

Hong Kong Sheng Kung Hui Christ Church

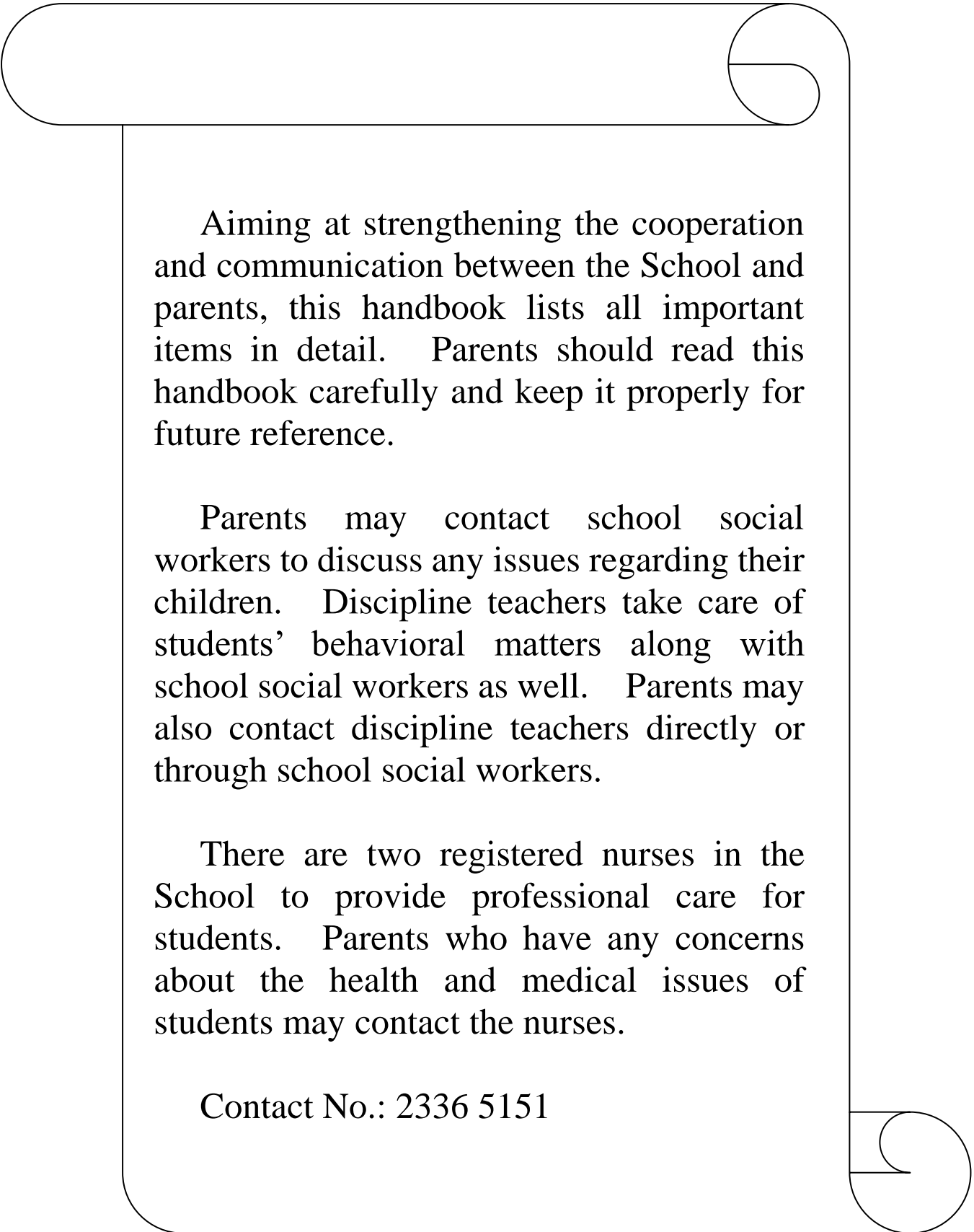
# Mary Rose School



## Parents Handbook

**Name:** \_\_\_\_\_  
**School Year** \_\_\_\_\_ - \_\_\_\_\_

**Address : 11 Renfrew Road, Kowloon Tong, Kowloon**  
**Telephone : 2336 5151**



Aiming at strengthening the cooperation and communication between the School and parents, this handbook lists all important items in detail. Parents should read this handbook carefully and keep it properly for future reference.

