

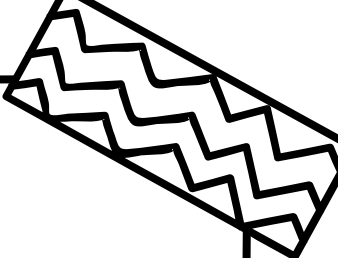


Hong Chi Morninghill School, Tsui Lam

* Parent Handbook *

Year 2026-2027





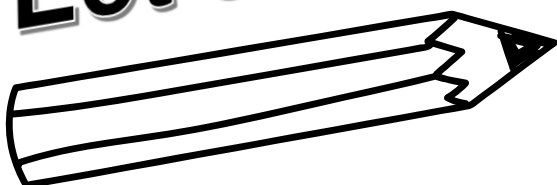
Dear Parents,

Greetings! As the summer vacation comes to an end, the new school term is just around the corner.

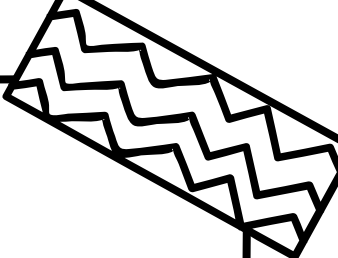
My colleagues and I are filled with excitement as we look forward to welcoming your children back to Tsui Lam. In this vibrant and laughter-filled campus, we will live, learn, and grow together. This year, Tsui Lam's care goal is "Integrity and filial piety show deep affection; compassion and empathy guide us together." We hope you will accompany your children and work with us to guide them to take that extra step.

We have revised the Parent Handbook for your reference. Please encourage and assist your children in following its guidelines for their growth. Additionally, the last page of the handbook contains the "Home-School Communication Form," which provides an opportunity for you to share your valuable feedback and continue the excellent tradition of home-school cooperation. Let us work together to witness our children's progress!

Let's strive together!



Your Sincerely,
Principal Fok Chun Wing
Hong Chi Morninghill School, Tsui Lam
August 2025



Parent Charter

Our school works closely with parents to joyfully and healthily accompany children in their growth, helping them build positive character traits that are recognized by society, so they can become good citizens in the future. At the same time, we aim to promote communication and understanding between parents and their children.

Harmonious Family

- 1.1 Create a positive family atmosphere with mutual support, encouragement, and respect.
- 1.2 Establish family/parent-child activities, gatherings, leisure activities, or outdoor outings.
- 1.3 Define the responsibilities of each family member.

Nurturing Expectations

- 2.1 Acknowledge children's emotions and needs, providing appropriate care.
- 2.2 Understand and accept children's abilities, teaching them according to their strengths to help them excel.
- 2.3 Praise children's efforts and give them appropriate freedom to explore on their own.
- 2.4 Encourage and appreciate children's contributions to build their self-confidence.

Parent-Child Time

- 3.1 Talk with your child daily, sharing their joys and worries, understanding and listening to their thoughts and feelings, and giving them the opportunity to express their opinions.
- 3.2 Engage in shared reading, where parents read stories that children genuinely enjoy, transmitting emotional energy to them. Children can also choose their favourite books to share with parents, enhancing emotional connection.
- 3.3 Spend time with children in nature, appreciating its beauty and broadening their perspectives, which can help calm them, teach emotional regulation, and reduce anxiety.

I, _____ (Parent's Name), will commit to achieving the above goals.

Note:

Signature: _____

The Parent Charter is established and modified by the Parent-Staff Association.

The Parent Charter will be included on the school website and in the Parent Handbook.

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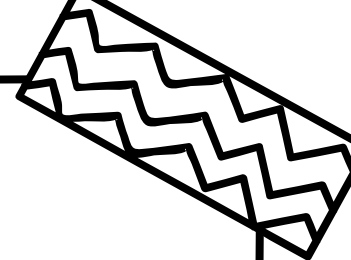
PSA Meetings

The association holds elections every two years to select parent representatives for the Parent-Teacher Association's Executive Committee, and we warmly welcome parents to run for candidacy.

Each parent representative on the Executive Committee participates in regular meetings throughout the year, organizing recreational activities and interest classes for all students and parents. This helps strengthen communication and connections between parents and the school, while also addressing the needs of students.

Any parent or guardian of a student currently enrolled in our school can register as a "Regular Member" of the association. According to the association's constitution, the annual fee for Regular Members is 30 HKD, while the fee for Permanent Members is 300 HKD (to be paid in one lump sum). After their child graduates, parents may apply to become Associate Members, with an annual fee of 15 HKD. Parents can complete the membership registration or renewal process each September at the start of the school year.

