



Dear Parents/Guardians,

1<sup>st</sup> September, 2023

### 2023-2024 New School Year Arrangements

We are pleased to inform you that the new school year will commence from 1<sup>st</sup> September. Please take note of the following arrangements:

#### 1. School Hours and Dismissal Time

Date	School Hours	Dismissal Time
1/9 (Fri)	8:15 AM	11:40 AM
4/9 (Mon)-15/9 (Fri)		1:00 PM
From 18/9 (Mon) onwards		3:30 PM

- ✧ 1<sup>st</sup> and 4<sup>th</sup> September, 2023 are designated for new school year matters. Students should bring stationery, Handwriting and completed summer assignments, and be in neat summer uniform.
- ✧ Starting from 5<sup>th</sup> September, 2023 students should follow the regular class schedule.

#### 2. Class Schedule

In accordance with the Education Bureau's New Primary Education Curriculum Guide that suggest optimizing classroom hours for a more flexible learning environment, there will be modifications to this year's timetable. The school will utilize the afternoon hours to introduce a diverse range of comprehensive learning activities. These activities will include reinforcing knowledge of Chinese culture and promoting national security education. Additionally, there will be lectures, visits, and activities related to life planning lessons, media literacy, and information literacy. Students will also engage in cross-disciplinary activities and exchanges with mainland China, as well as an emphasis on strengthening STEAM education. Please refer to page 74 of the handbook for the specific class schedules."

#### 3. School Gate Opening Hours:

- ✧ The main school gate opens at 7:55a.m. daily. For the safety of your child, please do not send them to school too early.
- ✧ Parents and students can use the main gate and playground side gate during the following times:

Opening Hours	Main Gate	Playground Side Gate
Monday to Friday	7:55a.m. - 8:15a.m.	3:25p.m. - 3:40p.m.

- ✧ The parking lot side gate is for vehicle access only. For safety reasons, students and parents are not allowed to use this gate.

#### 4. School Security:

To ensure the safety of students and school property, 24-hour CCTV surveillance has been installed at major entrances, corridors, and rooms containing valuable assets.

#### 5. Dismissal Arrangements:

Parents may choose from the following options for student dismissal:

- ✧ Parent pick-up (Playground for P1-P6)
- ✧ Returning-Home Team (Not available for P1; exceptions for siblings in the same school that must be applied from Disciplinary and Counselling Department in advance.);
- ✧ School Bus ;
- ✧ In case of changes or if someone else will pick up the student, parents should inform the class teacher in advance.
- ✧ If a student needs to leave school early due to emergencies or health reasons, parents must personally handle early dismissal procedures at the school office before taking the student home.

#### 6. Student Photo Sessions

Student photo sessions will be held on Wednesday, 6<sup>th</sup> September, 2023. Prices are set at \$15 per dozen or \$25 for two dozen. Students from P1 to P6 should be in neat summer uniform. Refer to notice 23-002E for details.

## **7. Electronic Notices, Lunch Payment, and Other Fees:**

- ✧ The school is now using the eSchool electronic notice system (except for certain notices). Parents can download the eSchool App from the school website's "Mobile Website and School App" section. Please use the eSchool App for electronic signatures. The login details are provided on page 71 of the student handbook.
- ✧ For lunch ordering, an "Electronic Lunch Ordering" system will be implemented. Parents are required to use this system for monthly ordering, payment, and meal cancellation. The September menu will be available for selection on the "Four Seas Murray" app starting from 23<sup>rd</sup> August, 2023. Please complete your order by 4<sup>th</sup> September, 2023.
- ✧ To simplify payment procedures, the school has introduced the "Electronic Payment System." Fees will be deducted from students' smart cards (student ID cards). Parents can top up the card balance at the school office. The remaining balance will be refunded upon the student's graduation.

## **8. Student Handbook:**

- ✧ Parents are kindly requested to check, sign, and supervise the completion of homework by your child every day. Please complete the following sections of the handbook by 5<sup>th</sup> September, 2023.
  - Page 3 : Student Record
  - Page 11 : Student Medical Record
  - Page 12 : Student Pledges
  - Page 13 : Parent Pledges
  - Page 14 : Dismissal Arrangements and Application letter for students bringing their own electronic devices to school

## **9. Personal Data (Privacy) Ordinance - Use of Student Work, Photos, Videos, and Data**

To enhance communication between the school and the community, the school will publish positive information through various media, including publications, flyers, and websites. This may include photos, personal information (such as name, class, and achievements), and data related to students' activities and learning processes. This information will only be used for educational activities, promotion, and improvement of teaching work within the school. If parents do not agree to the use of their child's image in the aforementioned media, please submit a separate letter of request by Friday, 8<sup>th</sup> September, 2023 along with the reason. For any inquiries about the above arrangements, please contact Ms. Mak at 2404 5333.

## **10. Application For Student Financial Assistance Schemes**

**(School Textbook Assistance (TA) Scheme, the Student Travel Subsidy Scheme and the Subsidy Scheme for Internet Access Charges (SIA).)**

- ✧ To encourage applicants to submit their applications electronically, the Student Finance Office (SFO) will be sending out login codes to all continuing applicants in batches via email/post to access the pre-filled electronic application form for the 2023/24 academic year. This will enable continuing applicants to promptly submit their applications. Continuing applicants can also use the 'iAM Smart' application to authenticate and access their pre-filled electronic forms.
- ✧ For continuing applicants who indicated in their 2022/23 application that they prefer to receive paper pre-printed forms for the 2023/24 academic year, these forms have been dispatched in batches via postal mail starting from April 2023. Parents are kindly requested to return the duly signed paper pre-printed forms by 8<sup>th</sup> September, 2023.
- ✧ Starting from May 2023, for applicants who did not receive subsidy for primary and secondary school students in the 2022/23 school year (including new applicants), they can directly fill in and submit electronic forms for student subsidy online. Similarly, starting from July 2023, applicants who did not receive subsidy for pre-primary students in the 2022/23 school year (including new applicants) can also directly fill in and submit electronic forms for pre-primary student subsidy online. For more details, please visit the Student Finance Office website."

For any inquiries, please contact class teacher at 2404 5333.

Yours faithfully,  
Mr. Chan Chun Wah  
Principal