Parents may contact school social workers to discuss any issues regarding their children. Discipline teachers take care of students' behavioral matters along with school social workers as well. Parents may also contact discipline teachers directly or through school social workers.

There are two registered nurses in the School to provide professional care for students. Parents who have any concerns about the health and medical issues of students may contact the nurses.

Contact No.: 2336 5151

## **1) Class Allocation**

The school policy of class allocation is based on the age of students. Since the numbers of students (in the same age group) of each class are different, students would be allocated in mixed mode. However, students' learning would not be affected by class allocation as the school-based curriculum is designed to cope with the ability of each student.

## **2) School Hours**

School hours: 9:00 a.m. to 3:30 p.m.

Students should arrive at school between 8:30 a.m. and 8:55 a.m. and please be punctual.

Students who are late for school must register at General Office. School staff would then escort the student to the classroom and update the attendance record.

During school hours, gates are locked for safety reason. Parents and visitors must register at the security booth and be led into the school premise.

### **3) Picking Up Students**

1. Parents should not take students to school before 8:30 a.m.
2. Parents should leave school before 9:00 a.m.
3. Parents should arrive at school between 3:40 p.m. and 3:50 p.m. and present Student Pick Up Card for picking up students.
4. Parents who come early or late to pick up students should register at General Office.
5. Parents should pick up students on time after extra-curricular activities.

### **4) Leaving Early and Changing the Way of Leaving School**

In case of wishing to leave early or change the way of leaving school, parents should notify the School either in writing in the Student Handbook or by phone to school social workers before 2:00 p.m. Parents should not ask their children, school bus drivers, nannies or other parties to notify the School. Upon arrival, parents should notify the staff at General Office and wait for the staff to escort the student to the office. In order to avoid the disruption of dismissal arrangement in school, parents who wish to pick up your

child earlier should fetch him / her before 3:10 p.m.

## **5) Student Handbook**

Parents should fill in all information in the Student Handbook at the beginning of each term. Students should bring the Student Handbook to school every day. Parents should check each section in the handbook regularly for any updates including “Progress Report”, calendar, time-table and “Message to Parents”.

## **6) School Bags**

Students should keep the school bags clean and tidy. Students should not bring valuables, toys, magazines and unnecessary items to school. Students may bring their own bottle of drinking water to school. School staff would help refill if needed.

## **7) Pocket Money and Accessories**

In order to create an opportunity for high school students to learn how to operate a shop, the School has set up “MRS Tuck Shop” and sell snacks at about cost price of the product. Parents may give a proper amount of money

to students. Also, students should not bring or wear any valuables to school.

### **8) Term Report**

Term Report would be delivered to students at the end of each term. Parents should check and sign the report and ask their children to bring back to school. After checking, the School would then return the report to parents. Please keep it properly for record.

### **9) Text Book Fees**

Students are required to pay the fees for text books, arts & crafts materials and Student Handbook each term. Students should bring their own stationery such as pencils and erasers etc.to school. (Please put student's name on stationery and clothing with marker pens.) Secondary students should also pay the fees for vocational training materials of cookery, needle-work as well as design & technology subjects.

### **10) Payment Method**

All fees, except individual/specified items, should be paid by Autopay.

## **11) Lunch**

Students may bring their own lunch or order lunch with the school food supplier which is selected by the School. The School also monitors closely the quality and nutritional value of food. Leading by school nurses, a team sets the lunch menu for students each month.

## **12) School Bus**

As our students live in various places, the School will arrange coach bus or nanny vans to pick up students to school. Besides, in order to ensure school bus service with good service and reasonable price, the School will work out contracts with school bus service contractors on routes and fees every year.

The School conducts survey on school bus service each year for improvement. Due to limited seats, pre-set routes and time constraints, PA would not entertain any request for change of routes.

