



Summary of Parents' Circular No. P001/15

1 September, 2015

Dear Parents,

*This is a summary of the Parents' Circulars issued every Thursday. For details, please refer to the Chinese version. If you have any further enquiries, please feel free to contact the class teacher.*

**1. Points to note in the new school year**

**1. 1. Parents' Circulars :**

- a. Parents' Circulars will be issued normally on Thursdays**, except in case of emergency. Parents are urged to read the circulars weekly and sign on the Student Handbook to indicate you have noted the content of the circulars.
- b. Reply slips (if any) have to be returned to the teachers before the stated date.**
- c. Students deliver Parents' Circulars to their parents and hand in the reply slips punctually reflect their sense of responsibility.** Parents are advised to help your children develop these good habits.
- d. Parents may also download the circulars from our school website.**

**1. 2. Student Handbook :**

Parents are reminded to fill out and sign the following forms.

**(1) Student's personal data (inside cover):**

Please fill out the form as accurate as possible and have a student's recent photo fixed. Both father and mother are expected to sign at the end of the form. In case a student is taken care of by a guardian, his/her signature is also required. All future correspondences are checked against these signatures.

**(2) After-school arrangements:**

Your child may go home on his/her own, or be picked up by the parents/guardian, or take the school bus home after school. Please indicate which way your child goes home everyday, and in case of severe weather conditions when the school is to close immediately, by filling out the forms in **page 1** of the Student Handbook.

For the sake of safety, P1 and P2 students are not allowed to go home themselves.

**(3) Student's health conditions:**

Please fill out and sign the form in **page 4** of the Student Handbook to have the school informed of your child's health conditions. Consult your family doctor if necessary. Please keep the school informed of any subsequent changes in your child's health conditions by written notice using **page 14-18** of the Student Handbook.

Any temporary suspension from P.E. lessons due to health conditions will have to be noticed in writing using page 14-18 of the Student Handbook or otherwise.

**(4) Daily homework:**

To be recorded in **page 24-55** of the Student Handbook. Parents are expected to sign in the space provided everyday after checking that the homework is properly finished.

**1. 3. Special School Hours in the First Week :**

Date	Tuesday, 1 September to Friday, 4 September	Monday, 7 September
From	8:20am	
To	11:45am	3:30pm(lunch time : 12:20pm)
Remarks	Thursday, 3 September: The 70th anniversary day of the victory of the Chinese people's war of resistance against Japanese aggression, on a one-off basis as an additional Statutory Holiday and General Holiday for 2015.No school on that day.	

1. 4. **School bus service** : In order to meet the needs of students, School bus company will arrange two sessions to take students home. Details are as follows:

First session	Depart at 3:45 pm
*Second session	Depart at 4:45 pm
* This arrangement only for school bus students	
* Details will be arranged by the school bus company. Covered areas can be referred to "School Bus Pledge".	

## **2. School Textbook Assistance (TA) Scheme , Student Travel Subsidy (STS) Scheme and Subsidy Scheme for Internet Access Charges (SIA)**

2. 1. The Notifications of Result for Assessment of Eligibility 2015/16 are sent to eligible applicants by The Student Financial Assistance Agency . " Temporary School Textbook Assistance(TA) " and "Subsidy for Internet Access Charges(SIA) " have been released by autopay to those students who are confirmed to be eligible for the schemes by late July /August. "Student Travel Subsidy" will be released in October. Parents should keep the Notification of Result as documentary proof for other assistance programmes (e.g. Lunch Subsidy ,H.K. Jockey Club Life-wide Learning Fund).
2. 2. Any queries may be directed to the Agency's office at 2802 2345.
2. 3. **The Eligibility Certificate (EC) should be submitted to the school for confirmation on or before Friday, 4 September.** After confirmation, the EC will be sent to the Agency by the school. Any EC received after that date should also be submitted to the school for confirmation. But they will have to be returned to the Student Financial Assistance Agency by the parents themselves. Before the submission, parents should photo copy the Eligibility Certificate as documentary proof for other assistance programmes(e.g. Lunch Subsidy by Community Care Fund, H.K. Jockey Club Life-wide Learning Fund). "School Textbook Assistance(TA) " , "Student Travel Subsidy" and "Subsidy for Internet Access Charges(SIA) " will be released in October. All EC should be returned to the Student Financial Assistance Agency on or before 29 January,2016.
2. 4. If the student has received school-related financial assistance under the 2015/16 Comprehensive Social Security Assistance, the Eligibility Certificate (EC) should not be handed in.
2. 5. The Commission on Poverty approved in March 2015 the allocation of funds from the Community Care Fund for the **provision of a one-off subsidy of \$3,600 for those primary students who are eligible for full grant under the School Textbook Assistance Scheme** in the 2015/16 school year. The initiative is to provide enhanced support for the children of low-income families prior to the implementation of the Low-income Working Family Allowance Scheme. The above one-off subsidy will be credited, together with the textbook assistance, to the bank account of eligible applicants after the schools have verified the enrolment information of the concerned students.

