



敬啟者：

九月份綜合通告(一)

茲有下列事項請家長留意，並請簽妥相關回條。各項資料茲臚列如下：

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各位家長有任何查詢或建議，請與學校聯絡（電話：2792 6712）。

此致
各 位 家 長



甘陳富文校長 謹啓

二零二一年九月一日

聖經金句：瑪利亞要生一個兒子，給他起名叫耶穌，因為他要把自己的民族，由罪惡中拯救出來。
(瑪 1:21)

一. 學與教

1. 開課首兩星期安排(全校適用)

1/9/2021 (星期三)開學日

7:55 前	學生到達課室
8:00 - 8:15 a.m.	中小聯合升旗 及 開學祈禱禮 (直播)
8:15 - 9:00 a.m.	班務 (一) <ul style="list-style-type: none"> ➢ 點名 (運用臨時點名紙直至 15/9/2021) ➢ 校服儀容檢查 ➢ 按照身高排隊
9:00 - 9:15 a.m.	小息
9:15 - 10:00 a.m.	中一、中三及中五 到禮堂參加開學聚會 中二、中四及中六 返回課室班務 (二) 派發通告、手冊、簿
10:00 - 10:15 a.m.	小息
10:15 - 11:00 a.m.	中二、中四及中六 到禮堂參加開學聚會 中一、中三及中五 返回課室班務 (二) 派發通告、手冊、簿
11:00 a.m.	放學

2/9/2021(星期四) 至 15/9/2021(星期三)按特別時間表上課

課節	時間
早會	08:00 - 08:15 a.m.
班主任時段	08:15 - 08:30 a.m.
1	08:30 - 09:10 a.m.
2	09:10 - 09:50 a.m.
小息	09:50 - 10:05 a.m.
3	10:05 - 10:45 a.m.
4	10:45 - 11:25 a.m.
小息	11:25 - 11:40 a.m.
班主任生活教育課	11:40 - 12:15 a.m.

(6/9 及 10/9 班主任生活教育課提早由第 8 節開始,放學時間同為 12:15。)

		1/9	2/9	3/9
		開學日	星期四 1, 2, 3, 4 節	星期五 1, 2, 3, 4 節
6/9	7/9	8/9	9/9	10/9
星期一 5, 6, 7, 8 節	星期二 5, 6, 7, 8 節	星期三 5, 6, 7, 8 節	星期四 5, 6, 7, 8 節	星期五 5, 6, 7, 8 節
13/9	14/9	15/9		
星期一 1, 2, 3, 4 節	星期二 1, 2, 3, 4 節	星期三 1, 2, 3, 4 節		

1/9 起為新學年的正式上課日,學生必須按照編訂的時間表上課。無論是回校上課或實時網上模式上課,學生均需依時出席。如有缺席、遲到或早退,會正式作為學生考勤的記錄,因此,若需請事假或病假,須按學校成長組的一貫要求處理,詳情請參閱學生手冊及學生守則。

2. 全年上課時間表(全校適用)

茲將本學年上課時間表列在下面：

半天上課時間表

課節	時間
早會	08:00 - 08:10
1	08:10 - 08:45
2	08:45 - 09:20
小息	09:20 - 09:30
3	09:30 - 10:05
4	10:05 - 10:40
小息	10:40 - 10:50
5	10:50 - 11:25
6	11:25 - 12:00
小息	12:00 - 12:10
7	12:10 - 12:45
8	12:45 - 13:20

全天上課時間表

時間	星期一	星期二	星期三	星期四	星期五
08:00-08:15	早會				
08:15-08:35	早讀				
08:35-09:15					
09:15-09:55					
09:55-10:10	小息				
10:10-10:50					
10:50-11:30					
11:30-11:40	小息				
11:40-12:20					
12:20-13:00					
13:00-14:10	午膳				
14:10-14:50					
14:50-15:30	生活教育課				中一至中五級: 活動課/班主任課 中六級:溫習節
15:30-15:45	班主任時間				

如遇特別日子(日子另作通知)，學校會上午上課，午飯後進行活動（多會在西貢大會堂進行），特別日子的上課時間如下：

課節	時間	備註
早會	08:00 - 08:10	
1	08:10 - 08:45	
2	08:45 - 09:20	
小息	09:20 - 09:30	
3	09:30 - 10:05	
4	10:05 - 10:40	
小息	10:40 - 10:50	
5	10:50 - 11:25	
6	11:25 - 12:00	
小息	12:00 - 12:10	
7	12:10 - 12:45	
8	12:45 - 13:20	

午膳	中一至中三	中四至中六 午膳:13:20 - 14:10	下午不設班主任時段。
	小息:13:20 - 13:30		
	午膳時間:13:30 - 13:55		
前往西貢大會堂	班主任帶領:13:55 - 14:30	學生自行前往:14:10 點名	當值老師沿途站崗。
全校性活動(下午)	14:30 - 15:45		活動於西貢大會堂進行。

3. 早讀計劃 (全校適用)

學校推行早讀計劃的目的是培養學生閱讀習慣，使學生閱讀的習慣延續於課堂以外。此外，期望透過早讀計劃能擴闊學生閱讀範圍，並能營造班級閱讀風氣。此計劃於 16/9/2021 (星期四) 正式推行，請家長及同學留意下列細則：

舉行時間：	星期一至五(8:15-8:35 a.m.)
舉行級別：	中一級至中五級 (中六級自修或參與早讀)
閱讀時段：	逢星期二閱讀英文材料，其他日子閱讀中文材料。
閱讀材料：	<ul style="list-style-type: none"> ● 所有讀物必須益智、健康，學科不限。 ● 學生需自行帶備課外書籍或預早到圖書館借用圖書。 ● 中文閱讀時段：中文圖書、學校訂購之中文讀物／報紙。不接受漫畫、教科書、口語形式表達的圖書和雜誌。 ● 英文閱讀時段：英文圖書、雜誌或學校訂購之英文讀物／報紙。 ● 學生可向班主任老師借閱課室圖書角內的圖書。

持續而廣泛的閱讀習慣能陶冶性情，並有助提升學生語文能力及識見，敬希各家長鼓勵學生投入，享受閱讀的樂趣。

4. 訂報通告 (全校適用)

本校鼓勵學生多閱讀報章，關心社會時事，所以提供訂閱電子報計劃 (請參考附件一)，如欲訂報，請於 20/9/2021 (星期一) 或之前將款項交給圖書館。

5. 過期還書及遺失圖書處理事宜 (全校適用)

同學借閱本校圖書，應該妥善保存及準時歸還。若有遺失圖書或過期還書，本校跟隨教育局指引，處理如下：

遺失圖書：(1) 購回圖書或 (2) 賠償圖書原價及書價 20%之行政費。

過期還書：與香港公共圖書館處理方式一樣，每日每本圖書罰 \$0.5。

敬希家長提點 貴子弟妥善保存及準時歸還圖書。

6. 初中學業提升計劃 (中一至中三級適用)

為提升學生對學習的積極性及主動性，並鼓勵學生認真準備每次學業評估，學校推行初中學業提升計劃。初中學生於第一學段考試及第二學段考試後，中文、英文及數學三個科目之中，其中有任何一科成績不達標者 (及格分數為 50 分)，須另行補考該學科 (惟補考後之分數將不獲計入成績表內)。如於第一學段補考仍未達標者，學生須於第二學段參與「課後特別功課班」，務求打好基礎，力求進步。請家長督促 貴子弟持續積極學習，並鼓勵他們認真溫習，為每次學業評估作好準備，以爭取佳績。

7. 體育課家長同意書 (全校適用)

體育是本校課程的基要部分，學生均須上體育課。惟 貴家長必須留意，如 貴子弟有任何健康問題，應徵詢醫生的意見，以確定是否適宜上體育課。如 貴子弟需要暫時或長期豁免上體育課，必須呈示註冊醫生證明書。請於 9 月 8 日(星期三)或之前，將附件二及回條交回本校。若發現 貴子弟有任何健康狀況的改變，請立刻通知本校。

8. 集體訂購生涯規劃教材(中四級適用)

學校本學年於中四級設有生涯規劃課，目的為學生認清學業興趣、能力及事業目標，以至建立個人的學習計劃及事業路向。現將為中四級學生集體訂購課本或教材，價格如下：

項目	價格
《生涯地圖：高中事業發展學習工具》(新版)	\$27.00

費用將在學生的「電子錢包」帳戶內扣除。如有任何查詢，請與陳美君老師聯絡 (2792 6712)。

二. 學生生活

9. 交回中學生資助計劃 (21/22)「資格證明書副本」(全校適用)

學生資助辦事處應已把「資格證明書副本」寄給成功申請中學生資助計劃的家庭，家長須將「資格證明書」於復課後一星期內交回校務處，學校將收集妥當後交回學生資助處。家長請自行影印「資格證明書副本」，以便日後申請其他資助（例如學生活動支援津貼）。

10. 林栢棟神父紀念助學金 (全校適用)

林栢棟神父於六十年代為本校校監，為西貢青少年工作的先驅，校友會秉承林神父照顧弱小的精神，經過一番努力，成立了「林栢棟神父紀念助學金」，為家庭經濟有困難的同學，提供短期的財政援助。如有需要的同學或家長，可透過班主任、學校社工、或直接向周志偉助理副校長提交申請。

11. 學生活動支援津貼 (全校適用)

教育局於 2019 年初成立學生活動支援基金，以支援有經濟需要的學生參與學校舉辦或認可全方位學習活動。主要資助對象是正接受學生資助辦事處全額資助、綜合社會保障援助，或符合學校自訂經濟困難審定條件的學生。若 貴子弟符合上述條件，可向學校申請全年資助，一經批核， 貴子弟在本學年參加學校舉辦的課外活動、訓練班、參觀等，一般可獲資助，直至撥款用完或 貴子弟不再符合資格為止。家長若申請是項資助，請填寫有關回條，連同有關証明，直接交回校務處。

12. 學生健康服務計劃 (全校適用)

由衛生署舉辦之學生健康服務旨在促進及保持學生的身心健康，服務範圍包括身體檢查及健康評估。本校學生將於沙田學生健康服務中心接受健康檢查，該中心位於沙田大圍文禮路 2 號沙田(大圍)診所 1 樓。為學生進行健康檢查的時段是由 2021 年 11 月至 2022 年 10 月期間自行前往檢查。煩請 貴家長細閱學生健康服務的文件(附件三)，並填寫參加表格甲部學生資料(無論是否參與計劃都必須填寫)，如參加須填寫乙部同意書及聲明，不參加者則填寫丙部不同意書。

請叮囑 貴子弟於 9 月 8 日(星期三)或以前，將填妥之表格交回班主任。

13. 初中留校午膳安排 (中一至中三級適用)

