



St. Stephen's College Preparatory School
聖士提反書院附屬小學

Boarding Programme
寄宿課程 2019 – 2020

Memo for Boarders



入宿須知

Memo for Boarders

- 入宿日期：**2019年9月1日 (星期日)**
- **1st Day of Boarding : 1st September 2019 (Sunday)**

- 時間：**下午3時至5時**
- **Time: 3:00 p.m. to 5:00 p.m.**

- 服裝：**夏季體育服裝**
- **Dress code : Summer P.E. Uniform**

(請往宿舍向舍監報到)

(Please report to the house warden as directed)



宿生用品

Boarders necessary items

- 純色單人「免漿熨」床笠(6呎 x 2呎半)2張
- 2 plain colour (6 feet x 2.5 feet) fitted single bed-sheets of non-wrinkle quality.

- 枕袋2個
- 2 pillowcases

- 浴巾2條，洗面巾2條
- 2 bath towels, 2 face towels

(註：全部用品必須縫上號碼帶)

(NOTE: Number tags must be sewn on all clothing items.)



宿生用品

Boarders necessary items

- 白色棉質內衣褲5套、睡衣2套、白襪5對
- 5 sets of underwear, 2 sets of pyjamas, 5 pairs of white socks
- 黑皮鞋、運動鞋、膠拖鞋各一對
- 1 pair each of black leather shoes, trainers and slippers
- 冬、夏季校服(各2套)、體育服(短袖T恤5件，長袖T恤3件，運動外套一件及長褲2條)、泳衣/泳褲
- Winter and summer uniform (2 sets each), P.E. uniform (5 short-sleeved T-shirts, 3 long-sleeved sweatshirts, 1 jacket and 2 pairs of sport trousers), swimsuit

(註：所有衣物必須縫上號碼帶)

(NOTE: Number tags must be sewn on or names must be written on all clothing items.)



宿生用品

Boarders necessary items

- 枕頭 Pillow
- 毛巾被或冷氣被一張
Blanket or duvet
- 牙膏、牙刷、梳子、紙巾、衣架6個。
Toothpaste, toothbrush, comb, tissue,
6 clothes hangers
- 樂器、樂譜、譜架
Music instrument, music score, music stand
- 有蓋膠杯一隻(寫上名字)
Plastic cup with lib (with name on it)
- 校方代辦用品：膠面盆，漱口盅，洗衣袋。
Items provided by the school: Plastic basin, gargle mug, laundry bag

洗衣

Laundry

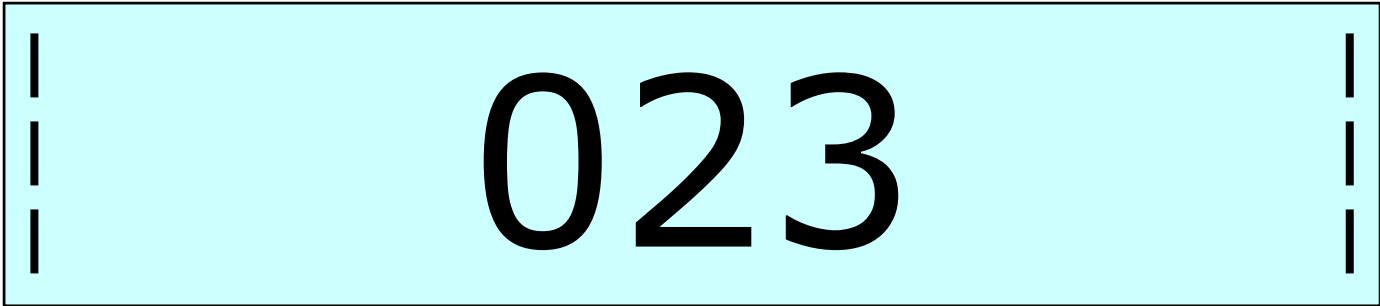
- 本校為學生洗濯日用衣物及床單，但被袋則必須帶回家洗濯。
- **The school provides laundry service for daily clothing items and bed sheets, but the duvet covers need to be taken home for washing.**
- 宿生如需攜帶衣物回家自行洗濯，請預備可密封之膠袋以放置骯髒衣物。
- **Boarders should prepare sealable plastic bags to put dirty clothes in if they deem it necessary to do laundry at home.**





如何縫好號碼帶?

How to sew the number tag?



