

Hong Kong Sheng Kung Hui Christ Church

# Mary Rose School



## Parents Handbook

Please keep this handbook properly

2024 Version

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## **I. School Affairs**

### **1. Communication and Contacts**

Parents may communicate or obtain information regarding a particular school-related Matter through:

- ✧ Student Handbook
- ✧ Phone
- ✧ In-Person Meeting

(The optimal time for contact is 4:00p.m.- 5:00p.m.)

#### **a. General concerns about your child / Behaviour Management**

Please contact discipline teachers or school social workers

Please contact class teacher.

#### **b. Questions about a particular activity**

Please contact the teacher in charge of the activity.

#### **c. Health issues**

Please contact our registered nurses.

#### **d. School policies and administration**

Please contact the Vice Principal or Principal.

### **2. School Announcement**

a. Parents should carefully read, sign and return school notices as soon as possible.

b. Notices will be issued for specific matters, and parents are requested to read through them.

### **3. Payment**

a. Payment Method : All fees, except individual/specified items, should be paid by Autopay.

b. 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 the student's name on all stationeries and clothing with marker pens.) Secondary students should also pay the fees for vocational training materials.

### **4. Personal Information**

a. The school updates student information annually. For any changes in the personal information such as change of address, phone number or guardian, please notify the School immediately.

b. Students who are eleven years old or above and have got the Hong Kong Identity Card should give a copy of the card to the School for record.

## 5. Arrangements for Severe Weather

When Hong Kong is under severe weather conditions such as tropical cyclones, continuous rainstorm and thunderstorm, etc. parents should pay close attention to announcements made by relevant government departments e.g. the Hong Kong Observatory (HKO), Education Bureau (EDB), etc.

When the Tropical Cyclone Signal No.3 or above, or the Red / Black Rainstorm Warning Signal is hoisted by the HK Observatory, or when the EDB has announced the suspension of schools, there would be no classes. Students should stay at home for safety.

### a. School Schedule and Dismissal Arrangements

- ✧ If it is predicted that Hong Kong would be affected by severe weather conditions such as tropical cyclones or rainstorm before the start of classes, the EDB would make announcements repeatedly via various multimedia e.g. radio, TV, etc. to notify parents that schools would be suspended / temporarily suspended.
- ✧ If the Red / Black Rainstorm Warning Signal, or the Tropical Cyclone Signal No.3 or above is hoisted during the students' way to school, the campus would remain open to take care of students who have already arrived school and make proper arrangements for students to return home when the condition is safe.
- ✧ If the Red / Black Rainstorm Warning Signal, or the Tropical Cyclone Signal No.3 or above is hoisted during class hours, students would remain in school to continue lessons until the end of class hours. Students may be dismissed from school only when the condition is safe.
- ✧ If during class hours, the weather has turned bad rapidly due to tropical cyclones, the EDB may decide to suspend classes in schools and make announcements via the radio or TV. Parents should come to school and pick up the student under safe conditions as soon as possible.
- ✧ In cases of continuous rainstorm, even if the EDB did not announce the suspension of schools, parents may decide whether to let your child attend school depending on the conditions of weather, roads and slopes, traffic etc. of your area of residence.

## 6. 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 from 2010-2011 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 to help parents to have a better life planning for their children. Main points about the Extension of Years of Study are as follow:

- a. 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):
  - (i) 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.);
  - (ii) 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
  - (iii) 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.)
- b. 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 current academic year.
- c. 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).
- d. 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.
- e. For enquiries, please contact our school social worker.

## **II. Teaching and Learning Affairs**

### **1. Outline of the Study Subjects**

The outlines will be distributed at the beginning of the semester. The outlines cover the learning goals for each subject. Parents are requested to review and keep these outlines.

### **2. 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.

### **3. Grouping of Students**

In classes such as Chinese, English and Mathematics, students will be divided into groups according to their learning ability across grades. The learning content and homework will be design according to the students' needs, which focus on the foundation knowledge and skills in different learning areas. In order to cater for the weakest students of moderate grade, a foundation learning group is established to focus on developing their ability to sit quietly, concentrate, communicate and follow instructions, which would help to lay a solid foundation for their learning.

### **4. Progress Report**

Student's learning performance report is distributed at the end of each unit. Parents should check and sign the report.

### **5. 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 it back to school. After checking, the School would then return the report to parents. Please keep it properly for record.