School Guidelines:



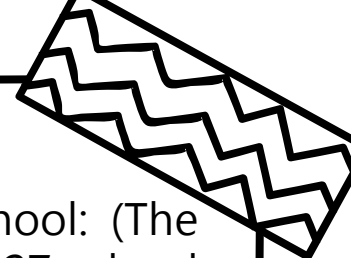
1. School Uniform

Please refer to the school platform under "Parent Zone" and then "School Uniform" for the colour samples.

1. Students must wear clean and tidy school uniforms to class.
2. To celebrate the school's 50th anniversary, the school has canceled the uniform skirts and dress shirts, and introduced a new summer uniform. At this stage, students can still wear the old-style uniforms. The transition period will last for two years, until the 2026-27 school year. The new summer uniform will be fully implemented in the 2027-2028 school year.
3. The design of the **new summer uniform** at our school is as follows

All Students

- ◆ Yellow and dark blue short-sleeved polo shirt
- ◆ Dark blue long pants with white stripes
- ◆ Pure white short socks (no ankle socks allowed)
- ◆ Non-fading rubber-soled sports shoes (no more than three colors, simple and plain style)



4. The design of the **old-style uniform** at our school: (The transition period will last for two years, until the 2026-27 school year)

Old summer uniform design

Boys	Girls
◆ Short-Sleeved White Shirt (with school emblem) ◆ Dark Grey Shorts or Long Trousers (for Primary Students) ◆ Dark Grey Long Trousers (for Secondary Students) ◆ Plain White Socks and Black Leather Shoes	◆ Light Blue Short-Sleeved Dress (with white trim, school emblem, and belt) ◆ Plain White Socks, Black Leather Shoes

*Girls in Primary 5 or above must wear white Underskirt or leggings

Old Summer Sport Uniform :

Primary Boys & Girls	Secondary Boys & Girls
◆ Yellow Short-Sleeved Sports Top (with school emblem) ◆ Dark Blue Sports Shorts or Dark Blue Lightweight Sports Long Pants ◆ Plain White Short Socks (please note that no ankle socks are allowed) ◆ Non-fading rubber-soled sports shoes (with no more than three colors, simple and plain style)	◆ Yellow Short-Sleeved Sports Top (with school emblem) or Quick-Dry Shirt ◆ Dark Blue Sports Long Pants (students may change into shorts during PE classes) ◆ Plain White Short Socks (ankle socks are not allowed) ◆ Non-fading rubber-soled sports shoes (with no more than three colors, simple and plain style)

5. The style of our school's **Winter Uniform:**

Boys	Girls
◆ Pointed Collar Long-Sleeved White Shirt (with school emblem) ◆ Dark Gray Long Trousers ◆ Dark Blue Cotton Blazer (with school emblem) ◆ Blue Tie (for Secondary Students) ◆ Plain White Socks ◆ Black Leather Shoes	◆ Pointed Collar Long-Sleeved White Shirt ◆ Dark Gray Vest Corduroy Skirt (with school emblem and belt) ◆ Dark Blue Cotton Blazer (with school emblem) ◆ Blue Tie (for Secondary Students) ◆ Plain White or Gray Knee-High Socks or Tights ◆ Black Leather Shoes

6. The style of our school's **Winter Sports Uniform**

All Students

- ◆ Dark Blue Sports Tracksuit with Yellow and White Contrast Collar
- ◆ Yellow and Dark Blue Long-Sleeved Sweatshirt
- ◆ Plain White Socks (please note that no ankle socks are allowed)
- ◆ Non-fading rubber-soled sports shoes (with no more than three colors, simple and plain style)
- ◆ Note: A yellow short-sleeved sports top or a yellow long-sleeved sweatshirt must be worn underneath the tracksuit.

7. Our school will arrange collective orders for school uniforms and sports uniforms each academic year. Parents are advised to pay attention to relevant announcements. In special circumstances, such as due to epidemic prevention measures, if the school is unable to arrange for personnel to come to the school for fittings, parents are requested to order directly from the uniform company.

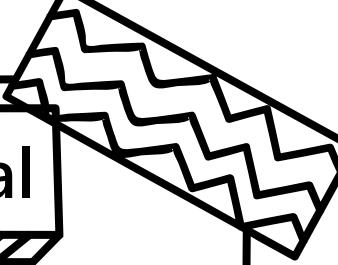
8. Please prepare two sets of summer and winter sports uniforms for your child to facilitate washing and changes.

