

佛 教 黃 鳳 翎 中 學 BUDDHIST WONG FUNG LING COLLEGE

香港佛教聯合會主辦 SPONSORED BY THE HONG KONG BUDDHIST ASSOCIATION

11 EASTERN HOSPITAL ROAD, CAUSEWAY BAY, HONG KONG TEL : 2577 9485 FAX : 2881 0148 Website : <http://www.bwflc.edu.hk>
香港銅鑼灣東院道十一號 電話：2577 9485 傳真：2881 0148 網址：<http://www.bwflc.edu.hk>

1st September, 2017

Notice to Parents 2017-2018 Re: A13_e School Operation and Students Requirement

Dear Parents / Guardians,

On behalf of Buddhist Wong Fung Ling College, we welcome your child to become a member of our school. To improve the communication between the school and parents, the following circulars serve to better your understanding of the operation of the school.


1. Discipline policy and operation mode
2. Policy of managing student absences
3. Arrangement of form teacher period
4. Promoting good reading habit
5. Homework policy
6. Assessment policy
7. Personal data
8. Tuition payment
9. Support for needy students
10. Comprehensive school insurance
11. Measures to cope with tropical cyclone and rainstorm warnings
12. Stepping up vigilance and preventing infectious disease
13. Information about Guidelines for Handling Complaints

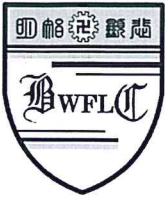
The school disapproves of students carrying any valuables such as branded school bags, accessories and shoes to school. This may develop vanity and materialistic desire, causing distorted values of lives, and cases of thefts committed out of greediness. Any loss of properties may be very costly.

Please kindly be aware of the above matters and cooperate with the school. We expect students to make progress in both studies and morality. Through school-parent cooperation, we hope to nurture our students to become "Fung Ling people" who are "rule-abiding, eager to learn, caring and polite, and ready for service". For any queries, please feel free to contact your class teacher. If you have any amendments of the mailing address and phone number, please notify the school immediately for record updates. Please return the completed reply slip to your class teacher on September 4.

To support The Parent Teacher Association of the school, parents are invited to make donation. Please fill in the amount, if any, on the reply slip and the amount is to be settled via E-Pay System (for S1 to S3 students). For S4 to S6 students please pay in cash or by cheque made payable to "**Buddhist Wong Fung Ling College Parent Teacher Association**". Donation is entirely voluntary. If you choose to make donation, an official receipt from the PTA will be issued after receiving the payment.




Mr. LEE Wai-shing
Principal



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Reply Slip
(Please submit to the class teacher on 4/9/2017)

Dear Principal,

I acknowledge receipt of the Notice to Parents 2017-2018 No.A13_e regarding school operation and requirement to students.

I would like to donate \$_____ to support the activities of The Parent Teacher Association.

From: _____
(Student's name)

(Parent's Signature)

(Parent's name)

Date: _____

Discipline Policy and Operation Mode

I. Assessing criteria of behavior or conduct

The combination of rewards and punishment as guiding principles for grading students' conduct.

The grading criteria comprise the following:

1. **Attendance** – focus on the attendance of students.

The full mark is 100 points, deduct 1 point for leaving early or being absent, deduct 3 points for latecomers. (Lateness could be exempted for legitimate leave letter or major traffic collapse).

2. **Diligence** - assess students' classroom and homework performance.

The students' classroom performance is assessed by the class teacher. The class teacher will consult all subject teachers for final grade from 0-15 points.

The full mark of homework performance is 80 points, deduct 1 point for each overdue homework. Deduct 1-2 more points if the student fails to hand in after due date.

Those who score pass in examination average can be awarded 5 extra points.

Students who do not reach 60% of annual attendance will not be assessed of Diligence and explanatory footnote will present in respective report cards.

3. **Regulatory compliance** - at the beginning of each term, each student has 80 points, these points are added or deducted according to his/her behavior or conduct.