本年度學生午膳供應商為「美利飲食有限公司」。

- 如恢復全日面授課堂時，中一至中三各班同學須留校午膳。
- 為保障同學健康用膳，同學在午膳開始首 10 分鐘，可往洗手間洗手和清潔餐具，之後 15 分鐘則須留在課室午膳。
- 學校明白部份家長喜歡為子女親自烹調午飯，故特設家長午間送飯之安排。惟學校為確保校園食品衛生及減低食物變壞之風險，故實施以下的程序：
 - 若家長自行送午餐到校，請將午餐儲存於保溫餐盒內，並須在餐盒外清楚寫上學生姓名及班別。
 - 因保安的理由，家長送午餐時，必須向校門護衛或工友出示本校印製的家長証。每位家長只可送餐盒一個，如就讀本校子女多於一名，可按子女之數目作調整。

- (iii) 家長須在12:30 p.m.-12:50 p.m. 時段內，將餐盒送到在校務處樓梯旁之「午餐飯盒收集處」，並交到本校工友。
 - (iv) 家長不宜預備湯麵類等流質食物，以免在運送過程弄翻或發生意外。
 - (v) 為確保校園食品衛生，家長切勿將其他餐廳或食品公司之食物帶進校園，以免食物在過程中變壞以保障食物衛生。
 - (vi) 營養合宜的午膳對學生健康至為重要，希望各家長能重視學校政策，予以配合。
- d. 家長如欲對留校午膳時間安排給予意見或協助，本校非常鼓勵家長參與家長教師會午膳監察小組的工作，共同監察食品商之質素。

三. 學生成長支援

14. 有關手提電話的處理 (全校適用)

為確保不必要的課堂干擾，校方不鼓勵同學攜帶手提電話上學。惟如家長需要學生攜帶手提電話以方便聯絡，家長必須於復課後一星期內向校方提出申請；經審批後，成功申請的學生將獲發放附上校印的貼紙，同學須將該貼紙貼於手機上。但同學仍須遵守以下守則：

- a. 校園內必須關掉手機，同學如有急事需要聯絡家長，可向班主任或到校務處尋求協助。
- b. 在校園內，有校印貼紙手機一旦被發現已開啟，老師會暫將其電池或電話交與班主任保管，同學於放學後往班主任處取回。如有再犯，需由家長到校取回，同時學生將被扣減操行分2分。
- c. 如被發現手機上沒有校印貼紙，則無論手機是否已開啟，亦將交由班主任保管，班主任將通知家長到校取回，同時學生將被扣減操行分3分。

四. 家校合作

15. 派發家長證 (全校適用)

今年家長教師會家長證將於稍後派發，並透過各同學交到家長手上，如有問題，請聯絡李月蘭老師。日後家長出入校園，煩請向門衛出示家長證，家長為子女送午飯，亦請向工友出示家長證。

五. 其他事項

16. 熱帶氣旋及持續大雨時學校的安排 (全校適用)

遇有熱帶氣旋時，學校會隨時留意天文台之公佈，並採取下列措施：

天氣狀況	應採取的行動
當天文台發出三號或以下熱帶氣旋警告信號	學校照常上課
當天文台發出八號預警或八號或以上熱帶氣旋警告信號	學校停課
當天文台以三號取代八號或以上熱帶氣旋警告信號	除非事前已公佈所有學校須全日停課，否則學校應按下列安排恢復上課： 假如三號熱帶氣旋警告信號在上午5時30分或之前發出學校應恢復上課。

在暴雨期間，學校按教育局指引，採取下列措施：

暴雨警告信號	應採取的行動
黃色	學校照常上課。
紅色或黑色	
(i) 在上午5時30分至6時前發出	學校停課。 未離家上學的學生應留在家中。 學校保持校舍開放，同時安排教職員照顧已離家上學的學生，並在安全情況下，方讓學生回家。

(ii) 在上午6時至8時發出	學校停課。 未離家上學的學生應留在家中。 學校保持校舍開放，同時安排教職員照顧已離家上學的學生，並在安全情況下，方讓學生回家。 如學生在上學途中獲悉停課，宜觀察雨勢、道路、斜坡或交通情況，以決定是否繼續前往學校。 已返抵學校的學生應留在校內，直至情況安全才回家，家長無需急於到校接子女回家。
(iii) 在上午8時以後發出	學校繼續上課，直至正常放學時間為止，並應在安全情況下，方讓學生回家。

由於熱帶氣旋或暴雨而未能上課的日子，學校不會補回。

如因天氣惡劣，家長可自行決定應否讓子女上學，假如家長認為區內天氣、道路、斜坡或交通情況仍未完全恢復正常，便應讓子女留在家中，學校不會因而處分學生。

家長請在回條上說明若遇學校停課，學校讓同學自行回家或由家長到校陪同放學。

17. 預防流行病感染措施（全校適用）

a.	根據衛生署衛生防護中心的公佈，一些傳染病例如登革熱、季節性流感、水痘、手足口病及猩紅熱等不時於院舍及學校爆發。
b.	因此，學校在新學年開始前已徹底清洗及消毒校園，亦會促請全校學生/教職員注意個人及學校環境衛生。
c.	為保障學生健康，我們籲請各位家長除了保持家居清潔衛生，亦須提醒 貴子弟時刻保持個人及校園環境衛生，以及注意以下各點： <ul style="list-style-type: none"> ● 因應登革熱的最新情況，應採取預防措施，保護自己免受蚊叮咬。詳情請參閱食物環境衛生署的指引，網址： https://www.fehd.gov.hk/tc_chi/pestcontrol/library/pdf_pest_control/mosquito_school_c.pdf。 ● 如子女有腹瀉、嘔吐及皮疹病徵，應盡快求醫；如有發熱、喉嚨痛、咳嗽或流感徵狀，必須立即戴上口罩和盡早求診，且須通知學校及留在家中休息，按照醫生的病假指示或直至徵狀消失及退燒後至少兩天(以較長者為準)才可回校。 ● 如子女感染手足口病，應留在家中休息，直至發燒消退及水疱乾涸、結痂後，才可回校上課。作為額外預防措施，如致病原確定為 EV71 型腸病毒，應在所有水疱變乾後兩星期才可返校。 ● 如子女有不適或須留院觀察，需立即通知學校。學校在有需要時會向衛生防護中心或有關部門呈報學生的情況及聯絡資料，使防控傳染病的工作可更有效地進行。 ● 遇有子女在校內不適，應與學校通力合作，將患病子女盡早從學校接走，並即時求診。 ● 為子女提供手帕或紙巾，並提醒子女不應與他人共用毛巾或紙巾。 ● 提醒子女保持雙手清潔，打噴嚏或咳嗽時應掩著口鼻及妥善棄置用過的紙巾。 ● 家長每天須在子女離家上課前為他們探熱。 ● 如學校獲衛生防護中心通知須實施量度體溫的額外措施，學校會通知家長相關安排。
d.	新學年開始，學校亦已要求校車/保姆車司機，以及隨車人員，如有發熱或其他傳染病徵狀，切勿駕駛/登車，並應另作適當安排，及必須立即將情況通知學校及家長。
e.	若有學生因病缺課，學校會盡量為他們提供學習支援，使他們不會因缺課影響日後的學習進度。
f.	我們再次籲請各位家長通力合作，保持家居清潔衛生，並時刻提醒 貴子弟注意個人衛生，做好一切預防傳染病的措施。

18. 智能卡學生證使用守則及本學期「電子錢包」增值安排（全校適用）

本校獲優質教育基金撥款，推行電子校園計劃。此計劃旨在透過運用新科技，減省行政程序，從而讓教師能更專心照顧學生各方面成長的需要。學校引入學生智能卡系統，協助師生進行各項行政工作，包括：學生點名及出勤記錄、獎懲記錄、活動記錄、圖書借閱及電子繳費等工作。學生應留意以下使用守則及注意事項：

智能卡學生證使用守則：

- 智能卡是學生校內電子身份證，請家長提醒子女每天攜帶回校，並妥善保存。
- 學生進出校園需拍卡，拍卡者必須是智能學生證的持有人，不得代他人拍卡，違規者作欺騙行為處理，雙方均受嚴厲處分。
- 智能卡必須套在卡套內，避免刮花、塗污、弄濕或摺曲以損壞卡內晶片的數據。
- 如有遺失或損壞，立刻到校務處補領，並繳交新證費用。

「電子錢包」增值及繳費注意事項：

本計劃涉及多個項目，其中一項為「電子錢包」功能。

為配合同學各方面的發展，學校會安排各類型學習活動，或協助同學購買教材文具，這些事項或會涉及費用徵收的行政工作。推行「電子錢包」的目的可以減少同學經常攜帶現金回校，同學亦能減少老師收取及找贖金錢所需的工作程序，令老師更能善用課堂時間，讓同學的學習更具成效。

「電子錢包」增值及繳費注意事項如下：

- 智能卡戶口內的金額只能用於學校指定的收費項目，例如：小額教材訂購費、級際活動車費，而有關項目亦會列明在家長通函內。如不欲購買或參與活動，請盡早交回通函回條通知學校。
- 各項增值及繳費記錄會於家長及學生的內聯網戶口內顯示，以供家長隨時查閱。
- 為減低家長於「電子錢包」增值時之負擔，學校於每學期初或智能卡戶口結餘不足時進行增值繳費。所有學生需為戶口增值，上學期約為\$500；學期中約為\$500，學期終時（連註冊費）約為\$500，視實際情況而定。
- 學期終結時，若戶口內仍有餘額，會自動撥入新學年的戶口內繼續使用，而當同學離校時，餘額將會發還給家長。
- 若學生遺失了智能卡，拾獲者絕不能從戶口中提取款項，同學的戶口絕不會受到任何影響。
- 如個別學生因經濟困難，未能預繳增值費用，請與顏青霞副校長聯絡。

本學期「電子錢包」增值安排：

- 所有學生請於開課後一星期內透過eClass家長應用程式的電子繳費系統或繳交現金500元予班主任作增值之用。
- 如有任何查詢，請電2792 6712與顏青霞副校長或宋國安老師聯絡。

19. 家長內聯網戶口及 eClass App 發放通告安排（全校適用）

本校設有內聯網系統(<http://eclass.sts.edu.hk>)，用以加強師生及家長間之溝通。家長可以透過此系統查看學校活動，學生操行紀錄及家課資料等，亦可透過附設的電郵功能，與老師溝通。

為進一步促進家校通訊，本校引進 eClass App 流動裝置程式，並會透過此功能發放電子通告，家長安裝程式及開立戶口後，可登入系統簽覆電子通告，及接收由本校發出的訊息，查閱 貴子女的考勤紀錄、家課表、校曆表及電子繳費戶口等資料。

請家長參考學校網站(<http://www.sts.edu.hk>)首頁位置，或使用所提供之 QR Code，查閱「eClass App 家長使用指引」，並請家長到 Apple App Store 或 Google Play 安裝 eclass Parent App 於智能手機或平板電腦上。本校暫時仍會同步派發印刷版通告，請家長在此段期間同時簽覆電子通告及紙本回條，並指示 貴子女將紙本回條交回班主任處理。稍後，本校將會通知家長正式全面使用電子通告的安排。



