THE CHURCH OF CHRIST IN CHINA
HEEP WOH COLLEGE
中華基督教會協和書院
2020-2021
Circular No.3B (第 3B 號通告)

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23rd September, 2020

Dear Parents/Guardians,

Reminders for New School Year

At the beginning of the new school year, there are a few items that parents should pay attention to. They are 'Students' and Parents' Handbooks', 'School Regulations, Hair Style and Bringing Valuable Items to School', 'Leave of Absence', 'Self Improvement Scheme', 'Students' Health', 'Precautionary Measures to Prevent Communicable Diseases in School', 'School-based Policies – Integrated Education Policy', 'School-based Complaint Handling Arrangement Procedures', 'Student Insurance', 'Privacy Policy Statement' and 'CCTV Surveillance in School Campus'. For details, please refer to the attachment.

Kindly acknowledge receiving this circular by returning the completed Reply Slip to the class teacher on 25th September, 2020 (Friday).

Yours faithfully,

Dr. Chu Kai Wing
Principal

This circular is posted on the school website (http://www.ccchwc.edu.hk) *Archives: Letter to Parents*

(Please return this slip to the class teacher on 25th Sep., 2020)

Reply Slip

Dear Principal,

I have noted the content of your circular (2020-2021 Circular No. 3B) about the following items,

1. Students' and Parents' Handbooks
2. School Regulations, Hair Style and Bringing Valuable Items to School
3. Leave of Absence
4. Self Improvement Scheme
5. Students' Health
6. Precautionary Measures to Prevent Communicable Diseases in School
7. School-based Policies – Integrated Education Policy
8. School-based Complaint Handling Arrangement Procedures
9. Student Insurance
10. Privacy Policy Statement
11. CCTV Surveillance in School Campus

I will act accordingly as requested by the school, especially on the items of 'Student's Health', 'Precautionary Measures to Prevent Communicable Diseases in School' and 'Student Insurance'.

Name of Parent/Guardian	Signature of Parent/Guardian	
Name of Student	Class & No. ( )	Date

敬啟者：

有關開課事宜

新學年伊始，請各位家長留意以下事項：「學生手冊及家長手冊」、「有關校規、髮型儀容及攜帶貴重物品回校事宜」、「請假事宜」、「立善計劃」、「學生健康事宜」、「預防傳染病在校園擴散措施」、「校本政策書-融合教育政策」、「處理學校投訴–校本機制及程序」、「學生保險」、「私隱政策聲明－校本機制及程序」及「校園閉路電視系統」。詳情請參閱附件。

請　台端於 2020 年 9 日 25 日(星期五)著　貴子弟把填妥的回條交回班主任。

此致

貴家長／監護人

校長　朱啟榮　博士　謹啟

二零二零年九月二十三日

本通告已上載於本校網頁 (http://www.ccchwc.edu.hk) *Archives / Letter to Parents*

回　條　*(請於九月二十五日將回條交回班主任)*

敬覆者：

貴校九月二十三日來函(20-21 年度**第 3B 號通告**)所列十一事：

1. 學生手冊及家長手冊
2. 有關校規、髮型儀容及攜帶貴重物品事宜
3. 請假事宜
4. 立善計劃
5. 學生健康事宜
6. 預防傳染病在校園擴散措施事宜
7. 校本政策書-「融合教育政策」
8. 處理學校投訴－校本機制及程序
9. 學生保險
10. 私隱政策聲明－校本機制及程序
11. 校園閉路電視系統

本人已知悉。有關「學生健康」、「預防傳染病在校園擴散措施」及「學生保險」等事宜，本人

(一) 已應　貴校要求填妥及簽署「學生健康及家庭狀況調查表」。

(二) 當督促敝子弟在上學前量度體溫。

(三) 當督促敝子弟在活動時遵守有關安全守則，避免發生意外，並自行決定是否為敝子弟購買額外保險。

此致

朱啟榮校長

家長或監護人姓名　　家長或監護人簽署

學生姓名　　(　　)班別及學號　　日期

Attachment for New School Year

1. Students' and Parents' Handbooks

Students' handbook and the parents' handbook, issued on bi-yearly basis, were distributed in August. Parents are advised to refer to it, especially the school calendar, school regulations and 'parents and school correspondence'. For general situations, **the school will act upon the calendar without further notification.**

2. School Regulations, Hair Style and Bringing Valuable Items to School

2.1 School Regulations

Students are required to comply with the school regulations with an aim to cultivate the virtues of self-discipline, respect and care. Parents are requested to supervise their children and act in accordance with the school regulations listed in the Students' and Parents' Handbooks.