9. If a scarf is to be worn, it must be in solid white, solid grey, or solid dark blue.
10. In cooler weather, students may only wear cotton or fleece jackets in solid white, grey, or dark blue.
11. If the temperature drops to 14°C or below, both boys and girls may replace the school blazer with other thicker solid-coloured winter coats. Additionally, girls may switch to wearing the sports uniform instead of the school uniform.
12. Guidelines for Cleaning School Uniforms (for reference):

- A. The school blazer can be machine washed.
- B. Winter sports uniforms, fleece pants, and fleece skirts should not be washed in hot water or placed in the dryer, as this may cause shrinkage. Bleach should also not be used.
- C. Summer quick-dry sports uniforms should be soaked and cleaned with hand wash detergent; fabric softener should not be used.
- D. Ties should be hand washed in warm water and should not be placed in the washing machine.
- E. White shirts should not be washed with coloured items to prevent dye transfer.
- F. Shoes and socks must be kept clean at all times.

13. Parents are encouraged to supervise and assist their children in maintaining personal hygiene:

- A. Bathe daily.
- B. Wash hair regularly.
- C. Trim nails and toenails weekly.
- D. Bring a clean towel and tissue daily.
- E. Get hair trimmed regularly.
- F. Students participating in physical education classes or morning sessions should bring an extra summer sports top or quick-dry shirt provided by the school for a change.



2. Student Arrival and Dismissal

1. Our school starts classes promptly at 9:00 AM, and students are required to be punctual.
2. The school gates open each day at 8:15 AM. Students who walk or take transportation to school should not arrive too early, and parents are encouraged to ensure that their children comply to avoid loitering outside the school.
3. If a student is late without a valid reason, the school will take appropriate follow-up actions.
4. If a student needs to leave early, parents must fill out the student handbook or call the school office (phone: 27061881) as early as possible before the end of the school day to inform the school clearly of the situation.
5. For students who need to take leave, parents can fill in the reason and dates for the leave in the designated section of that week's student handbook under "Leave/Return to School Special Arrangements." Students should avoid taking leave for travel or visiting relatives on school days to prevent disruption to their learning. If there is a special reason for needing leave for more than two days, parents must submit a written request to the school in advance and can only take leave upon approval.
6. If a student is late or needs to leave early for any reason, parents can record the reason and dates in the student handbook under "Leave/Return to School Special Arrangements," noting the time of late arrival or early departure, whether they will be picked up by parents or returning independently, and lunchtime arrangements (whether they will have lunch at school or not).

2. Student Arrival and Dismissal II

7. If a student needs to change their dismissal method due to an incident, the school office must be notified by phone at least one hour before the end of the school day.
8. For the safety of the students, if a long-term change in dismissal is required, parents must apply to the school in advance; application forms can be obtained from the class teacher.
9. If a student is taking sick leave, parents must personally call the school to report the absence on the morning of the leave. If possible, parents should also note the dates and reasons for the sick leave in the student handbook under "Leave/Return to School Special Arrangements."
10. If a student requires sick leave for two consecutive days or more, the school may request a doctor's certificate from the parents.
11. For any notifications that parents need to communicate to the school, they can fill in the relevant section in the school-home communication part of the student handbook for that day.
12. Each student may provide only one parent's mobile number as a contact to participate in the Parent-Teacher Association's parent network, allowing the school to send out urgent messages. (This network operates in broadcast mode, not as a regular group.)



3. Outdoor Visits

1. Please sign and return on time according to the school notice, and encourage your child to adhere to the rules, wear appropriate attire, and attend activities punctually.
2. To maintain a positive image for our students, please remind your child to pay attention to personal grooming and cleanliness.
3. On outdoor excursions, students are not required to bring their school bags; instead, they should carry a lightweight backpack. (Please do not bring plastic bags.)
4. To foster self-management skills from a young age, students are expected to attend activities accompanied only by the supervising teachers. In individual cases where a student's specific needs arise, the school may discuss and invite parents to assist.

4. Student Safety



1. Parents should pay attention to their children's safety while travelling to and from school, teaching them road safety practices according to their abilities and needs.
2. It is important to educate children about being cautious of strangers and to teach them how to respond if they become lost.
3. If necessary, please arrange for your child to wear an identification tag.
4. Students are not allowed to bring multifunctional watches to school, including those with calling and recording capabilities. If parents are concerned about their children getting lost during school outings, the school will invite parent volunteers to increase supervision and reduce the likelihood of students going missing.
5. Parents should teach their children safety measures for walking on wet and slippery surfaces (e.g., do not run). Parents may choose to purchase black leather shoes and sports shoes with non-slip soles to help prevent slips and falls.
6. Students returning independently must bring rain gear to school on cloudy or rainy days.
7. In the event of severe weather during dismissal, the school will make arrangements based on the situation and student safety. Parents are asked to wait patiently at the bus stop.
8. Teachers may invite parents individually, based on the student's health condition, to ensure proper care during the activities

5. Collaborative Parenting

1. Parents are required to comply with all school rules and collaborate effectively with the school.
2. It is important for parents to work with teaching staff to guide their children and to lead by example, setting a positive standard for them.
3. Parents should respect one another and maintain harmonious relationships to avoid conflicts, and refrain from using inappropriate language.
4. Good communication between parents and staff is essential; please ensure respectful language is used at all times.
5. Parents should teach their children to value their learning opportunities and not to be absent from educational activities without valid reasons.
6. Home and school should maintain open communication and work together to appropriately support children in completing their learning. [For further details, please refer to the school website - Homework Policy.]

