

天保民學校
通告（二零二三至二四年度九月份）

- (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。

顏慶輝社工負責：A6 至 A7 組(男女生)及 B11 至 B14 組(男生)；
戴國基社工負責：A10 至 A14 組(男生)及 B6 組(男女生)；
蔡耀濤社工負責：A8 至 A9 組(男生)、B7 組(男女生)及 B8 至 B10 組(男生)；
朱愛嬋社工負責：A1 至 A4 組(男女生)及 B11 至 B14 組(女生)；
張嘉儀社工負責：B1 至 B3 組、A5 組(男女生)及 A12 至 A14 組(女生)；
李麗玲社工負責：B4 至 B5 組(男女生)、A8 至 A11 組(女生)及 B8-B10 組(女生)。

訓育主任：陳小珮主任：A1 至 A4 組(男女生)、B7 至 B14 組(女生)；
游敏儀主任：A5 至 A7 組(男女生)、A8 至 A14 組(女生)；
趙汝達主任：A8 至 A14 組 (男生)；
許國之主任：B7 至 B14 組(男生)；
潘震宇主任：B1 至 B6 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) 社工直線電話號碼：

顏慶輝社工：2509 7104
戴國基社工：2509 7111
蔡耀濤社工：2509 7125
朱愛嬋社工：2509 7109
張嘉儀社工：2509 7108
李麗玲社工：2509 7110

為提升學校與家長的溝通，學校每名個案社工均備有手機，配置 Whatsapp 程式與家長通訊聯絡，以便利家長就學生個別的事宜，如：請假安排、社會服務資訊、學生出路安排等，與學校個案社工作個人化的聯繫。下列各項手機使用細則，請家長參考知悉：

- 甲、學校個案社工已於手機安裝 Whatsapp 程式，可閱覽及回覆家長的訊息；
乙、手機 Whatsapp 程式只限於學校上課日辦公時間內使用；
丙、社工們或因學校事務未能即時查閱或回覆 閣下之訊息，請家長明白體諒。
若有緊急事宜，請致電 2336 5151 與校務處聯絡；
丁、手機 Whatsapp 程式操作現擬只作文字溝通之用，家長如需要和社工作語音通話，請繼續使用各社工校內之直線電話。

戊、手機用作一般溝通聯絡用途，若有危急情況，請致電社會福利署熱線 2343 2255 或 999 熱線求助。

各社工的手提電話號碼如下：

顏慶輝社工：6663 5932

戴國基社工：6663 5934

蔡耀濤社工：6663 5940

朱愛嬋社工：6663 5935

張嘉儀社工：6663 5938

李麗玲社工：6663 5937

- (三) 學校之手提電話號碼為 6663 5931。為方便家長能經 Whatsapp 即時接收到學校的訊息，請各位家長將學校之手提電話號碼及各社工之電話號碼儲存至聯絡人通訊錄中。學校之手提電話只用作發放訊息，家長不用回覆，亦切勿藉此傳送訊息，家長若需聯絡溝通，請致電 2336 5151 與校務處或所屬社工聯絡。
- (四) 書簿費：本學期書簿費及視藝材料費共三百二十元正，以統籌購買各項書簿(包括手冊一本)及視藝材料。至於其他基本文具，如鉛筆、膠擦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、實用技能及工作技能科)一百零五元正。
- (五) 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。
- (六) 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。
- (七) 校車：車費按月直接交司機。(紅 1 至紅 4 線則安排自動轉帳)
- (八) 午膳飯盒(全日課適用)：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。價錢為每盒二十四元正。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、VANGO 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。
- (九) 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)。
- (十) 所有回校參加的活動(包括週六活動等)，學生均需穿着學校運動服。
- (十一) 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三十分到校接回。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，並應於下午三時前到校接回學生。

(十二) 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。

(十三) 延長學習年期之申請，可在學生任何學段中提出，並非只限於中六。而於每學年之一月底前提出之個案，將會列入該學年之申請個案；於二月份或以後之申請，則會列作下一個學年之申請個案。

(十四) 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。

(十五) 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。

(十六) 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，現鼓勵家長主動就有關事宜與相關學科老師聯絡。

(十七) 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
二零二三年九月一日

Mary Rose School 2023-2024

To: All parents

Date: 1st September, 2023

Monthly Circular (September)

1. To strengthen communication, parents should 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. Ngan:	A6 to A7 (whole class) and B11-B14 (boys);
Mr. Tai:	A10 to A14 (boys) and B6 (whole class);
Mr. Choi:	A8 to A9 (boys), B7 (whole class) and B8 to B10 (boys);
Ms. Chu:	A1 to A4 (whole class) and B11 to B14 (girls);
Ms. Cheung:	B1 to B3, B5 (whole class) and A12 to A14 (girls);
Ms. Lee:	B4 to B5 (whole class), A8 to A11 and B8 to B10 (girls).