### **III. Discipline and Counseling Team**

#### **1. Student Attendance Hours and Dismissal Arrangements**

- ✧ School hours: 9:00 a.m. to 3:30 p.m.
- ✧ Students should be punctual and arrive school between 8:30 a.m. and 8:55 a.m.
- ✧ Students who are late for school must register at the 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.

#### **2. Guidelines for Parents Picking Up Students**

- a. Parents should bring the student to school between 8:30 a.m. and 8:55 a.m to be punctual, and come to school between 3:40 p.m. to 3:50 p.m. to pick up their children. For students who take the school bus, parents should arrive at the designated stop 5 minutes before the scheduled time. Bus drivers would not wait for any late comers.
- b. Parents who come early or late to pick up students should register at the General Office.
- c. Parents should pick up students on time after extra-curricular activities.
- d. Parents should present the Student Pick Up Card when picking up students from school.
- e. 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.

#### **3. Early Leave and Stay at school**

##### **a. Early Leave**

- ✧ 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 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 3:00 p.m.
- ✧ Before the student leaves the school on that day, he/ she should fill in the "Student Early Leave Record" form at the School Office. Parents should also notify the school bus nanny if his/her child rides the school bus for dismissal under normal arrangements.

- ✧ If the student feels unwell during school and has to leave early, the school would notify parents by phone. Upon picking up the student, parents should fill in the “Student Early Leave Record” form at the School Office before leaving school. Parents should also notify the school bus nanny if his/her child rides the school bus for dismissal under normal arrangements.

b. Stay at school

If a teacher wishes to keep a student after school, the teacher will inform the parents by notice or phone to specify the reasons, and will only keep the student at school upon obtaining the parents' consent.

4. Procedures for Taking Leave

- a. For students who wish to take leave from school due to sickness or other personal matters, parents should write in the “Parents/Teachers Correspondence” of the Student Handbook, state the reason(s) and duration of leave and sign in the Handbook to notify the class teacher. The class teacher would countersign for confirmation.
- b. The number of days of absence from school would be recorded in the Student Report.
- c. If the student is absent from school and parents did not apply to take leave for him/her, he/she would be counted as truanting from school.
- d. If the student is continuously absent from school, on the 7th day of his/her absence, the school will report the case to the Education Bureau in accordance to the “Early Notification System” (ENS) stated in the EDB circular No. 001/2009 “Upholding Students’ Right to Education”.

**Sick Leave:** If the student is unable to go to school due to sickness, parents should contact the School Office by phone on that day before 8:30 a.m. (Monday - Friday), and write in the “Parents/Teachers Correspondence” of the Student Handbook to notify the class teacher upon returning to school .

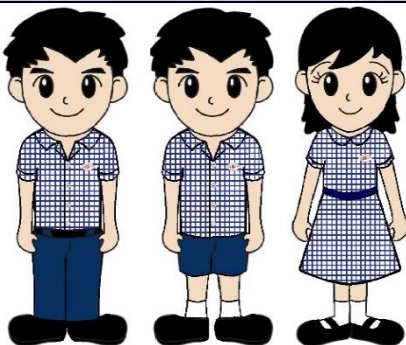

- ✧ For students who only take 1 day of sick leave, parents only have to write in the “Parents/ Teachers Correspondence” of the Student Handbook to notify the class teacher of the student’s absence.
- ✧ For students who take sick leave for more than 1 day, parents should write in the “Parents/ Teachers Correspondence” of the Student Handbook and attach valid doctor’s certificate as proof for the student’s absence.


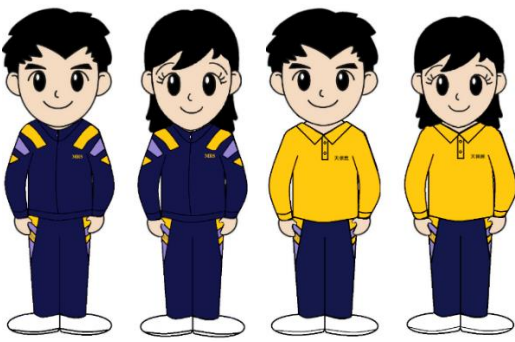




Casual Leave: If the student has to take leave due to personal reason(s), parents should write beforehand in the “Parents/Teachers Correspondence” of the Student Handbook to notify the class teacher.