## **13) Management and Fees of School Bus Service**

1. All school buses are air-conditioned and there is a nanny on each school bus to take care of students.

2. Please arrive at the assigned stop FIVE (5) minutes before the scheduled time. Bus drivers would not wait for any late comers.

3. Bus Fees Collection:

Routes run by the School: pay by Autopay each month

Routes run by contractors: pay to the bus driver directly on the first day of each month

Total No. of Monthly Installments: 10 and 2/3 months for 1 full school year (Two-third of the regular monthly fee is charged for the month of July.)

4. Single Trip / Suspension of Using School Bus Service

a. Full time students who request for single trip to or from school would be charged not less than 75% of the regular monthly fee.

b. Students who wish to suspend using school bus service for one month or more should pay 50% of the regular monthly fee for reservation.

5. When the School have agreed on fees and



routes with the school bus service contractors, parents or contractors should not adjust the fees or routes on their own.

6. Parents should notify the School at least ONE (1) month in advance if their children wish to stop taking school bus or change to another route. Otherwise, ONE (1) month's fee should be paid to the contractor or the School as compensation. *(Remarks: students may not stop or cancel his/her school bus arrangements for July, unless the student has decided not to ride the school bus in the coming academic year.)*

7. For any enquiries or comments on school bus service, parents may contact school social workers.

#### **14) Student's travel arrangements between home and school bus stop /school**

To ensure the safety of students, parents are requested to arrange an adult family member / guardian to bring and pick up students in school or at the school bus stop. If for any reason any parent wishes to change his / her child's travel arrangements between home and school/school bus stop, the parent should submit a written application to the school for consideration and

follow-up. For details, please contact your child's class teacher or responsible social worker.

## **15) Absences**

### Sick Leave:

Parents should call General Office before 9:00 a.m.

### Leave due to situations known in advance:

Parents should notify the School at least ONE (1) day in advance.

Parents should also contact the food supplier about the student's absence as soon as possible for refund. Students are expected to attend school regularly. Absences with no particular reasons would definitely affect students' learning.

(Remarks: No matter the reason, the school would report cases of students who are absent from school for 7 consecutive days to the EDB.)

## **16) Procedure and Arrangement for Rainstorm and Tropical Cyclone Warnings when School is In Session**

In bad weather conditions, the School would operate according to guidelines issued by Education Bureau (EDB):

1. If the Tropical Cyclone Warning Signal No. 3 or above, Red / Black Rainstorm Warning is issued before 8:00a.m., classes will be suspended. Students are advised to stay at home. The campus will remain open until the end of school hours. For students who have already arrived school by the time, the school shall contact their parents and make suitable arrangements to ensure safety.
2. If the Tropical Cyclone Warning Signal No. 3 or above, Red / Black Rainstorm Warning is issued after 8:00a.m.
  - a. If the EDB has announced the suspension of classes for special schools / special schools for children with intellectual disabilities, and the student is on his/her way to school, parents are advised to observe conditions of the weather, road and traffic, and decide whether or not to let the student continue travelling to school. The school will remain open until the end of school hours. For students who have already arrived school by the time, the school shall contact their parents and make suitable arrangements to ensure safety.
  - b. If the EDB has not announced the suspension of classes for special schools /

special schools for children with intellectual disabilities, classes will continue. At the time of inclement weather, parents should exercise their discretion in deciding whether or not to let the student go to school.

- c. Students who have already arrived school will stay in the campus until the end of school hours (except on certain special situations which require immediate evacuation upon EDB's instruction). The school shall pay close attention to changes of the weather condition and make proper arrangements.

## **17) School Uniform**

1. The School is responsible for selecting a reputable uniform manufacturer to be the school uniform supplier. (Fung Cheong Shun Ltd. is the current supplier. Telephone: 2728 2761)
2. Staff from the uniform manufacturer will come to school on a specific day and take measurements of students who have ordered uniform through the School. Parents may also visit the manufacturer in person or tailor-made for their own children.