## **3. Student Health Service / School Dental Care Service**

3. 1. The Student Health Service and the School Dental Care Service invite students to participate in the services. Parents are required to complete the Application and Consent Form for enrolment. **Please submit the completed forms and the required fees (\$20) to the class teacher on or before Friday, 4 September.**
3. 2. All the students are requested to return the form and should fill in the "Consent and Statement" column with a tick when no application is needed.

## **4. Lunch Arrangements**

4. 1. For safety's sake, students are prohibited from leaving school during lunch hour. Lunch may be taken to school by students or sent to school by parents. Students are welcome to join the lunchbox ordering service arranged by Murray Food & Beverage Limited.
4. 2. In order to keep the classrooms neat and tidy, all students should use a tablemat when having lunch. **Those students who join the lunchbox ordering service will be provided a free set of plastic tablemat and eating utensils on Friday, 4 September.** Students bring lunch to school or students whose lunch is sent to school by parents should bring their own tablemats.

4. 3. The tablemats may be left at school from Monday to Thursday. But on Fridays or the day before a long school holiday, students should take the tablemats home and clean thoroughly. They have to be brought back when school restarts.
4. 4. **Parents sending lunch to school arrangement:** To let children have their lunch on time, parents please dispatch the food to school **between 11:00 a.m. and 11:45a.m.**

#### **5. Free Lunch at Schools (From September 2015 to June 2016)**

5. 1. The Education Bureau will provide Free Lunch at Schools (Free Lunch) for eligible primary students in the 2015/16 school year. Parents are now invited to join the programme. Details in connection with the application are as follows:

Eligible Students: Primary 1 to Primary 6 students meeting all of the following criteria can participate in the captioned programme:

- (i) receiving full grant under the Student Financial Assistance Schemes (SFAS) in the 2015/16 school year;  
[Note: Parents are required to submit documentary proof on SFAS full grant status (i.e. Notification of Result for Assessment of Eligibility 2015/16 or Eligibility Certificate 2015/16 issued by the Student Finance Office of the Working Family and Student Financial Assistance Agency) to the school to facilitate the arrangement on lunch payment for the eligible students.]
- (ii) studying in whole-day government, aided (including special schools) or Direct Subsidy Scheme (DSS) primary schools; and
- (iii) having lunch arranged by their attending schools.  
[Note: Students bringing their own packed lunch to school will not be provided with the subsidy.]

Principles: Participating schools will be provided with the relevant funding direct by the Education Bureau for making lunch charges on behalf of the students meeting all the above criteria.

- Points to Note:
- (i) Parents can decide whether to participate or not. Parents should submit applications for the Free Lunch to schools and provide the documentary proof required.
  - (ii) In principle, the lunch subsidy should be available as from the date on which the application for Free Lunch is submitted by parents. There should be no retrospective effect on lunch subsidy before the date of application.
  - (iii) Since it takes time for assessment of the SFAS applications and it is common to make lunch charges in advance, for parents who are waiting for the assessment result of the SFAS when submitting the applications for the Free Lunch, and have already made the payment for the lunch expenses for their children, the school will arrange the lunch supplier to return the relevant payments to the parents upon production of the documentary proof as required.
  - (iv) Parents can submit their applications to schools later even if they do not intend to apply for the Free Lunch at the beginning of the school year. However, the lunch subsidy will only be available from the date on which the application for the Free Lunch is submitted to the school by parents. There should be no retrospective effect on lunch subsidy before the date of application.
  - (v) The information provided by parents is used only for the processing of the application for Free Lunch.

