

敬啟者：

為了確保學生的安全，學生於上學/放學時有以下安排，有關安排亦已顯示在通訊冊上，請家長留意：

1. 校方會派發 2 張「接放學證」予每一位學生家長，家長接學生時，須出示「接放學證」，以備查閱。每年度的「接放學證」均以不同顏色印製，以茲識別；2021-2022 年度的顏色為米色。若家長遺失「接放學證」，請儘快通知學校補發，以策安全。
2. 為方便日常運作，學校將設每位學生恆常接送人(最多 2 位)，恆常接送人應是家長或監護人或照顧者，並於接學生時，可免除出示「接放學證」。唯家長需向學校提交 貴子弟的恆常接送人的照片、學生姓名及與學生關係，以作審核及記錄。有關資料請按本通告回條遞交。  
由於新學年剛開始，為了讓教職員及保姆熟悉各恆常接送人，上列措施將於 9 月 13 日(一)才開始生效，故請恆常接送人於 9 月 1 日至 9 月 10 日期間仍需出示「接放學證」。(為了確保學生安全，如有需要教職員會請接送人出示「接放學證」，例如因口罩遮蓋臉部而未能確認恆常接送人身份，所以請接送人隨身攜帶「接放學證」。)
3. 特別接送安排：
  - 3.1. 如接送安排有轉變，家長必須預早通知校務處，以便跟進。
  - 3.2. 乘搭校車學生：如家長當天需由他人接回 貴子弟，請家長務必致電通知學校。如學校未有接獲家長的通知，而接回學生人士又未能出示「接放學證」，司機及保姆將會把學生載回學校，家長須到學校接回 貴子弟。
  - 3.3. 家長接送學生：
    - (a) 如家長因特別事故而未能按時到校接回 貴子弟，家長務必儘早通知社工，以便學校作出安排。
    - (b) 家長如因事未能到校接回學生而安排其他人到來，家長務必通知校務處及將「接放學證」交予有關人士，到校接回學生時必須出示。
4. 家長接送：
  - 4.1. 早上回校時間為 08:20 至 09:00，家長或傭人或宿舍車司機只需把學生送至大堂玻璃門前，會有職員為學生量度體溫及潔手，並把學生帶入學校內，家長或傭人或宿舍車司機無須進入學校大堂。(如因事需要進入學校大堂，進入前須量

度體溫及用搓手液潔手)。

4.2. 放學時間為中午 12:00，為免校內人群聚集，請家長不要早於 11:50 到校並請於操場等候。

5. 校車接送：

5.1. 本年度因應學生的人數及居住地點，車站時間及位置會有所調整及改變，請務必留意寄給家長「2021-2022 半天上課校車時間表」中之返、放學車站及時間。

5.2. 9 月開學的首半個月，交通狀況會很混亂，校方會在開學兩星期後按實際情況再調整各站上下車的時間，屆時會再派發通告通知家長調整後的時間。

5.3. 如有不乘搭校車或有特別緊急要事需聯絡校車，分別可致電：

A 車 / C 車 (業叔/GiGi 姨) LN 8507 (29 座) ☎ 9389 3138

B 車 / D 車 (璋叔/梅姨) PR 4866 (24 座) ☎ 9318 3622

5.4. 家長請按校車時間表所列時間提早最少 5 分鐘到達車站等候。由於路面交通有不能掌握及控制的因素而導致校車有可能延遲到達車站，請家長體諒及耐心等待。

5.5. 為使校車能準時接送學生，若家長逾時到站(以校車時間為準)，校車將不會等候，早上未能趕及上校車者，家長請自行安排送子女回校。若放學時家長未能依時到達車站，校車會接載學生返回學校，家長需儘快到校接回子女。由於半天上課，以免學生太遲回到家午膳而感到肚餓及情緒不安，請家長務必提早最少 5 分鐘到達車站等候。

5.6. 假若校車遇有突發交通阻塞或任何意外情況，校車保姆會立即致電通知學校，而校方亦會立即通知家長以作出適當安排。校方亦會於「校園通訊 SchoolApp」向各家長發放相關訊息，請各家長留意。

6. 乘搭校車其他注意事項：

6.1. 基於校車保險的規限，除事先獲校方同意，否則家長勿與 貴子弟一起乘搭校車返放學。若有特別需要，請及早與社工聯絡，以便學校衡量後再作決定及安排。

6.2. 學生若有嚴重情緒及行為問題而影響行車安全，或學生因特殊健康狀況需要家人照顧，學校會按需要暫時安排改以家長自行接送。

6.3. 若學生破壞校車上財物，需按機制賠償。

6.4. 為了確保學生上落校車時的安全，學生上車時請自行背著書包，家長切勿把書包交給保姆，好讓保姆可以雙手扶持學生上落。待學生坐定後，保姆會協助學生把書包除下並放好。