At the end of each term, the class teacher adjusts the level according to overall performance (except level E- and U).

In case of conversion of grades, students who have conduct marks deducted would be granted B+ or higher grades only when consensus is reached between Discipline Committee and respective class teacher.

Conversion table				
Score	Level		64 - 60	C-
95 or above	A		59 - 55	D+
94 – 90	A-		54 - 50	D
89 – 85	B+		49 - 45	D-
84 – 80	B		44 - 40	E+
79 – 75	B-		39 -35	E
74 – 70	C+		34 -10	E-
69 – 65	C		9 or below	U

※ D- or below is considered failure

The students who meet the following criteria in both terms and have no record of demerit can receive Award of Excellent Conduct:

Attendance	A- (90 or above)
Diligence	A- (90 or above)
Regulatory compliance	A- (90 or above)

II. Rehabilitation plan

1. Improve level of regulatory compliance

The counseling team of the school has a plan titled "Self-discipline and Self-improvement" and "Helping Others and Helping Yourselves", for students to rectify their undesirable conduct grade through self-disciplined behaviour or provision of service.

2. Probation

Demerit issued to a student who commits major mistakes but is normally well-behaved and is honest with confession can be put on hold. Such a student must monitor his or her personal behavior, the demerit record on his/her report card can be exempted if he or she commits no more serious offence in a month, but the deduction of the point of regulatory compliance shall remain. This practice aims to encourage students to admit their mistakes and make improvement when their report cards can remain clean from any demerit records which may otherwise impede their future development.

III. Actual operating condition

1. Attendance

- (a) students who arrive school after 8am or after 2:10pm shall fill in the latecomers form at school entrance.
- (b) Students who come to school after 9am shall meet with the discipline teacher before going to the classroom.
- (c) All the students who are late shall stay after school the very same day for detention.
- (d) Written notification to parents will be issued to students who are late for school upon accumulation of 10 times.
- (e) Students who are late with no sensible explanation will be subjected to truancy.

2. Performance

Written notification to parents will be issued to student who do not hand in school work for 10 times. Meeting with the parents will be arranged if improvements are not seen.

3. Regulatory compliance

- (a) Written notification to parents will be issued to students with 10 points deducted.
- (b) Students need to meet with the discipline teacher when 30 points are deducted. Reflective written account is mandatory. Meetings with the parents may be arranged if necessary.

*Students who have poor conduct may have to repeat or be expelled.

IV. Rule of rewards and punishment

1. Rule of rewards

[Constant reward]	[Regular reward]
Return lost things with precious value [1-5]	Class committee members [1-5]
Active in voluntary activities (such as dharma assembly and flag selling) with good performance [1-2]	Class/lunch prefect [1-7]
Help others for a justifiable cause, and being honest to report (such as smearing and damaging public property, intending to cheat, carrying prohibited goods, stealing) [1-5]	Assist with functional committee work of the school [1-5]
Represent the school in the public contest with good performance [1-3]	Club committee of extracurricular activities [1-7]
Respect the old and take care of the young, sacrifice own interests for the sake of others [1-10]	Librarians [1-10]
Help others for a justifiable cause, report serious crime (such as collective cheating, theft and triad activities) [7-24]	Assist students to improve study or behavior [1-8]
Behavior gets praised by public and improve school's reputation [7-40]	Head prefects with good performance [1-14]
Serve for school subject and large activities [1-3]	Student Union committee members with good performance [1-12]
Program of Self-discipline and Self-improvement [1-10]	Students with good conduct in one school term (with no deduction) [5]
Program of Helping Others and Helping Oneself [1-10]	Committee members of subjects [1-5]
Assist to organize large activities for the school [1-4]	Serve the class for long time [1-5]
Make contribution to the school (such as representing the school in public contest with good performance) [4-10]	Student leaders showing satisfactory or excellent performance (Student Counseling Team) [1-8]
Represent the school in public activity with good performance (such as music and sports, upper limit of each term is 10 points) [1-2]	
Take part in service for the school anniversary/performance [1-6]	
Assist to organize large contests or activities of Hong Kong [1-6]	

