

PAOC Ka Chi Secondary School

加拿大神召會嘉智中學

School Circular No.1 (2020-2021)

家長通告第一號 (2020 至 2021 年度)

【Important Reminders at School Opening】

【新學期開始重要事項提要】

26 August 2020

Dear Parents,

Welcome back to the Ka Chi Family! A special welcome to all secondary one students and the new-comers! Please be reminded of the following important things.

1. Arrangements for the collection of textbooks, school circulars and the payment of miscellaneous fees on 1 September 2020

Parents, please come to the school to collect the school opening documents (including student handbook, ordered textbooks, school-based course learning materials, etc.) according to the following timetable. Please bring an environmental bag and a pen. If parents are unable to arrive at school on that day, please pay miscellaneous fees and collect relevant documents at the General Office on 2 September 2020 (08:30 to 16:30).

Time	Form	Venus
09:15-11:15	F. 1	MP Room
09:15-11:15	F. 6	G11
11:15-13:15	F. 2	MP Room
11:15-13:15	F. 5	G11
13:15-14:15	-----	Lunch time
14:15-15:45	F. 3	MP Room
14:15-15:45	F. 4	G11

Parents, please check your temperature before leaving home. When arriving at the school, please maintain proper social distance, wear a mask, and go through the registration formalities at the reception. The school will also conduct temperature checking and provide hand sanitizer at the reception.

2. Arrangements for payment of miscellaneous fees on 1 September 2020

The total amount of fees

Class	F. 1 Chinese	F. 1 Non-Chinese	F. 2 Chinese	F. 2 Non-Chinese	F. 3 Chinese	F. 3 Non-Chinese
Amount (HK\$)	357.7	339.5	605.4	587.2	595.4	577.2

Class	F. 4 Chinese	F. 4 Non-Chinese	F. 5 Chinese	F. 5 Non-Chinese	F. 6 Chinese	F. 6 Non-Chinese
Amount (HK\$)	937.2	987.7	807.2	857.7	533.9	485.6

Methods of payment (chosed one of the followings):

(a) By Cheque

Crossed cheque payable to "The IMC of PAOC Ka Chi Secondary School", with the student's name, class and telephone number written at the back of the cheque.

(b) In cash

Please tender exact amount in an envelope with the student's name, class and amount written on the cover. No change shall be provided.

Receipts will be issued to students when they return to school.

3. Class teacher's periods on 1 and 2 September 2020

Time: 08:30-09:10

- Purposes:
- (a) Establish the get up early habit of students;
 - (b) Assist students to prepare for online lessons;
 - (c) Understand the emotional and mental health of students during the epidemic, and refer them to the counseling team and school social workers if necessary;
 - (d) Let students understand the annual theme of this school year.

Parents, please remind students to join the online class teacher's periods at 08:30 every day and prepare paper and pen.

4. Submit the school circulars' reply slips online

Parents are requested to complete and submit the following notices online on or before 3 September 2020:

- (a) School circular No. 1 【 Important Reminders at School Opening 】
- (b) School circular No. 2 【 Personal Records of Students 】

5. Music lesson supplies

F. 1 students need to bring their own 21- or 23-inch (wood or metal parts) Ukulele for music lessons. Please purchase from any musical instrument store.

6. Student Health and Emergency Room Charges and Consent Form

In order to build up a healthy campus, the school is requesting the parents to urge your child to follow healthy diets and daily routines; take regular rest; maintain personal, household and school hygiene. If your child appears to have symptoms of upper respiratory tract infections including fever, cough and sore throat, he/she should seek for medical treatments as soon as possible and take rest at home according to the suggestions from doctors.

Whereas the public hospitals will charge the patient \$180 per attendance of Accident and Emergency services, now the school is earnestly requesting the parents to sign the consent form and allow the school to make suitable Accident and Emergency service arrangements under urgent circumstances. Thank you very much for your kind attention.

