

茲有下列事項，敬希垂注：

一. 休整時間表

有見於中學生的學習及課外活動發展日趨繁重，為騰出一些空間，讓學生可以調整學習及生活節奏，本校逢星期三採用休整時間表上課，上學時間仍為上午 8:00，午膳時間為下午 12:25 至 1:40，放時時間為下午 2:55。請 台端與 貴子弟商討如何善用這空間。

二. 繳費靈

1. 每次家長把款項存入學生帳戶內，繳費靈會收取行政費\$2.2。若 台端每次只把需繳付的準確款項轉至學生帳戶，務必多存入 \$2.2，以免在扣除行政費後，學生帳戶沒有足夠結餘支付各項費用。
2. 校方將於每月設一個提取款項日期（一般為每月的十號），家長可以自行計算過去一個月內學生需繳付的費用，於扣款日期前把足夠款項存入學生帳戶內。 台端亦可考慮一次過存入一筆款項至學生的帳戶，供多次扣款之用。學年結束時，學生帳戶的餘款可留待下一學年繼續使用。
3. 由於部份繳費通告不用交回回條，如 台端不使用 eClass 手機應用程式家長版，請提醒子女務必把各份通告交予 台端審閱，以讓 台端了解學生帳戶被提取款項之情況。
4. 若學生帳戶因結餘不足而未能支付學校費用，校方會先透過 eClass 手機應用程式家長版或 貴子女通知 台端，如仍未辦妥，校方會致電聯絡有關家長。
5. 中一家長如有特殊原因而未能使用繳費靈戶口繳交學校費用，請於 7/9/2018(星期五)或以前具函向戴建輝副校長申請。
6. 個別活動(如海外考察團)因需於短時間內支款予校外機構，家長或需以支票繳付費用。

三. 學生使用停車場

1. 家長可於早上 7:30—8:00 駕車送子女進入位於屋苑內的學校停車場（這時段有本校工友當值）。
2. 於週六或學校假期期間，如家長駕車送子女回校，學生須於停車場按對講機，以便校務處職員開啟大門。除平日早上上課前的時段，學校停車場將不會有工友當值，而且只有部份流動電話網絡能運作，家長駕車送子女到停車場須考慮子女的安全。
3. 於上課天、週六或學校假期期間，如家長會駕車 **接走** 攜帶重型樂器或身體不適的學生，有關學生須先到校務處登記，然後到停車場按對講機，以便校務處職員開啟大門。除平日早上上課前的時段，學校停車場將不會有工友當值，而且只有部份流動電話網絡能運作，家長駕車於停車場 **接走** 子女須考慮子女的安全。

四. 午膳

1. 部份興趣小組或校隊練習將安排於午膳時間下午 1:20 後進行 (休整時間則為下午 12:50 後), 詳情請參閱通告 1819/003。此外, 部份學科的拔尖補底班亦會安排於午膳時間進行。
2. 為免學生太遲離開校舍用膳以致下午上課時遲到, 學生於下午 1:20 (休整時間為下午 12:50) 後不得離開學校。
3. 為確保課室的清潔, 以提供一個適合學生學習的環境, 並同時照顧自攜食物的同學, 學生可於小息及午膳時間於各層走廊指定位置進食(湯麵類除外)。

五. 手提電話

校方容許學生把電話關掉後鎖在自己的儲物櫃內。若學生於校內範圍或午膳期間出示或使用手提電話, 將依校規處分。

六. 學校仍在星期五或該週最後一個上課天發出通告, 學生或家長需於下星期一或第一個上課日呈交回條, 學生多次遲交或欠交回條, 會被記缺點。

七. 於九月十二日開始由中一至中三學生負責輸入當日教師指派之家課, 家長可於本校網址瀏覽。由於家課之輸入由學生負責, 故僅作參考之用。

八. 為培育學生自律盡責的精神, 本校特設奮進班以提升學生主動學習的態度, 詳情可參閱《學生基本法》第 19 頁。

台端可透過本校網址查閱第六至八項, 方法如下:

i. 進入本校網頁, 網址為 www.sttss.edu.hk, 選擇「家長區」

ii. 在「家長區」下有以下選項

(a) 學校通告—可瀏覽本校的通告

(b) 家長教師會通告—可瀏覽本校家長教師會的通告

(c) 中一至中三功課—可檢視初中各班的家課(只作參考)

(d) 奮進班記錄—家長需輸入 貴子弟之班別、班號及身份証號碼, 便可查閱子女的奮進班記錄

九. 校方如安排學生於上課期間外出活動, 若不涉及向家長收費, 而活動後老師會帶領學生回校繼續上課, 或放學時間於港鐵站解散, 校方會透過 eclass 手機應用程式家長版以「推送信息」形式通知家長, 家長不用回覆。就沒有使用 eclass 手機應用程式家長版的家長, 校方會透過學生手冊通知有關家長。中一至中三學生於上課時間以外參與學校活動, 有關家長亦會收到通告。

