

Hong Kong Sheng Kung Hui Christ Church

# Mary Rose School



**Not for Sale**

## Parents Handbook

Please keep this handbook properly.

Aug 2008

Name : \_\_\_\_\_

School Year \_\_\_\_\_ - \_\_\_\_\_

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

E-mail : [mary\\_rose\\_school@yahoo.com.hk](mailto:mary_rose_school@yahoo.com.hk)

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 graduates and new students differ from each year, not all students in the same class would be promoted in the next school year. 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 3:30 p.m. and 3:45 p.m. 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. No students are allowed to leave without the principal's permission.

### **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**

It is recommended that students should not spend or bring more than \$5 a day. 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**

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

## **10) Payment Method**

All fees, except school bus fees and lunch fees, 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 and PA in each school year. The School and PA also monitor closely the quality and nutritional value of food. Leading by school nurses, a team sets the lunch menu for students each month. PA takes full responsibility to supervise and deal with the food supplier in order to avoid any sudden increase in prices.

## **12) School Bus**

Besides school lunch, PA is also responsible for monitoring school bus service. Each year, PA and the School work out contracts with school bus service contractors on routes and fees. School bus routes normally run within the school net areas (i.e. Kowloon City, Wong Tai Sin, Mongkok, etc.).

PA 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  $\frac{2}{3}$  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. Students who attend school for half-day only and take single trip to school would be charged 50% of the regular monthly fee.

- B. Full time students who request for single trip to or from school would be charged not less than 70% of the regular monthly fee.
  - C. 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. The School and PA 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.
7. For any enquiries or comments on school bus service, parents may contact school social workers or members of the School Bus Management Sub-Committee, which is formed under PA.

#### **14) 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.

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

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

##### Red / Black Rainstorm Warning Issued:

Classes will continue and students will be retained in school until the warning is cancelled.

##### Typhoon Signal No.3 Hoisted:

Classes will continue and students will be retained in school until normal school hours.

The School would pay close attention to announcements on weather, road and traffic condition. Safety of students would take the first priority when the School makes any decisions.

#### **16) School Uniform**

1. PA is responsible for selecting a reputable uniform manufacturer to be the school uniform supplier. (Fung Cheong Shun Ltd. is the current supplier. Telephone: 2684 1387)
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. School sportswear is available for sale at General Office. For details, please refer to monthly notice.
5. 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.
6. 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.

7. Students must wear proper school sportswear and white non-marking sole trainers for P.E. lessons. Secondary students may bring their sportswear to school and get changed before P.E. lessons.

#### **17) Parents Association (PA)**

All parents of currently enrolling students are eligible to apply for membership of PA.

#### **18) Parent-Teacher Association (PTA)**

All staff members and parents of currently enrolling students are PTA 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 Identification 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.