如有任何查詢，請致電 eClass App 家長支援熱線 3913 3211，或致電 2792 6712 與資訊科技教育組宋國安老師或校務處聯絡。

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六. 回條部份

(A) 九月開學綜合通告回條 (全校填寫)

敬覆者：本人已詳閱【九月開學綜合通告】，包括「過期還書及遺失圖書處理事宜」，並知悉各項有關安排。

家長附言 (若有)：_____

此 致
西貢崇真天主教學校(中學部)

學生姓名：_____

班 級：_____ 學號：_____

家長簽署：_____

日 期： 二零二一年_____月_____日

註：班主任收齊回條後交回校務處朱先生

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(B) 電子校園計劃 - 「電子錢包」收費回條 (全校填寫)

敬覆者：本人已詳閱電子校園計劃 - 「電子錢包」功能及收費事宜，所有同學須繳付\$500，金額將存入同學的智能卡戶口內，並知悉各項有關安排。

家長附言 (若有)：_____

此 致
西貢崇真天主教學校(中學部)

學生姓名：_____

班 級：_____ 學號：_____

家長簽署：_____

日 期： 二零二一年_____月_____日

註：班主任收齊回條及款項(\$500)後交回校務處張小姐(Yvonne)。

(C) 熱帶氣旋及持續大雨時學校的安排回條 (全校填寫)

敬啟者：本人知悉有關「熱帶氣旋及持續大雨時學校的安排」事宜，現申明若天文台發出八號預警或八號或以上熱帶氣旋警告信號，或發出紅色或黑色暴雨警告時，教育局宣佈學校停課，本人同意在安全情況下，敝子弟將

☐ 可自行離校回家

☐ 留在學校，直至家長到校陪同離校

此 致
西貢崇真天主教學校(中學部)

學生姓名： _____
 班 級： _____ 學號： _____
 家長簽署： _____
 日 期： 二零二一年 _____ 月 _____ 日

註：在正確的 ☐ 內加 ✓
 班主任收齊回條後交回校務處麥小姐(Remy)。

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(D) 「學生活動支援津貼」通告回條 (申請者填寫回條後，請直接交回校務處洪小姐(Annie))

敬啟者：本人知悉有關「學生活動支援津貼」事宜，現欲申請該項基金的全年資助。

本人的家庭

☐ 正接受社會福利署「綜合社會保障援助」
 (請附綜接受助人醫療費用豁免證明書副本)

☐ 核實接受學生資助辦事處「學生資助 *全額 / 半額津貼」(* 刪去不適用)
 (請繳交資格證明書副本)

☐ 有以下特殊情況或經濟困難，請 貴校酌情處理：

(現付上申請信)

(校方批核：☐ 推薦 / ☐ 不推薦)

此 致
西貢崇真天主教學校(中學部)

學生姓名： _____
 班 級： _____ 學號： _____
 家長簽署： _____
 日 期： 二零二一年 _____ 月 _____ 日

註：在正確的 ☐ 內加 ✓
 申請者自行將申請回條交回校務處洪小姐(Annie)，不申請者無須填寫回條。

(E) 有關手提電話的處理回條 (申請者填寫)

敬啟者：本人得悉 貴校有關手提電話的處理事宜。

☐

本人現替敝子弟向校方申請攜帶手提電話回校，若申請一旦獲接納，本人定與校方合作，督促敝子弟遵守所有守則。

申請原因(請列明)：_____

☐

敝子弟毋須向校方申請攜帶手提電話回校。

此 致

西貢崇真天主教學校(中學部)

學生姓名：_____

班 級：_____ 學號：_____

家長簽署：_____

日 期： 二零二一年_____月_____日

註：在正確的 ☐ 內加 ✓

申請者請將申請回條交與班主任轉交校務處麥小姐(Remy)。



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(F) 體育課家長回條 (全校填寫)

敬啟者：本人已細心閱讀「體育課家長」事宜，有關*小兒 / 小女 上體育課的安排如下：(請於適當的方格內加上「✓」號)

☐ 適宜上體育課。

☐ 不適宜上體育課，茲附上醫生證明書。

☐ 豁免由 _____ 至 _____ 上體育課，茲附上醫生證明書。

☐ 只適宜參與經醫生建議的活動，茲附上醫生推薦書。

此 致

西貢崇真天主教學校(中學部)

學生姓名：_____

班 級：_____ 學號：_____

家長聯絡電話：_____

家長簽署：_____

日 期： 二零二一年_____月_____日

註：班主任收齊回條後交回校務處收集箱內。

(G) 集體訂購課本或教材回條 (中四級填寫)

敬覆者：本人已知悉集體訂購課本或教材事項，本人將會透過學校集體訂購。

此 致
西貢崇真天主教學校(中學部)

學生姓名： _____
班 級： _____ 學號： _____
家長簽署： _____
日 期： 二零二一年____月____日

註：費用將於 10 月 6 日(星期三)在學生的「電子錢包」帳戶內扣除。回條請交班主任轉交校務處張小姐(Yvonne)。

西貢崇真天主教學校(中學部)
2021-2022 年度訂閱電子報資料

報章	日期	價錢
1. 「明報」中學學生版（電子版）	共 165 天	\$330
2. 「香港經濟日報」電子版	全年	\$300
3. 「星島」及「校園報」電子報	全年	\$248
4. 「信報」網上版連電子揭頁版	全年	\$400
5. Young Post & SCMP ePaper	全年	\$294

- 如欲訂報，請於 20/9/2021（星期一）或之前將款項交給圖書館。
- 如對訂閱報章有任何查詢，請聯絡圖書館陳麗儀老師（電話：2792 6712）。

學生病歷

附件二

(由家長或監護人填寫)

(限閱文件 — 所提供的資料只用作與本校學生保健有關的事宜)

學生姓名：_____ 班號：_____ 性別：_____ 班別：_____

出生日期：_____ 家長/監護人姓名：_____

緊急聯絡電話：(1) _____ (2) _____

1. 如學生曾患有以下疾病，請在適當的方格內加上「✓」記號及列出詳情：

	疾病名稱	患病時年齡	疾病資料	發病時，醫生建議的處理方法（如適用）
<input type="checkbox"/>	葡萄糖六磷酸去氫酵素缺乏症			
<input type="checkbox"/>	哮喘			
<input type="checkbox"/>	腦癇病			
<input type="checkbox"/>	高熱引致抽搐			
<input type="checkbox"/>	腎病			
<input type="checkbox"/>	心臟病			
<input type="checkbox"/>	糖尿病			
<input type="checkbox"/>	聽覺不健全			
<input type="checkbox"/>	血友病			
<input type="checkbox"/>	貧血			
<input type="checkbox"/>	其他血病			
<input type="checkbox"/>	藥物敏感			
<input type="checkbox"/>	疫苗敏感			
<input type="checkbox"/>	食物敏感			
<input type="checkbox"/>	其他敏感(請註明：_____)			
<input type="checkbox"/>	肺結核			
<input type="checkbox"/>	曾進行小型手術			
<input type="checkbox"/>	曾進行大型手術			
<input type="checkbox"/>	其他			

2. 倘認為學生不適宜上體育課或參加任何其他類型的學校活動，請具體說明理由並提交醫生證明書。

3. 其他補充資料：

家長簽署

家長姓名

日期

收集個人資料聲明

收集目的： 本校收集 貴子弟的個人資料，只會用作處理有關學生的保健及安全事宜。雖然提供個人資料與否純屬自願，但若你所提供的資料不足， 本校可能無法掌握貴子弟的病歷，當意外發生時，我們可能未能為 貴子弟提供適切的協助。

索閱個人資料：根據《個人資料(私隱)條例》，你有權要求索閱和修訂你所提供的資料。如有需要，請與學校聯絡。



致：家長／監護人

學生健康服務

衛生署學生健康服務現開始辦理2021/2022學年報名手續，本服務的對象為小學及中學日校學生，服務期由 2021 年 11 月至 2022 年 10 月。現誠邀貴子女參加此項服務。

學生健康服務旨在促進及保障學生的身心健康，服務會根據學生在各個成長階段的健康需要，提供促進健康及預防疾病服務，使他們可以充分發揮學習潛能。服務範圍包括身體檢查、健康評估、個別健康輔導及健康教育等活動。有關各年級的活動項目，你可透過“學生健康服務”網頁 (www.shs.gov.hk/healthprog.pdf) 查閱有關資訊。

已報名參加學生健康服務的學生，會根據就讀學校所在地區，獲安排到指定的學生健康服務中心，接受每年一次的健康檢查。貴子女獲編配的中心是沙田學生健康服務中心，地址為沙田大圍文禮路2號沙田(大圍)診所1樓。中心會在約定檢查日期前約一個月，經學校派發檢查通知書給家長／監護人。我們誠意邀請你陪同子女出席健康檢查。若你未能陪同子女出席，學生健康服務中心會按情況需要，透過所提供的電話號碼聯絡你。在特殊情況下，如未能成功聯絡，學生健康服務或會透過學校聯絡你。

參加學生健康服務將按學生“符合資格人士”及“非符合資格人士”的身份收費。學生如屬“符合資格人士”，可免費使用學生健康服務(詳情請參閱家長／監護人須知)。請儘早填妥參加表格及同意書(若你不同意貴子女參加學生健康服務，請填寫表格的甲及丙部)，交回貴子女就讀的學校。

有關學生健康服務的詳細資料，可參閱隨函夾附的資料單張或參加表格上的二維條碼。如有任何查詢，請在服務時間內致電 2609 3461 / 2609 5591 與沙田學生健康服務中心的職員聯絡。

衛生署家庭及學生健康處
社會醫學顧問醫生
鍾偉雄醫生

2021 年 8 月 23 日



附錄甲三

(請用原子筆以正楷填寫)