十. 本校為使同學善用餘暇, 發揮潛能, 特於本年度舉辦多項有益身心之課外活動。懇請台端鼓勵 貴子弟參加。(詳參 1819/003 通告)

十一. 讓家長更全面了解子女的校園生活, 本校會將主要的學生活動上載學校網址。

十二. 教育局於 2018 年 5 月修訂《學校處理投訴指引》, 本校已根據有關指引修訂本校處理投訴機制, 並已上載學校網頁(於學校網頁選「學校資訊」, 然後選「學校計劃及報告」), 懇請細閱。

十三. 照顧就讀中學的子女，並非易事。這階段功課日漸繁重，青少年的生理轉變迅速，情緒起伏，易與家人發生磨擦，也易受四周環境影響。本校設學生輔導組，透過家長、教師和學校社工的緊密合作，與青少年建立良好的溝通，提供適當的支援，協助他們解決上述的困擾，專心向學。當你為子女的問題感到煩惱時，歡迎你致電或親臨本校聯絡香港基督教女青年會派出的學校社會工作員(趙若華姑娘)或輔導組老師。

聯絡學校社工之方法

- (i) 駐校期間
 時間：上午 9:00—下午 5:00 (逢星期一、二、四、五)
 電話：2607 3881
- (ii) 聯絡女青年會辦公室
 時間：上午 9:00—下午 5:00(星期一至五)/上午 9:00—下午 1:00(星期六)
 電話：2715 9558

十四. 本校課外活動委員會將於本月六及七日(星期四及五)下午放學後召開各社社員大會，請台端注意 貴子弟所屬社別及開會時間，詳情如下：

社別	日期	時間	地點	首席顧問導師	內容
愛社	6/9	下午 3:15-3:45	禮堂	郭鳳英老師	職員就職及顧問訓勉
嘉社	6/9		小禮堂	劉展慧老師	
達社	6/9		後有蓋操	王景聲老師	
義社	7/9		禮堂	陸仲豪老師	
助社	7/9		小禮堂	李維覺老師	
信社	7/9		後有蓋操場	劉仲光老師	

十五. 基督教香港崇真會深水埗堂將於本月十六日上午十一時假其座堂（位於九龍大埔道五十八號）舉行教育主日，歡迎 台端攜同 貴子弟出席。

以上通告

中一至中六家長



沙田崇真中學校長

梁潔妍

二零一八年九月三日

SHATIN TSUNG TSIN SECONDARY SCHOOL
NOTICE TO PARENTS

1819/005

ok

From : Ms. LEUNG Kit Yin, Principal
Date : 3rd September, 2018
Re : General Information

I. As secondary school students are increasingly busy with their studies and extra-curricular activities, they need more space to regulate their pace of learning and living. Our school adopts the lightened timetable every Wednesday, which means students have to attend to school from 8:00 am to 2:55 pm and their lunchtime is from 12:25 pm to 1:40 pm. Please advise your ward on how to make good use of this space.

II. Using PPS system

1. For every deposit of money into students' accounts, the administrative cost charged by the PPS is **\$2.2**. If you deposit only the exact amount for each required payment, you should deposit an extra **\$2.2** so as to ensure that the balance in your ward's account is sufficient enough to settle the payments including the administrative cost.
2. The School has fixed one date each month (usually the 10th day of each month) for the withdrawal of all fees within the past month. Parents can sum up all fees and deposit enough money into students' accounts before the date of withdrawal. Parents can also decide if they will deposit a certain amount of money for the subsequent settlements. The balance of students' accounts can be carried forward to next academic year.
3. As no reply slips are requested for some notices regarding collecting fees. For parents who do not use the eClass Parent App, please urge your ward to submit every notice to you so that you can be fully informed of the types and amounts of fees collected.
4. If there is not enough money in the account to settle the payments, the School will inform the parents through the eClass Parent App or their wards. If the problem is then not fixed, the School will contact the parents by phone.
5. S1 parents can apply for exemption in writing to Mr. Tai Kin Fai, the Vice-Principal, on or before 7th September, 2018 if there is difficulty in using a PPS account for payment.
6. For some activities (like overseas study tour), parents may need to pay in cheque as payments have to be made to external agencies within a short period of time.

III. Students' access to the carpark

1. Parents can drop off their kids at the school carpark located inside the estate carpark from 7:30 a.m. to 8:00 a.m. during which a janitor will be on duty there.
2. On Saturdays or during school holidays, parents can drop off their kids at the school carpark. Students concerned need to press the door bell and the clerk will open the door. There will not be any janitor on duty and only a few mobile phone networks can function there. Please consider your kids' safety.
3. On normal school days, Saturdays or during school holidays, parents can pick up their kids at the school carpark if their kids are bringing heavy musical instruments or feeling sick. Students concerned need to report to the General Office immediately before they go to the carpark. Once they press the door bell, the clerk will open the door to the carpark. There will not be any janitor on duty and only a few mobile phone networks can function there. Please consider your kids' safety.