7. Intellectual Property and the Publication of Student Works and Photos

In order to teach our students to respect intellectual property, the school is requesting the parents to urge your child not to plagiarize from other students, reading materials, internet or all works created by others. If any infringement is found, it will be handled as late homework submission and the scores in the related homework or tests or examinations will also be deducted. If your child needs to cite from other authors, please lists the origins for showing respect to the owner's copyright.

The school will display photos or works from students through channels like school magazines, school exhibitions or school website serving for commendation purpose. The school is earnestly requesting the parents to sign the consent form and approve the attendance of public competitions.

8. School Contingency Measures in The Event of Tropical Cyclones and Heavy Rain Warning Signals

In order to ensure a safe learning environment for students, the parents should pay attentions to the following arrangements in case of tropical cyclones and heavy rain warning signals are in effect:

- (a) If Tropical Cyclone Warning Signal No. 8 or above, Red or Black Rain Signals are hoisted before school and the Education Bureau has made announcements of school suspension, the school will make school suspension announcements. Students need not attend school that day.
- (b) If the Education Bureau makes announcements of suspension during school time, the lessons are to continue. Until the situations are safe, the school will announce school suspension and students can return home alone. Therefore,
 - (i) there is no need for parents to bring your child back home under heavy rain as the school does not make announcements of school suspension, staying at school will be the safest. If the situation is safe, the school will permit the students to leave alone and it is not necessary to bring back your child.
 - (ii) If the school makes the decision of finishing the lessons earlier, the school will announce on the school website and inform the registered parents of the news through short message service (SMS). Please pay attention.
- (c) If the Hong Kong Observatory issues the Red and Black Rain Signals during school time, the school will undertake the following arrangements:
 - (i) The school will not finish the lessons earlier and all students will not leave until the end of the normal school hours. And the school will assess the situation after school and decide if it is suitable for students to return home.
 - (ii) Except for special reasons and with the presence of legal guardians, the school strongly discourages the parents to take their children home without the school's announcements of suspension, since this behavior is threatening the parents' safety and seriously affecting the students' normal studies.
 - (iii) If the school does not make announcements of school suspension, it means staying at school will be the safest. And teachers will continue their lessons as normal. If the parents are still worried about your child, please send legal guardians to register at school in person and pick up your child.
 - (iv) If the situation permits, students may have lunch out of school. If going out is considered to be dangerous, the school will make special lunch arrangements and students can buy food at the school tuck shop. And the school will extend the lunch time and allow enough time for students to buy food. All class teachers will stay at classrooms and take care of the students. The tuck shop will provide basic food such as bread, lunch boxes and noodles. As this is a special case, parents please be considerate about the inadequate selection and quality of the food provided, and understand that this is the best the school can provide. The school will not allow takeaway orders as this is unfair to some of the students and chaos will be generated. The late delivery of the takeaway food due to bad weathers may delay normal class too.
 - (v) Some students express that they are not able to buy food in the tuck shop as they don't have money with them. And the school is suggesting that parents should give a small amount of money to students daily for contingencies even if your child is having lunch at home as there are actual needs for students to use money in such cases as cited above.
 - (vi) The parents should remind your child of requesting help from teachers if he/she is in lack of money and the teachers will help the students maximally to resolve the problems such as lending money or giving biscuits to students.

The school will take the students' safety into the greatest account and deploy different contingency measures. Urgent cases cannot be listed thoroughly, yet safety will be on our top

priority anytime. The school is earnestly inviting the joint efforts of the parents and, please urge your child to obey the current instructions from the school and teachers. Should you have any inquiries or advice, welcome to call at 2441 3818 to contact with vice principal, Ms. Cindy Tan. Thanks for your kind attention.

9. Student Activities Support Grant

The funding is to subsidize students' life-wide learning activities such as local or overseas excursions, project learning, training courses, uniformed groups, community services and sports activities, etc.