2.2 Hair Style and Appearance

To maintain school ethos, students are required to wear neat and proper uniforms. Students' hairstyles must be simple and tidy. Boys' hair must be kept short, not touching the collar or covering the ears. Girls' hair that reaches shoulder length must be tied up or braided. Students must not use hair-gel, hair tonic or cream. Hair dyeing is strictly prohibited. Those students who cannot comply with the above school regulations will have their names recorded. The school will request their parents or guardians to accompany them home. If parents are not available to take them home immediately, the students will be temporarily suspended from normal lessons. They cannot resume schooling until their hair style and appearance are in accordance with the school regulations.

2.3 Bringing Valuable Items to School

The school is a place to learn. Students are advised not to carry considerable sums of money to school. Besides, to avoid damages or disturbance to lessons, valuables and electronic devices such as computers, ipads, mobile phones, cameras, video cameras, etc., are prohibited unless with teacher's permission.

3. Leave of Absence

3.1 Should a student be absent from school for medical or non-medical reasons, such leave can only be applied / approved by their parent or guardian.

3.2 For non-medical reason, their parent should tender a written request to the class teacher two working days in advance. Permission for absence from school must be granted by the Principal.

3.3 For medical reasons, their parent should inform the school office by phone (before 8:00a.m.) and hand in an explanatory letter on the day the student resumes school. A medical certificate is required for sick leave of more than one day. Students taking sick leave during formal assessments and school functions (such as School Picnic Day, Life-wide Learning Day, Sports Day, Speech Day etc.) must submit parents' letters together with their medical certificates on the day they come back to school. For details, please refer to school regulation 2.2.

4. Self Improvement Scheme

To cultivate students' positive behaviour and provide them with opportunities to improve, the school has implemented Self-Improvement Scheme with an aim to erase the bad points of students due to minor offences in school regulations. However, the scheme does not apply to offences involving electronic devices. For details, please consult the class or discipline teachers.

1. **學生手冊及家長手冊**

家長手冊(每兩年出版一次) 及學生手冊已於八月份派發給同學，校曆、校規及通訊欄等均詳列其中，如無特殊情況，**本校一切活動及假期將依校曆表舉行，不再另行通告。**

2. **校規、髮型儀容及攜帶貴重物品回校事宜**

為敦促學生從善向學，進德修業，以養成良好之品格，請各位家長注意下列事項：

2.1 遵守校規

學生必須遵守校規、自重自律、敬師愛友，以培養全人之美德。校規已臚列於學生手冊及家長手冊內，請家長細閱，並督導　貴子弟嚴格遵守。

2.2 髮型儀容

本校校風嚴謹，學生回校上課，必須儀容端莊樸素，校服整齊清潔，髮型務須純樸端正，不得標奇立異及染髮。男生須蓄短髮，髮長不可及領或蓋耳；女生髮長過肩者，須梳理整齊，結辮或束好。學生不得使用定型水、噴髮膠或啫喱膏等髮型用品。若學生髮型儀容不符合校規要求，而又不能即時改善者，校方除依規記錄在案外，更會安排即時停課，及聯絡家長到校接學生回家，待該生髮型儀容符合校規要求後，方可回校復課。如未能與家長聯絡，或家長未能即時到校，校方會安排該生即時留校停課，並繼續聯絡家長處理該生違規事宜。

2.3 攜帶貴重物品回校

學校為學習知識及培養品格之地方，學生無需攜帶大量金錢回校。此外，除非獲得老師批准，學生不得攜帶電子產品(如：電腦、平板電腦、手提電話、相機、攝錄機等)回校，以免招致損失及影響課堂學習。

3. **請假事宜**

3.1 學生因事或因病不能上課，必須由家長或監護人辦理請假手續。

3.2 因事請假，須於事前兩天將家長或監護人已簽署的函件，送呈班主任辦理。所有事假須由校長核准。

3.3 因病請假，須由家長或監護人盡早（上午 8:00 前）致電通知校務處，該生返校當天須補交家長信，否則作未依手續請假論。 請病假超過一天者，須另呈交醫生證明書。 凡學生於統測、考試及特別活動(例如:旅行日、全方位學習日、陸運會及畢業禮等)請病假者，不論請假日數，該生返校當天須交家長信及醫生證明書。有關請假細則，請參閱校規 2.2。