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學生衣物號碼帶位置指示圖

Where to sew number tag on clothes

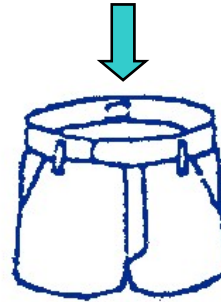
1) 男女生校服 **Boys' / Girls' uniform**



Long/short sleeved
shirt
長/短袖襯衣



summer dress
夏季校服裙



shorts/pants
長短褲

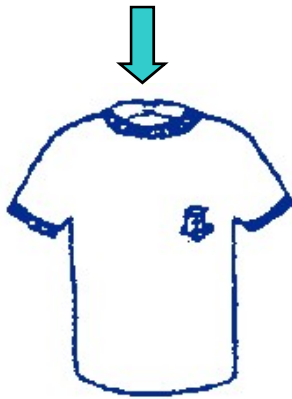


winter dress
冬季校服裙

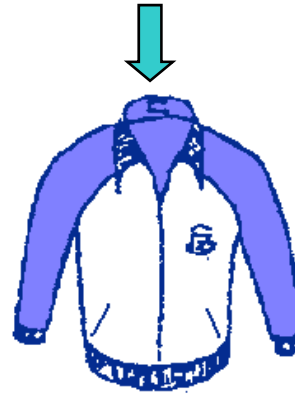
學生衣物號碼帶位置指示圖

Where to sew number tag on clothes

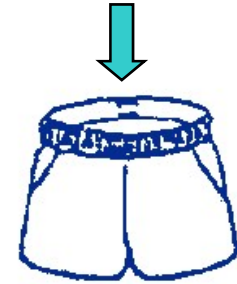
2) 運動服裝 P.E. uniform



Long/short sleeved shirt
長/短袖運動衣



Tracksuit jacket
運動外套

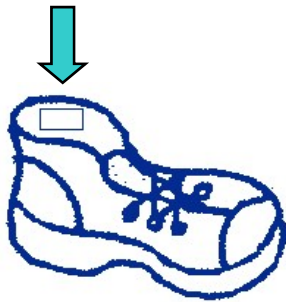


shorts/long P.E. pants
長短運動褲

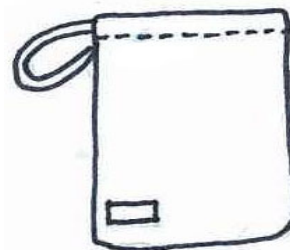
學生衣物號碼帶位置指示圖

Where to sew number tag on clothes

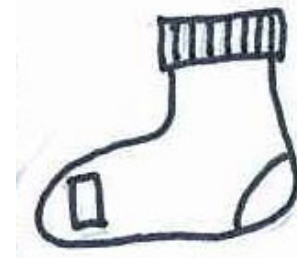
3) 其他物品 Other items



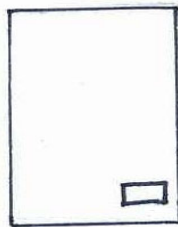
Shoes
鞋



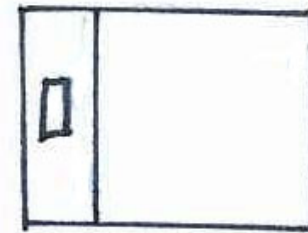
Laundry bag
洗衣袋



Socks
襪子



Bed sheet and towel
床單及毛巾



Pillowcase
枕袋



樂器練習

Instrument Practice

所有學習鋼琴之寄宿生可向校方租用鋼琴作每日練習之用(每週四節，每節30分鐘)，練習時間安排於午飯後或放學後。

Boarders who learn the piano can request to hire pianos for daily practice (four sessions per week, each session of 30 minutes). Practice will be arranged during lunch break or after school.

二〇一八至二〇一九年度收費 *Charges for 2018-2019 :*

租用樂器(全年收費 \$3000)

Instrument rental (\$3000 per year)

鋼琴練習(全年收費 \$4000)

Piano practice (\$4000 per year)



藥品

Medicine

- 學生不得存有藥品。任何帶回學校之藥品，必須交予舍監存放。建議預備一份平安藥，由舍監視乎學生需要，並於通知家長後，給予學生服用。

Pupils are not allowed to have any medicine in their possession. Any medicine to be taken during school hours should be handed over to the wardens. *It is suggested that a set of general-purpose patent medicine will be kept by the wardens and can be administered to students after consulting parents.*

- 請填寫**健康狀況表**，並於暑假前交予舍監。

Please sign and return the **Medical form** to the warden before summer holiday.



零用錢 Pocket money

- 切勿攜帶過量現款。

Don't bring too much cash.

- 學生回校時如有餘款或應繳之款項，需即時鎖入宿舍書桌內。

Boarders should lock their money in the drawer immediately upon arrival.



