrived. Students who have not left for school should stay home.
3. Issued from 8:30 a.m. onwards	Schools would continue the lessons until the end of the normal school hours and would ensure that conditions are safe before allowing students to return home.

**(11) Student Health Service (free of charge)**

The Department of Health offers a free of charge Student Health Service to all primary students. Each enrolled student will be given an annual appointment to visit one of the student health service centres.

**(12) School Dental Care Service (\$30 each)**

The School Dental Care Service of the Department of Health provides oral health care services for all primary school students in Hong Kong. It provides basic dental treatment to students and promotes good oral health care habits for the prevention of dental diseases.

**A fee of \$30 per year will be charged on eligible persons.** For details, please read the attachment. Students who enroll for the School Dental Care Service should submit the fee to the class teacher together with the reply slip. Once paid, the fee is not refundable. All applications should be submitted on **11.9.2020 (Friday)**.

**(13) Purchase of Uniforms and Learning Materials**

**(a) Purchase of Summer School Uniforms**

Purchase of Summer School Uniforms is subject to parents' discretion. Parents can make purchase from Wah Sang Knitting & Garments Factory. The address is listed below:

<u>Address of Wah Sang Knitting &amp; Garments Factory</u>	<u>Tel. No.</u>
◆ Rm. 6, M/F, Ping Fai Industrial Building, 312 Un Chau Street, Cheung Sha Wan, Kowloon	2387 2537

**(b) Learning Materials**

All students should purchase a set of exercise books, handbook and homework book for the 1<sup>st</sup> term. The prices are listed below:

Levels	P. 1	P. 2	P. 3	P. 4	P. 5	P. 6	Date of Purchase
One set of Exercise books, Handbook and Homework book	\$90.40	\$87.50	\$84.20	\$97.70	\$96.20	97.80	<b>11.9.2020 (Friday)</b>

**\*Participation of the ordering service is purely voluntary. Parents can purchase the above items by themselves.**

(14) **Textbook Supplier**

Our textbook supplier is T.H. Lee Book Company. Parents can buy textbooks from our supplier or in other bookstores.

(15) **Meeting With Class Teachers**

On 11.9.2020 (Friday), parents are invited to come to school to meet class teachers and submit the following items to the teachers:

- i) Reply slips of School Notices 1-4 and relevant documents
- ii) 6 student photos
- iii) Completed application forms for Student Health Service and Dental Care Service with \$30
- iv) Immunization Record (Injection Card) from P.1 and P.6 students
- v) Pay-in slips (7-eleven receipts) for collecting textbooks.

After meeting the class teachers, parents can purchase the exercise books and install the “Campus App” in the school hall.

In order to prevent group gathering, parents should meet class teachers according to the designated time listed in the table below:

Class Number	Arrival Time
1-5	9:00 a.m.
6-10	9:25 a.m.
11-15	10:00 a.m.
16-20	10:25 a.m.
21-25	11:00 a.m.
26-30	11:25 a.m.
31-34	11:50 a.m.

Thank you for your attention.



---

(Ms CHUI Sau-man)  
Headmistress

## Reply Slip

To: Headmistress,

Primary 1

Notice: 1 & 2 /2020-21  
Date: \_\_\_\_\_

I have read the School Notice No. 1/2020-21 and No. 2/2020-21 dated 1.9.2020 and I fully understand its contents.

Content	Reply	Remarks (Fees to be paid for the services)
Student Health Service	<input type="checkbox"/> I will join the Student Health Service. <input type="checkbox"/> I will not join the Student Health Service.	free
School Dental Care Service	<input type="checkbox"/> I will join the School Dental Care Service. <input type="checkbox"/> I will not join the School Dental Care Service.	\$30
Purchase of Exercise Books, Handbook and Homework Book	<input type="checkbox"/> I will attach \$90.40 by cash for the order of Exercise books, Handbook and Homework book on 11.9.2020 (Friday). <input type="checkbox"/>	\$90.40

\* Please put a "✓" in the appropriate box.

Pupil's Name: \_\_\_\_\_ (            )            Class: \_\_\_\_\_            Parent's/Guardian's Signature: \_\_\_\_\_

## Reply Slip

Primary 2

To: Headmistress,

Notice: 1 & 2/2020-21

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

I have read the School Notice No. 1/2020-21 and No. 2/2020-21 dated 1.9.2020 and I fully understand its contents.

