

(一) 為加強學校與家長之緊密合作，請查閱家長手冊，手冊內詳列家長需注意事項；全文已刊載於本校之網頁中，敬請留意。

有關 貴子弟在家及在校之問題可與本校社工聯絡、商討；另本校訓育主任亦會協助處理學生之行為問題；家長可透過社工或直接聯絡有關主任。

盧啟康社工負責：B 3至B 4組(男女生)；A 11至A 14組(男生)；
顏慶輝社工負責：A 3、A 7組(男女生)；B 11至B 14組(男生)；
戴國基社工負責：A 8至A 10組及B 7至B 10組(男生)；
甄麗余社工負責：B 1至B 2組(男女生)；A 11至A 14組(女生)；
朱愛嫻社工負責：A 1、A 2、A 5至A 6組(男女生)；B 11至B 14組(女生)；
盧美寶社工負責：A 4、B 5至B 6組(男女生)；B 7至B 10及A 8至A 10組(女生)。

訓育主任：楊育城主任：B 8至B 14組(男生)；

趙汝達主任：A 8至A 14組(男生)；

劉慈卿主任：B 4至B 7組(男女生)；B 8至B 9組(女生)；

黃穎兒主任：B 1至B 3組(男女生)；A 8至A 14組及B 10至B 14組(女生)；

陳小珮主任：A 1至A 7組(男女生)。

另：有關學生之醫療及護理問題可直接向本校護士查詢。

(二) 書簿費：本學期書簿費及視藝材料費共二百九十元，以統籌購買各項書簿及視藝材料(包括手冊一本)。至於其他基本文具，如鉛筆、膠擦、原子筆、木顏色、間尺等仍須自備於書包內。(文具、衣物等，請以不脫色筆寫上學生姓名)。
另：中學班同學，請交本學期職前訓練材料費(科技與生活、設計與科技、資訊科技、實用技能等)九十五元正。

本校代訂各科課本：音樂科B 3至B 14組訂購英利出版社之「新小學音樂」，每冊為八十六元四角。普通話科B 1至B 6組訂購牛津大學出版社之「愛說普通話(第二版)點讀版」，每冊為四十四元一角，B 7至B 10組訂購培生教育出版社之「說好普通話」，每冊則為九十二元。

(三) 活動費：本學期免收活動費，一般課內、外活動(包括自閉生、高中生之活動費用)均由書簿費支付。

(四) 學生手冊：請填妥手冊上之學籍表，並由學生每日帶返。請留意每月學生學行報告、行事曆、時間表及家校通訊各欄，以保持密切聯繫。

(五) 校車：車費按月直接交司機。(紅1至紅4線則安排自動轉帳)

(六) 午膳飯盒：本學年學生午膳飯盒由美利飲食有限公司供應，每日菜式不同並符合營養衛生的要求。價錢為每盒十九元。學校將每月派發訂餐表格，家長可選擇以繳費靈、支票付款或往OK、7-11、VANGUO 便利店或華潤萬家超市繳費(不需繳付手續費)，詳情請參閱訂餐表格上之付款方法。

(七) 學生上體育課，必須穿運動服及白運動鞋(請勿穿着黑底或雜色運動鞋)。

(八) 學生必須準時上學，如由家長接送，必須於上午八時三十分至五十五分之間送返，放學則應於下午三時四十五分到校接回。上午八時三十分開始，本校將有教職員於校園內當值，故請勿讓學生於上午八時半前到校。家長如需提早接學生離校，應預早以手冊或來電通知校方，為免影響放學秩序及點算人數，家長須於下午三時十分前把早退學生接走。

(九) 為免影響校車駛入或離開學校，請駕車接送學生上學之家長留意，切勿阻塞校門通道。

(十) 有關因暴雨或颱風襲港而停課之安排如下：

- 如教育局於當天上午八時前因颱風、暴雨或其他原因，宣佈特殊／智障兒童學校停課，學校將會停課。未離家上課的學生應留在家中。然而學校將保持校舍開放，直至正常放學時間。已返抵學校的學生，學校將與家長聯絡後，作出安全合適的安排。

