

2021-2022 新學年家長注意事項

敬啟者：

新學年新開始，為加強家校在溝通及合作上的密切聯繫，幫助貴子弟投入新學年的學校生活，特將貴家長須注意之事項細列如下，敬希垂注：



1. 家校通訊渠道

1.1. **通告**：請家長每天留意貴子弟功課袋內派發之通告，簽妥後將回條放回「回條及收費袋」，交回學校，並將通告內容保存，以便有需要時翻查。如家長遺失通告，亦可到本校網頁查閱。

1.2. 手冊：

- 本校派發米黃色封面的「學生手冊」。為避免學生遺失，貴家長宜把米黃色手冊存放在家中。
- 請貴家長填妥手冊內學籍表各項資料，並貼上學生穿著本校校服之近照，於9月17日(五)或之前交回校方蓋印。

1.3. 通訊冊：

- 請貴家長將學生通訊冊每天存放於功課袋內，作為教職員與家長間日常溝通之用。

1.4. 致電教職員查詢及預約洽談：

- 家長如欲與班主任、老師、治療師聯絡，可致電留下姓名及電話，以便教職員下課後回覆；如欲與教職員面談，亦可致電本校預約時間。

1.5. **學校網頁**：本校網頁會定期更新，上載最新的學校資訊，歡迎家長瀏覽。網址為：

<http://www.hctmml.edu.hk/>



1.6. 班主任安排：

P1	P2A	P2B	P3	P4	P5
黃翠恩老師 李小雅老師	李婉儀老師 夏雅怡老師	林頌恩老師 李嘉穎老師	鍾彩麗老師 徐兆偉老師	曾嘉麗老師 李映萱老師	陳振新老師 楊瑞琴老師

P6	S1	S2-3	S4-5	S6
王耀榮老師 張雅姿老師	呂達勝老師 吳穎雅老師	蕭朗茵老師 關保榮老師	李麗瑩老師 張建邦老師	朱雅君老師 慕容永超老師

2. 家長注意事項

2.1. **校服**：學生應按手冊上所貼的時間表，穿著整齊正裝校服或運動服回校。如當天有體育課或高中體藝課，請穿著運動服回校；其餘的上課時間請穿著整齊的校服(男生--襪衫、西褲；女生--校服)上課，有關校服的式樣可參考學生手冊的內容。

2.2. 學生請假：

- **事假**：學生如因事不能回校上課，須最少於事前一天由家長或監護人填寫「學生通訊冊」內的「學生請假表」，向校方申述理由。
- **病假**：學生如因病不能回校上課，須由家長或監護人於是日上課前(8:20-9:00)致電校務處申請病假，同時填寫「學生通訊冊」內的「學生請假表」，讓學生於病假後交回校方補辦請假

手續。乘搭校車的學生，亦請儘早致電校車通知保姆，以便校車可更順利行駛。

- 如請假超過一週，請以請假信及電話通知社工或校務處。
- 如學生需覆診，請填寫「學生通訊冊」內的「學生覆診資料表」，方便了解有關安排。
- 如早上臨時有事須要請假，請儘早致電校車通知保姆，以便校車不用等候，避免延誤各車站時間。另煩請家長於上午 **08:20** 後致電學校校務處通知學生請假事宜並填寫學生通訊冊內的「學生請假表」以作記錄

A 車/C 車 (業叔)	29 座(車牌：LN8507)	☎9389 3138
B 車/D 車 (璋叔)	24 座(車牌：PR4866)	☎9318 3622
學校電話	辦公時間為上午 8:20 至下午 5:00	☎2455 1615

2.3. 如更改住址或電話，請立即通知本校更新。

2.4. 學生手冊內緊急事故通訊電話一欄務必填寫有效之聯絡電話。

2.5. 為了確保校園安全，如家長於上課時間帶 貴子弟回校，可到校務處通知校務處職員，由職員帶 貴子弟到上課地點。如家長到校參與活動或與教職員進行面談，亦請通知校務處安排家長到有關場地。

2.6. 醫療事宜

2.6.1. 學生上學前如有發燒徵狀（攝氏 37.5 度或以上），不應上學，並需留家休息及求診治理。如學生上課時有身體不適，校方會視乎學生情況，請家長提早接學生返家休息及求診治理。

2.6.2. 校方只能派發由政府註冊醫生處方之內服或外用藥物，並必須附有有效藥物標籤（包括：學生姓名、藥物名稱、藥物劑型及劑量、藥物來源、有效處方日期及正確的使用方法）之藥物，方能派予學生服用。校方均不會派發任何坊間成藥。