Parents may apply for partial or full exemption of life-wide learning activity fees up to \$1,000 a year if students fulfill the following requirements:

- (a) Students who are receiving a full subsidy
- (b) Students who are granted with comprehensive social security assistance (CSSA)
- (c) Students who are in special economic needs

Parents of those students who do not meet the above requirements may still apply for a discretionary subsidy up to \$800 a year through the following procedures:

- (i) Submit a parent's letter stating clearly
 - Name of the activity
 - Subsidy applying
 - Date
- (ii) The letter is transferred to the general office via class teacher.
- (iii) The school will exercise her discretionary power in granting partial exemption of the life-wide learning activities' fee based on the following criteria:
 - Any siblings receiving half- subsidy
 - The number of siblings attending school
 - Special situation, for example: parents are unemployed
 - Others

Yours faithfully,



Principal Wong Wai Keung

PAOC Ka Chi Secondary School
加拿大神召會嘉智中學

School Circular No.1 (2020-2021)
家長通告第一號 (2020 至 2021 年度)

【Important Reminders at School Opening】
【新學期開始重要事項提要】

敬啟者：

歡迎各位同學重返校園，並特別歡迎所有中一學生以及插班生加入我們的大家庭。新學年伊始，希望藉此提醒各位有關以下的重要事項。

1. 2020年9月1日，家長到校領取書本、開學通告及繳交雜費安排

請家長按以下時間到校領取開學文件(包括學生手冊、已訂購書籍、校本課程學習材料等)，並帶備環保袋及原子筆。如家長未能於當日到校，請於2020年9月2日(08:30 to 16:30)到校務處繳交雜費及領取有關文件。

時間	年級	地點
09:15-11:15	F1	多用途活動室
09:15-11:15	F6	英文室
11:15-13:15	F2	多用途活動室
11:15-13:15	F5	英文室
13:15-14:15	-----	學校午膳時間
14:15-15:45	F3	多用途活動室
14:15-15:45	F4	英文室

請家長在離家之前檢查您的體溫。到達學校後，請保持適當社交距離，佩戴口罩，並在接待處辦理登記手續。我們亦將在接待處進行體溫檢測和提供搓手液以消毒雙手。

2. 2020年9月1日繳交雜費安排

各項費用之總額

班級	F. 1 華語	F. 1 非華語	F. 2 華語	F. 2 非華語	F. 3 華語	F. 3 非華語
總額 (港幣\$)	357.7	339.5	605.4	587.2	595.4	577.2

班級	F. 4 華語	F. 4 非華語	F. 5 華語	F. 5 非華語	F. 6 華語	F. 6 非華語
總額 (港幣\$)	937.2	987.7	807.2	857.7	533.9	485.6

繳費方法 (二者取其一)：

- 劃線支票：抬頭為『加拿大神召會嘉智中學法團校董會』或『The IMC of PAOC Ka Chi Secondary School』(支票背面請寫上學生姓名、升讀班別及聯絡電話)；
- 現金(因不設找贖，請家長預備應繳費用之實際金額，並將款項放入信封內，信封面請註明學生姓名、班級及應繳費用總額)

雜費收據將於學生回校上課發給學生。

3. 2020年9月1及2日開學班主任課

時間：08:30-09:10

- 目的：
- 建立學生早起的習慣；
 - 協助學生為網上課堂作好準備；

(c) 了解學生於疫情期間的情緒及心理健康，有需要可轉介給輔導組及學校社工；

(d) 讓學生認識本學年的價值教育主題。

請家長叮囑學生每天 08:30 準時進入網上班主任節，並預備紙筆。

4. 網上呈交開學通告

請家長於 2020 年 9 月 3 日或以前於網上填妥及呈交以下通告：

(a) 家長通告第一號通告【新學期開始重要事項提要】

(b) 家長通告第二號通告【學生個人記錄】

5. 音樂課學習用品

中一學生需自備一把 21 或 23 吋(木製或金屬零件)小結他，請往任何一間樂器店自行購買。

6. 學生健康及急症室收費事宜與同意書

為建立一個健康校園，請家長敦促子弟注意遵守健康的飲食及生活習慣，作息有時，並保持個人、家居及學校的衛生清潔。若出現發熱、咳嗽、喉痛等上呼吸道感染病徵，應盡早求醫，並按照醫生建議留在家中休息。