甲. 學生/參加者 資料 (此部分必須填寫及☑適當的項目)											
學生/參加者姓名 (請依照身份證明文件 / 出生證明書填寫)						出生日期		性別			
姓(中文)		名(中文)		姓(英文)		名(英文)		日	月	年	<input type="checkbox"/> 男
											<input type="checkbox"/> 女
學校名稱 (如適用)										<input type="checkbox"/> 上午 <input type="checkbox"/> 下午 <input type="checkbox"/> 全日 班別	
證件種類： <input type="checkbox"/> 香港永久性居民身份證 <input type="checkbox"/> 香港出生證明書(其上顯示香港特別行政區永久性居民身份為「確定」) <input type="checkbox"/> 香港特別行政區護照 <input type="checkbox"/> 香港特別行政區回港證 <input type="checkbox"/> 香港特別行政區簽證身份書(具有在香港逗留的有效簽證) <input type="checkbox"/> 有效旅行證件(護照)，其上有香港「入境權」／「居留權」／「無條件入境」／「以往規定的逗留條件現告撤銷」／「證實有資格領取香港永久性居民身份證」的標籤／蓋印 <input type="checkbox"/> 有效旅行證件(護照)，其上有在香港「無條件限制逗留」的標籤／蓋印 <input type="checkbox"/> 有效旅行證件(護照)，其上有在香港「獲准逗留至(日期)」或「獲准逗留期限延至(日期)」的標籤／蓋印，但持證人必須並非訪客及沒有逾期留港 <input type="checkbox"/> 旅行證件(例如：護照、雙程證)，其上顯示持證人是「訪客」／擔保書(俗稱「行街紙」)持有人(須按照「非符合資格人士」的收費率繳費)											
證件號碼：											
學生如選擇下列各類證件，須按本署要求出示其他資料文件，以證明學生符合有關資格，否則須按「非符合資格人士」的收費率繳費											
<input type="checkbox"/> 香港出生證明書，其上顯示香港特別行政區永久性居民身份為「未確定」 <input type="checkbox"/> 香港身份證 <input type="checkbox"/> 其他身份證明文件，請註明											
乙. 同意書及聲明 (若閣下同意貴子女參加學生健康服務，請填寫此部分)											
出生地點		抵港定居時期 (在香港出生者不用填寫)				家長 / 監護人日間聯絡電話 (註：可作電話聯絡及接收短訊之用)					
地址：室		樓		座		住宅電話號碼 / 其它手提電話號碼					
大廈											
街道											
地區											
領取郵件編號											
<input type="checkbox"/> 香港 <input type="checkbox"/> 九龍 <input type="checkbox"/> 新界 <input type="checkbox"/> 其他											
本人同意上述姓名的學生報名參加學生健康服務，亦同意授權衛生署署長向本人、學生就讀學校、學生健康服務委聘的服務提供者、政府部門及政策局以及有關各方索取或披露學生的所有相關資料，以辦理報名手續及跟進治療，並確定學生是否屬「符合資格人士」，從而釐定收費。 〔學生如屬「符合資格人士」，可免費使用學生健康服務；如屬「非符合資格人士」，則須在檢查當日繳付憲報刊登的年費(現行收費為港幣 535 元)。〕											
家長 / 監護人簽署				與學生關係				<input type="checkbox"/> 父 <input type="checkbox"/> 母 <input type="checkbox"/> 監護人			
(請用正楷填寫)				日期							
丙. 不同意參加 (若閣下不同意貴子女參加學生健康服務，請填寫此部分)											
本人不同意上述學生/參加者參加學生健康服務。											
不參加原因：											
家長 / 監護人簽署				與學生關係				<input type="checkbox"/> 父 <input type="checkbox"/> 母 <input type="checkbox"/> 監護人			
家長 / 監護人姓名				日期							
(請用正楷填寫)											

用途聲明

學生健康服務

收集資料的目的

1. 當衛生署向病人及顧客提供服務及進行其他有關活動時，由病人或顧客所提供的個人資料，會由衛生署用作核實身份供以下用途：
 - a. 資格證明；
 - b. 提供服務包括但不限於臨床診症、診症預約安排及通知約期和顧客關係事宜；
 - c. 化驗結果／檢驗／診斷研究／治療的紀錄，作繼續照料或供其他專業醫療人員參考用；
 - d. 同意進行特定治療／化驗；
 - e. 跟進繳費事宜；
 - f. 調查傳染病爆發；
 - g. 就結核病或其他因公共衛生而須呈報／通知的疾病發出通知；
 - h. 追查無應診者，以作跟進及治療；
 - i. 登記／管理的紀錄；
 - j. 製備統計數字及會計報告、監察流行病、進行研究或教學用；及
 - k. 審計用途。

* 個人資料的提供，出於自願。如果你不提供充份的資料，我們可能無法證明你是否符合資格獲得某項服務或活動，因而不能為你提供服務／協助；又或我們即使仍然提供該項服務或協助，你亦須按不符合資格人士須繳的收費率(通常較高)繳費。

接受轉介人的類別

2. 你所提供的個人資料，主要由本署內部使用，但亦可能於有所需時因以上第1段所列目的，向其他政府部門或有關各方披露。此外，資料只可於你同意作出該種披露或作出該種披露是《個人資料(私隱)條例》所允許的情況下，才向有關方面披露。

查閱個人資料

3. 根據《個人資料(私隱)條例》第18條及22條以及附表1第6原則所述，你有權查閱及修正個人資料，包括有權取得你於以上第1段所述情況下所提供的個人資料。應查閱資料要求而提供資料時，可能要徵收費用。

查詢

4. 有關所提供個人資料(包括查閱及修正資料)的查詢，應送交：

學生健康服務

九龍觀塘啓田道 99 號
藍田分科診所 4 樓
文書主任
電話：3163 4600

學生健康服務

www.studenthealth.gov.hk



學生健康服務中心服務計劃

www.shs.gov.hk/healthprog.pdf



家長/監護人須知

請注意下列事項：

1. 學生健康服務是一項促進健康及預防疾病的計劃，學生如需要治療服務，可前往醫院管理局轄下的普通科門診診所或私家醫生就診。**學生如有學習困難的問題，學生或家長應向老師或學校輔導人員尋求協助。**有關各年級的檢查 / 活動項目，你可透過“學生健康服務”網頁(www.shs.gov.hk/healthprog.pdf)查閱有關資訊。
2. 參加學生健康服務的收費，會按學生身份屬“符合資格人士”或“非符合資格人士”而計算。學生健康服務可向學生及其家長 / 監護人索取有關學生的相關文件，核實他們的身份是否屬“符合資格人士”，以釐定收費。參加服務的學生凡持有以下其中一種有效身份證明文件，均屬“符合資格人士”：
 - i) 香港永久性居民身份證 / 香港身份證(須待查核)
 - ii) 香港出生證明書，其上顯示香港特別行政區永久性居民的身份為“確定”
 - iii) 香港出生證明書，其上顯示香港特別行政區永久性居民的身份為“未確定”，但其香港特別行政區逗留許可證顯示：
 - a) 已獲准在香港無條件限制逗留
 - b) 持證人已獲批准逗留至(日期)，但持證人必須並非訪客及沒有逾期留港
 - iv) 香港特別行政區護照
 - v) 香港特別行政區回港證
 - vi) 具有在香港逗留有效簽證的香港特別行政區簽證身份書
 - vii) 由入境事務處發出具有下列其中一種標籤 / 蓋印的旅行證件：
 - a) “有香港入境權”
 - b) “持證人獲准無條件入境”
 - c) “以往規定的逗留條件現告撤銷”
 - d) “證實有資格領取香港永久性居民身份證”
 - e) “香港特別行政區居留權證明書”
 - f) “無條件限制居留”(須待查核)
 - g) “獲准逗留至(日期)” / “獲准逗留期限延至(日期)”，但持證人必須並非訪客及沒有逾期留港(須待查核)
 - viii) 豁免登記證明書
 - ix) 領事團身份證

學生如屬“符合資格人士”，可免費使用學生健康服務。如屬“非符合資格人士”(例如：所持旅行證件(護照、雙程證)顯示身份為“訪客”或屬擔保書持有人)，則須在檢查當日繳付憲報刊登的年費(現行收費為港幣 535 元)。

學生或須於檢查當日出示身份證明文件，以查核是否符合資格免費使用服務。

有關是否符合資格按照適用於“符合資格人士”的收費率繳費，請參閱第 5114 號憲報公告。

3. 參加服務的學生請依照約定時間到指定的學生健康服務中心，接受每年一次約 90 分鐘的健康檢查及健康教育活動，我們誠意邀請家長陪同子女一起出席檢查。中心的服務時間是星期一至五，上午 9 時至下午 1 時及下午 2 時至 6 時(公眾假期除外)(**大埔學生健康服務中心逢星期三休息**)。大部份學生將會獲安排在課外時間接受服務。

歡迎家長及學生使用衛生署健康教育專線 2833 0111，或瀏覽“學生健康服務簡介”網頁(www.studenthealth.gov.hk)，以查詢有關“學生健康服務”的資訊。

4. 如有任何查詢，請在服務時間內致電學生健康服務中心。



Dear Parents / Guardians,

September Circular

Please pay attention to the following special arrangements and return the reply slips to class teachers.

A. Learning & Teaching

1.	Arrangement of the First Two Weeks	(For All Students)	P.22
2.	Timetable for Academic Year 2021 - 2022	(For All Students)	P.23
3.	Morning Reading Scheme	(For All Students)	P.24
4.	Newspaper Subscription	(For All Students)	P.24
5.	Library Circulation Procedures – Overdue and Lost Books	(For All Students)	P.24
6.	Academic Enhancement Programme for Junior Forms	(For S1 to S3 Students)	P.24
7.	Parental Consent on Participation in Physical Education Lessons	(For All Students)	P.24
8.	Bulk Purchase of Career and Life Planning Learning Materials	(For S4 Students)	P.25

B. Student Life

9.	Submission of the “Eligibility Certificate” of the Financial Assistance for Secondary Students Scheme	(For All Students)	P.25
10.	Fr. Adelio Lambertoni Memorial Grant	(For All Students)	P.25
11.	The Student Activities Support Fund	(For All Students)	P.25
12.	Student Health Service	(For All Students)	P.25
13.	Lunch at School	(For S1 to S3 Students)	P.25

C. Student Growth Support

14.	Mobile Phones Policy	(For All Students)	P.26
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D. Home-School Cooperation

15.	Distribution of PTA Membership Card	(For All Students)	P.26
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E. Others

16.	School Arrangements during Tropical Cyclone and Heavy Persistent Rain	(For All Students)	P.26
17.	Preventive Measures against Communicable Diseases	(For All Students)	P.27
18.	Regulations of the Use of Student Smart Card and ‘eWallet’ top-up	(For All Students)	P.28
19.	School Intranet Parent’s Account and eClass App	(For All Students)	P.28

F. Reply Slips

20.	A) September Circular	(For All Students)	P.29
21.	B) eCampus Scheme – Top-up of ‘eWallet’	(For All Students)	P.29
22.	C) School Arrangements during Tropical Cyclone and Heavy Persistent Rain	(For All Students)	P.30
23.	D) Notice of ‘The Student Activities Support Fund’	(For Applicants)	P.30
24.	E) Mobile Phones Policy	(For Applicants)	P.31
25.	F) Parental Consent on Participation in Physical Education Lessons	(For All Students)	P.31
26.	G) Bulk Purchase of Career and Life Planning Learning Materials	(For S4 Students)	P.32

G. Appendices

27.	Appendix I : Electronic Newspaper Subscription	(For All Students)	P.33
28.	Appendix II : Medical History of Student	(For All Students)	P.34
29.	Appendix III : Application and Consent Form for Student Health Service	(For All Students)	P.35

Should you have any enquiries, please feel free to contact us at 2792 6712.