4. **「立善計劃」**

為培育學生正面行為及給予他們改善的機會，本校推行「立善計劃」，為違反校規而被記缺點的學生撤銷不良紀錄，但因電子產品而違反校規的同學則不包括在此計劃內，詳情請向班主任或訓導老師查詢。

5. Students' Health

5.1 Parents or Guardians are kindly requested to fill in the 'Student's Health and Financial Situation of Family' questionnaire and submit it to the class teachers by 25th September (Friday). S1 students are not required to hand it in for they have already done it during registration. The data collected will be kept for internal use only.

5.2 Students who wish to be exempted from either Physical Education or any kind of fitness training due to chronic illnesses must give reasons in the above-said questionnaire and supply medical certificates. If parents wish their children to stop any kind of physical exercise later, they must write a letter to the school authority with a medical certificate enclosed.

6. Precautionary Measures to Prevent Communicable Diseases in School

To prevent the spread of communicable diseases in school, the school appeals to your understanding and cooperation in the following matters:

6.1 Children with fever, cough, sore throat or respiratory symptoms should not attend school;

6.2 Parents should record the body temperature of their children to the school every day;

6.3 Keep sick children away from school until symptoms have improved and fever has subsided for **at least 2 days**, or follow medical advice, whichever is longer.

Therefore, the school requires parents to measure the body temperature of their children before going to school. If body temperature is higher than 99.5°F or 37.5°C, the school will request parents to take their children to see a doctor.

7. School-based Policies – Integrated Education Policy

7.1 To foster a harmonious, fair and caring school environment, the school has formulated various school-based policies with an aim to boost students' resilience and educate students to respect others and accept differences.

7.2 The school has issued an 'Integrated Education Policy' aiming to strengthen the culture of integration and the support of students who have special needs in learning or social skills. For details, please refer to the Parents' Handbook, P.38 to P.40.

7.3 If your child has special educational needs, you can report it in the 'Student's Health and Financial Situation of Family' questionnaire or directly contact the class teacher, guidance teachers or school social workers. The school will communicate with parents and students so as to assist students in the areas of curriculum, campus facilities, extra-curricular activities and academic assessment.

8. School-based Complaint Handling Arrangement Procedures

The school joined EDB Revised Complaint Handling Arrangement Scheme in September, 2013. The school has established a school-based procedure for handling complaints. The details can be referred to the Parents' Handbook, P.50 to P.54.

5. 學生健康事宜

5.1 本校十分關注學生健康及家庭狀況，請家長填寫「學生健康及家庭狀況調查表」，並囑　貴子弟於 9 月 25 日（星期五）交回班主任。有關資料只供有關部門使用(中一級學生已於註冊日填寫)。

5.2 體育科為常規教學課程，學生如因病或身體狀況不適合上體育課及參與體育活動，請在「學生健康及家庭狀況調查表」內申明理由，並附上註冊醫生證明書，以便校方跟進。若家長同意子女參與體育活動，如日後發現子女需暫時或長期停止體育活動，須立即以書面通知校方，以便跟進。

6. 預防傳染病在校園擴散措施

為預防傳染病在校內傳播，校方促請各家長留意以下事項：

6.1 若家長發現子女出現發熱、咳嗽、喉痛等上呼吸道傳染病徵，應避免讓子女上學；

6.2 家長須為子女每天量度體溫，如有發熱，請不要讓子女上學，應立刻求醫。

6.3 子女如有感冒徵狀，必須留在家中休息，直至徵狀消失及退燒後**至少兩天**或按照醫生指示(以較長者為準)才可回校復課。

若發現體溫過高（口探方式高於華氏 99.5℉或攝氏 37.5℃），校方會通知家長到校接子女回家休息或求診。

7. 校本政策書-「融合教育政策」

7.1 為營造和諧、平等、關愛的校園環境，學校已制定不同政策，加強學生的抗逆能力及教導學生尊重他人及接納差異。

7.2 為加強本校共融文化及對有特殊教育需要的學生提供學習及社交等方面的支援，校方在政策書中已列出「融合教育政策」，敬希家長細閱，詳情請參閱家長手冊 38 至 40 頁。