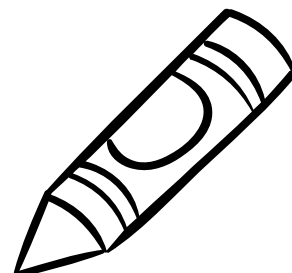
6. Home-School Communication Policy

To establish good "collaboration habits" with parents and to effectively prevent misunderstandings among the school, staff, and parents, the school has formulated a communication policy guideline with parents, which is as follows:

1. Under normal circumstances, staff should communicate with parents using school email, phone calls, and the student handbook.

The content should contain:

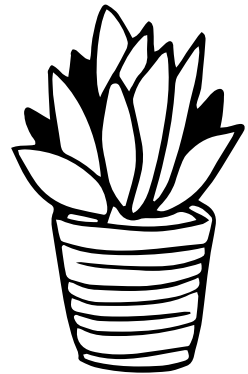
- No political messages
- No financial transactions
- No personal matters



2. If, for special reasons, parents need to communicate with staff via WhatsApp groups or private messaging, they can request an application form from the class teacher, complete it, and return it to the school. The approval process will take 3 days, and the class teacher will reply to the parents to confirm whether the application has been successful.
3. The communication period is limited to 1 academic year, after which staff will delete the communication group.
4. Staff will generally respond to parents during office hours (9:00 AM to 5:00 PM).
5. For reasons of respect and privacy, parents must not disclose the content of communications or the phone numbers of staff members.

Judging criteria :

1. Parents must provide a valid reason
2. If the general communication methods are insufficient for effective communication
3. consider the circumstances of the staff members involved



7. Timely Attendance at Activities

Parents attending school events are kindly requested to arrive on time. To allow the staff responsible for the event sufficient time to prepare and arrange for the reception of parents, please aim to arrive approximately fifteen minutes before the event starts.

8. Use of Electronic Devices

1. The school strictly prohibits students from bringing multifunctional watches (including those with photography, recording, and calling capabilities) to school.

Cooperative Matters :



1. Payments



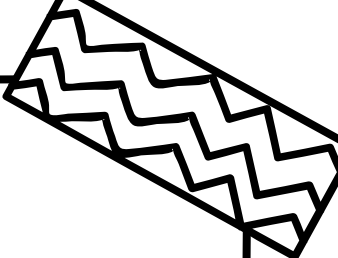
1. Regarding any fees, the school will ensure that parents are informed in advance through notifications or the student handbook, so please stay alert for these updates.
2. Parents are required to make timely payments for lunch, school bus services, and school uniforms by the designated deadlines.
3. To avoid the loss of payments, the school encourages the use of crossed checks (with the student's name, class, and purpose of the payment written on the back) or bank transfers for miscellaneous fees. Payments can also be made in person at the school office. If payments are made in cash by the student, please note this in the student handbook, and ensure the cash is enclosed in an envelope (with the student's name, class, and purpose of the payment written on the envelope) and submitted to the teacher. The school will not be responsible for any lost funds.
4. For bus fees, please follow instructions and place the payment in the designated bus company envelope, which should be handed directly to the bus attendant by the parents (it is advisable to avoid having your child hand it over for safety reasons). Please do not send payments to the school.
5. For lunch fees, these must be paid by the specified date. The lunch supplier, Mei Li Catering Services Limited, offers the following payment methods: 1) FPS (Faster Payment System; 2) Bank: Bank of China; 3) 7-11; 4) Circle K. Parents should make monthly payments for the following month's lunch fees by mid-month. Please attach the original receipt securely to the menu and return it to the school.

Remarks:

- 1) FPS (Faster Payment System): Code: 3431202
- 2) Bank : Bank of China, account No.: 012-889-0002626-2
- 3) 7-11 or Circle K
- 4) Parents must staple the receipt onto the order menu and return it to school



6. Should you have any questions, please feel free to contact the school by phone.



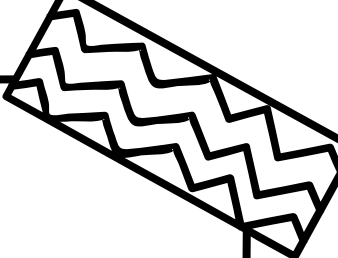
2. Lunch

The school can arrange daily lunch orders for students, with the meal price for the 2024-26 period set at HK\$27.00.

