

Li Cheng Uk Government Primary School

43 Tonkin Street, Sham Shui Po, Kowloon

Tel: 2386 8049 Fax: 2708 9950 Website: https://www.lcu.edu.hk Email: lcugps@edb.gov.hk

Notice: 1/2022-23

1.9.2022

To: Parents/Guardians,

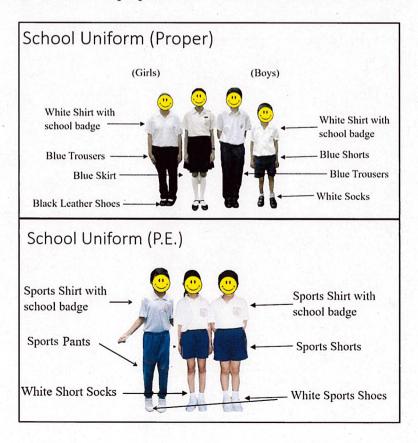
Please note the following:

(1) Orientation Week and Lesson Timetables

- (a) Orientation week will be launched from 1.9.2022 to 9.9.2022. All students will dismiss at 12:00 noon.
- (b) The classes will be on a half-day basis with effect from 13.9.2022 (Tuesday) until further notice as instructed by the EDB. As such, all students will dismiss at 1:00 p.m. The half-day timetable is attached as Appendix 1 for your reference.

(2) 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.
- (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) Girls with pierced ears can only wear one pair of small ball-shaped earrings.
- (e) Students are not allowed to dye their hair. Trendy hairstyles (pomp and fade, etc.) are not allowed. For girls with long hair, they should tie the hair with black/navy blue rubber bands.
- (f) 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.
- (g) All students should wear proper school uniforms to school as follows:



(3) Rules regarding the wearing of headscarf in school (For P.4-6 only)

In regard to the school's uniform policy, students in Primary 4-6 who wish to wear headscarf are required to apply in writing. Students should follow the guidelines below for tidiness.

(a) Color: Black or navy blue in winter
White in summer

(b) Style:

- Must wear up to shoulder length only, making the school badge visible
- Clean and plain without any patterns, laces or accessories on it
- (c) A teacher may advice the student to take off the headscarf in lessons/activities when the headscarf creates dangerous situations such as PE lesson.



(4) 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 infringe on the school 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.

(5) Punctual Arrival of Parents for Students' 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.

(6) Implementation of Octopus System

- (a) Our school has implemented the eAttendance and eNotice System. To facilitate the taking of eAttendance as well as receipt of eNotices by parents, P.1 students and new students are requested to bring their Octopus Cards / Personalized Octopus Cards to class teachers from 14.9.2022 to 16.9.2022 for registration in our School Octopus System.
- (b) After registration, students are required to tap their registered Octopus Cards in the school lobby / small playground every morning from 19.9.2022 onwards for taking attendance.
- (c) You can receive message in the Campus App when your child has shown up in the school. And the Campus App must be installed beforehand and the download guide is available on the school website.
- (d) Please take note of the following:
 - i. Stick a label with student name and class on the Octopus Card.
 - ii. Students should keep their Octopus Cards safe.
 - iii. Report to class teachers for re-registration if students replace new Octopus Cards or parents change mobile phone numbers.

(7) Ways of Dismissal & Health Condition of Students

- (a) Parents are requested to complete the attached "Ways of Dismissal (2022-2023)" & "Student's Health Condition Form" and submit to class teachers on or before **9.9.2022** (Friday) for record and follow-up action.
- (b) 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.

(c) If there are any changes in your child's health condition or the ways of dismissal, please inform the school immediately.

(8) Photo-taking for Students

- (a) Passport-sized photos will be taken for our students by the service provider, Chit Shing Photo Service, on 19.9.2022 (Monday) at \$10 per dozen.
- (b) The photo-taking service is solely for the convenience of parents. Parents are free to purchase the photos on their own accord. Please give the money to the service provider direct on that day if your child would like to take the photo in the school.

(9) 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 contact the parent and under the discretion of the first aid teacher that the child needs to be sent to hospital, the school will send him/her to the nearest hospital immediately. The parent will have to 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 the 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 website: www.ha.org.hk

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

(10) 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 2022–2023 should forward their Eligibility Certificates to the class teacher of their child/ward on **9.9.2022** (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.

(11) School Photos/ Videos

Please be informed that photographs and videos of students' activities taken at school will be used for school publications, school website or other educational purposes.