[] refers to the rewarded points

2. Rule of punishment

<p style="text-align: center;">School uniform and appearance</p> <p>The school uniform and appearance do not meet school requirement (first offence) [1]</p> <p>The school uniform and appearance do not meet school requirement (repeated offence) [2]</p> <p>The school uniform and appearance do not meet school requirement (frequent offence) [3-5]</p> <p>Severely violate the rule of school uniform and appearance [3-8]</p> <p style="text-align: center;">Class/ Study Performance</p> <p>Copy homework or assist with homework copying [1-3]</p> <p>Fail to go to class on time without proper explanation [1-2]</p> <p>Break the rule of classroom/special room [1-3]</p> <p>Leave books and other things in the classroom after school [1]</p> <p>Throw chalk, duster, spitball, trash. Play with rubber band [1-2]</p> <p>Eat in class [1-3]</p> <p>Eat publicly in class [4-10]</p> <p>Listen to music, read comics/magazine/novel in class [3]</p> <p>Leave seats without permission [1-2]</p> <p>Keep talking in class [1-3]</p> <p>Disturb class operation [1-3]</p> <p>Shout and yell in class [3]</p> <p>Use mobile phone in class or between classes [5-10]</p> <p>Play games in class [4-10]</p> <p style="text-align: center;">Performance between classes/assembly</p> <p>Entering other class without permission [2]</p> <p>Chase and play in classroom/corridor/stairs [1-2]</p> <p>Break the order in line/assembly/between classes [1-4]</p> <p>Play ball games in classroom/corridor [1-3]</p> <p>Unauthorized entry into classroom [1-2]</p> <p>Leave classroom without permission [1-5]</p> <p>Change seats without permission [1]</p> <p>Late for assembly without proper explanation [3-5]</p>	<p style="text-align: center;">Forging</p> <p>Forge signature on parents' letter and student handbook [3-10]</p> <p>Alter school documents [3-10]</p> <p>Forge parent/school communication [10-24]</p> <p style="text-align: center;">Bad behavior</p> <p>Not report for picking up lost things [1-2]</p> <p>Speak vulgar language [1-3]</p> <p>Speak foul language [4-10]</p> <p>Draw/write obscene painting/words [3-10]</p> <p>Sing obscene songs [3-10]</p> <p>Behave dishonestly [1-20]</p> <p>Smoke, hide cigarette [10]</p> <p>Smoke, hide cigarette (repeat) [15]</p> <p>Disorderly conduct in campus and public area [3-40]</p> <p>Keep obscene magazine or object [3-24]</p> <p>Behave recklessly, neglect others' safety [3-15]</p> <p>Instigate classmate to offer false testimony [3-10]</p> <p>Offer false testimony to teacher [3-10]</p> <p>Play cards/card games in campus without permission [2-10]</p> <p>Deliberately defy school discipline [4-40]</p> <p>Spread undesirable messages online [4-40]</p> <p style="text-align: center;">Criminal acts</p> <p>Blackmail classmate [10-40]</p> <p>Maliciously damage classmate's object [1-6]</p> <p>Deliberately damage public property [3-40]</p> <p>Steal others' object [4-40]</p> <p>Receive stolen goods [4-40]</p> <p>Play with fire [10-40]</p> <p>Gamble [10-24]</p> <p>Threaten classmates [10-40]</p> <p>Beat up classmates [10-40]</p> <p>Fight [10-40]</p> <p>Fabricate a charge against others [10-40]</p>
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Absence	Others
Refuse the summoning [1-3]	Forget to bring back handbook [1-2]
Absent from after-class sessions/ extra lessons [3]	Forget to bring back student identity card (3 times) [1]
Absent from after class sessions/ extra lessons (severe offence) [4-5]	Eat beyond the permitted area [1-3]
Late for after-class sessions/ extra lessons [1-2]	Not complying with leave-application procedures [1-8]
Truant [4-20]	Smear public property [1-6]
Truant (repeated offence) [15-20]	Break rules of test [1-6]
Leave campus without permission in school hours [10-20]	Break rules of examination [1-15]
Leave campus without permission during lunch [5-10]	Invite others to wait for picking up outside the school entrance [3]
Leave campus without permission during extra-curricular activities [5-15]	Dispose of trash randomly [1-2]
Absent from school activities without proper explanation [3-8]	Smear handbook/school documents [1-3]
Absence without proper explanation [3-9]	Bring food to class without proper explanation [1-3]
	Return overdue book late [1-6]
	Take lift without permission [1-3]
	Unauthorized occupation of locker [2-5]
	Bring objects irrelevant to school subject to school [1-8]
	Break the rule of having lunch at school [1-5]
	Deliberately not hand in the mobile phone [3-5]

