

SAHK Jockey Club Elaine Field School  
2022 – 2023 Parents Notice

**About Students Bringing Valuables and Money (Including Boarding Section)**

1<sup>st</sup> September, 2022

Dear Parents,

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

The school aims at teaching students to manage money and valuables. Students are not encouraged to bring money and valuables to school except for special purposes or events. The guidelines are listed below as reference.

**Mobile Phones and Valuables**

1. Students are not encouraged to bring along with valuables such as mobile phones. If there is any reasonable need (such as students go to school on their own or students have to attend apply learning courses), parents **have to make application for permission**, and ask the children to abide the school rules:
  - Students have to **turn off their mobile phones** before they enter the school. Phones could be freely used when they leave the school.
  - The mobile phones should be kept securely and **should not be displayed** to others.
  - If students **do not follow the rules** or, without the permission of teachers, the school has the right to **forbid the students to bring along with their phones**.
  - Students should take care of their valuable belongings such as mobile phones. In case of any loss, the school will not bear any responsibility.
  - If students **have not applied** but are found to bring mobile phones to school, the school will **confiscate the phones**, and contact **parents to come to the school to get it back**.
  - If there is a need to bring mobile phones to school in one of the school day (for example, family affairs), parents can **make an early notice on the “school parent communication column” in student handbooks**. A reply note will be made according to parents in the same column from the school.

**Cash**

2. Students **should not bring cash to school** (except for payment or training need of activity). For any unexpected but needed circumstances, students must **make declarations to the class teacher** at the same day. For any non-compliance, the school will notify parents to come to school to retrieve.

**Trading and Lending**

3. Any **trading and loan activities are forbidden at school**. Parents please pay attention to the money management of their own children.

**Gifting**

4. The school **does not encourage students to exchange expensive gifts**. In necessary situation, for example, when giving a birthday present, students must seek the approval from the parents beforehand.

Please fill in and return this reply slip **on or before 8<sup>th</sup> September, 2022(Thur)**. For any enquiries, please contact the group leader of Discipline and Counseling Group, Ms. Wong Sze Man or Mr. Lai Ka Wang at 23489506.

\_\_\_\_\_  
Mr Suen Yau Man  
Principal

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**Reply Slip**

To whom it may concern,

I have acknowledged the arrangements about Students Bringing Valuables and Money, and will supervise my children to follow the rules.

Name of Student : \_\_\_\_\_  
Class : \_\_\_\_\_

Name of Parent : \_\_\_\_\_  
Signature of Parent : \_\_\_\_\_  
Date : \_\_\_\_\_

**Application of Bringing Valuables and Money**

Model :

(For School Use)

Dear sir/ madam:

It is necessary for student \_\_\_\_\_(Name ) in \_\_\_\_\_(Class) to bring mobile phone to school for \_\_\_\_\_(Reason).

I am writing to apply for the permission from school to bring along with my phone to school. I will supervise my child to obey the school rules:

1. Students have to turn off their mobile phones before they enter the school. Phones could be freely used when they leave the school.
2. The mobile phones should be kept securely and should not be shown to others.
3. If students do not follow the rules or, without the permission of teachers, the school has the right to disapprove the students to bring along with their phones.
4. Mobile phones are valuables that students are required to take good care of. In case of any loss, the school will not bear any responsibility.
5. The mobile phones should be kept securely and should not be displayed to others.

Name of Parent : \_\_\_\_\_ Signature : \_\_\_\_\_

Date : \_\_\_\_\_

✂After receiving this application, the school will notify parents about the decision within two weeks.

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For School Use

☐ Your child is approved to bring \_\_\_\_\_ to school/boarding section

☐ Your child is not approved to bring \_\_\_\_\_ to school/boarding section for the

following reason(s): \_\_\_\_\_

Signature of Discipline and Counseling Group:\_\_\_\_\_

Date: \_\_\_\_\_

(The original copy of this form will be kept at school and photo copy will be kept in parents and hostel.)