For immediate purchases, the price will be HK\$28.00.

- 1.If a student will miss lunch due to a school activity, the school will cancel the meal order for them.
- 2.If a student is absent because of illness or other reasons, parents need to contact the caterer directly via phone or WhatsApp to cancel the meal. If they do not, parents will have to pay for that day's lunch, which will be deducted from the next month's bill.
- 3..Each day, there will be four meal options available for students to choose from. Parents are encouraged to help their children choose meals and to avoid ingredients that may cause allergies.
- 4.Students can also bring their own lunch, and it is recommended that these lunches be healthy and nutritious.
- 5.All meal orders are handled on a monthly basis.
- 6.The school will provide the lunch menu in advance, but any changes will not be separately announced. Teachers will help students with food allergies select suitable meals on the service day.
- 7.For cancellations: if the Education Bureau announces a school closure due to weather or other reasons before 8:00 AM, the meal service will be cancelled, and any payments will be refunded in the next month's statement. If the announcement is made at 8:00 AM or later, lunch will still be served as planned.

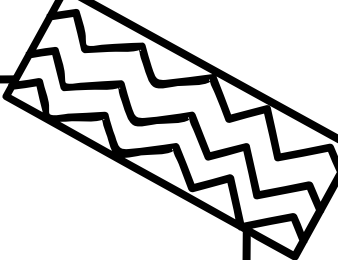




3. School Bus

1. Parents should make sure their children **arrive at the school bus stop on time** and are picked up promptly after school.
2. Children need to follow bus rules while waiting and riding the bus. If they don't, the bus company may refuse to take them for safety reasons.
3. At dismissal, parents must be on time at the bus stop to pick up their child as the bus arrives. If parents need to change pick-up plans, they should inform the bus attendant and the school office by 11:00 AM that day.
4. Younger students must be picked up by a parent after getting off the bus. Older primary students can apply to go home on their own, but this requires school approval.
5. If there is a need for temporary changes in the bus route or pick-up times, parents should notify the class teacher. For long-term changes, please fill out an application form from the bus coordinator two weeks in advance.
6. For questions about bus times or routes, parents can ask the bus attendant or check the Parent Area on the school website. For inquiries about bus services, please contact (Ms. Fong). In case of accidents or special incidents, updates will be shared via the "Parent Network" on WhatsApp.
7. Bus fees are paid monthly, with one-way fares being two-thirds of the full fare. There are no refunds if a student is absent due to illness or school closures.
8. New students using the bus will pay half the fare if they attend for less than 15 days in a month; otherwise, they pay the full fare.
9. Fees are collected annually for 10 and a half months, with July charged as half a month.



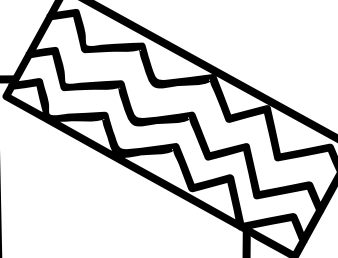


4. Parent Pickup and Drop-off of Students

1. Parents dropping off their children should check in at the school gate with the staff. Please do not enter classrooms without permission, as it can disrupt lessons. Also, follow the school's health and safety rules.
2. Family members must be on time for both drop-off and pick-up.

5. Walking Routes (Transporting independently)

1. Must be 12 years old or older.
2. Must live close to the school (e.g., Tsui Lam Estate, Hong Sing Garden, etc.).
3. Must show good behaviour both at school and outside.
4. Must be able to walk to and from school independently, including solving problems on the way.
5. Must have a recommendation from the class teacher. Parents should discuss the plan with the teacher before applying and may need to accompany the student initially for practice and training.
6. Students must be observed for one month, demonstrating good behaviour confirmed by the guidance teacher, before being officially approved to walk alone.
7. Parents/guardians are responsible for their child's safety during the journey, including monitoring where they are.
8. Applications to walk home will only be accepted during the first week of December and at the end of the school term for the next semester or school year. No applications or changes will be accepted at other times.
9. If a student has behavioural issues while walking to and from school, the school may suspend this arrangement.



6. Application for Public Transport Transfers

To apply for using public transportation after school, students must meet these requirements:

1. Must be a secondary school student.
2. Must demonstrate good behaviour at school and outside.
3. Must be able to use public transportation independently, including solving problems.
4. Must get a recommendation from the class teacher. Parents should discuss the plan with the teacher before applying and may need to accompany their child initially for practice.
5. If the student behaves well during the first month of travel, the family can apply to the guidance team for independent travel.
6. Parents are responsible for their children's safety during the journey home and should keep track of their whereabouts.
7. Applications for public transport use will only be accepted during the first week of December and at the end of the school term for the next semester or school year. No applications will be accepted at other times.
8. If a student has behavioural issues while travelling to and from school, the school may suspend this arrangement.