[] refers to the deducted points

V. Other important matters:

1. To avoid disturbing class order, students shall not bring mobile phone to school. Those who have to take it for special reasons shall hand in the mobile phone to the class teacher for safekeeping when coming to school, and can take it back when leaving the school.
2. To guarantee students' safety, if the students have to leave school early due to illness, they have to be picked up by parents or people entrusted by parents, if parents cannot come to school in time, students concerned will have to stay at school to rest or be sent to nearby hospital for treatment in necessary condition, under no circumstance can the students leave the school alone.
3. Students cannot have hair dyed or coloured, the school will request the parents to pick up their child for such problem, students cannot return to school until the problem is properly handled.
4. Students must wear school uniform unless receive school permission during non-school days.
5. Parents shall read the rules and regulations attached to the handbook carefully. For any queries or problems, please contact our Discipline Team.

Policy of Handling Student Absences

The school hopes each student can focus on studying and not being absent for random reasons. Being absent from class will not only affect one's studies, but is also bad for socialisation. This requires the school and parents to cultivate students' habit of going to school on time. The leaves of students are generally divided into "leave of absence" and "sick leave".

I. Leave of absence

If the student asks for leave of absence, he/she shall apply to the class teacher in written notification in advance (can be written in the handbook). The leave for personal affairs for 2 days or above shall be approved by the class teacher, and the school will not approve leave for personal affairs such as "travel" or "visiting relatives", the students shall form the habit of going to school on time and not asking for leave randomly.

II. Sick leave

If the student asks for a sick leave, the parents shall call the school office before 9:30am, and complete the relevant page on handbook to be submitted on the day back to school. Those whose sick leave exceeds 1 day shall attach a medical certificate (medical certificate is required for sick leaves during test and examination period).

If the student is absent and does not apply for sick leave in accordance with above procedure, the school office will call the parents of any absent students shown in Attendance Record after 9:30am every day to verify for reasons for absence.

Sick leave in the afternoon is regarded as early leave. The student shall apply to the school office with the handbook in lunch time and cannot leave the school until receiving school approval. If the student needs to leave early due to illness, the school will call the parents for them or some entrusted person to take home the student or seek medical attention.

The school summarize the attendance of students every month, if the student is absent for 10 days, the school will issue written notification to parent and followed by phone call. If the student is absent for 20 days, the school will arrange a meeting with parents. If the student is absent for 60 days, the student cannot be promoted next year. If the student's attendance is below 60% each term, the report card of that term will not include a grade for 'Diligence'.

Form Teacher Period

The school emphasizes student's morality cultivation, the 8th lesson of Monday will be scheduled for either weekly assembly or a form teacher period.

Guest speakers will introduce correct moral idea to students in weekly assembly in the forms of explanation, debate, film appreciation and competition to strengthen the awareness of civic education. There will be no prior notification if the weekly assembly ends late and affects the dismissal time. Please contact the school if you have any further questions or problems.