- ✧ Parents must state the reason(s) to take leave in the Handbook for the school to handle your application.
- ✧ Reason(s) such as family or personal matters (e.g. individually applied to participate in competitions, interviews or examinations outside school) would be counted as absent.
- ✧ Students who are absent from school due to participation of trainings or competitions arranged by the school would not be counted as absent (parents must notify the class teacher in advance).

## 5. School Uniform

Summer School Uniform		Winter School Uniform	
			
<p><b>Boys</b></p> <p><b>Shirt</b> A short-sleeved, blue plaid shirt with the school logo embroidered on the front</p> <p><b>Trousers</b> (Sec.) Navy blue trousers (Pri.) Navy blue shorts</p> <p><b>Shoes and Socks</b> White socks and black leather shoes</p>	<p><b>Girls</b></p> <p><b>Dress</b> Round-neck, short-sleeved blue plaid jumper dress with a belt, with the school logo embroidered on the front</p> <p><b>Shoes and Socks</b> White socks and black leather shoes</p>	<p><b>Boys</b></p> <p><b>Shirt</b> A long-sleeved, blue plaid shirt with the school logo embroidered on the front</p> <p><b>Trousers</b> Navy blue trousers</p> <p><b>Shoes and Socks</b> White socks and black leather shoes</p>	<p><b>Girls</b></p> <p><b>Shirt</b> A long-sleeved, blue plaid crew-neck shirt.</p> <p><b>Dress</b> Navy blue pinafore dress with a belt, with the school logo embroidered on the front</p> <p><b>Shoes and Socks</b> White socks and black leather shoes</p>

Summer School Sportswear	Winter School Sportswear
	
<p><b>Sports T-Shirt</b> Short-sleeved orange polo sport shirt with "天保民" embroidered on the front</p> <p><b>Sports Pants</b> Navy blue shorts with "MRS" embroidered on the side</p> <p><b>Shoes and Socks</b> White socks and white sneakers</p>	<p><b>Sports Jacket</b> Navy blue sports jacket, with orange and purple stripes printed on the sleeves, and "MRS" embroidered on it.</p> <p><b>Sports T-Shirt</b> Long-sleeved orange-yellow polo sport shirt with "天保民" embroidered on the front</p> <p><b>Sports Pants</b> Navy blue sports pants, with orange and purple diagonal stripes printed on the outside of the pant legs, and "MRS" embroidered on them.</p> <p><b>Shoes and Socks</b> White socks and white sneakers</p>

	<p><b>Quilted Jacket</b> Navy blue jacket with "MRS" embroidered on the front.</p> <p><b>Fleeced Jacket</b> Navy blue fleeced jacket with "MRS" embroidered on the front.</p>		<p><b>Vest</b> Navy blue V-neck wool sweater vest, with ribbed trim on the collar, and "MRS" printed on the front.</p>
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### Important Notes :

- a. Students must wear the school uniform when returning to school.
- b. Students must wear proper school sportswear and sports shoes for P.E. lessons.
- c. All items of clothing should be clearly marked with student's name with marker pens.
- d. For the period before officially changing to summer uniform, students may wear either the 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.
- e. For the period before officially changing to winter uniform, students may wear navy blue or white sweater as addition.
- f. In cold weather, students are allowed to wear other warm clothing e.g. quilt, down, etc. besides the school jacket. The colors should either be black, grey, or navy blue.
- g. Students should maintain clean, neat and tidy hair. School uniforms, shoes, and socks should be frequently changed and washed.
- h. Students should not wear any accessories when attending school. Students may wear dark-colored neck scarves if needed.
- i. Students should bring handkerchiefs and tissues for cleaning purposes, and should regularly trim their nails.

### 6. Bringing Mobile Phones

Students who want to bring mobile phones to school must have written notification from their parents submitted to the Discipline and Counseling Team, and obtain approval from the School, only then can they bring mobile phones to campus. They must adhere to the following regulations :

- a. Students should turn off their mobile phones upon entering the campus and store them inside their backpacks until after dismissal from school.
- b. It is strictly prohibited to display or use mobile phones, including sending/receiving text messages, playing games, making calculations, taking photos, recording videos, or emitting any alerts.
- c. Students must keep their mobile phones in their possession and are not allowed to lend them to classmates for use. The school will not be responsible for any loss or damage to the phones.
- d. Students who violate the policy will lose the privilege of bringing mobile phones to school, and the school will not accept any further applications for this privilege.