6.5. 另外，由於部份上落校車地點需要向運輸署申請禁區上落客許可證，基於保險及安全原因學生必須在已安排的固定車站上落車，不能隨意更改，家長請勿自行要求校車司機更改已編定的上落校車地點。

6.6. 若在乘搭校車事宜上有任何變動，須預早一個月通知社工（例如搬遷），以便學校作出適當安排。

6.7. 因應 2019 冠狀病毒病的特別安排：

(a) 學校會聘請專業清潔公司定期為校車消毒。學校亦已促請全體教職員、校車司機及保姆加強衛生防疫措施。

(b) 由於校車車廂完全密封及狹小，存在極高風險的傳染機會。因此，為了確保車上的學生及職員的健康安全，所有乘搭校車的人士包括司機、保姆及學生，必須全程佩戴口罩。

(c) 未能全程佩戴口罩的學生，不應乘搭校車，並須改由家長自行接送學生返放學。

(d) 上車前，保姆會為學生量度體溫，如有發燒情況（以校巴探熱計為參考，體溫測量攝氏 37.5 度或以上），學生不應上學，並須前往求診及留家休息。

7. 基於疫情影響社會經濟不振，校方明白家長面對的壓力，故本年度校車車費將維持不變：

屯門區 (\$470)、天水圍 / 元朗區 (\$700)

請填妥回條並於 9 月 8 日(星期三)或以前交回學校。如家長對以上安排有任何查詢或疑問，可致電 2455 1615 向學校行政主任卓姑娘或校務處關姑娘查詢。

此致

貴家長/監護人

匡智屯門晨曦學校校長



(林莉玲)謹啟

2021 年 8 月 23 日

有關家長/校車接送事宜

敬覆者：

1. 本人已知悉並同意有關家長接送及校車接送的安排。
2. 恆常接送人(最多 2 位)：

	姓名	與學生之關係	請在 9 月 8 日或前，將恆常接送人的照片透過 WhatsApp 發送到 學校手機號碼： 9610 8150
恆常接送人 1			請家長發送相片時，輸入學生姓名及與學生關係(例如：陳小明 媽媽)
恆常接送人 2			*(本學校手機號碼只供是次接收相片用途，不設回覆/通話；有關照片只供學校內部使用)

3. 乘搭校車的學生家長必須填寫以下資料：

學生乘搭校車期間如遇有任何緊急事故，學校可聯絡之人士及電話。

	姓名	與學生之關係	聯絡電話
第一選擇：			
第二選擇：			

此致

匡智屯門晨曦學校校長

班學生

家長/監護人簽署：\_\_\_\_\_

2021 年 9 月 日

Dear Parents/Guardians,

Ref No: Sch 2021-2022/02

August 23, 2021

**Picking up students matters**

In order to ensure students' safety, parents need to pay attention to the followings, relevant details have been posted in Student Communication Book:

1. Each student will be given 2 pieces "Pick-Up Card" and **parents must show the "Pick-Up Card" while picking up your child.** The "Pick-Up Card" is printed in different colors per school year to identify, **"Pick-Up Card" of 2021-2022 is Beige color.** For students' safety, parents have to apply for a replacement in case of loss.
2. For the convenience of administration, each student will be marked regular senders (max 2 people) who should be either parent, guardian or caregiver. Recent photo, student name and relationship of regular sender(s) should be clearly informed to the school for our tracking. "Pick-Up Card" will be requested to show during the beginning of this school year, 1/9 (Wed) – 10/9 (Fri), regular sender(s) will be waived to show the "Pick-Up Card" starting from 13/9 (Mon), once above information clearly handed to the school. (For the safety of students, if necessary, our staffs will ask the pick-up person to show the "Pick-up Card" if the pick-up person cannot be identified under mask)
3. Special Arrangements:
  - 3.1 Please notify the school office at the earliest if there is any change of pick-up.
  - 3.2 Students taking school bus: If **parents authorize others to pick up your child due to special reasons, the parents must inform the school office in advance** while that authorized person has to show the Pick-Up Card. **If the authorized person fails to show the Pick-Up Card nor the school received parent's notification, the student will be sent back to the school and parent will be requested to pick up the student in person at the school.**
  - 3.3 Pick-up at the school:
    - (a) **If parents cannot pick up your child due to special reasons, please inform the school social workers in advance.**
    - (b) **If parents authorize others to pick up your child due to special reasons, the parents must inform the school office in advance while that authorize person has to show the Pick-Up Card.**
4. Pick up at school:
  - 4.1 The arrival time in the morning is from 8:20am to 9:00 am, parents or domestic helpers or dormitory drivers only need to drop down students in front of the lobby glass entrance. Staffs will check students' temperature and let them clean hands before entering into the school. (If it is necessary to enter the school lobby, you must measure your temperature and rub hands with hand sanitizer before entering)
  - 4.2 The class will be finished at 12:00 noon, due to the restriction of the gathering flow, please do not arrive at the school before 11:50am.
5. By school buses:

5.1 Please notice “School Bus route for half-day classes 2021-2022” about the **new arrangement, bus schedule and bus stops have been adjusted.**

5.2 The traffic situation may be crowded during the early September, the school will adjust the bus schedule according to the actual situation after two weeks of new school year. **Further notice will be issued to parents regarding the re-adjusted time.**

5.3 If there is emergency to contact school bus nanny, parents/guardians can make calls to:

School Bus A/C	LN8507 (29seats)	☎ 9389 3138
School Bus B/D	PR4866 (24seats)	☎ 9318 3622

5.4 To maintain a prompt bus service, parents should arrive at the station **5 minutes before** the boarding and alighting scheduled time. Due to the actual traffic, sometimes there are unexpected traffic jams resulting in delayed arrival of school bus, please be patient and considerate.

5.5 In order to enable the school bus to pick up students on time, **the school bus will not wait for the parents (the time shown on school bus shall prevail). Should you not be able to catch the school bus in the morning, please send your child to school on your own. If you are late to pick up your child on time at bus stop, the student will be sent back to school and parent will be requested to pick up your child on your own at school. To minimize emotional anxiety and hunger of your child due to the half-day class, please standby at the school bus station at least 5 minutes prior to the scheduled time.**

5.6 Once there are emergency or unexpected traffic jams, school bus nanny will notify the school office immediately so that we can inform parents to make appropriate arrangements. School will send messages to parents through “SchoolApp” accordingly, please note.

6. Matters about school bus:

6.1 Due to the regulations of school bus insurance, parents are not allowed to take school bus together with students unless permit received from school in advance. Should there’s special necessary, please contact our school social workers for further consideration and arrangement.

6.2 If students have serious emotional and behavioral problems and affect school bus safety, or parents need to take care of students with special health care, school has the right to request parents to send the students to school on their own.

6.3 If the student damages the properties of school bus, parents need to pay compensation.

6.4 **To ensure the students’ safety, students need to carry the school bag on board, please don’t hand the school bag to school bus nanny so that nanny can support the students on the bus with both hands. After the student is seated, the nanny will assist the student to take off the bag until they sit down, and then put the school bag under the seat.**

6.5 **Parents cannot change the location of pick-up/drop-off points** due to the limitation of Restricted Zone Permit issued by Transport Department.

6.6 **If there are any changes about the locations (e.g. relocation), please inform the social worker one month earlier for further arrangement.**

6.7 **Special arrangement under COVID-19:**

(a) Our school has hired professional cleaning companies to disinfect the school buses. We have urged all staff members, school bus drivers and nannies to step up precautionary measures to

maintain personal and environmental hygiene of the school.

- (b) The school buses are confined and small, there is a very high risk of infection. Therefore, to ensure the health and safety of the students and staffs on the bus, all people who ride the school bus, including drivers, nannies and students must wear masks throughout the journey.
- (c) **Students who cannot wear masks throughout the journey should not take the school bus, and parents must send the students back to school on their own.**
- (d) Nannies will measure students temperature before boarding the buses, if he/she has a **fever (temperature measured on school bus served as a source of reference: 37.5°C or above), the student should not go to school. He or she must go to see doctor and stay at home for rest.**

7. In view of the weak economy under the pandemic, to relieve the pressure born by parents, the school bus fares will remain unchanged this year:

**Tuen Mun (\$470), Tin Shui Wai / Yuen Long (\$700).**

Please sign and return the reply slip on or before September 8, 2021 (Wed). If you have any queries, please feel free to call Ms. Cheuk/ Ms. Kwan at 2455 1615. Thank you for your kind attention.

Yours faithfully,



  
Lam Lee Ling

Principal

Reply Slip

Ref No: Sch 2021-2022/02

Dear Principal,

**Picking up students matters**

- I understand and agree with the mentioned arrangements.
- Regular sender (max 2 people):**

	Name	Relationship with Student ✓	Please send the recent photo of regular sender(s) to 9610 8150 via WhatsApp on or before 8/9(Wed). Please clearly mark the student name and relationship while sending photo (e.g. Mother of SiuMing)  (*The number above is only for receiving photo which only for internal record. Phone call/reply services are not available for the above number)
Regular sender 1			
Regular sender 2			

- For those students who take school bus, parents must fill in the form below:**  
Emergency contact phone numbers as follows: ✓

	Name	Relationship with Student	Phone Number
1 <sup>st</sup> priority			
2 <sup>nd</sup> priority			

Yours faithfully,

(Class: \_\_\_\_\_) Student : \_\_\_\_\_

Parent /Guardian's Signature: \_\_\_\_\_

Date : \_\_\_\_\_ / \_\_\_\_\_ /2021