Promoting Good Reading Habit

The school has a series of programmes to promote good reading habit and improve student language ability.

I. Morning reading

From 7:55am to 8:20 am on each Monday, Tuesday and Friday, teachers and students will have a reading session. Friday is for English reading, and some Tuesdays are designed for liberal studies reading in senior form. The students shall prepare the books they like to read, or engage in learning activities as instructed. Apart from completing the "reading journal", students can also write "reading report". Please kindly encourage students to read at home.

II. English and Chinese reading programme

The Chinese subject uses text books of Kai See Press in junior secondary curriculum and those of Pearson Publisher for senior secondary. Both press houses offer further

online reading material for students to improve their reading ability and skill. As online study programme is a general trend, the English subject has set up online English reading and studying platform to let students consolidate learning in class. The exercises developed match to English class teaching so as to offer interdisciplinary English training to improve students' English skill.

III. Extensive reading programme

To promote extensive reading habit, Chinese and English subjects purchase books for students every year and the library has a rich stock of books. This year, we are equipped with Hyread electronic library to encourage electronic reading among students. The school also has regular subscription of newspaper and magazines. Other subjects will also design on-line reading assignments to enrich reading material for students.

Students shall cultivate good learning attitude and reading habit, actively improve language ability to be well prepared for the future.

Homework Policy

Homework is an important part of teaching and learning. It is students' duty to hand in homework on time. Teachers will closely monitor over students who do not hand in homework regularly. The Prefect of Studies, counselling teachers or discipline teachers will ask to have a meeting with parents to address such problems.

The followings are the rules and regulations of homework.

- I. Students shall complete homework as the teachers instruct, be aware of tidiness and accuracy. Must fill in the date and contents page during every homework.
- II. Students shall hand in homework on time. If they forget to bring the homework, they shall hand in the homework to the teacher the following day.
- III. After the homework is returned, the students shall correct as the teachers instruct and keep good order of it or file for revision. If they lose the homework, they shall try to make it up.
- IV. Students shall complete homework as soon as possible, and seek help from classmates or teachers if they meet any problems. Students shall not copy from others .
- V. If students are absent due to illness, they have to hand in the homework within two days after they return to school, and ask the class teacher to delete the record of not handing in homework. If they don't hand in the homework, such record will remain.
- VI. If the student is late, he/she shall hand in the homework during the first recess after returning to school, and ask the class teacher to delete the record of not handing in homework. If they do not hand in on time, the record will remain.
- VII. Students shall take initiative to finish homework and prepare for lessons so as to boost learning effectiveness.

Assessment Policy

- I. The full mark (highest level) and passing mark (passing grade) of the subjects are as follows:

Level and subject	Full mark	Pass mark
<p>S1 to S3</p> <p>Chinese and English</p> <p>Maths, Science, Integrated Humanities</p> <p>Computer, Visual Arts, Music, PE</p> <p>Other subjects (including Putonghua, BMVE(Buddhist Moral and Value Education), Chinese History; Physics, Chemistry, Biology, History and Geography of S3)</p>	<p>300</p> <p>200</p> <p>50</p> <p>100</p>	<p>150</p> <p>100</p> <p>25</p> <p>50</p>
<p>S4</p> <p>① Core subjects:</p> <p>Chinese, English, Maths, Liberal Studies</p> <p>② Elective subjects:</p> <p>Chinese History, Chemistry, Biology, Ethics and Religious Studies, Geography, Physics, Information and Communication Technology, Visual Arts, Economics, M1, M2, Business, Accounting and Finance Studies</p> <p>③ Other subjects:</p> <p>PE, ASD, BMVE*</p>	<p>200</p> <p>100</p> <p>100</p>	<p>100</p> <p>50</p> <p>50</p>

S5 to S6		
① Core subjects:		
Chinese, English, Maths, Liberal Studies	200	80
② Elective subjects:		
Chinese History, Chemistry, Biology, Ethics and Religious Studies, Geography, Physics, Information and Communication Technology, Visual Arts, Economics, History, M1, M2, Business, Accounting and Finance Studies	100	40
③ Other subjects:		
PE, ASD, BMVE*	100	40

* The grades of PE, ASD, BMVE of senior secondary will be listed on report card, but will not affect the total average score.