## 7. School Bus Service

- a. As our students live in various places, the School will arrange coach bus or nanny vans to pick up students to school. The School will work out contracts with school bus service contractors and review the routes and fees every year, so to ensure that school bus service maintains good and fees are at a reasonable price.
- b. The School conducts survey on school bus service each year for improvement. Due to limited seats, pre-set routes and time constraints, the School would not entertain any request for change of routes.

### c. Management and Fees of School Bus Service

- ✧ All school buses are air-conditioned and there is a nanny on each school bus to take care of students.
- ✧ Please arrive at the assigned stop FIVE (5) minutes before the scheduled time. Bus drivers would not wait for any late comers.
- ✧ Collection of Bus Fees:
  - Routes run by the School: pay by Autopay each month
  - Routes run by contractors: pay to the bus driver or nanny 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.)
- ✧ Single Trip / Suspension of Using School Bus Service
  - I. Full time students who request for single trip to or from school would be charged not less than 75% of the regular monthly fee.
  - II. Students who wish to suspend using school bus service for one month or more should pay 50% of the regular monthly fee for reservation.
- ✧ The fees and routes are set in agreement between the School and the school bus contractors each year. Parents or contractors should not adjust the fees or routes on their own.
- ✧ Parents should notify the School at least ONE (1) month in advance if their children wish to stop taking school bus or changing 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.*)
- ✧ For any enquiries or comments on school bus service, parents may contact school social workers.

#### IV. Student Affairs

##### 1. School Dental Care Service

Students who are interested in participating in the "School Dental Care Service" must complete the application form at the beginning of September and submit it to the school for processing. The fees will be automatically charged from parents through Autopay.

Students will be accompanied by the school nurse and teachers to the dental clinic. Parents can go with their child for the appointment if needed.

For any special needs (tooth pain or tooth injury), students can bring their handbook and visit the dental clinic during office hours to request the necessary treatment.

Address : 3/F, 147J Argyle Street, Kowloon

Enquiry : 27605232



##### 2. Student Health Service

The Student Health Service provides comprehensive, promotive and preventive health programmes for primary and secondary school students according to their needs at various stages of development. It aims at promoting and maintaining the physical and psychological health of students. The scope of service includes physical examination and health assessment, individual counselling, referring students with problems to Special Assessment Centre or specialities for further assessment and management.

Students who are interested in participating in the "Student Health Service" must complete the application form at the beginning of September and submit it to the school for processing. After that, students can visit the Student Health Service Center at their scheduled appointment time. This service is free of charge.

Address : 7/F Kowloon Bay Health Centre, 9 Kai Yan Street, Kowloon Bay

Enquiry : 2117 0894



##### 3. Application for School Textbook Assistance / Student Travel Subsidy Scheme

###### a. General Information

The Student Financial Assistance Agency provides the following assistance schemes for primary and secondary school students in need (must be Hong Kong residents):

- ◆ The School Textbook Assistance Scheme provides assistance to needy Primary 1 to Secondary 6 students in government, aided, per caput grant schools and local schools under the Direct Subsidy Scheme for covering the costs of essential textbooks and miscellaneous school-related expenses.
- ◆ The Student Travel Subsidy Scheme provides travel subsidy to needy students attending primary or secondary school or a full-time day course up to first degree level in a recognized institution, residing in areas more than 10 minutes' walking distance away from their schools and those that need to travel to school by public transport.

- ◆ The Subsidy Scheme for Internet Access Charges provides subsidy to needy families whose children are full-time students receiving education at primary or secondary level, or full-time students pursuing Diploma of Applied Education (DAE) programmes or equivalent courses of the Vocational Training Council (VTC) to meet the internet access charges for e-learning at home for their children (for example, the charges on broadband Internet service or SIM cards provided by operators of fixed or mobile telecommunications services). The subsidy is granted on a household basis. Eligible families will receive a family-based flat-rate cash grant, regardless of the number of children in the family.

#### Application Procedures



- ◆ Applicants may submit application by means of online e-Form or paper-based application form.  
e-Form application: Interested students should go to their website (<https://ess.wfsfaa.gov.hk/espps>), fill in and submit the E-form online with supporting documents.  
Paper-based application: Please return the completed application form (SFO106 or SFO7A) with supplementary documents to the SFO
- ◆ If parents receive the eligibility certificate, please submit it to the school for processing.
- ◆ Enquiry hotline : 2802 2345

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

#### 4. Lunch

- The school will select a suitable lunch supplier. Students can choose to order the school lunch, bring their own lunch, or have their parents deliver lunch to the school.
- A lunch monitoring team will periodically review the nutritional value and food quality of the lunch meals.
- The lunch time is from 12:00 PM to 1:20 PM.
- If the student is unable to have the school lunch due to absence or early leave, parents can cancel the order by calling the lunch supplier before 9 AM.
- If parents are delivering lunch to school, please deliver the lunch to the School Office between 11:00 AM and 11:30 AM. All lunch meals must be placed in sealed food bags, with the student's name and class clearly labeled on the bag.

