

SAHK Jockey Club Elaine Field School
2022 – 2023 Parents Notice
Notes for the New Academic Year

1st September, 2022

Dear Parents,

[This is the summary of the Chinese Version as attached]

For the start of the new academic year, the school will uphold the education mission of SAHK and will implement individual learning objectives for students' moral, intellectual, physical, social and aesthetic development as well as rehabilitation and all-round education.

Please note the following arrangements for the new academic year:

1. Person In-charge for each group and department

Group	Person In-charge
School Affairs Group	Ms Ng Ka Iok
Curriculum and Teaching Group	Mr. Ho Kim Ngai and Ms Chan Anna
Students' Development Group	Mr. Ma Hon Ming
Studies	Class Teachers, Subject Teachers and Ms Lo Ying Tung
Activities	Mr. Wang Weijian
Information Technology	Mr. Ho Ka Fai and Mr. Ma Wing Man
School Bus	Mr. Ho Wai Kin and Mr. Lai Ka Yuen
Social network and parents work	Mr. Ma Hon Ming and Ms Wong Fung Mei
Sick Leave	Class Teachers or Ms Chan Wai Ling
Healthcare and meals	Ms Chan Wai Ling, Mr. Tam Tsz Wai
Learning stage 1 and Coordination (Primary 1 to 3)	Mr. Ho Ka Fai
Learning stage 2 and Coordination (Primary 4 to 6)	Ms Cheng Whole Yin
Learning stage 3 and Coordination (Secondary 1 to 3)	Mr. Lai Ka Yuen
Learning stage 4 and Coordination (Secondary 4 to 6)	Mr. Ma Wing Man
Therapists	Ms Wong Hei Man (PT), Ms Chan Siu Kwan (OT), Ms Chan Kin Yan (ST)
Therapies and equipment	Students' therapists and department heads are listed on student handbook
Social Worker Department	Ms Kwong King Chun
EP Services Department	Ms Lo Ying Tung
Nurse Department	Ms Chan Wai Ling
Boarding Section	Ms Leung Shui Wan (Warden), Ms Ho Yuen Chi, Ms Man Wing Shan (Assistant Wardens)

2. The arrangements of inclement weather

1. In case of severe weather such as the Observatory has issued Typhoon Signal No. 3 or above; or "red" or "black" rainstorm warning; and the EDB has announced class suspension of school, students are not required to return school.
2. Parents please pick up own child under safety condition.

3. If parents feel uncertain of the weather and transportation, they can make decision on whether to take your child to school or not.
4. Students who take the Rehab bus to school, please contact the driver or visit the website of Rehab Bus: <https://www.rehabsociety.org.hk/transport/rehabus/news-and-update/news/>
5. Parents please pay attention to the announcements from The Observatory and EDB, keep contact with the school and refer to the student handbook for further arrangements.

3. School bus fee, use of school bus and rehabilitation bus service

The school will provide school bus services to students in the North District and Tai Po District. The school bus route would be adjusted according to students' needs and the principles of fairness. Students who are not able to enjoy the school bus service would be referred to Rehabus services or to be picked up by parents. Once if the school is able to provide school bus services, the application of Rehabus would be canceled.

1. Fixed routine bus service

1.1 Fees

	Districts	Areas	Monthly Fee*
1	Tai Po Centre	Tai Po Centre	\$505
2	Outside Tai Po	Shui Wai, High Court, Tsung Tsai Yuen, Tai Po Garden	\$605
3	N.T. North	Fanling-Sheung Shui New Town	\$707
4	N.T. North (country side)	The north of Ng Tung River, the west of Sheung Yue River and Lung Yeuk Tau Rural Committee	\$807

* Monthly fees will be charged at the beginning of each month for a total of 11 installments each year.