2.6.3. 如有藥物需帶回學校給校護處理，請家長直接交校車保姆或校務處職員確認，切勿放在書包內，以免遺失或學生把玩/誤食。

2.7. 學生每天攜帶物品

2.7.1. 個人物品：

- 學生每天需帶備小方巾、毛巾盒、水樽、功課袋、回條(如有)、外套及後備衣物(如有需要)等回校。
- 學生的個人物品必需清楚註明學生名字，以免與其他學生的物品混亂。
- 避免讓學生攜帶貴重物品回校。

2.7.2. 功課袋、回條及收費袋：

- 為方便 貴子弟妥善保存書包內的物件，每名學生獲發功課袋一個，作為存放功課、通告、通訊冊及學習材料；另獲發一個 A5 尺寸的拉鏈回條及收費袋，以盛載所有回條、繳費款項及退款（包括車費、活動費等）之用。學生必須每天將「功課袋」及「回條及收費袋」帶回學校。
- 請收到通告後於截止日期前放入學生的「回條及收費袋」內交回學校。

● 需繳交費用的回條，請同時填寫放在袋內的「紀錄表」，以防出現錯漏情況；校方收妥費用後，亦會簽名確認收妥款項，並隨後發回正式收據。

● 逾期未交回活動回條及所需費用，則恕未能接受報名。

2.8. 為保障學生安全及學校保安之用，本校校內及校車內裝置閉路電視錄影系統(CCTV)，特此通知貴家長有關安排。

2.9. 本校將派發學生證予貴子弟，請家長自行保管，於有需要時使用。而每年度的學生證均以不同顏色印製，以茲識別，2021-2022 年度的學生證為米色。

2.10. 本校規定教職員在執行校務時不可索取或接受任何禮物、金錢或其他形式的利益，以建立本校教職員之清廉形象。故懇請貴家長切勿致送禮物予本校教職員。

2.11. 有關熱帶氣旋及持續大雨安排（有關資料亦已印在通訊冊內）

家長於出門口前請留意天氣、電視廣播，學校亦會透過「校園通訊 SchoolApp」發送訊息至各家長已登記的智能手機，家長亦可致電回校以了解最新安排。

**學校的安排及應變措施，可能會因應實際天氣情況及需要而作出適當的更新或修訂。

天氣情況	特別安排
1. 當天文台發出一號熱帶氣旋警告信號	照常上課
2. 當天文台在 <u>上午 8:30 前</u> ，發出三號或以上熱帶氣旋警告信號	是日停課
3. 當天文台在 <u>上午 8:30 前</u> ，發出三號熱帶氣旋警告信號，而 <u>教育局亦已宣佈是日停課後</u> ，並於稍後時間，天文台以一號取代三號熱帶氣旋警告信號或取消所有熱帶氣旋警告信號	因教育局已宣佈全日停課，是日會繼續停課
4. 當天文台於 <u>上午 8:30 或之後</u> 發出三號熱帶氣旋警告信號，而教育局宣佈停課	全天上課情況下： 1.於 <u>中午 12:00 前宣佈</u> ，學生會如常留校午膳，並於大息完結後即下午 1:20 放學。學校屆時會通知家長安排到校或到車站接回貴子弟。 2. 於 <u>中午 12:00 後宣佈</u> ，學生會繼續留在學校上課，按正常放學時間放學（下午 3:20）放學。[如當天有課後活動，將會取消] 半天上課情況下：上課途中如教育局宣佈停課，校方會按情況再通知家長有關安排。
5. 當天文台發出八號或以上熱帶氣旋警告信號	是日停課
6. 當天文台以三號取代八號或以上熱帶氣旋警告信號，而 <u>教育局亦已宣佈是日停課</u>	是日繼續停課

暴雨警告信號	特別安排
1. 黃色暴雨	除非另行通知，否則照常上課
2. 紅色或黑色暴雨	
● 在上午 6:00 前發出	是日停課
● 在上午 6:00 至 8:30 發出	是日停課 <ul style="list-style-type: none"> ● 校車如未出發便不會開車 ● 未離家上學的學生應留在家中 ● <u>等候校車的學生應即時回家</u>，避免在街上發生危險 ● 校車如已出發，亦已接載學生。已接載或已回校的學生，學校將會通知家長到車站接回學生的時間及安排
● 在上午 8:30 後發出	繼續留校上課，直至正常放學時間

請 貴家長填妥回條並於 9 月 8 日(星期三)或前交回學校，如有任何查詢或疑問，可致電 2455 1615 向學校行政主任卓雅兒姑娘查詢。

此致

貴家長 / 監護人



區智屯門晨曦學校校長

(林莉玲) 謹啟

2021 年 9 月 1 日

(校字 2021-2022/03)

<回 條>

2021-2022 新學年家長注意事項

敬覆者：

本人已知悉並同意新學年家長注意事項之各項安排。

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

<回 條>

(校字 2021-2022/03)

2021-2022 新學年家長注意事項

敬覆者：

本人已知悉並同意新學年家長注意事項之各項安排。

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,

New Term Parents Notice 2021-2022

In order to strengthen the communication between school and parents this school year, please pay attention to the followings:



1 Home-school communication channels

1.1 **School Notices:** Please check your child's homework bag everyday, sign the reply slips of the school notices and put back to "Receipt and Fee Bag" and return to school. Parents should keep the notices for reference. Notices can also be retrieved in the school website.