- 如有關停課指示於當天上午八時後發出

- 如教育局宣佈特殊／智障兒童學校停課，學生在上學途中獲悉停課，宜因應天氣、道路、斜坡或交通情況，以決定是否繼續前往學校。而學校將保持校舍開放，直至正常放學時間。已返抵學校的學生，學校將與家長聯絡後，作出安全合適的安排。

- 如教育局並無宣布特殊／智障兒童學校停課，學校將如常上課。如天氣、道路或交通情況惡劣，家長可自行決定應否讓子女上學。

- 已返校之學生會留校至正常時間放學(在特殊的情況下，教育局向學校發出緊急撤離指示者除外)；惟本校仍會留意天氣情況而作出最適切之處理。

(十一) 為預防流行性感冒在校園擴散，請家長繼續每天為子女在上學前量度體溫，並於手冊內之學生體溫記錄表作記錄，以便檢查。

(十二) 新學年開始，部分科組老師會於九月中前為學生進行學科能力評估，期間將不派發家課，敬請家長垂注。

(十三) 為方便學校更新學生校外考試(例如：樂器考試)或公開比賽成績，現鼓勵家長主動與相關學科老師聯絡。

(十四) 所有經由每月通告收取之費用均採自動轉帳方式，每月自 貴家長戶口中扣除。九月份應交費用，將於九月二十九日經自動轉帳收取，祈為留意。

註：【按銀行規定 貴家長必須於自動轉帳日前存入足夠款項，否則需繳付罰款。】

此 致

貴家長

天保民學校謹啟
二零一七年九月一日

回 條

本人已閱

組學生

帶回九月一日之通告，敬覆如下：

- ☒ 書簿、視藝材料代辦費二百九十元正；（必收項目）
☐ 中學班職訓費九十五元正；（有關級別必收項目）
☐ 訂購音樂課本：B 3至B 14組：每冊為八十六元四角。（有關級別必收項目）
☐ 訂購普通話課本：B 1至B 6組每冊為四十四元一角／B 7至B 10組每冊則為九十二元。（有關級別必收項目，請刪去不適用者。）

以上所需費用，請由本人戶口中扣除。

此 致

天保民學校

家長簽署：

日期：二零一七年 月 日

Mary Rose School 2017-2018

To: All parents

Date: 1st September, 2017

Monthly Circular (September)

1. In order to strengthen communication with parents, please read the “Parents’ Handbook” and “Students’ Handbook” carefully. The details of the Handbook has also been uploaded to the school website. For any enquiries, please contact our school class teachers, social workers and discipline teachers.

School Social worker:

Mr. Lo : B3 and B4 (whole class), and A11 to A14 (Boys);
Mr. Ngan : A3 and A7 (whole class), and B11 to B14 (Boys);
Mr. Tai : A8 to A10 and B7 to B10 (Boys);
Ms. Yan : B1 and B2 (whole class), and A11 to A14 (Girls);
Ms. Chu : A1, A2, A5 to A6 (whole class), and B11 to B14 (Girls);
Ms. Lo : A4, B5 to B6 (whole class), and B7 to B10, A8 to A10 (Girls).

Discipline Teacher:

Mr. Yeung : B8 to B14 (Boys);
Mr. Chiu : A8 to A14 (Boys);
Ms. Lau : B4 to B7 (whole class), B8 to B9 (Girls);
Ms. Wong : B1 to B3 (whole class), and A8 to A14, B10 to B14 (Girls);
Ms. Chan : A1 to A7 (whole class).

For enquiries about the students’ medical and health problems, please contact our school nurses for information.