(12) School Bus

Under the Trading Operation in Government Schools Regulations, Jeter Transport Limited is 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 school bus service is subject to parent's discretion. If parents want to arrange coaches of other bus companies for their child/ward, our School Bus Committee has no right or responsibility to monitor their service. For enquiries about the school bus service, please contact Ms Chan, Discipline Mistress, at 2386 8049. For enquiries concerning the bus routes, you can consult Mr Lam Wing-shing directly at 9485 3564.

(13) Lunch Arrangement

All students should stay in the school for lunch when whole-day schooling resumes. 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 to school from 11:00 a.m. to 11:30 a.m. and put it in the school lobby at the designated space
- v. Prepare separate food containers for siblings in different classes
- vi. Remind 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 in 2022 2023.
- 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 \$23.50.
- iv. Payment can be made via 7-11 / Circle K / VanGo or through PPS. For details, please read the menu when the school resumes whole-day classes.
- v. Students who order lunch are provided with a set of cutlery. They are 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 9:00 a.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 .2/2022-23.

(14) 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.

(15) 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 to class teachers on 7.9.2022 (Wednesday).

(16) <u>Textbook Supplier</u>

Our textbook supplier is T.H. Lee Book Company. Parents can buy textbooks from our supplier or in other bookstores. Students who paid for the textbooks in July 2022 will get the not-yet-delivered textbooks during the first week of September.

(17) Purchase of Uniforms, Learning Materials and Visual Arts Fee

(a) Purchase of Summer School Uniforms

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

Address of Wah Sang Knitting & Garments Factory	<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

i) All students should purchase a set of exercise books, handbook, homework book and school-

based learning booklets for the 1st 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, homework book and school-based learning booklets	\$143.70	\$153.10	\$163.60	\$220.80	\$228.40	\$224.80	6.9.2022 (Tuesday)

ii) The supplier has prepared Octopus devices to collect the fee of exercise books. Parents have to put adequate amount of money into your child's Personalized Octopus Card. If the Personalized Octopus Card is lost, students can use a Non-personalized one. If you have more than one child studying in LCU, please put money separately into your children's Personalized Octopus Cards.

(c) Visual Arts Fee

All students have to pay the Visual Arts fee for VA lessons. Please bring the exact amount and

give it to the class teachers on or before 6.9.2022(Tuesday).

Level	Amount	Items Included
P.1-3	\$ 40	VA materials and a box of 25-colour oil pastel
P.4-6	\$ 80	VA materials, a box of 12-colour poster colour, a set of 6 brushes and a colour mixing tray

Tropical Cyclones or Heavy Persistent Rain (18)

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 conditions	Corresponding measures
When Tropical Cyclone Warning Signal	The school operates as usual unless advised
No. 1 or 3 is issued	otherwise.
When Tropical Cyclone Warning Signal	Classes are to be suspended.
Pre-No. 8 / No. 8 or above is issued*	_
When Tropical Cyclone Warning Signal	Unless previous announcement has been made to the
No. 8 or above is replaced by Signal No. 3	effect that classes will be suspended for the entire
	day, the school is to resume if Tropical Cyclone
	Warning Signal 3 has been issued before 5:30 a.m.
When Tropical Cyclone Warning Signal	The school is to resume with the next session unless
No. 3 is replaced by Signal No. 1 or when	previous announcement has been made to the effect
all tropical cyclone signals are cancelled	that classes will be suspended for the entire day.

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

*If students have already set out for school when Tropical Cyclone Warning Signal Pre-No. 8 / No. 8 is issued, the school should activate the contingency plan to ensure that school premises will be open and arrange staff to look after the students who have arrived at school, until proper arrangements are made for these students to return home at an appropriate time under safe conditions.

(b) Heavy Persistent Rain

When Amber Rainstorm Warning Signal is issued The school operates as usual unless advised otherwise. When Red or Black Rainstorm Warning Signal is issued - Classes are to be suspended all day Students who have not left for school should stay home The school should implement contingency measures and arrange staff to look after the students who might arrive at school and ensure that conditions are safe before allowing students to return home Students do not have to attend school that day Students who have not left for school should stay home The school is required to keep the premises open and implement contingency measures to look after students who have arrived at school If students learn about the class suspension announcement on their way to school, they should decide whether to proceed with their journey to school taking into consideration the rain, road, slope or traffic conditions Students who have already arrived at school should remain in school until it is safe for them to return home Parents do not need to pick up their children from school immediately The school should continue the lessons until the end of normal school hours and ought to ensure that conditions are safe before allowing students to return home School should continue the lessons until the end of normal school hours and ought to ensure that conditions are safe before allowing students to return home School should continue the lessons until the end of normal school hours and ought to ensure that conditions are safe before allowing students to return home School should continue the lessons until the end of normal school hours and ought to ensure that conditions are safe before allowing students to return home School should continue the lessons until the end of normal school hours and ought to ensure that conditions are safe before allowing students to return home School should continue the lessons until the	Rainstorm Warning Signal	Corresponding measures
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are safe before allowing students to return home.		are safe before allowing students to return home.