1.2 **Student Handbook:**

- The one with beige colour cover is the Student Handbook. Parents/ guardians should **keep the beige colour Student Handbook at home.**
- Please complete the student registration form and affix one recent student photo with uniform. Please bring back to school **on or before September 17 (Friday).**

1.3 **Communication Book:**

- Please **keep the Communication Book in homework bag to school everyday for home-school communication channel.**

1.4 **Contacting the school staff:**

- If parents want to contact teachers and therapists, please leave your name and telephone number to the school office, parents will get reply when lessons finished.

1.5 **School Website:** the school website will be updated regularly with the latest school information.

Parents are welcomed to browse at: www.hctmml.edu.hk



1.6 **Class teachers arrangement:**

P1	P2A	P2B
Miss Wong Chui Yan Miss Lee Siu Ngar	Miss Li Yuen Yee Miss Ha Nga Yi	Miss Lam Chung Yan Miss Lee Kar Wing

P3	P4	P5	P6
Miss Chung Choi Lai Mr Tsui Siu Wai	Miss Tsang Ka Lai Miss Li Ying Huen	Mr Chan Chun Sun Miss Yeung Sui Kam	Mr Wong Yiu Wing Miss Cheung Nga Chi

S1	S2-3	S4-5	S6
Mr Lu Ta Sheng Miss Ng Wing Nga	Miss Siu Long Yan Mr Kwan Po Wing	Miss Li Lai Ying Mr Cheung Kin Pong	Miss Chu Nga Kwan Mr Moyung Wing Chiu

2 Other matters for attention

2.1 School uniform: Students should wear **tidy school uniform (boys: shirt with school badge, shorts/trousers; girls: school dress)** or school sports uniform to school according to the time table. **Please refer to the Handbook regarding the details of uniform format.** Students should wear school sports uniform if there is PE lesson, Sports and Arts Lesson on that day.

2.2 Applying leave of absence:

- Casual leave: For leaves due to any personal or family affairs, parents or guardians should fill in the “Application for Leave” form in the Communication Book with reasons at least 1 school day beforehand.
- Sick leave: To apply for sick leave in the morning, parents or guardians should call the school office before school (8:20am - 9:00am) and fill in the “Application for leave” form in the Communication Book for record. To ensure the proper school buses services, please call the school bus nanny (if applicable) as soon as possible.
- If the student applies leaves for more than 1 week, please submit application in the form of a formal letter and inform the school social worker or school office.
- If the student goes to follow-up consultation, please fill out the “Record for Follow-up Consultation” in the Communication Book.
- Emergency leave: **Please call the school bus nanny (if applicable) as soon as possible** to make sure proper school bus services. **Parents or guardians should call the school office after 8:20am regarding the reasons of absence and fill in the “application for leave” form in the Communication Book for record.**

Bus Route A & C	LN8507 (29 - seated)	☎ 9389 3138
Bus Route B & D	PR4866 (24 - seated)	☎ 9318 3622
School Office	school office hours: 8:20 a.m. to 5:00 p.m.	☎ 2455 1615

2.3 If there are any changes of address or phone number, please notify the school office immediately.

2.4 Please keep the emergency contact information in the Communication Book up-to-date.

2.5 In order to ensure school safety, parents need to **inform the school office staff when you arrive at school with your child during lesson time. The staff will take your child to the classroom.** If there are volunteer activities or appointments with staff, parents should also inform the school office and let the school office staff accompany you to the venue.

2.6 Health Care:

2.6.1 If your child has **fever (37.5°C or above) or symptom, please see doctor immediately. He/she should not go to school** and stay at home until symptoms have gone and fever has subsided for at least two days. If your child does not feel well during class, school will ask parents to take your child home and seek medical treatment.

2.6.2 School can only distribute oral or topical medicines which are **prescribed by government registered doctors** and with valid dispensed medicine label (including student’s name, name of medicine, dosage form and proper way of use). School will not distribute over-the counter medicines.

2.6.3 **For the medicines that are to be handled by school nurse, please give them directly to school bus nanny or school office staffs, followed with communication with school nurses for prescription details. Please do not put the medicines in school bags to avoid lost or mistakenly taken or played by children.**

2.7 Student personal belongings

2.7.1 Personal belongings:

- Students should **bring small towel, towel box, water bottle, homework bag, reply slip(if any) cardigan, spare clothes(if necessary)** to school every day.
- The above items should be marked with the student's name.
- Students should not bring valuables to school.