2. Books Fees: The total amount of Books and Arts & Craft Fees for the 1st Term is HK\$290 (including the Student Handbook). Students should prepare their own stationary such as pencil, eraser, pen, ruler, etc. Please put the student’s name on all articles with a marker pen.
For Secondary students, HK\$95 will be charged for Pre-vocational Training Fee (including Technology and Living, Information and Communication Technology and Practical Skills subjects.)
The school will help order Music and Putonghua textbooks for students of the following classes:
 - Music textbook for classes B3 to B14; the price is HK\$86.40.
 - Putonghua textbook classes B1 to B6 which costs HK\$44.10, and for classes B7 to B10 which costs HK\$92.
3. Activity Fees: General class activities and extra-curriculum activities fees (including activities for Autistic students and Senior Secondary students) are included in the Books Fees.
4. Parents should check and sign each section in the Student’s handbook every day for any updates including “Parents/Teachers Correspondence”, “Student’s Temperature Record”, Calendar and Time-table.
5. School Bus Fees: Payment should be paid directly to the bus driver monthly. (For school bus line Red 1 to 4, payment should be made via Autopay.)
6. Lunch meal: “Murray Catering” will be the caterer of our school lunch for this school year. Various meals are available and HK\$19.00 will be charged for each lunch box. Menus will be distributed to students every month. Lunch fees can be paid by PPS, bank cheques, or through Circle K stores, 7-11 and VANGO stores, or Vanguard Supermarket (no additional charges needed). For the details of the payment

methods, please refer to details listed in the monthly menu.

7. P.E. Lessons: Students should wear the school sports uniform and white sports shoes for P.E. Lessons (students are advised to wear non-marking sports shoes and avoid wearing multi-coloured sport shoes).
8. Students should be punctual and arrive at school between 8:30 a.m. and 8:55 a.m. Parents should come to school at 3:45 p.m. to pick up their children. There will be staff on duty in the school campus from 8:30a.m. onwards, thus students are strongly advised to come to school after 8:30 a.m.. If you have to pick up your children earlier than the expected time, please notify the school in advance by phone or by writing in the Student Handbook, and pick up your children latest by 3:10 p.m..
9. For parents who drive their children to school, please be reminded not to stop your car at the school front door and block the entrance.
10. In bad weather conditions, the school would operate according to guidelines issued by Education Bureau (EDB):
 - 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.
 - If the Tropical Cyclone Warning Signal No. 3 or above, Red / Black Rainstorm Warning is issued **after 8:00a.m.**
 - 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.
 - 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.
 - 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.
11. To prevent the spread of influenza in school, Parents/Guardians please measure and record the body temperature of your child on the Student's Handbook every day before sending him/her to school.
12. Assessments of student's academic abilities will be carried out for certain subjects during the first and second week. Please note that no homework would be distributed during this period.
13. Parents are encouraged to contact the respective subject teachers for updates of the students' performances in external examinations (For instance: musical instruments exams) and open competitions.
14. All payments shown in the “**Monthly Circular**” will be charged via Auto-pay. Fees for September 2017 will be charged on 29th September, 2017. **【Please be reminded that a penalty fee might be charged by the bank if there is not enough money in your bank account.】**

Reply Slip

Student's Name: _____()

The content and details stated in the **Monthly Circular (September)** have been brought to my knowledge. Regarding the fees and payment for September 2017, they include: (Please ✓ the appropriate items.)

- ☒ Payment of HK\$290 for Books and Arts & Craft Fees for the 1st Term (Compulsory);
- ☐ Payment of HK\$95 for Pre-vocational Training (For relevant classes only);
- ☐ Payment of HK\$86.40 for Music Textbook for B3 to B14 (For relevant classes only);
- ☐ Payment of **HK\$44.10 for Putonghua Textbook for B1 to B6** or **HK\$92 for B7 to B9**. (Please delete the inapplicable item.) (For relevant classes only)

The above fees and payment can be charged via my Autopay on 29th September, 2017.

Signature of parent: _____

Date: _____