此外，鑑於政府醫院會就急病求診個案收取每次\$180 的服務費，現懇請家長簽署同意書，讓學校在緊急情況下可安排子弟到急症室求醫，以免耽誤治療時間，尚希垂注為感！

7. 知識產權及學生作品與相片之刊載

為使同學學習保護知識產權，懇請家長敦促子弟切勿抄襲其他同學、書報、網上或所有非本人創作之作品，如有發現，學生可視為欠交功課處理，而其功課或測驗考試所得分數亦將被扣除。若貴子弟需引錄其他作者之作品，請列明有關出處，以示尊重原創者之版權。

本校為肯定同學的成果，會於學校刊物、宣傳品、校園擺設或校網等途徑展示同學的照片及作品，並會選取優秀作品參與公開比賽。懇請家長簽署同意書，讓貴子弟的作品得以參加公開比賽。

8. 熱帶氣旋及暴雨警告訊號生效時學校之應變措施

為讓學生得以在安全的環境下學習，請家長注意下列有關熱帶氣旋及暴雨警告生效時之安排：

(a) 若八號或以上颱風訊號、紅色或黑色暴雨警告於上課前已生效，教育局已宣佈停課時，同學於該天則不用回校上課。

(b) 若教育局於上課時間內發出停課通知，學校會照常上課，在安全情況下，學校才會宣佈停課，讓學生自行回家。因此，

(i) 家長不需冒着大風暴雨到校接回子女，因為學校沒有宣佈停課，子女留校實為最安全的安排；若情況安全，學校會讓學生自行離開學校，家長無需到校接回子女。

(ii) 若學校決定於上課期間提早放學，則會於學校網頁及已登記家長之手機短訊中向家長發放消息，請家長留意。

(c) 凡於上課時間內發出紅色及黑色暴雨警告時，學校將作下列方式處理：

(i) 學校不會提早放學，學生會留校至下午放學時間，上課如常進行，至放學時間再視乎當時情況是否合適，學校才決定會否讓學生離開。

(ii) 除非有非常特殊理由，並有法定監護人到校，學校極不鼓勵家長在學校沒有宣佈停課時接走子女，此舉一來對家長自身的安危構成威脅，二者會嚴重影響學生的正常學習，懇請家長垂注。

(iii) 紅色及黑色暴雨警告發出時，學生會否如常於下午放學時間放學，學校會因應安全情況於學校網頁及已登記之家長手機短訊中向家長發放消息，請家長留意。

(iv) 若情況許可，學校會讓學生出外午膳，惟若學校認為學生出外用膳安全會受威脅時，學校會作特別安排，讓學生有秩序地到食物部購買食物充饑。學校會提早午膳時間，讓學

生有足夠時間購買食物，而班主任亦會到課室照顧同學；食物部會提供足夠及基本的充饑食物，如麵包、飯盒或米粉、麵類等。鑑於情況特殊，家長須明白縱使食物味道不夠好，種類不夠多，但基於全校學生的安全考慮，這是一個本校所能安排的最可行措施。學校不會讓學生自行訂購外賣，因此舉會造成不公平及混亂，更可能因天雨關係而外賣不能於短時間送到，以致延誤上課時間。

- (v) 有同學表示因沒有帶錢回校而未能到本校食物部購買食物，現請家長留意，縱使學生回家吃飯，本校建議家長能每日給予少量零用錢作學生應急之用，畢竟中學生需要零用錢傍身，以應付突發需要，就如上述的情況一般。
- (vi) 不過，若同學即時未有金錢在身，請家長督請學生向老師提出請求，本校老師定當竭力幫助學生，解決基本充饑的需要，例如先借出金錢讓學生購買食物，或私下拿出餅乾讓學生充饑等。