7. Student Mobile Phone Storage

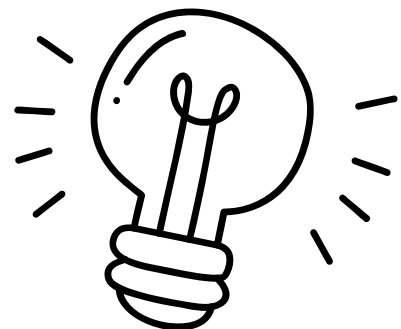
Students approved to travel home independently after school or by school bus may apply to carry a mobile phone to contact their parents. Since phones cannot be brought to class, the school will provide a secure storage area.

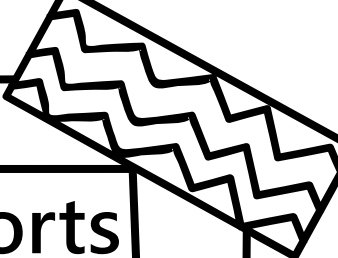
The school has strict regulations and procedures regarding mobile phone use. Parents must apply to the guidance team, and the school will consider each request individually. The requirements are as follows:

1. Students must apply to the school for permission to bring a mobile phone and can only do so after receiving approval. This application must be **renewed annually**.
2. Due to safety concerns, only secondary students who travel home independently may apply.
3. Students must use the phone **listed on their application** and cannot switch phones without reapplying.
4. The school will provide a secure place for students to store their **phones independently**. Students must follow the instructions for accessing their phones.
5. Phones must be turned off on school grounds, and students cannot use them without permission (no photos, recordings, internet browsing, or music).
6. To encourage a simple lifestyle, phones **should not have multiple functions** (like internet access) and should ideally cost \$1000 or less.
7. Phone storage is only available **during school hours, Monday to Friday**.
8. Only **one phone** per student is allowed.
9. If students break any of these rules, they will lose points. Accumulating **three points** will result in losing the privilege to bring a phone to school until further notice. The school will review the situation to decide if the student can carry a phone again based on their behaviour.

8. Student Handbook and Notices

1. Parents should check and update the "Personal Information" section in the student handbook, ensuring it stays intact and free from student markings.
2. They should read all notices carefully. If there's a reply slip, it must be filled out quickly and returned to the school on time.
3. Parents must sign or stamp the forms themselves, and their signatures should match the sample in the handbook for verification.
4. To help prevent students from losing notices, parents should put the reply slips in the handbook and return them to the class teacher.
5. The school will recognize students' good performance in the handbook, which parents can review.
6. Parents should check the "**Homework/School Communication**" section daily to encourage their child to complete homework, study, and read school communications, then sign as needed.



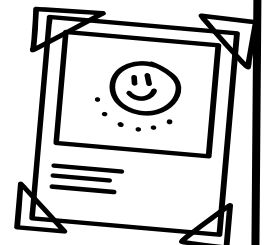


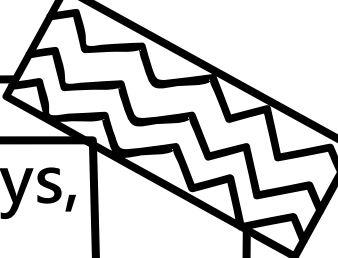
9. Student Performance Reports

1. Unit Student Performance Report :Distributed after the completion of each unit. After receiving the paper copy, parents are requested to sign the electronic notice “Acknowledgement of Unit Conduct Report” and keep the report properly at home.
2. ILP Progress Report: Distributed after the completion of Unit 2 and Unit 4. After receiving the paper copy, parents are requested to sign the electronic notice “Acknowledgement of ILP Progress Report” and keep the report properly.
3. Participation and Achievement Report: Distributed to all parents at the end of the term to help them understand students’ diverse performance beyond academics.
4. Learning Overview: Distributed to parents of primary and secondary school graduates at the end of the term, summarizing the overall development of students at school.

10. Health Care Applications

1. Every year, our school organizes various health services for students, including dental care and student health services. Related application information will be distributed after the start of the school year
2. To help the school manage these health services effectively, please ensure that parents submit the required application forms and documents on time, following the provided instructions.