## 5. Extracurricular Activity

All students are encouraged to take part in the extra-curricular activities organized by the School at their own free will. Once the student is selected to join an activity, he/she should follow teachers' instructions during the activity. Our school teachers will try their best to ensure students' safety.

However, in case of bad weather condition on the date of the activities, parent should pay attention on the following "Severe Weather Arrangements".

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

- a. At 7:00a.m., if the EDB has announced the suspension of classes for special schools due to bad weather conditions such as tropical cyclones, rainstorm, etc., all school indoor and outdoor activities will be cancelled. Parents would be informed of the rearrangement of the activities (if any) as soon as possible.
- b. If the Red / Black Rainstorm Warning, or the Tropical Cyclone Warning Signal No.3 or above is issued during the activity, parents should contact school by phone for the latest arrangement of the activities.
- c. At times of inclement weather, parents may first contact the school for the latest arrangement of the activity, then exercise their discretion in deciding whether or not to let the student participate the activity.

## 6. Others

- a. Students may bring their own bottle of drinking water to school. School staff would help refill if needed. When the weather is cold, warm water would also be available for students.
- b. The School has set up "MRS Tuck Shop" and sell snacks at about the cost price of the product. Parents may give a proper amount of money to students to buy snacks.
- c. Students should not bring valuables, toys, magazines and unnecessary items to school.

## **V. The Mary Rose School Parents & Staff Association**

### **1. Name**

The name of the association is “THE MARY ROSE SCHOOL PARENTS & STAFF ASSOCIATION” (hereinafter called “the Association”).

### **2. Particulars**

Address: 11 Renfrew Road, Kowloon.

Telephone : 23365151

Fax : 23384476

### **3. Aims and Objectives**

The aims and objectives of the Association are as follow:

- a. To put into practice our education ideal that is people-oriented, and through the works of the Association manifest the spirit of faith, hope and love.
- b. To strengthen communication between parents and the School, and build a trusting partnership.
- c. To spread the spirit of mutual help and support through sharing between parents.
- d. To promote and participate in civil education, and to raise the public’s attention and acceptance for people with intellectual disabilities.
- e. To strive for the benefits, services, and rights for people with intellectual disabilities.

### **4. A Parent-Teacher Association Recognized by the IMC**

The Association is a recognized organization of the Incorporated Management Committee (hereinafter called “the IMC”) of Mary Rose School (hereinafter called “the School”), in accordance with the Education Ordinance 40AO.

### **5. Eligibility, Rights and Duties of Members**

- a. All parents of students currently studying in Mary Rose School are automatically “PARENT MEMBERS” (i.e. either the father, mother or guardian of the family would be counted as the member).
- b. All serving teachers of the School are “TEACHER MEMBERS”.
- c. All serving special staff of the School (i.e. social workers, speech therapists, occupational therapists, occupational therapist assistants, education psychologist, school nurse, and other specified persons stated in the Code of Aid for Special Schools) are “ORDINARY MEMBERS”.
- d. Only “PARENT MEMBERS” and “TEACHER MEMBERS” may elect or become office bearers of the Association.



- e. All members have the right to vote, participate in affairs and activities of the Association, and enjoy the benefits of the Association.
- f. In the election of office bearers of the Association, PARENT MEMBERS are calculated in terms of family unit. No matter how many children there are that are currently studying in Mary Rose School, each family would only have one vote; each teacher member would also only have one vote.
- g. Members should comply to the rules stated in the Constitution, and perform their duty as a member e.g. attend general meetings of the Association, etc.

#### 6. Membership Fee

No membership fee is required for members. Members are free to sponsor activities organized by the Association.