7.3 如　貴子弟有特殊教育需要，可在「學生健康及家庭狀況調查表」內列明或與班主任、輔導老師或學校社工聯絡。校方會積極與家長及學生溝通，在課程、校園設施、課外活動、學業評核等方面作出適切支援。

8. 處理學校投訴 － 校本機制及程序

本校已於 2013 年 9 月參加教育局「優化學校投訴管理先導計劃」，學校已制定「校本處理學校投訴機制及程序」，學校會以正面態度面對投訴，公平地對待投訴人和被投訴的人士，校方亦會按既定程序適當處理投訴。詳情請參閱家長手冊 50 至 54 頁。

9. Student Insurance

The school has purchased Collective Personal Accident Insurance, as well as an additional Accident Insurance for students who participate in any Inter-School Athletic Meet.

If students are hurt due to participation in extra-curricular activities, the above-said insurance policies will pay no more than HKD1,000 (Registered Chinese Medicine Practitioner) or HKD2,500 (Registered Doctor) medical expenses in each case. Students are required to provide the receipt from a registered doctor or a hospital and the report of the accident for the approval of the insurance company. In addition, the EDB has Group Personal Accident Insurance for aided schools. Students who suffer from accidental death or permanent disablement whilst participating in any school activities may receive a maximum benefit of HKD100,000 according to scale, which is in accordance with the terms of the insurance company.

Though the above measures provide a certain extent of protection, if parents wish to have a comprehensive personal insurance coverage for their children, they may acquire it separately at their own cost from any insurance company. Lastly, parents should remind their children to follow teachers' instructions and relevant safety guidelines when they participate in school activities so as to minimize accidents.

10. Privacy Policy Statement

The school has established a school-based Privacy Policy Statement ("PPS") for handling personal privacy. A PPS (or its equivalent) is a general statement about a data user's privacy policies and practices in relation to the personal data it handles. For details, please refer to the Parents' Handbook, P.55 to P.60.

11. CCTV Surveillance in School Campus

Our school has installed a CCTV system for surveillance. The purpose of the CCTV system is to prevent crime and provide evidence or information for any investigation of sudden events.

The CCTV system is protected from vandalism or unlawful access. The video will be kept in a computer in the General Office and Server Room. It will only be accessed by authorized persons who have a password. The personal data collected by the CCTV system will be deleted within 30 days when the purpose of the surveillance is completed. The details can be referred to the appendix in the e-circular.

9. 學生保險

本校已替所有學生額外購買「人身意外保險」，並替參加「校際運動或球類比賽」的學生增購「意外保險」。

倘學生因參加課外活動而意外受傷，上述保險將提供不超過港幣 1,000 元正(註冊中醫)及 2,500 元正(註冊西醫)的醫療賠償，學生需憑註冊醫生或醫院的正式收據及撰寫的意外報告，經校方向保險公司申請核准作實。此外，教育局亦為所有資助學校購買綜合保險計劃，對因參加學校活動而意外受傷導致身體傷殘(如失明，失肢)或死亡的學生提供補償，最高賠償額為港幣 10 萬元。舉凡有關保險索償、賠償等事宜，均以承保公司條款及決定為準。

上述安排只能為學生提供某程度的保障，如家長希望子女獲得個人全面保險的保障，可按需要自行向任何保險公司購買相關的保險。又請家長經常提醒學生在參加活動時，必須遵守有關安全守則及服從老師的指示，以減低意外發生。

10. 私隱政策聲明 - 校本機制及程序

學校已制定校本《私隱政策聲明》，學校向資料當事人收集個人資料時，會採取所有合理及切實可行的步驟，以確保任何人能確定資料使用者符合個人資料方面的政策及實務，及獲告知資料使用者所持有的個人資料的種類和資料使用者所持有的個人資料是為或將會為甚麼主要目的而使用。詳情請參閱家長手冊 55 至 60 頁。

11. 校園閉路電視系統

本校校園範圍設有 24 小時閉路電視監察系統，目的為防止罪案發生，以及當校內出現突發事件作偵查工作及提供證據之用。

閉路電視所收集的一切資料將儲存於校務處及伺服器室需登入密碼的電腦內，只有獲授權為上述用途存取該等資料之人士才可登入。除非閉路電視收集所得資料須用於上述之用途，否則有關資料將於 30 天後自動銷毀。詳情請參閱電子通告附件。