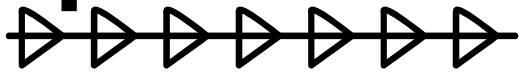
11. New Students Registration Days, Parent Days, and Home Visits

1. To strengthen the understanding and cooperation between parents and the school, our school holds regular school-wide Parent Days and Registration Days each year.
2. The New Students Registration Day, held in late August, is aimed at facilitating the registration, fee payment, and health service applications for the new school year. If needed, parent seminars will be arranged, and it is important for parents to **attend punctually**.
3. Parent Day is held annually to provide parents with school reports and discuss their child's academic progress and behaviour at school. Parents are strongly encouraged to **attend on time**.
4. To understand students' behaviour at home and support teachers in their teaching and career planning, teachers or social workers will conduct home visits based on various situations, such as fresh enrolment, change of learning stages (for example P4,S1,S5), or specific student needs. We ask parents for their cooperation in making appropriate arrangements (e.g., picking up the teacher at the building entrance or bus stop). If parents are unable to accommodate a home visit, they may request an alternative meeting at the school.
5. Please note that these arrangements may change due to special circumstances, such as health policies. Parents should pay attention to notices or the latest updates from the school.

12.Trial Program: Temporary Care Services for Enrolled and Graduated Students

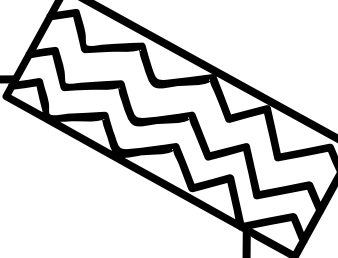
1. To strengthen support for students with special educational needs and their parents/caregivers, the Education Bureau has launched a pilot scheme on providing temporary care services for current and former students in 53 special schools that are already served by the Social Welfare Department' s teams for school leavers. The scheme operates on the principle of not affecting the daily functioning of schools, and offers daytime temporary care services for parents of current and former students who have urgent needs.
2. Parents in need may apply through the school social worker. Upon receiving a request, the school will first refer the case to district service units/teams under the Social Welfare Department for support. Each provision of daytime temporary care service will not exceed three consecutive days.

Special Measures :



1. Handling Student Accidents and Illnesses

1. If a student has an accident during class, the school will act quickly to ensure their safety, which may include taking them to the emergency room. Parents will be notified as soon as possible.
2. If a student is ill (such as having a fever or vomiting) before school, please do not force them to school and arrange for a doctor's visit.
3. According to Education Bureau guidelines, if a student has a **fever and respiratory symptoms**, they should **stay home until they are fever-free** for at least two days before returning to school.
4. If a student feels unwell in class, the school will contact parents to pick them up.
5. If your child needs to take medication at school (like for a cold), please note this in the student handbook and give the medication to the teacher. To minimize disruption, the school nurse will usually distribute medication during lunch. If medication needs to be taken before meals, it will be given out before lunch. For special arrangements, please reach out to the school nurse. The school nurse can only give **medication prescribed by a registered doctor**, and the medication must have a clear label with the student's name, medication name, dosage, frequency, and the doctor's name.
6. If your child needs to take medication regularly at school, please contact the school nurse to ensure proper monitoring.



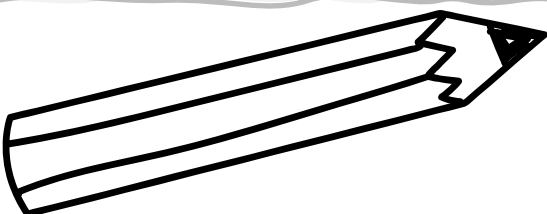
2. Vaccination

1. When students enrol, they must submit their vaccination cards to the school for safekeeping until they have received all vaccinations provided by the Health Department. The school will return the vaccination cards to parents once all vaccinations are complete.

2. For the health of the students, parents are encouraged to consent to their child's vaccinations unless there are special reasons against it.

3. The procedure for the school to arrange vaccinations for students is as follows:

- A. The school has issued a notice to parents regarding the preventive vaccines.
- B. Parents should sign the consent form and return it to the school. If parents do not agree, they must submit a refusal form.
- C. Health department personnel will arrange for students to be vaccinated according to the consent forms. (Before vaccination, health personnel will also check the vaccination card to ensure that students in need receive the vaccine.)



3. Arrangements for Temporary School Closures

According to the latest guidelines issued by the Education Bureau, our school will make the following arrangements in the event of severe weather:

In the **morning**, if the observatory announces:

Weather condition	Actions our school would take
The “Amber” Rainstorm Signal is issued	Unless otherwise notified, classes will proceed as usual.
The “Red”, or “Black” Rainstorm Signal is issued	If an announcement is made before 8:00 AM ➤ students are not required to come to school.
	If an announcement is made after 8:00 AM ➤ students who have not yet left home should stay at home. ➤ If a student learns about school closures while on their way, parents should assess the rain, road conditions, slopes, or traffic to decide whether to continue to the school. ➤ Students who have already arrived at school should remain on campus until it is safe to go home.
Storm Signal No.3 or above	➤ All classes will be suspended, students are not required to come to school.
Regardless to the weather condition, The Education Bureau announces a citywide school closure	➤ All classes will be suspended, students are not required to come to school.