#### 7. Annual General Meeting (AGM)

- a. There shall be at least one Annual General Meeting in every two years. Major resolutions shall be effective only if it has been passed by members of the Association in the Annual General Meeting.
- b. The AGM holds the highest authority within the structure of the Association, and has the authority to:
  - i. Establish, change, amend or abolish items in the Constitution;
  - ii. Review the reports and financial reports of the Committee of the Association;
  - iii. When the AGM is in recess, all duties of the Association would be handled by the Committee of the Association;
  - iv. Recall a committee member of the Association.
- c. 10% of members personally present, including both parent members and teacher members/ordinary members shall constitute a quorum in all Annual General Meetings and Extraordinary General Meetings.
- d. All decisions of the Association shall be effective only with the agreement of the School delegated teacher member/ordinary member and more than half of the members present in the meeting.
- e. To convene an Annual General Meeting, members shall be given at least 7 days prior notice of the meeting.
- f. The Association must call for an Extraordinary General Meeting under the following circumstances:
  - i. when the Standing Committee of the Association decides to convene a meeting;
  - ii. when the Association receives a written request from the School Representative to convene a meeting;
  - iii. when the Association receives a written request from at least 10% of parent members of the Association to convene a meeting.

8. The Standing Committee of the Association
  - a. The Standing Committee shall consist of 5-7 parent members and teacher members/ordinary members each respectively, and at least 5 of the nominees must be parent members. If the number of nominees are in between 5-7 people, they will be automatically elected as committee members. If there are more than 7 members being nominated, 7 of the nominees will be elected from within to be appointed as committee members of the Parent Election Committee.
  - b. Appointing of members of the Standing Committee
    - i. Election of Parent Committee Member: It shall be elected by parent members and teacher members by anonymous vote. Elected members shall hold office for two years, and can be re-elected for the consecutive year.
    - ii. Teacher committee member: to be appointed by the School; the appointee shall hold office for a year, and the appointee can be re-appointed for the consecutive year.
    - iii. The posting of Committee members shall be decided by the elected Committee members by vote.
  - c. Composition of the Standing Committee:
    - one Chairperson (parent representative)
    - two Vice-Chairperson (one parent and staff representative each respectively)
    - other committee members can form different task groups according to the needs of the Association.
  - d. By-election: When there is vacancy in the Standing Committee, the committee of the Association can convene an Extraordinary General Meeting for a by-election (if vacancy is the chairperson, it will automatically be substituted by the vice-chairperson).
  - e. Meetings of the Standing Committee
    - i. Committee members shall be given a 7 days prior notice of the meeting.
    - ii. Two-thirds of committee members personally present shall constitute a quorum, in which the number of Teacher and Parent members shall be more than half of the total number respectively.
9. Election of Parent Manager for the IMC of Mary Rose School
  - a. As a recognized parent-teacher association of the School, the Association shall host the elections for Parent Manager / alternate Parent Manager, in accordance with the Education Ordinance, The Constitution of the IMC of the School, and the School's regulations on the election of Parent Manager.
  - b. To amend any election regulations of the above election, a written agreement from the School's Sponsoring Body is needed for the amendment to become effective.

#### 10. Amending of the Constitution of the Association

Any amendments of the Constitution of the Association can be counted as effective only when a resolution from members of the Association is attained in the Annual General Meeting or Extraordinary General Meeting, that and with a final written approval from the IMC of the School.

#### 11. Dissolution of the Association

If for any reason a decision to disband the Association is reached, a voting with a majority of no less than two-thirds of the members present at the Extraordinary General Meeting is required for the dissolution to be effective. After the dissolution, all assets of the Association shall be collected and managed by the School IMC; the collected assets shall be used for purposes that conform to the aims and objectives of the Association.

#### 12. The Use of the Name and Emblem of “Hong Kong Sheng Kung Hui”

The name, emblem, or any of the abbreviations and extended names of “Hong Kong Sheng Kung Hui” can only be used when authorized (in written format) by the Bishop of the Hong Kong Anglican Church (Episcopal), or under the terms and conditions in which the Hong Kong Anglican Church (Episcopal) has agreed to.

\* \* \* The English version of the Constitution is for reference only. If there are any discrepancies between the Chinese and English version of the Constitution, the Chinese version shall prevail. \* \* \*

### **VI. School Alumni Association**

#### 1. Aims and Objectives

The MRS Alumni was established in 1975, which continuously strived to maintain the connection between graduates and the school, and to provide counselling services, service information and referrals for graduates and parents who are in need. Also, the Alumni would organize a variety of activities for graduates and their families to join and enhance mutual support.

#### 2. Membership

All students who graduate from Mary Rose School can become members of the Alumni Association. No membership fee is required for members