3. If parents would like to request special size for their children, please state clearly on the order form. For exchange of size, parents or students should bring back the new and unworn uniform to school with official receipt within ONE (1) week of receiving.
4. Students may wear navy blue vest or sweater underneath the school coat in cold weather. Jackets or coats other than the school coat should not be worn. Girls may wear grey tights. All items of clothing should be clearly marked with student's name by marker pens. Students may wear navy blue or white sweater and/or navy blue trousers on the days before officially changing winter uniform.
5. Invoice would be distributed together with the uniform and payment should be made by the Autopay. On the days before officially changing summer uniform, students may wear either winter or summer uniform according to the weather. Air-conditioners would be switched on when the temperature is 25°C or above. Students may leave their navy blue or white sweater in the classrooms. All items of clothing should be clearly marked with student's name by marker pens.

6. Students must wear proper school sportswear and sports shoes for P.E. lessons.

### **18) Parents & Staff Association (PSA)**

All staff members and parents of currently enrolling students are PSA members automatically.

### **19) Parents' Day**

Parents' Day is held once in each term. It is a valuable chance for parents and staff (teachers and specialists) to meet each other and discuss the learning, behavior and other matters of the student.

### **20) Personal Hygiene**

Personal hygiene is an important issue in the School. Not only school uniform should be changed and washed regularly but also hair should be clean and tidy at all times. Students who are found infested with hair louse should consult doctor immediately and stay at home until the infestation is cured. It is suggested that family members of the infested student should also be inspected.

## **21) Personal Information**

Students who are eleven years old or above and have got Hong Kong Identity Card should give a copy of the card to the School for record. Please state clearly in the Student Handbook whether the students have applied the disability allowance or not. For any changes in the personal information such as correspondence address or telephone number, please notify the School immediately.

## **22) Application for School Textbook Assistance / Student Travel Subsidy Scheme**

School would help any needy families to apply the above schemes. For details, please refer to relevant notice or contact school social workers directly.

## **23) Application for the Extension of Years of Study**

Under the NSS academic structure, students of special schools will normally graduate from school upon completion of Secondary 6, yet starting on 2009-2010 academic year, the Education Bureau has decided to deploy a mechanism for the application of the “Extension of Years of Study”, which allows students to

extend their years of study for a year if they have “valid reasons”. Through this handbook, we hope that parents whose student is not yet in Secondary 6 can have a basic understanding on issues regarding the Extension of Years of Study, so as to help parents to have a better life planning for their children. Main points about the Extension of Years of Study are as follow:

1. All applications must satisfy at least one of the three “valid reasons” set by the Education Bureau (the “valid reasons” are principles set in consultation with the special education sector and parents to ensure objectivity):
  - a. The student has been absent from school for more than one-third of the total school days in a school year due to valid reasons (Such as suffering from illnesses, undergoing surgeries, representing Hong Kong in competitions and attending training, etc.);
  - b. The student has major disruptions in learning. (For example, the student has severe emotional problems, receive therapeutic treatments and is under drug influence, etc.); or



c. The student experiences serious adaptation problems. (These include serious adaptation problems faced by newly arrived children and non-Chinese speaking students due to their learning backgrounds and language environments, etc.)

2. Students of any year/grade are eligible to apply for the “Extension of Years of Study”, and is not limited only to Secondary 6 students of the respective school year. Any applications submitted on or before the end of January shall be considered as an application of the current year; and any applications submitted on or after February will be considered as an application of the next school year. Example is as follow:

Submission date:	2022 September to 2023 January	→ considered as an application case for 2023-2024 academic year
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Submission date:	2023 February to 2023 August	→ considered as an application case for 2024-2025 academic year
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3. Application Procedure: parents can submit an application letter to the School listing out the reason(s) for applying an “extension of years of study” in detail, and attach any

related document of proof for reference (such as doctor's certificate) if necessary.

4. Important Note: under normal circumstances, the extension period for years of study shall not exceed a year, regardless of the student's year of application. The school shall contact all parents of Secondary 6 students of the current school year to have a thorough discussion regarding the said matter, and ensure that all cases will be handled fairly. If the number of applications exceed the quota, students who are in higher year shall be given priority for allocation.
5. For enquiries, please contact our school social worker at 2336 5151.



**Not for Sale**

**Please keep this handbook properly.**

**July 2022**

**School website : <http://www.mrs.edu.hk>**

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