2. During class hours, if the observatory announces:

➤ Weather condition	➤ Actions the school would take	➤ School bus arrangements
➤ Storm Signal No.3 or above	If a weather warning is issued before 12:00 PM: ➤ The school will aim to arrange for dismissal at 12:30 PM, or ➤ If safety conditions require, an earlier dismissal will be organized.	➤ The school will coordinate with the bus company regarding the adjusted departure times.
	If a weather warning is issued after 12:00 PM: ➤ Students will remain at school until the regular dismissal time. ➤ Parents may decide, at their discretion, whether to come to school early to pick up their children.	➤ Student will dismiss as usual
➤ The "Red" Rainstorm Signal is issued	➤ Students will remain at school until the regular dismissal time and will only go home when it is safe to do so.	➤ Student will dismiss as usual
➤ The "Black" Rainstorm Signal is issued	➤ Parents may decide, at their discretion, whether to come to school early to pick up their children.	

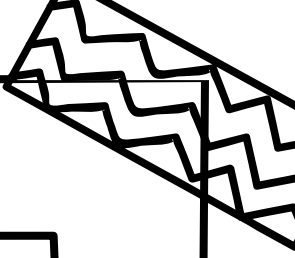
3.If you send your child to school during bad weather, please stay with them until they board the bus for safety.

4.Bus schedules may be delayed due to traffic, so we appreciate your **patience**.

5.parents feel conditions are unsafe, they can keep their child at home.

6.For safety, students may need to return home or be dismissed early. Please provide keys for those traveling alone or arrange for them to wait at a relative's home if needed.

Note: The Education Bureau may announce school closures in specific areas. Our school is located in the Sai Kung District.



4. Campus Parking Arrangements

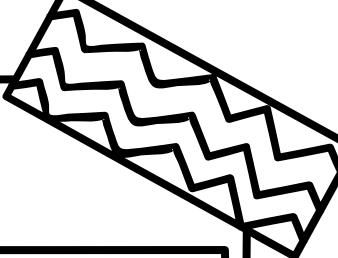
According to the Education Bureau's policy, parking spaces are reserved for staff and school buses. External organizations or individuals who need to park at the school for work or teaching exchanges must obtain prior approval from the school. Parents driving to the school can park in the rental parking lot at Tsui Lam Estate.

5. Important Notes For Participating in School Activities

The school is meant for student learning, and it should not be used to express political views or encourage students to engage in political issues. Therefore, parents and external organizations attending events, lectures, workshops, or training at the school should avoid discussing political topics.

6. Request for English Versions of School Reports

If a student needs an English version of their school report for immigration or studying abroad, parents should ask the school for the application form. After filling it out, submit it to the class teacher for review. If approved, the applicant must provide supporting documents, such as information from the immigration agency, flight tickets, visas, details about the overseas school, and a withdrawal letter. (Remember to submit the application form at least three months in advance.)



7. Request for Student's intelligence assessment report

To support the long-term welfare of students, assistance is available based on their educational, rehabilitation, or social service needs. This can include applying for accommodation services, studying abroad, or planning future options. The school reminds parents that after their child enrolls, they should apply to the Child Assessment Centre for their child's intelligence assessment report and keep it safe for future use.

8. Parents applying for external scholarships can follow this process to obtain a recommendation from the school

To affirm students' performance, the school has always applied for external awards/scholarships for suitable students, such as the Grantham College Alumni Association Scholarship for Special School Students Mighty Charitable Foundation Hong Kong Special School Scholarship, Fred Hollows Humanity Award, AS Watson Group Hong Kong Student Sports Awards among etc. If parents wish to apply for external scholarships for their children and require a recommendation from school staff, please prepare and complete the necessary documents and submit them to the school for approval by the relevant working group. If approved, the school will fill out the recommender section and send all documents together; none will be returned. (Applicants must submit all documents at least three weeks in advance.



Hong Chi Morninghill School, Tsui Lam Home-School Communication Form



(Class:) Student : _____
Name of Parent/Guardian : _____
Signature of Parent/Guardian : _____
Date : _____

*(Please have your child return this communication form to
school. Thank you for your valuable feedback!)*

(Class:) Student : _____
Name of Parent/Guardian : _____
Signature of Parent/Guardian : _____
Date : _____

(Please have your child return this communication form to school. Thank you for your valuable feedback!)

School Information :

Address: Tsui Lam Estate, Tseung Kwan O, N.T.

Tel : 2706 1881 (School Office)

2706 1953 (Social Worker's Office)

Website : <http://www.hcmstl.edu.hk>

Email : tsuilam@hongchi.org.hk

Fax : 2706 1991

Student Name: _____

Class: _____