Thank you for your attention.

(Ms CHUI Sau-man) Headmistress

Li Cheng Uk Government Primary School Timetable 2022-2023 (Half Day)

Appendix 1

	Time (Mon-Thur)	Mon	Tue	Wed	Thur	Fri	Time (Fri)
	0830-0840		Class	s Period (10 r	nins)		0830-0840
1	0840-0905	1	1	1	1	1	0840-0905
2	0905-0930	2	2	2	2	2	0905-0930
3	0930-0955	3	3	3	3	3	0930-0955
	0955-1010		1 st]	Recess (15 m	ins)		0955-1010
4	1010-1035	4	4	4	4	4	1010-1035
5	1035-1100	5	5	5	5	5	1035-1100
6	1100-1125	6	6	6	6	6	1100-1125
	1125-1140		2 nd	Recess (15 m	ins)		1125-1140
7	1140-1205	7	7	7	7	7	1140-1205
8	1205-1230	8	8	8	8	Preparation	1205-1210
	1203-1230	0	O	0	0	ECA	1210-1230
9	1230-1255	9	9	9	9	ECA	1230-1255
	1255-1300		Prepai	ration for Dis	missal		1255-1300
		Aft	Scho	arning and Su ol Teams Tra roup Progran	ining	ams	

Li Cheng Uk Government Primary School Ways of Dismissal (2022 – 2023)

A) Normal School Days) Class:
By school bus School	ol Bus No.:		
With parent / guardian	Name:Name:		Relationship:
Go home alone			* Means:
With brother(s) / sister(s) Name:			
Name:			(Dans No.
Rainstorm Warning Si		in ing seniou ii	ours .,
Same as the normal wa	y of dismissal		
With parent / guardian	Name:		Relationship:Relationship:Relationship:
With parent / guardian	Name: Name: Name: e box		Relationship:Relationship:
With parent / guardian lease put a "✓" in the appropriat Route of "Go home alone" tean	Name:Name:	(Signature o	Relationship:

Li Cheng Uk Government Primary School Student's Health Condition Form (2022 – 2023)

me of Student:	······································		_ ()	Class:
X:					
r safety purposes, it is important for you to proing part in Physical Education lessons. Pleasere appropriate.					
	Pleas	se'√',			
Items	Yes	No			Details
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?					
Has your child/ward ever suffered from any	of the	e follo	wings?		
(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 suitable to take part in Phys	sical E	ducati	on lessor	ns?	
Tick (\checkmark) the appropriate box.					
My child/ward is suitable to take pa	rt in P	hysica	ıl Educat	ion les	ssons.
My child/ward is not suitable to tak Relevant medical certificate is attac					n lessons.
eclare that the above information is true to the	best o	f my k	nowledg	ge.	
(Signature of Parent/Guardian)		***************************************	(1	Vame	in Block Letters)

To: Headmistress,

I have read the School Notice No. 1/2022-23 dated 1.9.2022 and I fully understand its content.

Content	Reply	Remarks (Fees to be paid for the services)
Student Health Service	*	free
School Dental Care Service	* \(\text{ I will join the School Dental Care Service.} \) * \(\text{ I will not join the School Dental Care Service.} \)	\$30
Purchase of Exercise Books, Handbook and Homework Book	* U will give my child \$143.70 by cash for the order of Exercise books, Handbook, Homework book and School-based Learning Booklets on 6.9.2022 (Tuesday).	\$143.70
Purchase of Visual Arts Fee	* I will attach \$40 by cash for the order of Visual Arts Materials.	\$40
Student Photos (Optional)	*	\$10

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

Parent's/Guardian's Signature:	
) Class:	
Pupil's Name:	

To: Headmistress,

Notice: 1/2022-23 Date:

		Remarks
Content	Reply	(Fees to be paid for the
		services)
Student Health	* I will join the Student Health Service.	00.1
Service	* \(\Boxed{\omega}\) I will not join the Student Health Service.	2211
School Dental Care	* I will join the School Dental Care Service.	\$30
Service	* \(\text{\begin{tikzpicture}(1000000000000000000000000000000000000	000
Purchase of		
Exercise Books, Handbook and	* \(\subseteq\) I will give my child \$153.10 by cash for the order Exercise books, Handbook, Homework book and School-based Learning Booklets on 6.9.2022 (Tuesday).	\$153.10
Homework Book		
Purchase of Visual	* \[\] I will attach \$40 by cash for the order of Visual Arts Materials.	\$40
Arts Fee		P F →
Student Photos	* I will attach \$10 by cash for purchasing 12 passport-sized student photos on 19.9.2022	6
(Optional)	* I will not purchase the student photos through the school.	910

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Parent's/Guardian's Signature:	
) Class:	
Pupil's Name:	

To: Headmistress,

Notice: 1/2022-23 Date:

I have read the School Notice No. 1/2022-23 dated 1.9.2022 and I fully understand its content.

		Remarks
		(Fees to
Content	Reply	be paid
		for the
Student Health	*	(2227
Service	* \[\] I will not join the Student Health Service.	пее
School Dental Care	* ☐ I will join the School Dental Care Service.	000
Service	* ☐ I will not join the School Dental Care Service.	0.00
Purchase of		
Handbook and Homework Book	* I will give my child \$163.60 by cash for the order of Exercise books, Handbook, Homework book and School-based Learning Booklets on 6.9.2022 (Tuesday).	\$163.60
Purchase of Visual Arts Fee	* I will attach \$40 by cash for the order of Visual Arts Materials.	\$40
Student Photos (Optional)	*	\$10

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

Parent's/Guardian's Signature:	
) Class:	
Pupil's Name:	

To: Headmistress,

Notice: 1/2022-23 Date:

		Remarks (Food to
Content	Reply	be paid for the
		services)
Student Health	* \(\square\) I will join the Student Health Service.	, , , , , , , , , , , , , , , , , , ,
Service	* \(\square\) I will not join the Student Health Service.	2211
School Dental Care	* \(\text{\subset} \) I will join the School Dental Care Service.	¢30
Service	* \(\text{\sqrt{1}}\) I will not join the School Dental Care Service.	000
Purchase of		
Exercise Books, Handbook and	* I will give my child \$220.80 by cash for the order of Exercise books, Handbook, Homework book and School-based Learning Booklets on 6.9.2022 (Tuesday) .	\$220.80
Homework Book		
Purchase of Visual	* \(\Boxed\) I will attach \$80 by cash for the order of Visual Arts Materials.	08\$
Arts Fee		000
Student Photos	*	\$10
(Optional)	* [] I will not purchase the student photos through the school.	9

Please put a "\" in the appropriate box.
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Parent's/Guardian's Signature:
) Class:
Pupil's Name:

To: Headmistress,

Notice: 1/2022-23 Date:

Content	Reply	(Fees to be paid for the services)
Student Health * Service *	I will join the Student Health Service. I will not join the Student Health Service.	free
School Dental Care * Service *	*	\$30
Exercise Books, * Handbook and Homework Book	I will give my child \$228.40 by cash for the order of Exercise books, Handbook, Homework book and School-based Learning Booklets on 6.9.2022 (Tuesday).	\$228.40
Purchase of Visual * Arts Fee	$* \square$ I will attach \$80 by cash for the order of Visual Arts Materials.	\$80
Student Photos * (Optional) *	I will attach \$10 by cash for purchasing 12 passport-sized student photos on 19.9.2022 (Monday). I will not purchase the student photos through the school.	\$10

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Pupil's Name:		Class:	Parent's/Guardian's Signature:	

To: Headmistress,

Notice: 1/2022-23 Date:

Content	Reply	(Fees to be paid for the
		services)
Health *		free
Service *	☐ I will not join the Student Health Service.	
School Dental Care *	☐ I will join the School Dental Care Service.	¢30
Service *	☐ I will not join the School Dental Care Service.	000
Exercise Books, * Handbook and Homework Book	book and School-based Learning Booklets on 6.9.2022 (Tuesday).	\$224.80
e of Visual	* I will attach \$80 by cash for the order of Visual Arts Materials.	\$80
Arts Fee		
Student Photos *	I will attach \$10 by cash for purchasing 12 passport-sized student photos on 19.9.2022 (Monday).	\$10
(Optional) *) -

in the appropriate box.
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put
Please,
V.

Parent's/Guardian's Signature:	
) Class:	
Pupil's Name:	