Yours sincerely,



Principal
Ms KUM CHAN Fu-man

Bible Verses :

Mary will bear a son and name him Jesus, because he will save his people from their sins. (Matthew 1:21)

(A) Learning and Teaching**1. Arrangement of the First Two Weeks (For All Students)****1/9/2021 (Wednesday) First Day of School**

Before 7:55	Student arriving school
8:00 – 8:15 a.m.	Joint School (Secondary and Primary Sections) Flag Raising and Opening Ceremony (ZOOM)
8:15 – 9:00 a.m.	Class Teacher Period in Classrooms (1) ➤ A temporary paper name list will be used for taking attendance until 15 th September ➤ School uniform checking ➤ Queueing up
9:00 – 9:15 a.m.	Recess
9:15 – 10:00 a.m.	S.1/3/5 School Opening Ceremony at School Hall S.2/4/6 Class Teacher Period in Classrooms (2)
10:00– 10:15 a.m.	Recess
10:15–11:00 a.m.	S.2/4/6 School Opening Ceremony at School Hall S.1/3/5 Class Teacher Period in Classrooms (2)
11:00 a.m.	School Dismissal

2/9/2020 (Thursday) to 15/9/2020 (Wednesday) Timetable

Period	Time
Morning Assembly	08:00 – 08:15 a.m.
Class Teacher Period	08:15 – 08:30 a.m.
1	08:30 – 09:10 a.m.
2	09:10 – 09:50 a.m.
Recess	09:50 – 10:05 a.m.
3	10:05 – 10:45 a.m.
4	10:45 – 11:25 a.m.
Recess	11:25 – 11:40 a.m.
Class Teacher Period	11:40 – 12:15 a.m.

For 6/9 & 10/9, Class Teacher Period will be on Period 8 and school will end at 12:15 a.m.

		1/9	2/9	2/9
		Wednesday First School Day	Thursday 1,2,3,4 period	Friday 1,2,3,4 period
6/9	7/9	8/9	9/9	10/9
Monday 5,6,7,8 period	Tuesday 5,6,7,8 period	Wednesday 5,6,7,8 period	Thursday 5,6,7,8 period	Friday 5,6,7,8 period
13/9	14/9	15/9		
Monday 1,2,3,4 period	Tuesday 1,2,3,4 period	Wednesday 1,2,3,4 period		

1st September is the official opening day of the new school year. Students must attend classes in accordance with the scheduled timetable. Students must attend classes on time whether they are returning school for lessons or having online Zoom lessons. Late arrival, early departure or other absences from the scheduled hours will be formally recorded in the student attendance records. If it is necessary for a student to take a casual leave or sick leave, the student must follow the standard school procedures. Please refer to the student handbook and guidelines for details.

2. Timetable for Academic Year 2021 - 2022 (For All Students)

Half-Day Timetable:

Period	Time
Morning Assembly	08:00 – 08:10
1	08:10 – 08:45
2	08:45 – 09:20
Recess	09:20 – 09:30
3	09:30 – 10:05
4	10:05 – 10:40
Recess	10:40 – 10:50
5	10:50 – 11:25
6	11:25 – 12:00
Recess	12:00 – 12:10
7	12:10 – 12:45
8	12:45 – 13:20

Full-Day Timetable:

Full-Day Timetable:

Time	Mon	Tue	Wed	Thu	Fri
08:00 - 08:15	Morning Assembly				
08:15 - 08:35	Morning Reading Period				
08:35 - 09:15					
09:15 - 09:55					
09:55 - 10:10	Recess				
10:10 - 10:50					
10:50 - 11:30					
11:30 - 11:40	Recess				
11:40 - 12:20					
12:20 - 13:00					
13:00 - 14:10	Lunch				
14:10 - 14:50					
14:50 - 15:30	Life Education Period				S.1 to S.5: Activity Period / Form Teacher Period S.6: Study Period
15:30 - 15:45	Class Teacher Period				

On special occasions, lessons are conducted in the morning while activity or event (*which is mostly held in the Sai Kung Town Hall*) is organized after lunch. Special timetable is adopted on these days:

Period	Time	Remarks
Morning Assembly	08:00 – 08:10	
1	08:10 – 08:45	
2	08:45 – 09:20	
Recess	09:20 – 09:30	
3	09:30 – 10:05	
4	10:05 – 10:40	
Recess	10:40 – 10:50	
5	10:50 – 11:25	
6	11:25 – 12:00	
Recess	12:00 – 12:10	
7	12:10 – 12:45	
8	12:45 – 13:20	

Lunchtime	S1 to S3	S4 to S6	No form teacher period in the afternoon.
	Recess 13:20 – 13:30	Lunch 13:20 – 14:10	
	Lunch at school 13:30 – 13:55		
Before the Commencement of the activity / event	Teachers escort students to the Town Hall 13:55 – 14:30	Teachers take attendance at the entrance of the Town Hall at 14:10	Teachers-on-duty stand guard along the way
Activity for the whole school	14:30 – 15:45		Sai Kung Town Hall

3. **Morning Reading Scheme (For All Students)**

The Morning Reading Scheme is carried out to cultivate students' interest in reading and broaden their knowledge. The scheme starts on 16th September, 2021 (Thursday).

Reading period : Monday to Friday (8:15-8:35 a.m.)

Participants : S1 to S5 (S6 students can choose to study or read books.)

Subjects reading : Students must read English reading materials every Tuesday. They can read Chinese reading materials in other days.

Reading Materials:

- Students may choose books in different themes or topics.
- Students should prepare the reading materials themselves. They are encouraged to borrow books from the class library, school library or public library.
- Reading materials allowed in Chinese reading sessions: Chinese books, newspapers and reading materials ordered by the school. Students are not allowed to read comics, textbooks, books and magazines that are written in colloquial language.
- Reading materials allowed in English reading sessions: English books, magazines, newspapers or reading materials ordered by the school.

Reading helps improve students' language proficiency. Please encourage your child to participate actively in the reading scheme.

4. **Newspaper Subscription (For All Students)**

The school encourages students to keep abreast of current issues, and therefore, we arrange electronic newspaper subscription for our students. For details, please refer to Appendix I. To place an order, please submit the subscription fees to the library on or before 20th September, 2021 (Monday).

5. **Library Circulation Procedures – Overdue and Lost Books (For All Students)**

Students should take good care of the books that they borrow from the school library and return them before the due date. If the book is overdue or lost, the school will follow the guidelines given by the Education Bureau. The procedures are as follow:

Lost Book : (1) Return the missing item or

(2) pay the original price of the book plus 20% administrative fee.

Overdue book : The overdue fee is as same as that of the Hong Kong Public Library, i.e. \$0.5 / day.

Please remind your child to keep the books properly and return them punctually.

6. **Academic Enhancement Programme for Junior Forms (For S1 to S3 Students)**

In order to urge students to take the initiative in learning and encourage them to prepare for assessment in a more serious manner, the school plans to implement a programme to enhance their academic performance at junior forms. After the 1st and 2nd term examinations, a supplementary examination will be arranged for students who fail in the following subjects: Chinese Language, English Language and Mathematics. (The passing mark is 50.) (However, the score of the supplementary examination will not be counted in the Report Card.)

Those who do not meet the requirement in the supplementary examination will be required to attend the supplementary lessons after school to lay a better foundation and strive to progress.

Please urge your child to study hard and prepare well for the examinations.

7. **Parental Consent on Participation in Physical Education Lessons (For All Students)**

Physical Education (PE) is an integral part of the school's curriculum, and every student is required to take part in physical education classes. However, if your child has any illness, you should seek medical advice on whether your child is suitable to participate in PE lessons. If your child needs to be temporarily or perpetually exempted from PE lessons, a medical certificate from a registered doctor must be submitted by 8th September, 2021 (Wednesday).

Please return the reply slip for record keeping. If there are any changes in your child's health conditions, please notify the school immediately.

8. Bulk Purchase of Career and Life Planning Learning Materials (For S4 Students)

The school has Career and Life Planning lessons at Secondary 4 this year, which aims to help students understand their academic interests, abilities and career goals, to establish their own learning plan and career direction. As part of this, school will purchase the following textbooks for the students, the price is as follows:

Item	Price
Career Mapping: Career Development Tools for Senior Secondary Students (New edition)	\$27.00

The total price will be deducted from the students' e-wallets. Should you have any enquiries, please contact Ms. CHAN Mei-Kwan at 2792 6712.

(B) Student Life

9. Submission of the “Eligibility Certificate” of the Financial Assistance for Secondary Students Scheme (21/22) (For All Students)

The Student Financial Assistance Agency should have sent the Eligibility Certificate to successful applicants of the Financial Assistance for Secondary Student Scheme by mail. Please return the Eligibility Certificate to the School General Office within one week after the resumption of classes. The school will collect these documents and send them to the Student Financial Agency. Please keep a copy of the Eligibility Certificate for the application of other assistantship (e.g. The Student Activities Support Fund).

10. Fr. Adelio Lambertoni Memorial Grant (For All Students)

Fr. Adelio Lambertoni was the school supervisor in the 1960s. He was the pioneer of youth service in Sai Kung. Adhering to Fr. Lambertoni's spirit of taking care of the weak, the School Alumni Association founded the Fr. Adelio Lambertoni Memorial Grant. It aims at supporting students whose family is suffering from financial difficulties. The fund provides them with short-term financial assistance. Students or parents in need can submit application via form teachers, school social worker or directly to Mr Chow Chi-Wai, the Assistance Vice Principal.

11. The Student Activities Support Fund (For All Students)

The Education Bureau (EDB) set up the Student Activities Support Fund in 2019 to support S1-S6 students with financial needs to participate in life-wide learning activities organised or recognised by schools. The actual amount to be allocated to school will be based on the number of students who are either eligible to apply for financial assistance under the Student Financial Assistance Agency (SFAA) or the Comprehensive Social Security Assistance (CSSA). In addition, students who fulfilled the criteria of student in need set by the school can also be subsidized. Students who are eligible can apply for full grant. Upon approval, your child can participate in extracurricular activities, training courses, visits organized by the school etc. until the allotment is used up. If parents would like to apply for the assistance, return the reply slip with the relevant certificate(s) to the General Office.

12. Student Health Service (For All Students)

The Student Health Service was introduced by the Department of Health. It aims to safeguard both the physical and psychological health of school children through physical examination and screening for health problems. Students who enrol in the scheme will be given an annual appointment at the Shatin student health service centre (1/F, Sha Tin (Tai Wai) Clinic, 2 Man Lai Road, Tai Wai, Sha Tin) to receive services meeting by your own arrangements.

Please read the student health service document carefully and fill in the application form “Part A - Student Particulars” and “Part B - Consent and Declaration” (If you do not agree to enrol your child in the Student Health Service, please kindly complete Part A and C of the form) and submit it to the class teacher on or before 8th September, 2021 (Wednesday).