學校一定會以全體學生的安全為最大考慮原則，作出不同的應變措施；緊急情況不能盡錄，但安全是首要原則，懇請家長與學校通力合作，並囑咐貴子弟遵守校方及老師當下的指示。家長有任何疑問或意見，歡迎致電 2441 3818 與陳思慈副校長聯絡。

9. 學生活動支援津貼

學生活動支援津貼資助中一至中六學生參與全方位學習活動之費用，例如境內或境外參觀考察、專題研習、訓練課程、制服團隊、社會服務、體藝活動等。

學生如符合下列資格者，家長可向校方申請學生活動支援津貼，豁免部份或全部參與全方位學習活動所須費用，全學年上限為\$1,000。

- (a) 領取學生全額資助的學生
- (b) 領取綜合社會保障援助的學生
- (c) 其他有特殊經濟需要的學生

未符合上述資格的學生而須申請學生活動支援津貼，家長亦可依下列程序向學校申請酌情權，豁免部份全方位學習活動所須費用，全學年上限為\$800。

- (i) 提交家長信解釋清楚所須申請之
 - 活動名稱
 - 申請項目
 - 日期
- (ii) 信件交班主任轉交校務處。
- (iii) 校方將按下列條件而評定應否讓申請學生獲取校方給予酌情權，作為豁免部份全方位學習活動所須費用：
 - 有否獲得學生半額資助
 - 兄弟姊妹求學人數
 - 特殊情形，例如：家長突然失業
 - 其他

此致
貴家長

校長



謹啟

二零二零年八月二十六日

【Reply Slip 回條】

Dear Principal,

I have read and understand the details of School Circular No.1 regarding 【Important Reminders at School Opening】and been informed of the various arrangements written on the school circular. Now I respond as follows:

敬覆者：頃接家長通告第一號，藉悉 貴校有關【新學期開始重要事項提要】各項安排事宜。現奉覆如下：

1. I understand about the details of the [Arrangements of the collection of textbooks, school circulars and the payment of miscellaneous fees on 1 September 2020], [Class teacher's periods on 1 and 2 September 2020] and [Online submission of school opening circulars] respectively.

本人得悉 貴校有關【2020年9月1日家長到校領取書本、開學通告及繳交雜費安排】、【2020年9月1及2日開學班主任課】及【網上呈交開學通告】事宜。

2. I will purchase a 21- or 23-inch (wood or metal parts) Ukulele from a musical instrument store. (For F.1 students only)

本人會自行購買一把 21 或 23 吋(木製或金屬零件)小結他。(中一學生適用)

3. I understand about the details of the [Special School Time Arrangements], [School Contingency Measures When the Tropical Cyclone and Heavy Rain Warning Signals are Hoisted] and [Student Activities Support Grant] respectively.

本人明白 貴校有關【特別上課時間安排】、【熱帶氣旋及暴雨警告訊號生效時學校之應變措施】及【學生活動支援津貼】事宜。

4. Concerning the [Student Health and Emergency Room Charges and Consent Form], I agree the school arranging Accident and Emergency services for my child under urgent circumstances, and I am willing to pay the charges concerned.

有關【學生健康及急症室收費事宜與同意書】，本人同意貴校在緊急情況下安排敝子弟到急症室求診，而本人亦願意繳付有關服務費。

5. Concerning the [Intellectual Property and the Publication of Student Works and Photos], I agree the school publishing the works and photos of my child and uses the quality works for public competitions.

有關【知識產權及學生作品與相片之刊載】，本人同意貴校刊載敝子弟之作品及相片，並將其優秀作品作公開參賽之用。

此覆

加拿大神召會嘉智中學校長

Name of Student	學生姓名:	_____
Class	班 別:	_____
Class Number	學 號:	_____
Name of Parent	家長姓名:	_____
Signature of Parent	家長簽名:	_____
Date	日 期:	_____