Content	Reply	Remarks (Fees to be paid for the services)
Student Health Service	<input type="checkbox"/> I will join the Student Health Service. <input type="checkbox"/> I will not join the Student Health Service.	free
School Dental Care Service	<input type="checkbox"/> I will join the School Dental Care Service. <input type="checkbox"/> I will not join the School Dental Care Service.	\$30
Purchase of Exercise Books, Handbook and Homework Book	<input type="checkbox"/> I will attach \$87.50 by cash for the order of Exercise books, Handbook and Homework book on <b>11.9.2020 (Friday)</b> .	\$87.50

*\* Please put a "✓" in the appropriate box.*

Pupil's Name: \_\_\_\_\_ (       ) Class: \_\_\_\_\_ Parent's/Guardian's Signature: \_\_\_\_\_

## Reply Slip

To: Headmistress,

Primary 3

Notice: 1 & 2 /2020-21

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

I have read the School Notice No. 1/2020-21 and No. 2/2020-21 dated 1.9.2020 and I fully understand its contents.

Content	Reply	Remarks (Fees to be paid for the services)
Student Health Service	<input type="checkbox"/> I will join the Student Health Service. <input type="checkbox"/> I will not join the Student Health Service.	free
School Dental Care Service	<input type="checkbox"/> I will join the School Dental Care Service. <input type="checkbox"/> I will not join the School Dental Care Service.	\$30
Purchase of Exercise Books, Handbook and Homework Book	<input type="checkbox"/> I will attach \$84.20 by cash for the order of Exercise books, Handbook and Homework book on <b>11.9.2020 (Friday)</b> .	\$84.20

*\* Please put a "✓" in the appropriate box.*

Pupil's Name: \_\_\_\_\_ (       ) Class: \_\_\_\_\_ Parent's/Guardian's Signature: \_\_\_\_\_



## Reply Slip

To: Headmistress,

Primary 4

Notice: 1 & 2/2020-21

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

I have read the School Notice No. 1/2020-21 and No. 2/2020-21 dated 1.9.2020 and I fully understand its contents.

Content	Reply	Remarks (Fees to be paid for the services)
Student Health Service	<input type="checkbox"/> I will join the Student Health Service. <input type="checkbox"/> I will not join the Student Health Service.	free
School Dental Care Service	<input type="checkbox"/> I will join the School Dental Care Service. <input type="checkbox"/> I will not join the School Dental Care Service.	\$30
Purchase of Exercise Books, Handbook and Homework Book	<input type="checkbox"/> I will attach \$97.70 by cash for the order of Exercise books, Handbook and Homework book on <b>11.9.2020 (Friday)</b> .	\$97.70

*\* Please put a "✓" in the appropriate box.*

Pupil's Name: \_\_\_\_\_ (       ) Class: \_\_\_\_\_ Parent's/Guardian's Signature: \_\_\_\_\_

## Reply Slip

To: Headmistress,

Primary 5

Notice: 1 & 2/2020-21  
Date: \_\_\_\_\_

I have read the School Notice No. 1/2020-21 and No. 2/2020-21 dated 1.9.2020 and I fully understand its contents.

Content	Reply	Remarks (Fees to be paid for the services)
Student Health Service	* <input type="checkbox"/> I will join the Student Health Service. * <input type="checkbox"/> I will not join the Student Health Service.	free
School Dental Care Service	* <input type="checkbox"/> I will join the School Dental Care Service. * <input type="checkbox"/> I will not join the School Dental Care Service.	\$30
Purchase of Exercise Books, Handbook and Homework Book	* <input type="checkbox"/> I will attach \$96.20 by cash for the order of Exercise books, Handbook and Homework book on <b>11.9.2020 (Friday)</b> .	\$96.20

\* *Please put a "✓" in the appropriate box.*

Pupil's Name: \_\_\_\_\_ (       ) Class: \_\_\_\_\_ Parent's/Guardian's Signature: \_\_\_\_\_

## Reply Slip

To: Headmistress,

Primary 6

Notice: 1 & 2/2019-20  
Date: \_\_\_\_\_

I have read the School Notice No. 1/2020-21 and No. 2/2020-21 dated 1.9.2020 and I fully understand its contents.