1.2 Rules for charges and refunds

- (i) For a student who is on sick leave or incident leave for a month, with the approval of school, the whole monthly fees will be reimbursed.
- (ii) For a student who is on sick leave or incident leave for less than half month, the whole monthly fees will not be reimbursed.
- (iii) For a student who is on sick leave or incident leave for more than half month but less than one month, half of the monthly fees will be reimbursed.

2. Non-fixed routine bus service

2.1 Fees

	Districts	Areas	Fee
1	Tai Po Centre	Tai Po Centre	\$25
2	Outside Tai Po	Shui Wai, High Court, Tsung Tsai Yuen, Tai Po Garden	\$36
3	N.T. North urban area, Ma On Shan, Sha Tin	Fanling, Sheung Shui New Town	\$42
4	N.T. North country side, Sai Kung North, Tsuen Wan, Kwai Tsing	The north of Ng Tung River, the west of Sheung Yue River and Lung Yeuk Tau Rural Committee	\$48
5	Kowloon, Tuen Mun, Yuen Long, Tin Shui Wai, Sha Tau Kok, Sai Kung South	/	\$54
6	Hong Kong Island, Lantau Island	/	\$59

2.2 Rules for charges of school bus service

- (i) School learning activities, extracurricular activities at weekends and long holidays;

- (ii) Treatments recommended by the school, such as: hydrotherapy, custom-made rehabilitation equipment, student health care service, etc;
- (iii) This service is students-oriented. Parents may take the school bus under the agreement of school, but bus fee would be charged.

2.3 Rules for charges and refunds

- (i) Bus fee would be calculated as a round trip school bus service charge, there would be no one-way charge;
- (ii) If student is unable to take the school bus which is pre-arranged due to illness during non-school days, no reimbursement would be provided. If student fails to attend to school due to illness or incidents at least one school day before using the school bus service, a phone call should be made to the school, a covering letter is required. Thus, no bus fee would be charged.

2.4 Exceptional case for charge:

- (i) School representatives for public activities;
- (ii) Activities under subsidized;
- (iii) The School invites parents as a volunteer in assisting school activities (Volunteer refers not only caring for own children, but also assisting other students.)
- (iv) Any special needs of a student, parents can contact the social workers of the school and apply for exemption from the fee. The School principal will handle application as appropriate.

3. **Things to be aware of when using the school bus service:**

- 3.1 In general, each student can only carry a school bag and a portable walking aid such as a wheelchair or a K-walker at a time when using the school bus service.
- 3.2 If parents request to bring other items (or more than one portable equipment) to the bus, they are required to make application to the school for making the decision.
- 3.3 Guidelines using school buses to order rehabilitation equipment:
 - (i) Students are not able to use public transport accompanied by an adult;
 - (ii) No Rehabus service is available;
 - (iii) Only for students to travel back and forth one single destination;
 - (iv) Parents are required to book school bus service at least one week before which does not affect the normal school operation;
 - (v) All fees would be charged as a returned way fare;
 - (vi) Only for ordering rehabilitation equipment recommended by our school therapists ;
 - (vii) Assisting students in transporting rehabilitation equipment back to school.

4. **Student card and pick-up card**

4.1 Student card

- 4.1.1 The school will use the "smart student ID card" as the student ID. Students will be issued the first smart student card for free, please take care of the card and notify the school if the card is lost. The replacement cost is \$ 40 each.

4.2 Use of Student Card

- 4.2.1 It is strongly recommended that parents pick up their children personally because of their physical illness.
- 4.2.2 If parents are not able to pick up the students or ask another family member to take-over, please contact the responsible teachers or social workers and he/ she will have to show the pick-up card when picking up students. If he/ she fails to show the card, the staff will not allow students to be picked up.

4.3 Students who go back and forth between home and bus stop independently

- 4.3.1 Parents must make a written application for their children to go back and forth between home and bus stop / home and school personally for special reasons.
- 4.3.2 Please carefully consider the safety of children before making an application.
- 4.3.3 The school will make assessment and evaluation for the students.

