

Notices to Parents (September)

1 September 2011

Dear Parents,

These notices are to let you understand more about our school's operations, and your child's life in school. Please note the following items:

1. Notice to Parents and Students for the New School Year 2011-2012 (E11/12/001)
2. List of Subject teachers (E11/12/003)
3. Matters Related to School Discipline (E11/12/004)
4. Physical Education activities (E11/12/006)
5. Dance Training Course (E11/12/007)

Thank you for your kind attention.

Yours faithfully,

Yau Yue Man

Mr Yau Yue Man
Principal

Cheung Chau Sacred Heart School
Notice (E11/12/001)

1 September, 2011

Dear Parents,

Notice to Parents and Students for the New School Year 2010-2011(E11/12/001)

The school year 2011-2012 starts on 1 September 2011 (Thursday). Please note the following details.

Special School Hours :

From 1 September 2011 (Thursday) to 9 September 2011 (Friday), there will only be morning sessions from 8:10 am to 12:40 pm. (1/9 to 9/9, lunch at home)

Normal School Hours :

From 14 September 2011 (Wednesday) onwards, full-day classes will resume. All students will be dismissed at 3:30 p.m. on every Monday, Tuesday, Thursday and Friday (from 8:10a.m.- 3:30p.m.). On every Wednesday, students will be dismissed at 2:50 p.m. (from 8:10a.m.- 2:50p.m.).

Lunch Time :

12:40 p.m.- 1:40p.m. (with effect from 14/9)

Morning Entrance :

The school gates open at 7:55a.m. every day. Students need to arrive at school before 8:10 a.m.

School Dismissal :

P.1 students should be collected by parents/ guardian. P.1 students will be dismissed at the main entrance, P.2 students will be dismissed at the side gate. On rainy day, parents should come into the school hall and collect the children.

Distribution of Textbooks :

Textbooks, student's handbook and notices will be distributed to students on 1 September.

2-9-2011 (Friday) and onwards

1. Bring your textbooks (with name and class) according to the class timetable. Some textbooks will be kept at school.
2. Bring the stationery, e.g. pencils, rubber, ruler, colour-pencils, etc, to school.
3. The notice of the after-school homework support class will be distributed to parents later on. The homework class will be started on 26 September, students will be dismissed at 4:30p.m.

Should you have any queries, please feel free to contact Ms Hui at 29810330.

Yours faithfully,

Yau Yue Man

Mr Yau Yue Man

Principal

Cheung Chau Sacred Heart School

Notice (E11/12/003)

1 September, 2011

Dear Parents,

Notice on List of Subject Teachers (E11/12/003)

Please read through the Notice and keep for future reference.

Class	Class Teacher	Chinese	English	Maths	General Studies	Religious Studies
1B	Ms Tsang Cheuk Mei	Ms Kwok Ying Wai	Ms Tsang Cheuk Mei	Ms Woo Wing Hang	Ms Tsang Cheuk Mei	Mr Lee Chi Hung
2A	Miss Woo Wing Hang	Ms Wong Mei Kei	Ms Wong Sau Sau	Miss Woo Wing Hang	Miss Woo Wing Hang	Ms Poon Hoi York

Class	Putonghua	Computer & I. T.	Library Lesson	Music	Visual Art	P.E.	Personal growth Courses
1B	Ms Bao Wen Hui	Mr Kwok Hon Kwai	Ms Hui Oi Shuen	Ms Woo Wing Hang	Ms Tsang Cheuk Mei	Mr Wong Lik Hang	Ms Tsang Cheuk Mei
2A	Ms Wong Mei Kei	Mr Mao Ho Wah	Ms Hui Oi Shuen	Miss Woo Wing Hang	Ms Tsang Cheuk Mei	Mr Keung Kam Fai	Miss Woo Wing Hang

Supervisor	Principal	Vice- Principal	Curriculum Development	General Affairs
Ms Lee Wai Fong	Mr Yau Yue Man	Mr Keung Kam Fai	Mr Chu Tin Yau	Mr Lau Shu Wing

Discipline & Guidance	I.T.	Curricular Affairs	Academic Affairs	Library
Ms Cheung Sau Chun	Mr Chan Ka Hang	Ms Tse Kam Yuk	Ms Kwok Ying Wai	Ms Hui Oi Shuen

Student Guidance Personnel	Supportive Teachers	
Ms Lam Pik San, Doris	Ms Poon Hoi York	Mr Lee Chi Hung