Discipline Teacher:

Ms. Chan	A1 to A4 (whole class) and B7 to B14 (girls);
Ms. Yau	A5 to A7 (whole class) and A8 to A14 (girls);
Mr. Chiu	A8 to A14 (boys);
Mr. Hui	B7 to B14 (boys);
Mr. Poon:	B1 to B6 (whole class).

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

2. The direct line of school social workers:

Mr. Ngan:	2509 7104
Mr. Tai:	2509 7111
Mr. Choi:	2509 7125
Ms. Chu:	2509 7109
Ms. Cheung:	2509 7108
Ms. Lee:	2509 7110

To enhance communication between the school and parents, each social worker is equipped with a personal mobile phone with Whatsapp installed, allowing parents to contact the responsible social worker directly to enquire on individual matters such as taking leave of absence for the student, information on social services, student career planning, etc. Below please find the guidelines for your reference:

- Mobile phones of all school social workers were already installed with Whatsapp, allowing them to read and reply messages from parents;
- Parents would be able to contact individual social workers via their Whatsapp only on school days during school hours;
- Social workers may not be able to read the messages and reply immediately due to school work. For emergencies, please contact the School General Office at 2336 5151;
- The Whatsapp is mainly used for text communication, parents who wish to communicate verbally are encouraged to contact their direct line;
- The purpose of setting up individual Whatsapp for social workers are for general daily contacts. If you encounter any emergencies, parents are advised to contact the hotline of Social Welfare Department at 2343 2255 or dial 999 for help.

The mobile phone no. of school social workers:

Mr. Ngan:	6663 5932
Mr. Tai:	6663 5934
Mr. Choi:	6663 5940
Ms. Chu:	6663 5935
Ms. Cheung:	6663 5938
Ms. Lee:	6663 5937

3. The School's mobile phone number is 6663 5931. Parents are advised to save the School's mobile phone number and the direct line of school social workers into your mobile phone's contact list so that you could receive messages instantly from the school via Whatsapp. **The school mobile phone is only used for the release of information, please do not reply or send messages to this number. For communication, please contact the School General Office at 2336 5151 or contact your responsible school social worker.**
4. Books Fees: The total amount of Books and Arts & Craft Fees for the 1st Term is HK\$320 (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\$105 will be charged for Pre-vocational Training Fee (including Technology and Living, Design and Technology, Information and Communication Technology, Practical Skill Training and Job-related Training subjects.)
5. 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.
6. Student Handbook: Please fill in the "Student Information" Section in the Handbook, and bring the Handbook back to school every day. Parents should always check and sign each section in the Student's handbook for any updates including "Parents/Teachers Correspondence", "Student's Temperature Record", Calendar and Time-table.

7. 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.)
8. Lunch meal (applicable to whole-day schooling): “Murray Food & Beverage Limited” will be the caterer of our school lunch for this school year. Various meals are available and HK\$24 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.
9. P.E. Lessons: Students should wear the school sports uniform and white sports shoes for P.E. Lessons (students should avoid wearing sport shoes with black soles or multi-coloured).
10. Students should wear the school sports uniform for all school activities (including activities held after class hours or weekends e.g. Saturday extra-curricular activities).
11. Students should be punctual and arrive at school between 8:30 a.m. and 8:55 a.m. Parents should come to school at 3:30 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 the student before 3:00 p.m.
12. For parents who drive their children to school, please be reminded not to stop your car at the school gate and block the entrance.
13. 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.
14. In bad weather conditions, the school would operate according to guidelines issued by Education Bureau (EDB):
 - If the Education Bureau has announced the suspension of classes for special schools / special schools for children with intellectual disabilities **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 announcement of suspension of classes for special schools / special schools for children with intellectual disabilities is made **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.

15. 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.
16. 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.
17. All payments shown in the "**Monthly Circular**" will be charged via Auto-pay. Fees for September 2023 will be charged on 29th September, 2023. 【Kindly be reminded that a penalty fee might be charged by the bank if there is not enough money in your bank account.】

Mary Rose School