13. Lunch at School (For S1 to S3 Students)

The lunch supplier for the academic year is ‘Murray Food & Beverage Limited’.

- When face to face classes resume, all S1 to S3 students should stay in school for lunch.
- Students should go to the washroom to wash their hands and their cutlery in the first 10 minutes of the lunch hour. They should then stay in the classroom for lunch in the next 15 minutes.
- We understand that some parents would prefer to prepare meals for their children. Therefore, we make arrangements for parents to send homemade meals to school. To ensure food safety, the following procedures must be closely observed:
 - All food should be kept in an insulation lunchbox to prevent leakage or spill over. Such containers must be clearly labelled with the student's name and class;
 - For security reason, parents should present the Parent's PTA membership cards to the security guard and janitors when sending meals. Each parent can only send one lunchbox. If you have more than one child, the number of lunchbox can be adjusted.

- (iii) Students should return their lunchboxes to the 'Lunchbox Collection Point' under the stairs of the General Office from 12:30 p.m. to 12:50 p.m. The janitors will help collect the boxes.
 - (iv) It is not appropriate to prepare noodles in soup or liquid food to avoid spill over or any accident during the delivery.
 - (v) To ensure food safety, parents should not send any food from restaurants or other food suppliers for fear that the food may have rotten before it is delivered.
 - (vi) The appropriate nutritional value of food is of great essence to students. We sincerely hope that parents will follow the school policy and cooperate with us.
- d) If parents would like to provide any opinions or assistance in the lunch arrangement, we strongly encourage parents to join the PTA Lunch Monitoring Group so that the quality of food can always be guaranteed.

(C) Student Growth Support

14. Mobile Phones Policy (For All Students)

To ensure lessons free from disturbance, the school does not encourage students to bring mobile phones to the school. You have to submit an application within one week after the resumption of classes if you wish your child to bring a mobile phone to school. Upon approval by the school, successful applicants will receive a label with the school stamp. This label should be stuck on the mobile phone. Students should also abide the following regulations:

- a) Students should switch off their mobile phones when they are on campus. If there is any emergency and that they have to contact their parents, they should go to their form teachers or General Office for assistance.
- b) If a labelled mobile phone is switched on and found inside the campus, teachers will confiscate the battery/phone temporarily. Students can claim it after school. If the same incident is found to occur again, the mobile phone will have to be collected by parents and two conduct marks will be deducted.
- c) If an unlabelled mobile phone is found (no matter if it is switched on or off), teachers will confiscate the battery/phone temporarily. The form teachers will inform parents to collect it and three conduct marks will be deducted.

(D) Home-School Cooperation

15. Distribution of PTA Membership Cards (For All Students)

2021/2022 PTA Membership Cards will be ready for distribution soon. Should you have any enquiries, please contact Ms. LEE Yuet-lan.

Parents should present their PTA membership card to the school gatekeeper upon entering the school campus. Please also present your card to the janitors when delivering lunchboxes to your child.

(E) Others

16. School Arrangements in case of Tropical Cyclone and Heavy Persistent Rain (For All Students)

In case of tropical cyclones, the school will take note of any announcement made by the Hong Kong Observatory and the following arrangements will apply:

Weather Conditions	Actions to be taken
Hoisting of No. 1 or No. 3 Tropical Cyclone Warning Signal	School operates as usual.
Hoisting of No. 8 Tropical Cyclone Warning Signal or above	Classes of the school are to be suspended.
No. 8 Tropical Cyclone Warning Signal is replaced by No. 3 Tropical Cyclone Warning Signal	Unless previous announcement has been made to the effect that classes will be suspended for the entire day, school is to resume if Tropical Cyclone Warning Signal 3 has been issued before 5:30 p.m.

In case of Heavy Persistent Rain, the school will follow arrangements as instructed by the Education Bureau and the following arrangements will apply:

Rainstorm Warning Signal	Actions to be taken
Amber	School operates as usual.
Red or Black	
(i) Issued from 5:30 a.m. onwards and before 6:00 a.m.	Classes of the school are to be suspended. Students who have not left for school should stay at home. School will keep our premises open and will arrange staff to look after the students who might arrive and ensure that conditions are safe before allowing students to return home.

(ii)	Issued from 6:00 a.m. onwards and before 8:00 a.m.	Classes of the school are to be suspended. Students who have not left for school should stay at home. School will keep our premises open and will arrange staff to look after the students who have arrived at school. If students learn about the class suspension announcement on their way to school, they should decide whether to proceed with their journey to school taking into consideration the rain, road, slope or traffic conditions. Students who have already arrived at school should remain in school until it is safe for them to return home. Parents do not need to pick up children from school immediately.
(iii)	Issued after 8:00 a.m.	Lessons will continue until the end of normal school hours. School will ensure that conditions are safe before allowing students to return home.

The school will not make up the day(s) lost due to the tropical cyclones or heavy persistent rain.

Parents should exercise their discretion in deciding whether or not to send their children to school at the time of inclement weather. They should keep their children at home if they consider that local weather, road, slope or traffic conditions at that time have yet to resume normal. Students will not be penalised under such exceptional circumstances.

Parents should indicate on the reply slip whether your child will go home himself / herself or be accompanied by parents when the school is closed.

17. Preventive Measures against Communicable Diseases (For All Students)

- a) As advised by the Centre for Health Protection (CHP) of the Department of Health (DH), outbreaks of communicable diseases such as dengue fever, seasonal influenza, chickenpox, hand, foot and mouth disease (HFMD) and scarlet fever may occur in institutions and schools from time to time.
- b) Therefore, before the commencement of the new school year, we have thoroughly cleaned and disinfected the school premises. We would also urge all students/staff members to pay attention to their personal hygiene and environmental hygiene of the school.
- c) For students' health sake, we would appeal to you that in addition to maintaining a clean and healthy household environment, please remind your children to constantly observe personal hygiene and keep the school environment clean. Please take note of the following measures:
 - In view of the latest situation of dengue fever, preventive measures should be taken to protect against mosquito bites. Please refer to the guidelines published by the Food and Environmental Hygiene Department, which can be accessed at:
https://www.fehd.gov.hk/english/pestcontrol/library/pdf_pest_control/mosquito_school.pdf
 - Seek medical advice as soon as possible if your children develop symptoms of diarrhea, vomiting and skin rash. If symptoms such as fever, sore throat, cough or influenza develop, they should put on a mask immediately and seek medical care promptly. Please also notify the school and let the children stay at home for rest until symptoms have improved and fever has subsided for at least two days, or follow the doctor's medical advice, whichever is longer.
 - Children with HFMD should stay at home for rest until fever has subsided and all vesicles have dried and crusted. As an extra precaution, if enterovirus 71 is confirmed to be the pathogen, children should take 2 more weeks of sick leave after all vesicles have dried up.
 - Inform the school immediately if children are sick or have been admitted to hospital for observation. Such information and contact details of students would be reported to CHP or relevant government departments on a need basis to help institute effective control measures to prevent the spread of communicable diseases.
 - Co-operate with the school by picking up children not feeling well from school and consulting the doctor immediately.
 - Provide children with handkerchiefs or tissue papers and remind them not to share towels or tissue papers with others.
 - Remind children to keep hands clean, cover nose and mouth while sneezing or coughing and dispose of used tissue paper properly.
 - Parents should measure children's temperature before they leave home for school.
 - When schools are advised by CHP to implement the additional measure on temperature monitoring, we will inform you of the details of the arrangements.
- d) At the beginning of the new school year, we have urged drivers and attendants of school buses not to drive/board these vehicles and make appropriate arrangements if they have a fever or any symptoms of communicable diseases. They should also inform the school and parents of the situation immediately.
- e) In case of any students being absent due to sickness, we would provide learning support for them so that their learning progress would not be affected.
- f) We would like to appeal to parents again for co-operation in maintaining a clean and healthy household environment. Please also remind your children to pay attention to personal hygiene and to take all necessary preventive measures against communicable diseases.

18. Regulations of the Use of Student Smart Cards and ‘eWallet’ Top-up (For All Students)

Financed by the Quality Education Fund, the school has been implementing the eCampus Scheme. The scheme aims at smoothing the administrative procedures via the use of new technology, thereby allowing teachers to take better care of students’ needs. The school introduces the Student Smart Card system to facilitate administrative work for teachers and students, like students’ attendance records, reward and punishment records, ECA records, books borrowing records, ePayment, etc. Students should pay attention to the following regulations and notes:

Regulations of the use of Student Smart Cards:

- Student Smart Cards are regarded as the identification card for students on campus. Parents should remind your child to keep it properly and bring it to school every day.
- Student Smart Cards can only be presented by the cardholder himself/herself and no student should present the Student Smart Card for others. If anyone is found violating the regulation, all involved parties shall be regarded as cheating and shall receive severe punishment.
- To prevent data loss due to damage to the chip, the Student Smart Card should be kept in a card holder.
- In case of damage or loss, students should report to the General Office and replace the Student Smart Card as soon as possible. A fee will be charged for the replacement of a new card.

The ‘eWallet’:

The ‘eWallet’ is another function that comes under the eCampus Scheme.

The school arranges different kinds of learning activities or assistance in purchasing teaching materials and stationery for students, which may involve some administrative fees. In the past, students had to bring cash to school and teachers had to spend time to collect money. With ‘eWallet’, students do not need to bring cash to school and the time for collecting money is also reduced.

Please take note of the followings:

- The Smart Card Account can be used to settle designated payments, such as small subscription fee of teaching materials and class activity transportation fee. The relevant items will be listed in the Notice to Parents. Please inform us and submit the reply slip in advance if you do not wish your child to place an order or participate in the activities.
- Top-up records and payment details will be shown in the intranet accounts of parents and students for verification.
- The school requests students to credit the eWallet with money at the beginning of the term or when the account balance is insufficient. All students should top up their account with \$500 at the beginning of the 1st term, about \$500 at the beginning of the second term (including air conditioning fee) and about \$500 at the end of second term (including registration fee). You will be informed of the actual top-up amount at a later stage.
- The account balance will automatically be brought forward to the following academic year. All balance for subsequent terms at a later date will be returned to parents when students leave school.
- Student’s Smart Card is not linked to the ‘eWallet’. Therefore, anyone who finds a lost Student Card will not be able to use the money in the ‘eWallet’.
- Students who are unable to reload Student Smart Card due to financial difficulty should contact the Vice Principal Ms. NGAN Ching-ha.

The arrangements of reloading ‘eWallet’ this term:

- | |
|--|
| All students should either hand in \$500 via the e-Class Parents App or hand in the amount to the form teachers to reload 'eWallet' within one week after the resumption of classes. |
|--|
- For enquiries, please contact the Vice Principal Ms. NGAN Ching-ha or Mr. SUNG kwok-on at 2792 6712.