For any inquiries, please contact the school bus group teacher in-charge, Mr Ho Wai Kin and Mr. Lai Ka Yuen.

5. Fees

The school has been approved by the EDB or School IMC to charge the fees as follows:

	Category	Fee	Details	Usage	Subsidy	In-charge
1	Tong Fai	\$300/year	<ul style="list-style-type: none"> • To be paid in 2 installments of \$150 • Auto pay in September and February 	The subsidy of learning activities for senior form students	Senior Form students	Office
2	Lunch Fee	\$16/meal	<ul style="list-style-type: none"> • Charged according to the numbers of meals eaten • Auto pay before the 6th of each month 	Lunch on school days	All students	Boarding section/ Office
3	Lump-sum Fee	\$240/year	<ul style="list-style-type: none"> • To be paid in 2 installments of \$120 • Auto pay in September and February 	Handbook, notebook, learning materials	All students	Office
4	Hostel Fee	7-day boarders: \$616/month	<ul style="list-style-type: none"> • To be paid in 12 installments • Auto pay before the 6th of each month 	Expenses of boarding section	7-day boarders	Boarding section
		5-day boarders: \$440/month	<ul style="list-style-type: none"> • To be paid in 11 installments (Sept to Jul the next year) • Auto pay before the 6th of each month 		5-day boarders	

6. Stay vigilant against the spread of communicable diseases in schools

6.1 According to the release of Department of Health Center for Health Protection, some infectious diseases such as influenza, dengue fever, scarlet fever, foot and mouth disease and Enterovirus 71 Infection outbreaks from time to time in homes and schools. The school has cleaned and disinfected the campus thoroughly in order to provide a healthy environment. Please remind your child to pay attention to personal hygiene and keep the school environment clean. Please take note of the following measures:

- (i) Seek medical advice as soon as possible if your children develop symptoms of diarrhoea, vomiting and skin rash. If symptoms such as fever, sore throat, cough or influenza are developed, they should put on a mask immediately and seek medical care promptly. Please also notify the school and let the children stay at home for rest until symptoms have ceased and fever has subsided for at least two days, or follow the medical advice for sick leave, whichever is longer.
- (ii) Children with HFMD should be excluded from schools until fever has subsided and all the vesicles have dried and crusted. As an extra precaution, children with EV 71 infection should only return to school two weeks after all symptoms subsided.

- (iii) Inform the school immediately if children are sick or have been admitted to hospital for surveillance. Such information and contact details of students must be reported to Centre for Health Protection or relevant government departments on a needs basis to help institute effective control measures to prevent the spread of communicable diseases.
 - (iv) Co-operate with the school by picking up children not feeling well from school and consulting the doctor immediately.
 - (v) Provide children with handkerchiefs or tissues and remind them not to share towels or tissues with others.
 - (vi) Remind children to keep their hands clean, cover their nose and mouth while sneezing or coughing and dispose of used tissues paper properly.
 - (vii) Before sending children to school, check their temperature, record the reading and sign the temperature record sheet which should be handed to the school every day. Please find a copy of the “Temperature Record Sheet” attached.
- 6.2 At the beginning of the new school year, we urge drivers and attendants of school buses/nanny vans not to drive/board these vehicles and make appropriate arrangements if they have a fever or any influenza symptoms. They should also inform the school and parents of the situation immediately.
- 6.3 In case of any students being absent due to sickness, we will provide learning support for them so that their learning progress would not be affected.
- 6.4 We would like to appeal to parents again for co-operation in maintaining a clean and healthy household environment. Please also remind students to pay attention to personal hygiene and to take all necessary preventive measures against communicable diseases.
- 6.5 When necessary, school will release the records and medical histories of the suspected case or confirmed communicable disease to CHP or other relevant departments.

For any inquiries, please refer to the website of Centre for Health Protection:
<http://www.chp.gov.hk>.