Content	Reply	Remarks (Fees to be paid for the services)
Student Health Service	<input type="checkbox"/> I will join the Student Health Service. <input type="checkbox"/> I will not join the Student Health Service.	free
School Dental Care Service	<input type="checkbox"/> I will join the School Dental Care Service. <input type="checkbox"/> I will not join the School Dental Care Service.	\$30
Purchase of Exercise Books, Handbook and Homework Book	<input type="checkbox"/> I will attach \$97.80 by cash for the order of Exercise books, Handbook and Homework book on <b>11.9.2020 (Friday)</b> .	\$97.80

*\* Please put a "✓" in the appropriate box.*

Pupil's Name: \_\_\_\_\_ (       ) Class: \_\_\_\_\_ Parent's/Guardian's Signature: \_\_\_\_\_

**Li Cheng Uk Government Primary School**  
**Ways of Dismissal (2020 – 2021)**

Name of Pupil: \_\_\_\_\_ (      )      Class: \_\_\_\_\_

**\*(A) Normal School Days**

<input type="checkbox"/> By school bus	School Bus No.: _____
<input type="checkbox"/> With parent / guardian	Name: _____ Relationship: _____
	Name: _____ Relationship: _____
	Name: _____ Relationship: _____
<input type="checkbox"/> Go home alone	* Means: <input type="checkbox"/> On foot <input type="checkbox"/> By MTR <input type="checkbox"/> By Public Bus (Bus No.: _____)
<input type="checkbox"/> With brother(s) / sister(s)	
Name: _____ Class: _____	
Name: _____ Class: _____	

# Please refer to the route below

**\*(B) Emergency Conditions**

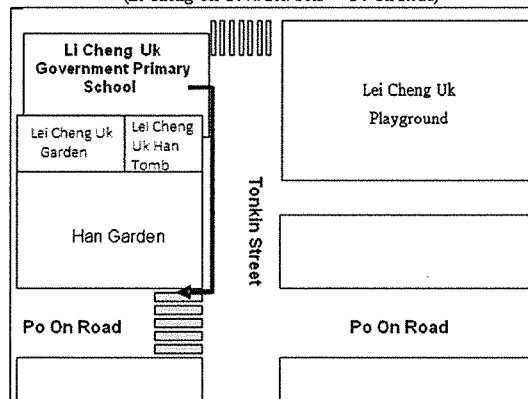
(e.g. when Tropical Cyclone Warning Signal Pre No. 8 / No. 8 or above or Black Rainstorm Warning Signal is issued during school hours.)

<input type="checkbox"/> Same as the normal way of dismissal	
<input type="checkbox"/> With parent / guardian	Name: _____ Relationship: _____
	Name: _____ Relationship: _____
	Name: _____ Relationship: _____

\*Please put a "✓" in the appropriate box

**Route of "Go home alone" team**

(Li Cheng Uk Govt. Pri. Sch. → Po On Road)



**Li Cheng Uk Government Primary School**  
**Pupil's Health Condition Form (2020 – 2021)**

This form is to be completed by the parents/guardians of the pupil.

Name of Pupil: \_\_\_\_\_ (       ) Class: \_\_\_\_\_

Sex: \_\_\_\_\_

For safety purposes, it is important for you to provide the following information before your child/ward taking part in Physical Education lessons. Please answer the following questions and supply details where appropriate.

Items	Please '✓'		Details
	Yes	No	
1. Has your child/ward ever been admitted to hospital for treatment, observation or surgery?			
2. Is your child/ward at present undergoing any treatment or taking any medication which must be continued in future?			
3. Has your child/ward ever suffered from any of the followings?			
(a) Heart disease			
(b) High / Low blood pressure			
(c) Pulmonary disease including asthma			
(d) Orthopaedic problems			
(e) Physical impairment such as paralysis, loss of hearing, vision			
(f) Diseases of internal organs			
(g) Others (Please specify)			

4. Is your child able to take part in Physical Education lessons?

**Tick (✓) the appropriate box.**

- My child/ward is suitable to take part in Physical Education lessons.
- My child/ward is not suitable to take part in Physical Education lessons.  
 Relevant medical certificate is attached for your reference.

I declare that the above information is true to the best of my knowledge.

\_\_\_\_\_  
 (Signature of Parent/Guardian)

\_\_\_\_\_  
 (Name in Block Letters)

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