



Memo for Boarders

入宿須知

1st Day of Boarding : 1st September 2024 (Sunday)

入宿日期：**2024年9月1日 (星期日)**

Time: 3:00 pm to 5:00 pm

時間：**下午3時至5時**

Dress code : Summer PE Uniform

服裝：**夏季體育服裝**

(Please report to the house warden as directed)

(請往宿舍向舍監報到)



Boarders necessary items

宿生用品

- 2 light colour (6 feet x 2.5 feet) fitted single bed-sheets
兩張淺色單人床單(6呎 x 2呎半)
- 2 pillowcases
兩個枕袋
- 2 bath towels, 2 face towels
兩條浴巾，兩條洗面巾

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

(註：全部用品必須縫上號碼帶)



Boarders necessary items

宿生用品

- 5 sets of underwear, 2 sets of pyjamas, 5 pairs of white socks
五套棉質內衣褲、兩套睡衣、五對白襪
- 1 pair each of black leather shoes, trainers and slippers
黑皮鞋、運動鞋、膠拖鞋各一對
- Winter and summer uniform (1 set each), PE uniform (5 short-sleeved T-shirts, 3 long-sleeved sweatshirts, 1 jacket and 2 pairs of sport trousers), swimsuit
冬、夏季校服(各一套)、體育服(短袖T恤五件，長袖T恤三件，運動外套一件及長褲兩條)、泳衣/泳褲

(NOTE: Number tags must be sewn on or names must be written on all clothing items.)
(註：所有衣物必須縫上號碼帶)



Boarders necessary items

宿生用品

- A box of face masks
一盒口罩
- Pillow
枕頭
- Blanket or duvet
一張毛巾被或冷氣被
- Toothpaste, toothbrush, comb, tissue, 6 clothes hangers
牙膏、牙刷、梳子、紙巾、六個衣架
- Music instrument, music score, music stand
樂器、樂譜、譜架
- Cup with lid (with name on it)
一隻有蓋水杯 (寫上名字)
- *Items provided by the school:* Plastic basin, gargle mug, laundry bag
校方代辦用品：膠面盆、漱口盅、洗衣袋



Laundry

洗衣

The school provides laundry service for daily clothing items and bed sheets, but the duvet covers need to be taken home for washing.

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。

Undergarments that have been worn should be put into zipper bags and brought home for washing.

宿生須自備密實袋，以存放已穿着的內衣褲，並須帶回家清洗。



How to sew the number tag?

如何縫好號碼帶



023

Where to sew number tag on clothes? 學生衣物號碼帶位置指示圖

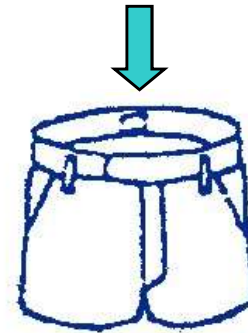
1) Boys' / Girls' uniform 男女生校服



Long/short sleeved
shirt
長/短袖襯衣



summer dress
夏季校服裙



shorts/pants
長短褲

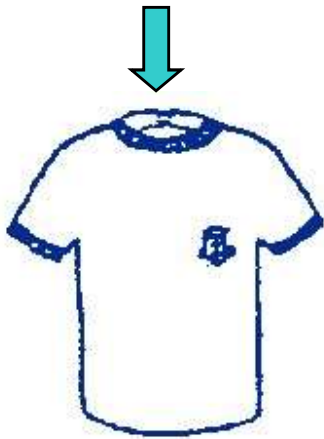


winter dress
冬季校服裙

Where to sew number tag on clothes?

學生衣物號碼帶位置指示圖

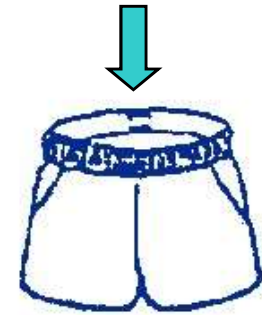
2) P.E. uniform 運動服裝



Long/short sleeved shirt
長/短袖運動衣



Tracksuit jacket
運動外套

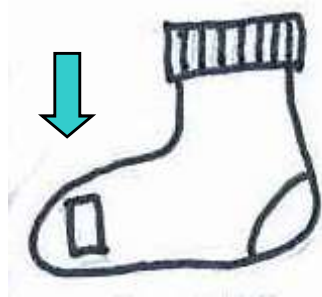


shorts/long PE pants
長短運動褲

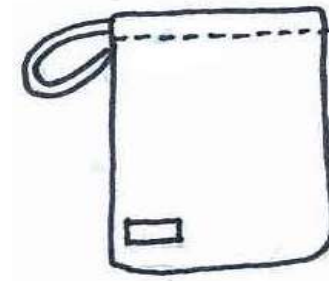
Where to sew number tag on clothes?

學生衣物號碼帶位置指示圖

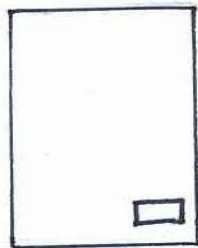
3) Other items 其他物品



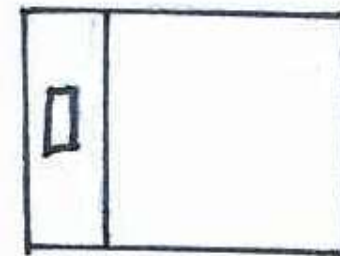
Socks
襪子



Laundry bag
洗衣袋



Bed sheet and towel
床單及毛巾



Pillowcase
枕袋



Instrument Practice

樂器練習

Boarders who learn the piano can request to hire pianos for daily practice (four sessions per week, each session 30 minutes).