School Information

Cheung Chau Sacred Heart School Address : 1 Church road, Tung Wan, Cheung Chau

Tele. No. : 29810330 Fax No. : 29819244

School Web site : <http://www.cshs.edu.hk>

Yours faithfully,

Yau Yue Man

Mr Yau Yue Man

Principal

Cheung Chau Sacred Heart School
Notice (E11/12/004)

1 September, 2011

Dear Parents,

Matters Related to School Discipline (E11/12/004)

- Students should come to school before 8:10 a.m., otherwise they will be considered late.
- If a student arrives after the assembly bell rings, it will be recorded in the “Record—Late to School” of the \langle Student Handbook \rangle , and parent’s signature is required.
- Students should always come to school in tidy uniform. Unnecessary accessories are not advised.
- Students will not be treated as late if the typhoon signal or the rainstorm warning signal is in force. Students can also bring their uniforms for changing in the school hall.
- It is not advisable for students to bring an excess amount of money and valuables, e.g. mobile phones, to school.
- Before sending your child to school, measure their body temperature, record the reading on the student’s handbook. Do not send your child to school if he/ she has fever.
- Please remind your child to bring tissue paper to school every day.
- Visitors/ Parents are required to sign in and sign out at the reception desk.

Please sign and return the slip to the class teacher before 6 September. Should you have any queries, please feel free to contact Ms Hui at 29810330.

Yours faithfully,

Yau Yue Man

Mr Yau Yue Man
Principal

----- Reply slip -----

Reply Slip - Matters Related to School Discipline (E11/12/004)

Dear Principal,

I have read the School Notice about Matters Related to School Discipline.

Name of student: _____ Class: _____

Date: _____ Signature of Parent: _____

Cheung Chau Sacred Heart School
Notice (E11/12/006)

1 September, 2011

Dear Parents,

Physical Education Activities (E11/12/006)

Physical Education is part of our school curriculum. In order to ensure that our Physical Education activities can be carried out safely, please read the following details.

- Students must wear their P.E. school uniform during P.E. lessons.
- If your child has any health problems, please seek the advice of a medical practitioner whether he/she is suitable to attend P.E. lesson or not.
- If your child could not attend P.E. lessons because of health reasons, please notify the school and apply for exemption with a doctor's certificate.
- If there is any change of your child's health condition, please contact the class teacher or the Principal as soon as possible.

Please sign and return the slip to the class teacher before 6 September. Should you have any queries, please feel free to contact Ms Hui at 29810330.

Yours faithfully,

Yau Yue Man

Mr. Yau Yue Man

Principal

----- Reply slip -----

Reply Slip - Physical Education Activities (E11/12/006)

Dear Principal,

I acknowledge receipt of the Notice regarding **Physical Education Activities**, I certify that my child is

- In normal health condition and is suitable for P.E. lessons.
- Suffering from _____ but he/she is allowed to attend P.E. lessons.
- Suffering from _____. He/She is not allowed to attend P.E. lessons under doctor's advice. Copy of doctor's certificate is attached.

Name of student: _____ Class: _____

Date: _____ Signature of Parent: _____

* Please tick the appropriate box.

Cheung Chau Sacred Heart School
Notice (E11/12/007)

1 September, 2011

Dear Parents,

Dance Training Course (E11/12/007)

Your child is cordially invited to join the Dance Training Course, The following details are for your further reference.

Date : Start from 14 September 2011 (Wednesday)

Time : 3:30p.m. – 5:00p.m.

Venue : School Hall

Fees : \$100 for the first semester

Teacher- in - charge : Mr. Desmond Wong

Clothing : P.E. uniform

Good performance students may be nominated to represent the school to join events and competitions.

Please sign and return the slip to Mr. Desmond Wong on or before 6 September.

Yours faithfully,

Yau Yue Man

Mr Yau Yue Man
Principal

----- Reply slip -----

Reply Slip - Dance Training Course (E11/12/007)

Dear Principal,

I have read the School Notice regarding the **Dance Training Course**.

My child will attend the activity.

A total sum of \$100 is paid to the school for the course fees.

After the training course, he/she will return home by the following way:

Return home on his/her own.

Be picked up by parent.

My child will not attend the activity.

Name of student: _____

Class: _____

Date: _____

Signature of Parent: _____

Contact phone number: _____

* Please tick the appropriate box(es).