- II. To record students' performance apart from academic results, such as extra-curricular activities, extra reading and service performance, the school adds "grade table of Other Learning Experience" in the report card to let parents understand the students' study experience for attaining the objectives of whole person education.
- III. In order for a comprehensive assessment to promote learning performance across the whole term, the report card will include scores of coursework assessment, uniform tests and examination, in the proportion of 20%, 20% and 60% respectively. Subjects such as Visual Arts, Music and PE are assessed on cumulative daily basis, and hence the arrangement of assessment may be different. Please ask for details from subject teachers for any queries.
- IV. For the calculation of coursework marks, each subject has different arrangements, which subject teacher will explain to students when school starts. The items included may be quiz, project, reading report, newspaper clipping/comment, learning portfolio, class assessment, experiment performance/report, homework performance, on-line homework, field-trip report, etc.

Personal Data

To offer whole person education, school will ask parents to provide the students' personal data if necessary. The collected data will be only used in the following situations, including

- I. Contact between school and parents;
- II. Guidance and discipline support for students;
- III. Subject and extra-curricular activities;
- IV. School statistics and record; and
- V. matters directly related to school education.

School will also ask parents to provide students' health record if necessary.

Parents have to ensure the accuracy and integrity of the data. If parent cannot provide the data needed, or provide wrong or incomplete data, it may affect the education provided to students.

The personal data of students may be transferred to the Education Bureau, HKEAA or other government departments. School will not pass such data to other agencies or use them for other purposes without parent consent.

Please note that during school activities, the School will take photos and recordings of the students. The photos and recordings will only be used in the School's website, contacts, introduction, and banners.

In addition, the School had installed CCTV for security purposes. The recordings can only be assessed under investigation of any violation of order and the Principal's authorization.

Please contact class teacher if parents want to review or correct personal data or have any further questions or problems about it.

Fee Payment

I. According to the policy of the Education Bureau, S1 to S6 students receive free education. The tong fai of S4 to S6 is \$320 for whole year). For convenience sake, the school will charge senior secondary students a one-off \$320. If students drop out, he or she can apply for partial refund of the tong fai.

II. The handbook and exercise book will be distributed today, the charge is as follow:

Class	S1	S2	S3	4A-C	4D	5A-C	5D	6A-C	6D
Charge (HKD)	124.6	121.1	116	123.8	130.9	106.3	115.9	99.9	102.5

III. According to the instruction of the Education Bureau, the electricity charge of air conditioning and maintenance cost are collected in two phases for one year (S6 classes only need to pay for the cost of the first term), money to be collected for each phase will be \$150.

IV. For students to prepare photos for the handbook and other certificates, the school will arrangement photograph-shooting service in the campus on September 5, the cost of which is \$10, and each students can get 12 photos.

V. The junior and senior secondary students use different student ID cards. S1 freshmen and S4 students promoted from S3 shall pay \$30 for the student ID card.

VI. The Parent Teacher Association is to strengthen the cooperation between the school and parents to improve education quality and learning effectiveness. Parents are automatically the member of Parent Teacher Association to facilitate the communication. The annual fee of Parent Teacher Association is \$100 (if the parents have more than one child studying in the school, they shall fill out an application form for refund with the school office from September 21 to September 29). For further queries, please write to the Parent Teacher Association.

VII. All students are members of Hong Kong Buddhist Youth Group, which receives sponsorship from Buddhist Association. It holds various activities for students with the annual fee of \$1.

VIII. The Buddhist Youth Center on the 8th floor of the school holds various activities. To encourage S1 to S3 students to become members of the center, the membership fee after discount is \$20.

