



To: All Parents  
From: Dr Agnes Wai, Principal  
Date: 2<sup>nd</sup> September 2019

聖士提反書院附屬小學

*St Stephen's College Preparatory School*

**Notice No.7**  
**General Reminder to Parents**

1. Lunch Delivery Arrangement
  - Please have the lunch boxes labelled with student's name and class, delivered to the designated place on the G/F of Block B. Parents / helpers should not loiter within the campus.
  - The lunch time is divided as follows into two slots:  
**G1-G3 (12:35 pm – 1:05 pm)**  
**G4-G6 (1:05 pm – 1:35 pm)**
2. Time of Arrival
  - Students are to arrive at School and be in the classroom **by 8:10 am**, or they will be considered late and it will be recorded in the Report Card.
3. School Entrance
  - For safety sake, parents and students are requested to use the small side gate for entrance or exit. The main gate is strictly for vehicles only.
4. Food Policy
  - Only the following types of healthy food are allowed for consumption during recess: sandwiches, biscuits, cakes, water and dairy drinks. All kinds of unhealthy snacks (e.g. soft drinks, crisps, candies, chocolate, xiao-mai etc.) are not allowed.
5. Food Allergy
  - Parents are requested to send a formal letter to the School, informing about their child's food allergy, if any.
6. E-notice
  - The School has started the practice of e-notice. Hard copies will be rarely sent. Parents are reminded to check the school apps for the e-notices.
7. Handling of Personal Items
  - Please remember to have all the belongings of your child (cardigans, water-bottles, lunch boxes, woolen vests, instruments etc.) labelled with name and class.
  - Reported unlabelled items will be kept for 2 weeks and later discarded if unclaimed.
8. Student Identity Card
  - "Student ID Card" is used as official identity proof for students. All the cards are to be kept by the class teachers. Parents could approach the class teachers for the card where necessary and should be returned after use.
  - A payment of \$50 will be charged for replacement.
9. Records of Awards / Demerits

Records of awards / demerits will be entered in the following:

  - Demerit: Notification of Misconduct
  - Minor merit, major merit, minor breach, major breach: Report Card

(3 demerits make 1 minor breach, 3 minor breaches make 1 major breach, and an accumulation of 3 major breaches entails dismissal)
10. Regulations Governing Leave of Absence
  - As each student has been given a copy of the school calendar, parents are advised to make plans for vacation accordingly. Requests for day(s) of absence before and after long holidays like Christmas, New Year and Easter would not be granted.
  - Request for sick leaves of two days or more has to be made together with a medical certificate signed by a registered medical practitioner.
  - Any student who is absent for over five days without reasonable grounds will not be allowed to sit for examinations.
  - In case of sick or casual leave, the homework of that day will not be allowed to be collected by the parents, guardians or bus personnel. The rationale being that a student needs complete rest in case of the sick leave and if it is casual leave, the student will be away from home hence, will not be able to do the homework. So, when the student returns to the School, he / she will have to contact respective subject teachers for the homework.
  - All sick leave, approved leave and leave of absence will be recorded in the Report Card.
  - Please refer to Page 5 and 6 of "Memorandum for Students" for further details.



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## 通告第七號 家長注意事項

- 送午膳安排**
  - 家長或家傭送午膳到校，請將寫上學生班別、姓名之午餐盒放於 B 座地下指定位置；家長或家傭請勿於校園內流連。
  - 午膳分兩段時間：  
一至三年級 (12:35 pm 至 1:05 pm)  
四至六年級 (1:05 pm 至 1:35 pm)
- 上學時間**
  - 學生需於 **8:10 am 或之前** 回到課室上課，否則作遲到處理，並記錄於成績表上。
- 進出校園**
  - 家長及學生請使用校園行人閘口出入，不可使用車輛閘口，以策安全。
- 營養校園**
  - 學生只可攜帶下列健康食品及飲品回校於小息進食，包括三文治、餅乾、蛋糕、清水、奶類飲品；零食及不健康飲品（例如汽水、薯條、糖、巧克力、燒賣等）一律禁止攜帶回校。
- 食物敏感**
  - 如學生對某種或多種食物產生敏感，請家長以書面通知校方。
- 電子通告**
  - 校方已實施電子通告制度，大部份通告已不再以紙張文件發出，請家長留意學校手機程式以接收及回覆通告。
- 個人物品處理**
  - 學生物品（外套、水壺、飯壺、毛背心及樂器等）請寫上班級及名字，避免遺失。
  - 校方拾獲無名字物品將保留兩星期，如無人認領，將會丟棄。
- 學生證**
  - 「學生證」為本校官方的身分證明文件。證件需由班主任保管，家長在有需要時可向班主任索取證件，並於使用後歸還班主任。
  - 如遺失補領，每證需繳付\$50 行政費。
- 獎懲紀錄：**

學生獎懲將列於下列文件中：

  - 缺點將登錄於「操行欠佳紀錄」。
  - 小功、大功、小過、大過將列於成績表上。

（凡學生累積被記三缺點，將變成一小過；凡學生累積三小過，將變成一大過；凡學生累積三大過，將被開除學籍）
- 請假規例**
  - 每位學生均有校曆表一份，請家長於計劃度假、外遊探親等活動時先依據校曆表安排；聖誕節、農曆新年、復活節等長假期前後無故請假，將不被接納。
  - 如學生因病請假兩天或以上者，均需出示註冊醫生證明紙。
  - 每位學生每學期不可無故缺席超過五天，否則該生將不獲准參加考試。
  - 如學生因病請假，須留家好好休息，調理身體；如學生因事請假，亦不能於當天完成家課；故凡請假學生，須於銷假回校後補做家課；校方亦不提供請假日領取家課之安排。
  - 所有病假、事假及缺席均會記錄於成績表內。
  - 請假程序請參考《學生入學須知》第五及第六頁。

以上通告  
一至六年級家長

校長  
衛燕華博士

二〇一九年九月二日