7. Arrangements of Medication

To ensure students’ medication safety and the effective implementation of medicine distribution service at school, parents are encouraged to co-operate with the following details:

1. According to instructions of the “ Notice of the use of drug”, the following information should be shown on the medicine bag and the vial label: student’s name, prescription date, drug name, dosage, frequency, time, name of doctor, address and the period of validity (if suitable) ;
2. The medicine should be prescribed by a registered doctor within 7 days (except long-term medication). Please do not give your child the medicine that were taken in the past or expired. We reaffirm that these drugs will not be accepted;
3. All nutritional supplement must have doctor’s prescription and submit the updated prescription to nurse yearly.
4. In response to the legislation, the school will not distribute any medicine without doctor's prescription or governmental registration;
5. The medicine should be contained in the medicine bag or vial from registered doctors. Please do not replace the original container for a clear descriptions in delivering the medicine.

6. For the students who are sent to school by parents, medicine should be handed over to the nurse personally. For students who are back to school by school bus, medicine should be given to the janitors and handed over to the nurse. Please be reminded to notify the class teacher or the nurse about the delivery of medicine.

8. Arrangements of Transferring to Hospital

In order to ensure the safety of students and prevent any treatment delay, school and boarding will arrange the student to hospital immediately and then phoned to parents as soon as possible in the following condition:

- High Fever
- Head Injury
- Serious Injuries/Bleeding
- Severe Chest pain/Abdominal pain
- Drug overdose/Poisoning
- Fractures/Dislocation
- Severe Scald/Burn
- Asphyxia
- Persistent Convulsions
- Unconsciousness/Dyspnea
- After the nurse evaluates, it is determined that there is a need to be sent to hospital

For any inquiries, please feel free to contact the school nurse.

9. Applications for the transport fare concession schemes

The Government and MTR fare concessions are listed as follows:

	Scheme	Details	Criteria	Department In-charge
1	Public Transport Fare Concession Scheme for the Elderly and Eligible Persons with Disabilities	Beneficiaries can travel on designated public transport modes at \$2 per trip any time	<ul style="list-style-type: none"> ● 100% disabilities and ● recipients of <u>Disability Allowance</u> 	Labour and Welfare Bureau http://www.lwb.gov.hk
2	Octopus Rehabilitation Transportation Subsidy Scheme	Special offer for using renting the AHC service	<ul style="list-style-type: none"> ● <u>Wheelchair users</u> who are beneficiaries of the <u>Comprehensive Social Security Assistance Scheme</u> (CSSA) 	OCTOPUS and the Hong Kong Society for Rehabilitation

For any inquiries, please contact the school social workers.

10. Library Services and Notes

Parents are welcome to borrow books and audiovisual resources provided by the school library with the aim of promoting a reading atmosphere. Details are as follows:

- Time: Monday, Wednesday and Friday After Lunch Activity : 1:45pm-2:45pm(Except holidays)
- Content: Parents can go to the library to borrow book or audiovisual resources; the maximum amount of materials (books or audiovisual resources) that can be borrowed are 2 items, and the duration is 2 weeks.

For any inquiries, please contact the school library teacher, Ms Ho Yee May.

11. Guidance(s) of School

Please refer to the school website for the information of school guidance(s), e.g. Complaint Management in Schools, Guidance of Parking.

Path: School website → others

12. Parents' Handbook

Parents are welcome to read the details of “22-23 SAHK Jockey Club Elaine Field School Parents' Handbook” on school website.

Path: School website → parents – school cooperation → Parents' Handbook

Please return this reply slip on **or before 8th September, 2022 (Thur)**. For any inquiries, please contact the related staff at 2348 9506.

Mr. Suen Yau Man
Principal

Reply Slip

To whom it may concern,

I have read and agreed the arrangements of school.

Student name : _____

Signature of parent : _____

Class : _____

Name of parent : _____

Date : _____