手提電話 Mobile phone

- 宿生可以於晚上休息時間使用手提電話
(8:30p.m. – 9:00p.m.)
- Boarders are allowed to use their mobile phone
during evening leisure time
(8:30p.m. – 9:00p.m.)

手提電腦 Notebook

- 宿生可自備手提電腦，並可使用本宿舍內免費無線上網服務

(8:30p.m. – 9:00p.m.)

- Boarders are allowed to bring their own Notebook. They can use free WIFI service in the dormitory

(8:30p.m. – 9:00p.m.)





健康零食

Healthy snacks

宿生可帶備少量**健康零食**,唯必須交由舍監保存

Boarders can bring some **healthy snacks** to the school, which would be kept by the house warden.



探訪 Visits

逢星期三3:20p.m.-4:20p.m.家長可到校探訪。探訪時，家長可帶少量食物給宿生；如有剩餘，請家長全數帶走。

Scheduled visit time: **Every Wednesday, parents are allowed to visit their child between 3:20p.m. – 4:20 p.m.**

A small amount of food could be brought for the child with the understanding that any leftovers would be taken home.



回校及離校 Attendance

- (一)宿生須於假期後之上課日8:10a.m. 前回校 (校方不提供早餐)。宿生因事未能依時到校，必須於當日7:45a.m.-8:00a.m.致電校務處向校方請假，並於回校時補交請假信。
- (1) After holidays, boarders are required to return to school before 8:10 a.m.(breakfast will not be provided). Anyone who is unable to return on time should call the School Office between 7:45 – 8:00 a.m. on the same day. Written application for leave of absence should be submitted when the pupil returns to school.



回校及離校 Attendance

- (二)宿生因病或因事離校時，必須先在校辦妥告假手續，並通知舍監方可離校；回校時須先到校務處辦理銷假手續。
- (2) Any boarder who has to leave school during school time owing to sickness or any other reason should first go through the usual formalities at the school office and then inform the warden. The same implies for coming back after a leave.
- (三)宿生未經校方准許，不得擅自離校。
- (3) Boarders are not allowed to leave the school premises without permission.



與舍監聯絡 **Contact with house wardens :**

男生舍監 (楊靈曦老師): **93514116**

女生舍監 (陳焯宜老師): **62064249**

如非緊急情況，請留**短訊**予舍監，我們將會盡快回覆。

Please contact house wardens through **whatsapp / **SMS** for non-emergency. They will get back to you asap.**



入宿日

First day of boarding

- 入宿日清潔 Cleaning on the first day of boarding
入宿當日，如需清潔宿生床位，請只使用清水清潔
If you want to clean up your child's living area on the 1st day of boarding, please use water only.
- 火警演習 Fire drill
火警演習將會於入宿後盡快進行
Fire drill will be conducted as soon as possible.
- 宿生休閒角 Boarders Leisure Corner
宿生可帶喜愛書本與其他宿生分享。
Boarders may bring books to share with others during leisure time.
- 不可攜帶之物品 Forbidden items
不可攜帶電子遊戲機及小型電視
Video game player and portable TV are not permitted.



退宿需知

Boarding programme withdrawal

- 宿生如因特殊理由需要中途退宿，必須預先一個月書面向校方提出申請。如即時退宿者，雖經校方批准，仍需多繳付一個月宿費作為行政費用（以書面提出日期為準）
- Boarders, who wish to withdraw from the boarding programme under special circumstances, should submit the request application in writing, one month prior to the date of withdrawal. However, if immediate withdrawal is intended, one month extra administrative fee will be charged from the day when the written request was submitted.

時間表 Timetable

Time	Mon	Tue	Wed	Thu	Fri
6:30a.m.	---	Rising bell			
7:00a.m.	---	Room Inspection / Morning Exercise			Room Inspection / Morning Prayer
7:30a.m.	---	Breakfast			
8:10a.m.-3:20p.m.	School Routine				
3:20p.m.-4:15p.m.	Extra-curricular Activities				
4:15p.m.-5:00p.m.	Tea Break / Shower				-----
5:00p.m.-6:30p.m.	Prep Time		Instrumental practice/Revision	Prep Time	
6:30p.m.-7:00p.m.	Dinner				
7:00p.m.-7:45p.m.	Instrumental Practice		Prep Time	7:00p.m.-7:30p.m. Instrumental Practice	
7:45p.m.-8:30p.m.	Revision / Library Time	Language Programme		7:30p.m.-9:00p.m. Life Skills Training / PMP Training Programme	
8:30p.m.-9:00p.m.	Leisure Time				
9:00p.m.-9:15p.m.	Room Inspection				
9:15p.m.-9:30p.m.	Reading Time				
9:30p.m.	Light Out				