19. School Intranet Parent’s Account and eClass App (For All Students)

To strengthen the communication among teachers, students and parents, the school runs an intranet (<http://eclass.sts.edu.hk>) for parents to check the activities at school, student’s conduct records and information about homework, etc. through this system. Parents could also communicate with teachers through e-mail. Please fill in the attached application form for a Parent’s account of the school intranet (Appendix I) and submit it to the General Office. For details, please read the regulations listed in the application form.

To further enhance the communication between schools and parents, we will release our school notice via eClass App. Parents can login to your own account to sign reply-slips and receive the push messages from the school. Also, parents can keep track of students’ learning information from the eClass App, i.e. students’ e-attendance record, e-homework, school calendar and e-payment record etc.

Please find the “eClass App User guidelines” on our website home page (<http://www.sts.edu.hk>) or use the QR Code provided, and follow the guidelines to install the App on smartphones or any tablet devices. Parents can use it to read e-notices and sign reply-slips. At the early stage of eClass App arrangement, our school would distribute hard copy and electronic reply-slip simultaneously. Parents please use the app to acknowledge the receipt of notices electronically and sign the hard copy and return to class teachers during this transition period. We would inform parents of the details of electronic reply-slips when they are in full operation later.



If you have any enquiries, please feel free to contact eClass App support hotline at 3913 3211, or contact IT Education Team Mr. SUNG kwok-on, General office at 2792 6712.

Ref: 2021-2022 / No.1

(F) Reply Slips

A) September Circular - Reply Slip (For All Students)

To: Sai Kung Sung Tsun Catholic School (Secondary Section)

I have read and understood September Circular in detail. All issues including ‘Overdue books and lost books’ are acknowledged.

Parent’s suggestions (if any) : _____

Student’s Name: _____

Class: _____

Class No: _____

Parent’s signature: _____

Date: _____

Remarks: Form teachers should collect and submit the reply slips to Mr. CHU at the General Office.

Ref: 2021-2022 / No.1

B) eCampus Scheme – Top-up of ‘eWallet’ - Reply Slip (For All Students)

To: Sai Kung Sung Tsun Catholic School (Secondary Section)

I have read and acknowledged issues concerning the functions and payment of eCampus Scheme – ‘eWallet’, i.e. \$500 will be collected from all students. The amount will be deposited to the Student Smart Card account.

Parent’s suggestions (if any) : _____

Student’s Name: _____

Class: _____

Class No: _____

Parent’s signature: _____

Date: _____

Remarks: Form teachers should collect and submit the reply slips and payment to Ms Yvonne CHEUNG at the General Office.

C) School Arrangements during Tropical Cyclone and Heavy Persistent Rain – Reply Slip (For All Students)

To: Sai Kung Sung Tsun Catholic School (Secondary Section)

I have read and acknowledged matters concerning 'School arrangements during Tropical Cyclone and Heavy Persistent Rain'. I declare and agree that when the Hong Kong Observatory issues the tropical cyclone signal No.8 or above or Red / Black Rainstorm Warning and the Education Bureau announces the closure of school, provided that the condition is safe, my child would

- ☐ go home himself / herself.
- ☐ stay at school until being escorted by parents.

Student's Name: _____

Class: _____

Class No: _____

Parent's signature: _____

Date: _____

Remarks: Please put a tick ✓ in the appropriate box.

Form teachers should collect and submit the reply slips to Miss Remy MAK at the General Office.



Ref: 2021-2022 / No.1

D) 'The Student Activities Support Fund' - Reply Slip (Applicants should fill in the reply slip and submit it directly to Miss Annie HONG at the General Office)

To: Sai Kung Sung Tsun Catholic School (Secondary Section)

I have read and acknowledged matters concerning 'The Student Activities Support Fund' and wish to apply for a full grant.

My family is

- ☐ accepting the 'Comprehensive Social Security Assistance' (CSSA) offered by the Social Welfare Department
(Please attach a copy of Comprehensive Social Security Assistance (CSSA) recipients—for Medical Waivers)
- ☐ under verification of accepting a * full / half grant given by the Student Financial Assistance Agency (* Please delete the inappropriate)
- ☐ I would like to apply for this funding support because of the following reason(s) :

(attach with a parent's letter)(☐ Recommended / ☐ Not Recommended)

Student's Name: _____

Class: _____

Class No: _____

Parent's signature: _____

Date: _____

Remarks: Please put a tick "✓" in the appropriate box.

Applicants should submit the reply slips to Miss Annie HONG at the General Office.

E) Mobile Phones Policy - Reply Slip (For Applicants)

To: Sai Kung Sung Tsun Catholic School (Secondary Section)

I have read and acknowledge matters concerning Mobile Phones Policy.

☐

I hereby apply for the permission to bring a mobile phone to school for my child.

Reasons (Please state) : _____

☐

My child needs not apply for the permission to bring a mobile phone to school.

I will cooperate with the school and remind my child to abide by the regulations.

Student's Name: _____

Class: _____

Class No: _____

Parent's signature: _____

Date: _____

Remarks: Please put a ✓ in the correct box

Applicants should submit the reply slip to form teachers and then pass to Miss Remy MAK at the General Office.



Ref: 2021-2022 / No.1

F) Parental Consent on Participation in the Physical Education Lessons- Reply Slip (For All Students)

To: Sai Kung Sung Tsun Catholic School (Secondary Section)

I have carefully read and acknowledge matters concerning parental consent on participation in the Physical Education Lessons. I hereby make the following arrangement for my son/daughter:

(Please put a "✓" in the appropriate box)

☐

My child is suitable for participating in PE lessons.

☐

My child is not suitable for participating in PE lessons. Relevant medical certificate is attached.

☐

Please exempt my child from participating in PE lessons from _____ to _____ Relevant medical certificate is attached.

☐

My child is only suitable for participating in the types of activities recommended by his/her doctor. Relevant medical recommendation is attached.

Student's Name: _____

Class: _____

Class No: _____

Parent's signature: _____

Date: _____

Remarks: Form teachers should collect and submit the reply slips to the collection box at the General Office.

G) Textbooks and Teaching Materials Order - Reply Slip (For S4 Students)

To: Sai Kung Sung Tsun Catholic School (Secondary Section)

I have read and understood the arrangement of the collective order of textbooks or learning materials and agree to order.

Student's Name:

Class:

Class No:

Parent's signature:

Date:

Remarks: Please fill in the reply slip. The payment will be settled via "ePayment" on 6th October 2021. Form teachers should collect and submit the reply slips to Ms. Yvonne CHEUNG at the General Office.

Sai Kung Sung Tsun Catholic School (Secondary Section)
2021-2022 Information of Electronic Newspaper Subscription

Newspaper	Dates	Price
1. 「明報」中學學生版 (電子版)	165 days	\$330
2. 「香港經濟日報」電子版	Whole year	\$300
3. 「星島」及「校園報」電子報	Whole year	\$248
4. 「信報」網上版連電子揭頁版	Whole year	\$400
5. Young Post & SCMP ePaper	Whole year	\$294

- Please submit the subscription fees to the library on or before 20/9/2021 (Monday).
- Should you have any enquiries, please contact the school Teacher Librarian, Ms. CHAN Lai-yee at 2792 6712.

Medical History of Student

(Restricted - The information provided will only be used for the purpose of the student's health reference)

Name of Student : _____ Sex : _____ Class: _____ Class No.: _____

Date of Birth: _____ Name of Parent/Guardian: _____

Emergency Telephone Number: 1. _____ 2. _____

1. If the student has ever had the medical condition(s) below, please put a "✓" in the appropriate box(es) and give details.

		Age detected	Details of Disease	Recommended treatment (if applicable)
<input type="checkbox"/>	G6PD deficiency			
<input type="checkbox"/>	Bronchial asthma			
<input type="checkbox"/>	Epilepsy			
<input type="checkbox"/>	Fits due to fever			
<input type="checkbox"/>	Kidney disease			
<input type="checkbox"/>	Heart disease			
<input type="checkbox"/>	Diabetes mellitus			
<input type="checkbox"/>	Hearing defect			
<input type="checkbox"/>	Haemophilia			
<input type="checkbox"/>	Anaemia			
<input type="checkbox"/>	Other blood disease			
<input type="checkbox"/>	Allergy to drugs			
<input type="checkbox"/>	Allergy to vaccines			
<input type="checkbox"/>	Allergy to food			
<input type="checkbox"/>	Other allergies (Please specify: _____)			
<input type="checkbox"/>	Tuberculosis			
<input type="checkbox"/>	Minor operation			
<input type="checkbox"/>	Major operation			
<input type="checkbox"/>	Mental problems (eg. psychosis, depression, anxiety disorder, obsessive compulsive disorder, etc.)			
<input type="checkbox"/>	Others			

2. If the student is considered not suitable for participation in PE lessons or any other type of school activities, please specify and submit a medical certificate for school's reference.

3. Other supplementary information :

(Signature of Parent/Guardian)

(Name of Parent/Guardian)

Date

Collection of Personal Data**Purpose of Collection :**

Personal data collected from your child is only used for handling matters relating to his / her health and safety. Though the provision of such data is done entirely on a voluntary basis, insufficiency of information may make the school unable to have a clear picture of your child's medical history. We may not be able to provide proper assistance to him / her in case of accident.

Access to Personal Data :

According to Personal Data (Privacy) Ordinance, you have the right to access and correct the data supplied. Please contact the school if necessary.



23 August 2021

Dear Parents/Guardians,

Student Health Service

The Student Health Service of the Department of Health is now conducting enrolment exercise for the 2021/2022 school year. The annual health assessment will be arranged for all primary and secondary day school students. **The service period starts from November 2021 to October 2022.** We would like to invite your child to participate in the service.

The objectives of Student Health Service are to safeguard both the physical and psychological health of students through health promotion and disease prevention services, enabling them to gain the maximum benefit from the education system and develop their full potential. Our scope of service includes physical examination, health assessment, individual health counselling and health education. For details of the health programmes categorised by grade, you may refer to the “Health Programmes at Student Health Service Centre” at (www.shs.gov.hk/healthprog.pdf) .

Enrolled students of the Student Health Service will be given an annual appointment at a designated Student Health Service Centre according to the location of their school. The Centre designated for your child is Sha Tin Student Health Service Centre at 1/F Sha Tin (Tai Wai) Clinic, 2 Man Lai Road, Tai Wai, Sha Tin. An appointment letter will be sent to you through the school about one month before the appointment date. You are invited to accompany your child on the appointed date. Student Health Service Centre may contact you at the given phone number if necessary when you cannot accompany your child. In exceptional circumstances where we could not reach you, we may seek support from school to contact you.

Students joining Student Health Service will be charged according to their eligibility status. The service is provided free to students who are “eligible persons” (please see “Notes for Parents / Guardians” for details). Please return the completed “Application and Consent Form” to the school at your earliest convenience (if you do not agree to enrol your child in the Student Health Service, please complete Parts A and C of the form).