All the above money will be collected on 4th September. S1 to S3 students will have this amount settled via E-Pay System, S4 to S6 students shall pay in cash or by cheque made payable to "The Incorporated Management Committee of Buddhist Wong Fung Ling College". As smart payment system is not applicable to S4 students or above, parents need not transfer money into the old account while the remaining balance will be refunded later.

Note: total fee of each class

Class	Tong fai per year (HKD)	Cost of student ID card # (HKD)	Exercise book charge (HKD)	Air conditioning fee (HKD)	Photograph -shooting cost (HKD)	Annual fee of Parent Teacher Association (HKD)	Annual fee of Buddhist Youth Group (HKD)	Annual fee of Buddhist Youth Center (HKD)	Total (HKD)
S1	-	30	124.6	150	10	100	1	20	435.6
S2	-	-	121.1	150	10	100	1	20	402.1
S3	-	-	116	150	10	100	1	20	397
4A · 4B and 4C	320	30	123.8	150	10	100	1	-	734.8
4D	320	30	130.9	150	10	100	1	-	741.9
5A · 5B and 5C	320	-	106.3	150	10	100	1	-	687.3
5D	320	-	115.9	150	10	100	1	-	696.9
6A · 6B and 6C	320	-	99.9	150	10	100	1	-	680.9
6D	320	-	102.5	150	10	100	1	-	683.5

S1 freshmen and S4 students promoted from our school shall pay \$30 for the student ID card.

Support for Needy Students

For allowing equal extra-curricular learning opportunities, the school will help students to apply for bursary (examples are Tzu-Chi Foundation, Apple Daily Charitable Foundation, Mr Yu Shao Shing Memorial Scholarship, Grantham Maintenance Grants etc.), as well as approving relief grant made possible by The Hong Kong Jockey Club Life-wide Learning Fund and School-based After-school Learning and Support Programmes. These are done in the hope of relieving financial obstacles regarding activities such as overseas study, adventure, robot making, English class, outdoor learning day, physics model-building workshop, musical instrument class and other music activities.

Timely assistance can be offered only if the school can know about the students' need as early as possible. If students are recipients of CSSA, please submit respective document of proof to school office by or before September 13. Please contact Ms. Siu Man Yee for further queries.

Comprehensive School Insurance

The Education Bureau will buy comprehensive insurance for the school for protection from risks of public liability and employees' compensation. The following are the key points of the insurance plan.

- I. The government has bought comprehensive insurance for the school. If the school's act causes other's casualty, and the victim lodges a claim for compensation, the insurance company will defend on behalf of the school according to the clauses stipulated in the insurance policy. If the court judges rule that the school has caused other's casualty due to negligence, compensation will be settled in accordance with the court's ruling.
- II. If the student is injured due to the school's act, the parents have to right to lodge claim. Whether compensation is to be granted or the final settlement will base on the ruling of the court.
- III. Given the fact that complicated and long judicial proceedings are needed before convicting the school for negligence, the comprehensive insurance plan will include a rider of group personal accident insurance; whether the school is found negligent or not, an allowance will be issued to the student who dies or sustain permanent injury in the accident (depending on the degree of injury, capped at HKD 100000). The fund is the compensation besides the legal compensation ruled by common laws. The parents shall not regard such arrangement as the personal insurance of students.
- IV. If parents wish to have a personal insurance for their child, they can purchase from any insurance companies.

Please contact the regional education officer of the Education Bureau for further enquiries of the above matter.

Measures to Cope with Tropical Cyclone and Rainstorm Warnings

The signal of ‘tropical cyclone and rainstorm’ issued by Hong Kong government is to reduce the chaos caused by tropical cyclone or rainstorm. The school will take the following measures for typhoon and rainstorm signal hoisted. Please make corresponding decision in bad weather to ensure students’ safety.