2.7.2 Homework Bag, Receipt and Fee Bag:

- Students are given a Homework Bag for keeping homework, notices, Communication Book and learning materials. Also, a zipping bag sized A5 as a "Receipt and Fee Bag" to carry all receipts, payments and refunds (including bus fees, activity fees, etc.). **Students are requested to bring both bags back to school every day.**
- Please sign the reply slips of all school notices before deadline and return them to school in the Receipt and Fee Bag.
 - **There is a "Record Card" in the Receipt and Fee Bag. When you put the fees in the Receipt and Fee Bag, please fill in the card to ensure the payment is clear and correct. Once our school office received the fees, a confirmation signature will be marked on the card** and a payment receipt will be given to you immediately.
 - If the activity receipt and the relevant payment failed to be returned to school before deadline, the application will not be accepted.

2.8 The school is installed CCTV recording system in order to protect the safety of students and school security purposes.

2.9 Student Card will be given to the parents and they should keep it for use when necessary. Student Card will be different in color for each year. The Student Card of 2021-2022 is beige in color.

2.10 In order to entrench a probity culture of the school. We urge the parents **not to send any gifts, money or other forms of interest** to the school teachers or staffs.

2.11 Typhoons and rainstorm arrangements (**relevant information also printed in the Communication Book**)

Parents should pay attention to the weather forecast and TV broadcasts before going to school. The school will also send messages to parents through the "School Communication SchoolApp". Parents can also contact school to learn about the latest arrangements.

****The school's arrangements and contingency measures may be revised according to actual weather conditions and needs.**

Weather condition	Action to be taken
1 When Tropical Cyclone Warning Signal No. 1 is issued.	School operates as usual.
2 When Tropical Cyclone Warning Signal No. 3 or above is issued <u>before 8:30 a.m.</u>	School is to be suspended for the whole day.
3 When Tropical Cyclone Warning Signal No. 3 or above is issued <u>before 8:30 a.m.</u> , and the <u>Education Bureau has made the announcement of the closure of schools</u> , then in a short time, Tropical Cyclone Warning Signal No. 3 is lowered to Signal No.1 or all signals are cancelled.	School remains suspended.
4 When Tropical Cyclone Warning Signal No. 3 is issued <u>after 8:30a.m.</u> and the Education Bureau has made the announcement of the closure of schools.	<p>Whole Day Classes:</p> <ol style="list-style-type: none"> 1 <u>Announced before 12:00 noon</u>: students will stay in school for lunch as usual and will leave school at 1:20 pm. The school will call the parents to arrange pick-up at school or at the bus station. 2 <u>Announced after 12:00 noon</u>: the school will continue the lessons until the end of the normal school hour (3:20p.m.). Any after school extra-curricular activities will be cancelled. <p>Half-Day Classes: The Education Bureau has made the announcement of the closure of schools during classes, the school will inform parents relevant arrangements.</p>
5 When Tropical Cyclone Warning Signal No. 8 is issued.	School is to be suspended.
6 When Tropical Cyclone Warning Signal No. 8 or above is lowered to Signal No. 3, and <u>the Education Bureau has made the announcement of closure of schools.</u>	School remains suspended.

Rainstorm Warning Signal	Action to be taken
1 AMBER Rainstorm Warning Signal is issued.	School operates as usual.
2 RED or BLACK Rainstorm Warning Signal	

Weather condition	Action to be taken
<ul style="list-style-type: none"> ● issued before 6:00a.m. 	School is to be suspended.
<ul style="list-style-type: none"> ● issued between 6:00a.m.- 8:30a.m. 	School is to be suspended. <ul style="list-style-type: none"> ● No school bus service. ● Students who are not on the way to school, they should stay at home ● <u>Students who are waiting for the school bus should go home immediately</u> to avoid danger on the street. ● For students who have been picked up by school bus or have returned to school, the school will inform the parents of the time and arrangement for picking up the students at the station.
<ul style="list-style-type: none"> ● issued after 8:30a.m. 	School continues the lessons until the end of the normal school hours.

Please hand in the reply slip on or before September 8 (Wed). Should you have any enquiries, please feel free to call our Executive Officer Ms. Cheuk at 2455 1615.

Thank you for your kind attention.

Yours faithfully,



Lam Lee Ling
 Lam Lee Ling
 Principal

< Reply Slip >

Ref No: Sch 2021-2022/03

New Term Parents Notice

Dear Principal,

I understand and agree with the mentioned arrangements.

Yours faithfully,

(Class: _____) Student: _____

Parent /Guardian's Signature: _____

Date: / / 2021