For further details of the Student Health Service, you may refer to the pamphlet attached or refer to the QR code on the application form. For enquiries, please call Sha Tin Student Health Service Centre at 2609 3461 / 2609 5591.

Yours faithfully,

(Dr. Thomas CHUNG)
Consultant Community Medicine
Family and Student Health Branch
Department of Health

**Application & Consent Form for Student Health Service 2021/2022**

(Please complete this form in BLOCK letters using ball pen)

A. Student/ Participant Particulars (This part must be completed and <input checked="" type="checkbox"/> as appropriate)															
Name of Student /Participant (Please complete the name as printed on Identity Card / Birth Certificate)						Date of Birth		Sex							
Surname (English)		Other name (English)		Surname (Chinese)		Other name (Chinese)		Day Month Year	<input type="checkbox"/> Male <input type="checkbox"/> Female						
								<div style="display: flex; justify-content: space-around;"><div>Day</div><div>Month</div><div>Year</div></div>							
Name of school (if applicable)						<input type="checkbox"/> AM <input type="checkbox"/> PM <input type="checkbox"/> Whole Day		Class <div style="border: 1px solid black; width: 40px; height: 20px; display: inline-block;"></div>							
Type of document:		Document No.: <div style="display: flex; justify-content: space-around;"><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div>													
<input type="checkbox"/> HK Permanent Identity Card <input type="checkbox"/> HK Birth Certificate (with permanent resident status of HKSAR indicated as "ESTABLISHED") <input type="checkbox"/> HKSAR Passport <input type="checkbox"/> HKSAR Re-entry Permit <input type="checkbox"/> HKSAR Document of Identity for Visa Purpose (bearing valid visa endorsement to stay in HK) <input type="checkbox"/> Valid travel document (Passport) with label / stamp showing "right to land" / "right of abode" / "permitted to land" in HK / "previous conditions of stay are hereby cancelled" / "eligibility for HK permanent identity card verified" <input type="checkbox"/> Valid travel document (Passport) with label / stamp showing "unconditional stay" in HK <input type="checkbox"/> Valid travel document (Passport) with label / stamp showing "permitted to remain until (date)" or "permission to remain extended until (date)" in HK provided that the holder is not a visitor and has not overstayed in HK <input type="checkbox"/> Travel document (e.g. Passport, Two-way Permit) showing the holder's status as "Visitor" / holders of Form of Recognizance (should be charged at "non-eligible person" rate) Student who selects the following documents is required to further provide requested information to prove his / her eligibility. Otherwise, he / she would be charged at "non-eligible person" rate. <input type="checkbox"/> HK Birth Certificate (with permanent resident status of HKSAR indicated as "NOT ESTABLISHED") <input type="checkbox"/> HK Identity Card <input type="checkbox"/> Other identity documents, please specify _____															
B. Consent and Declaration (If you agree to enrol your child in the Student Health Service, please complete this part)															
Place of Birth		Period of arrival in Hong Kong (Not for child born in Hong Kong)				Day-time contact telephone no. of parent / guardian (Remarks : for phone contact and receiving SMS message)									
		<div style="display: flex; justify-content: space-around;"><div></div><div></div><div></div><div></div><div></div><div></div></div> <div style="display: flex; justify-content: space-around;"><div>Month</div><div>Year</div></div>													
Address: Room <div style="border: 1px solid black; width: 40px; height: 20px; display: inline-block;"></div> Floor <div style="border: 1px solid black; width: 40px; height: 20px; display: inline-block;"></div> Block <div style="border: 1px solid black; width: 40px; height: 20px; display: inline-block;"></div> Building <div style="border: 1px solid black; width: 40px; height: 20px; display: inline-block;"></div> Street <div style="border: 1px solid black; width: 40px; height: 20px; display: inline-block;"></div> District <div style="border: 1px solid black; width: 40px; height: 20px; display: inline-block;"></div> Mail Collection Number <div style="border: 1px solid black; width: 40px; height: 20px; display: inline-block;"></div> <div style="display: flex; justify-content: space-around;"><div><input type="checkbox"/>Hong Kong</div><div><input type="checkbox"/>Kowloon</div><div><input type="checkbox"/>New Territories</div><div><input type="checkbox"/>Others</div></div>						Home telephone no. / other cell phone no.									
I agree to enrol the above named child in the Student Health Service. I give consent to and authorise the Director of Health to obtain or disclose all relevant information relating to the child from me, the school the child is attending, the service providers engaged by Student Health Service, Government Departments and Bureaux and relevant parties for the purpose of enrolment and follow-up appointment and establishing the eligibility status of the child for fee-determination purpose. (The Student Health Service is provided free for those students who are " eligible persons ". For " non-eligible persons ", they have to pay on the appointment day the gazetted annual fee, the prevailing fee is HK\$535.) Signature of Parent / Guardian _____ Relationship <input type="checkbox"/> Father <input type="checkbox"/> Mother <input type="checkbox"/> Guardian Name of Parent / Guardian _____ Date _____ (Please complete in block letter)															
C. Do not agree to enrol (If you disagree to enrol your child in the Student Health Service, please complete this part)															
I do not agree to enrol the above named child in the Student Health Service. Reason for non-enrolment _____ Signature of Parent / Guardian _____ Relationship <input type="checkbox"/> Father <input type="checkbox"/> Mother <input type="checkbox"/> Guardian Name of Parent / Guardian _____ Date _____ (Please complete in block letter)															

Statement of Purposes

Student Health Service

Purpose of Collection

1. The personal data are provided by patients and clients with whom the Department of Health (DH) interacts in the delivery of the services, and other related activities. The personal data provided will be used by DH for validation of authenticity of identity for the following purposes:
 - a. Proof of eligibility;
 - b. Providing services including but not limited to clinical service, appointment arrangement and notification and client relation matters;
 - c. Record of test results / examination / investigation / treatment for continuation of care or reference by other medical professionals;
 - d. Consent for particular treatments / tests;
 - e. Tracking of payment;
 - f. Suspected outbreak investigation;
 - g. For notification of tuberculosis or other disease reportable/ notifiable for public health purposes;
 - h. Tracing defaulters for follow-up / treatment;
 - i. Record of enrolment / management;
 - j. For preparing statistics and accounting reports, epidemiological surveillance, carrying out research or teaching purpose; and
 - k. Audit purpose.
- * The provision of personal data is voluntary. If you do not provide sufficient information, we may not be able to prove your eligibility for specific service / activities and cannot provide service / assistance to you or even the service / assistance may still be provided, you will be charged at the “non-eligible persons” (usually higher) rate.

Classes of Transferees

2. The personal data you provide are mainly for use within the DH but they may also be disclosed to other Government bureaux / departments or relevant parties for the purposes mentioned in para. 1 above, if required. Apart from this, the data may only be disclosed to parties where you have given consent to such disclosure or where such disclosure is allowed under the Personal Data (Privacy) Ordinance.

Access to Personal Data

3. You have a right of access and correction with respect to personal data as provided for in sections 18 and 22 and Principle 6 of Schedule 1 of the Personal Data (Privacy) Ordinance. Your right of access includes the right to obtain a copy of your personal data. A fee may be imposed for complying with a data access request.

Enquiries

4. Enquiries concerning the personal data provided, including the making of access and corrections, should be addressed to:

Student Health Service

Clerical Officer

4/F, Lam Tin Polyclinic,

99, Kai Tin Road, Kwun Tong, Kowloon

Student Health Service

www.studenthealth.gov.hk



Health Programmes at

Student Health Service Centre

www.shs.gov.hk/healthprog.pdf



Notes for Parents/Guardians

Please take note of the followings:

1. The Student Health Service is a health promotion and disease prevention programme. Students who need curative service may seek medical treatment from the General Out-Patient Clinics of the Hospital Authority or private medical practitioners. **For students with academic problems, they or their parents should seek advice from teachers or student guidance officers.** For details of the health programmes categorised by grade, you may refer to the “Health Programmes at Student Health Service Centre” at (www.shs.gov.hk/healthprog.pdf).
2. Students joining the Student Health Service will be charged according to their “eligible persons” and “non-eligible persons” status. Student Health Service may obtain relevant documentation relating to the students from the students and their parents/guardians for the verification of their eligibility status for fee-determination purpose. Students with one of the following valid identity documents belong to “eligible persons”:
 - i) Hong Kong Permanent Identity Card / Hong Kong Identity Card (subject to further checking)
 - ii) Hong Kong Birth Certificate with permanent resident status of Hong Kong Special Administrative Region (HKSAR) indicated as “ESTABLISHED”
 - iii) Hong Kong Birth Certificate with permanent resident status of HKSAR indicated as “NOT ESTABLISHED”, but the Permit to Remain in the HKSAR shows that:
 - a. unconditional stay in HKSAR has been granted
 - b. the holder is permitted to remain until (date) and provided that the holder **is not a visitor** and **has not overstayed in Hong Kong**
 - iv) HKSAR Passport
 - v) HKSAR Re-entry Permit
 - vi) HKSAR Document of Identity for Visa Purpose bearing valid visa endorsement to stay in Hong Kong
 - vii) Travel documents with one of the following labels /stamps issued by the Immigration Department:
 - a. “The right to land in Hong Kong”
 - b. “The holder was permitted to land”
 - c. “Previous conditions of stay are hereby cancelled”
 - d. “Eligibility for Hong Kong permanent identity card verified”
 - e. “Certificate of Entitlement to the right of abode in HKSAR”
 - f. “Unconditional stay” (subject to further checking)
 - g. “Permitted to remain until (date)” / “permission to remain extended until (date)” provided that the holder **is not a visitor** and **has not overstayed in Hong Kong** (subject to further checking).
 - viii) Certificate of Exemption
 - ix) Consular Corps Identity Card

The Student Health Service is provided free of charge for students who are “eligible persons”. For those who are “non-eligible persons”, e.g. holders of travel document (passport, Two-way Permit) showing their status as “Visitors” or holders of Form of Recognizance, have to pay on the appointment day the gazetted annual fee (the prevailing rate is HK\$535). Students may have to provide relevant identity documents for the checking of their eligibility for free service.

For eligibility of the rates of charges applicable to “eligible persons”, please refer to the Gazette Notice 5114.

3. Enrolled students will be given an annual appointment of approximately 90 minutes for health assessment and health education at a designated Student Health Service Centre. The health assessment will be conducted in either English or Chinese. You are invited to accompany your child during the assessment. The service hours of the centre are 9 am to 1 pm and 2 pm to 6 pm from Monday to Friday (except public holidays) (**Tai Po Student Health Service Centre is closed on Wednesday**). Most students will be given an appointment outside school hours.
4. Parents and children are most welcome to make use of the Health Education Infoline 2833 0111 provided by the Department of Health or browse the Student Health Service website www.studenthealth.gov.hk for information on Student Health Service.
5. For enquiries, please call the Student Health Service Centre during service hours.