5. 2. If required, the school may provide the lunch supplier with the name of your child but it is confined to processing matters in relation to the Free Lunch.

5. 3. **Please return the reply slip to the class teacher on or before Tuesday, 15 September.**

## **6. Subscription for Newspapers & Children Magazines**

6. 1. A number of children magazines and newspapers accept student subscription at a discounted rate. For details please refer to Chinese version and magazine leaflets.
6. 2. Subscription can be made on **Tuesday, 8 September at 8:30 am -9:30am** in the New School Library (Ground Floor).

## **7. Hong Kong Schools Speech Festival**

7. 1. English, Chinese and Putonghua teachers may enroll selected students in the forthcoming Speech Competition in November. Further notice will be served to those selected. If parents would like to enter the competition on their own (at their own expenses and training), they are advised to complete the entry form (**can be obtained from relevant teachers before Friday, 4 September**) and **hand in to the relevant teachers together with the required entry fees on or before Thursday, 10 September.**

## **8. MTR Student Travel Scheme (P.6)**

8. 1. Any students aged 12 or over are eligible to apply for MTR Student Travel Scheme. P.6 students who are eligible may complete the enclosed application form and return to school for endorsement. Endorsed application forms can be submitted to any MTR Customer Service Centre.
8. 2. Application forms can also be obtained from the General Office or any MTR Customer Service Centre.
8. 3. Any inquiries may be directed to the MTR Student Travel Scheme Office at 2881 8888.

## **9. School Bus Safety Guideline**

9. 1. “The School Bus Safety Guideline” and “School Bus Regulation” are delivered for parents’ reference. (For students taking school bus only)
9. 2. “School Bus Service Pledge” is also delivered by the school bus service provider. The school will ensure the school bus service provider operates according to the safety guidelines issued by the Transport Department. In accordance to the law of Hong Kong, three students whose heights of not exceed 1.3m can be counted as two passengers.
9. 3. Parents are required to arrange the pick-up/set-down time and point with the school bus service provider. Students and parents are strongly advised to arrive at the point before the arranged time.

### Remarks:

- Thursday, 3 September : The 70th anniversary day of the victory of the Chinese people’s war of resistance against Japanese aggression. , on a one-off basis as an additional Statutory Holiday and General Holiday for 2015.No school on that day.

Lee Yiu Po  
Principal

**P.1 – P.6**

**Please return this reply slip to the class teacher on or before 2 September.**

**Parents Circular Reply Slip (No.P001/15)**  
**Matters on the issue of Parents' Circulars**

**Student's Name:** \_\_\_\_\_  
**Class:** \_\_\_\_\_ **Class No.:** \_\_\_\_\_

*I acknowledge the followings:*

1. Parents' Circulars will be issued normally on Thursdays, except in case of emergency.
2. Parents are required to read the circulars weekly and sign on the Student Handbook.
3. Reply slips (if any) have to be returned to the teachers before the stated date.

Parent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**P.1 – P.6**

**Please return this reply slip to the class teacher on or before 15 September.**

**Parents Circular Reply Slip (No.P001/15)**  
**Free Lunch at Schools (2015-16)**

**Student's Name:** \_\_\_\_\_  
**Class:** \_\_\_\_\_ **Class No.:** \_\_\_\_\_

*(Please indicate your preference with a '✓')*

- My child is receiving full grant under the Student Financial Assistance Scheme (SFAS) and **will participate** in the Free Lunch at Schools programme. Attached the photocopy of "Notification of Result for Assessment of Eligibility 2015/16 or Eligibility Certificate 2015/16".
- My child **will not participate in** the Free Lunch at Schools programme for
- unable to produce the photocopy of "Notification of Result for Assessment of Eligibility 2015/16 or Eligibility Certificate 2015/16" and application will be made next month.
  - ineligible to apply.
  - no application.

Parent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_