IV. Lunchtime arrangements

1. Some interest group activities and school team practices will be held after 1:20 p.m. (for lightened timetable, it will be after 12:50 p.m). For details, please refer to School Notice No.1819/003. In addition, some enhancement or remedial classes will also take place during lunchtime.

2. In order to make sure that students will not leave school too late for lunch and thus being late for school in the afternoon, students will not be allowed to leave the campus after 1:20 p.m. (for lightened timetable, it will be after 12:50 p.m.)
3. To provide a clean and hygienic learning environment for students and cater for the needs of students who have brought their own food, students can have their food (except the food with hot soup) in specified areas on each floor during recess or lunch.

V. Mobile phones

Students will be allowed to lock their mobile phones in their lockers after switching them off. Students who show or use mobile phones within the school campus or during lunchtime will be penalized.

- VI. All school notices to parents will be delivered on Friday, or the last school day of that week. The reply should be submitted to school the following Monday, or on the first school day of the following week. Students who fail to hand in the reply slips on time for several times will be penalized with demerit points.
- VII. In order to enable parents to have a better understanding of the homework to be submitted by the students, homework record keepers from each junior class (S.1 to S.3) will be assigned to enter all the homework into the school website for parents' reference starting from 12th September, 2018 onwards.
- VIII. To promote the spirit of self-discipline and responsibility, the school will organize a strive-for-improvement class in order to enhance students' initiative in learning. Details can be obtained on page 19 of the "Student Basic Law".

You can have access to the information stated in items VI to VIII through the following procedures:

- (i) Access the school website at www.sttss.edu.hk and enter 'Parents' Corner'
- (ii) There are the following choices in the 'Parents' Corner'
 - (a) School Notice --- browse all school notices
 - (b) PTA Notice --- browse all PTA notices
 - (c) S1-S3 Homework --- browse all the homework of each junior class (only serves as a reference)
 - (d) Strive-for-improvement class --- Each student's record can only be checked by entering the student's class, student number and identification card number.

- IX. Parents should receive a "push notification" message via eClass Parent App whenever their wards are participating in any school activity (applicable to activities which involve no payment and students will be led by teachers to return to school / dismissed at MTR station at the end of the school day) outside the school campus within normal school hours. Parents need not reply to the message. Notification through the Student Basic Law will be given to parents if they do not use the eClass Parent App. S.1 to S.3 students should receive a school notice whenever their wards are participating in any school activity outside school hours.
- X. In order to encourage students to make meaningful use of their leisure time and to develop their own potential, a wide range of extra-curricular activities are being held. You are cordially invited to encourage your ward to take part in these activities. (Refer to circular 1819/003 for details)
- XI. To let you have a more comprehensive understanding of your ward's school life, information about major school activities held this year will be uploaded onto our school website.
- XII. The Education Bureau revised the "Guidelines on Handling School Complaints" in May 2018. Based on the aforesaid guidelines, we have revised our school-based procedure for handling school complaints, which has also been put on our school's website (Enter "School Information" and then choose "School Plans and Reports").
- XIII. It is not easy to take care of secondary school children who are facing such problems as increasing school workload, change in mind, body, emotion and circumstances, which may easily lead to family conflicts. As a result, the school has set up a Student Guidance Committee with the purpose of solving the needs of young people through the close cooperation of parents, teachers and school social worker. Through this communication network, proper guidance can be provided to students in learning how to solve their own problems. To deal with student problems, you are welcome to contact the school social worker, Miss Chiu Yeuk Wah (sent by the YWCA) or teachers of the Student Guidance Committee.

The school social worker can be contacted through

(i) School (from 9:00 a.m. – 5:00 p.m. every Monday, Tuesday, Thursday, Friday;
Phone No.: 2607 3881)

(ii) YWCA Office (from 9:00 a.m. – 5:00 p.m. Monday to Friday, 9:00 a.m. – 1:00 p.m. on Saturdays;
Phone No.: 2715 9558)

XIV. The Extra-curricular Activities Committee has set 6th September and 7th September (Thursday and Friday) after school as dates for General House Meeting. Details are as follows:

House	Date	Time	Place	Senior Adviser	Contact
Abdon	6/9	3:15-3:45 p.m.	Hall	Ms. Kwok Fung Ying	Inauguration of house committee members and address by advisers
Caleb	6/9		Mini Hall	Ms. Lau Chin Wai	
Deborah	6/9		Rear Covered Playground	Mr. Wong King Sing	
Elon	7/9		Hall	Mr. Luk Chung Ho	
Joshua	7/9		Mini Hall	Mr. Lee Wai Kok	
Samuel	7/9		Rear Covered Playground	Mr. Lau Chung Kwong	

XV. The Education Sunday Service will be conducted by Shamshuipo Tsung Tsin Church at 11:00 a.m. on 16th September, 2018 at 58, Tai Po Road, Kowloon. You are welcome to attend.