- I. Once the HKO issued typhoon signal no 8 or red/black rainstorm warning, the Education Bureau will announce the suspension of classes before 6am, and students shall stay at home. If relevant information is published between 6am to 8am, students who have not left home can stay at home, students who have left home can stay in safe places or school, and get back home when the condition is stable.
- II. If the Education Bureau only announces the suspension of classes in certain areas, please be aware whether you belong to that area, the campus is located on Eastern Hospital Road which belongs to Wan Chai District.
- III. Students who cannot return to school or come to school late due to tropical cyclone/rainstorm will not face any punishment.
- IV. Red/Black Rainstorm signal issued during school hours does not imply suspension of lessons, and school will finish as scheduled. If Black Rainstorm signal is still in effect after school, all students are required to stay in the school (except for those escorted home by parents). If Red Rainstorm signal is still in effect after school, the school will assess the weather condition according to the information given by the HKO and traffic status before deciding whether students would be allowed to leave the premise on their own. Such announcement would be made before 4:30 p.m. that day (parents who want to escort their children home should notify the school by phone before 4 p.m.).
- V. The announcement of suspension of school by Education Bureau does not necessarily apply to public exam. Unless HKEAA announces the cancelation or postponement of public exams, the exam is to be held as scheduled.

Stepping up Vigilance and Preventing Infectious Disease

According to announcement of Center for Health Prevention, some infectious diseases such as swine flu, flu, acute conjunctivitis, hand-foot-and-mouth disease and Enterovirus 71 may break out in school. The school has therefore carried out full-scale sterilization and disinfection of the campus during summer holiday, the school also remind all staff to take preventive measures to ensure personal and school hygiene. The school would like to urge parents to be aware of home hygiene and implement the following measures:

- I. Have your child do temperature check before going to school. In case your child has a fever, he/she should not go to school (temperature measurement taken with an oral thermometer shall not be higher than 37.5°C). If ear or anal thermometer is used, as the

temperature reading will be 0.5°C higher than that of oral thermometer, such reading shall not be higher than 38°C.

- II. Always be aware of your child's health condition; please do not go to school if he/she suffers any respiratory tract infection, diarrhea, emesis or hand-foot-and-mouth disease. He/she should wear a mouth-mask and seek immediate medical consultation.
- III. Such students should take rests at home and shall return to school for class or examination following doctor's advice.
- IV. Please notify the school once your child is ill. The school may need to submit a report to the Centre for Health Prevention pertaining the severity of this situation.
- V. If your child is feeling unwell at school, please come to pick him/her up as soon as possible and seek the soonest medical attention.
- VI. For precaution, please advise your child to:
 - Wash hands with soap before going to school, avoid touching eyes, nose and mouth with hands;
 - Not to share towel or cutlery with others;
 - If she or he develops mild respiratory symptoms, wear a mouth-mask to reduce pathogen transmission;
 - Maintain good personal hygiene, carry handkerchief or tissue, cover the nose and mouth when sneezing or coughing, then wash hands at once and discard the used tissue properly.

If the student is absent due to illness, the school will try to offer learning support to the student so that his or her learning progress will be not affected.

Effective precaution against infectious diseases is the concerted effort of all parties who need to remain alert for personal hygiene and clean environment. The school wishes to solicit for support from parents to make possible a satisfactory level of home hygiene which is of paramount importance to student's health. Parents should also remind your child the importance of maintaining good personal hygiene and adopting all measures to prevent infectious diseases.

Information about Guidelines for Handling Complaints

To ensure a proper handling of enquiries, complaints and suggestions, the School has joined the Project initiated by Education Bureau on Enhancement of Complaint Management in Schools, and has drafted, in accordance with the relevant guidelines issued by the Education Bureau, the school-based Guidelines for Handling Complaints which stipulate the handling mechanism and procedures. These efforts are put forth with the purpose of raising effectiveness in the handling of complaints and enhancing communication between parents and the School.

The school-based Guidelines for Handling Complaints will take effect this school year, you are cordially invited to visit the 「About us」 web page in the School website for more details.