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)

Charges for 2023-2024 二〇二三至二〇二四年度收費：

Instrument rental (\$3600 a year)

租用樂器（全年收費 \$3600）

Piano practice (\$4800 a year)

鋼琴練習（全年收費 \$4800）



Medicine

藥品

Boarders 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.

宿生不得存有藥品。任何帶回學校之藥品，必須交予舍監存放。

Please complete and return the **medical form** to the warden before summer holiday.

請填寫**健康申報表**，並於暑假前交予舍監。



Preventive Measures

防護措施

Boarders' body temperature will be taken twice a day (on waking up and before dinner).

宿生每天須量度體溫兩次（早上起床後及晚飯前）

If a boarder falls sick, the parents will have to pick him/her up and seek medical help if necessary.

宿生如感到身體不適，舍監會儘快通知家長接領宿生回家及按需要求診



Pocket money

零用錢

Don't bring too much cash.

切勿攜帶過量現款。

Boarders should keep their money in a locked drawer immediately upon arrival.

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。



Mobile phone 手提電話

Boarders are allowed to use their mobile phones during evening leisure time.

(8:30 pm – 9:00 pm)

宿生可以於晚上休息時間使用手提電話

(8:30 pm – 9:00 pm)



Notebook 手提電腦

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

(8:30pm – 9:00pm)

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

(8:30pm – 9:00pm)



Healthy snacks

健康零食

Boarders can bring some **healthy snacks** to the school.

宿生可帶備少量**健康零食**



Visits

探訪

Visit time: **Every Wednesday**

3:20 pm - 4:20 pm

探訪時間：逢星期三

下午三時二十分至四時二十分

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

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。



Attendance

回校及離校

(1) After holidays, boarders are required to return to school before 8:10 am (breakfast will not be provided). Anyone who is unable to return on time should inform the School Office.

(一)宿生須於假期後之上課日8:10 am 前回校 (校方不提供早餐)。若宿生未能依時回校，必須向校方請假。



Attendance

回校及離校

(2) Any boarders who have 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.

(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。

(3) Boarders are not allowed to leave the school premises without permission.

(三)宿生未經校方准許，不得擅自離校。



Contact with house wardens : 與舍監聯絡

男生舍監 (楊靈曦老師): 93514116

女生舍監 (陳焯宜老師): 62064249

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

如非緊急情況，請留**短訊**予舍監，我們將會盡快回覆。



First day of boarding

入宿日

Cleaning on the first day of boarding 入宿日清潔：

If you want to clean up your child's living area on the 1st day of boarding, please use water only.

入宿當日，如需清潔宿生床位，請只使用清水清潔

Fire drill 火警演習：

Fire drill will be conducted as soon as possible.

火警演習將會於入宿後盡快進行

Boarders Leisure Corner 宿生休閒角：

Boarders may bring books to share with others during leisure time.

宿生可帶喜愛書本與其他宿生分享

Forbidden items 不可攜帶之物品：

Video game console is not permitted.

不可攜帶電子遊戲機



Boarding programme withdrawal 退宿需知

If you choose to opt-out of the Boarding Programme, you must apply to the School by **7 June 2024** with a detailed explanation. Please note in case of special-case withdrawal, re-joining will involve a new application submission along with an extra month's boarding fee payment. However, application to join the programme after **February, 2025** will not be accepted.

如因個別特殊理由而需向校方申請退出寄宿課程者，必須於**6月7日**或之前以書面詳述原因，並遞交校方審核；已退出寄宿課程之同學如日後重新申請，校方將額外多收取一個月寄宿費用作行政費，而校方亦不接受**2025年2月後**之入宿申請。



Boarding programme withdrawal

退宿需知

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.

宿生如因特殊理由需要中途退宿，必須預先一個月向校方提出書面申請。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）。



Important Notes

重要事項

A completion certificate of boarding programme will be given to the boarders who attain **75%** attendance. It will also be reflected on their final report card.

宿生之全年入宿率須達**75%**或以上，方可獲發「寄宿課程證書」，並於期終成績表上顯示「完成寄宿課程」。



Important Notes

重要事項

If a boarding student has serious disciplinary problems during the boarding period and does not change after repeated persuasion, the school will either suspend or cancel boarding privilege of that student.

如宿生於寄宿期間出現嚴重紀律問題，且屢勸不改，校方將令該生暫停寄宿，甚或取消宿生資格。



School Bus Arrangement

校車安排

The boarders can apply for the drop-off service on Friday and pick-up on Monday, on a route that suits their needs. The charge for this will be two-third of the total.

寄宿生申請星期五乘搭校車回家，星期一早上乘校車回校；收費為全程車費三份之二。



School Bus Arrangement

校車安排

Boarders who successfully apply for the school bus service mentioned above wishing to take single trips home on from Monday to Thursday and back the following morning, will have to pay extra for each trip. (\$100 for each single trip and \$150 for round trip. Fare is to be settled by each trip and no upper limit for the charges of each month.) They can also choose to pay full fare to take the school bus on any day from Monday to Friday.

成功申請乘搭校車之寄宿生如因事須於星期一至四放學後回家，翌日早上回校，須每次另繳車費（單程回家或回校，每次**\$100**；雙程回家及回校，每次**\$150**；逐程收費，不設每月收費上限）；宿生亦可選擇繳付全費，以於星期一至五之任何日子內乘搭校車。