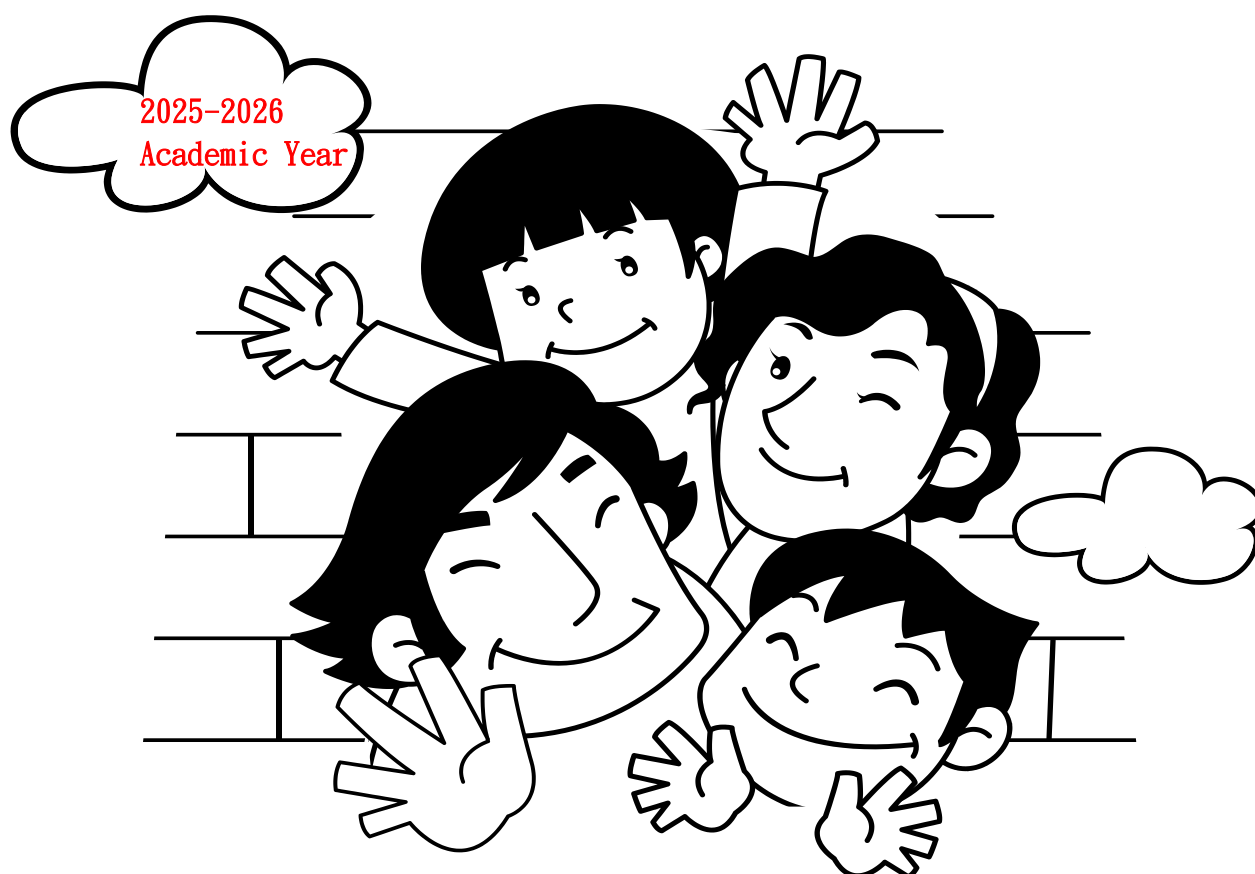


Shek Lei St. John's Catholic Primary School

Parent Handbook



Care and Communication for
a Joyful Heart

Harmonious Parent-Child
Relationships

Check the Handbook and
Homework Daily
Don't Forget Notices and
Payments

School Rules and Compliance
Home-School Cooperation with
Full Effort

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School Motto

Diligence

Courage

Simplicity

Sincerity

Mission

Following the mission of the Catholic Diocese to spread the Gospel of Christ, we provide quality holistic education by promoting Christ's spirit of love and service. We aim to enable students to develop multiple intelligences, unleash creative thinking, and cultivate a spirit of loving others as themselves in a caring campus environment. Students are encouraged to treat others with humility and confidence, becoming proactive, self-assured, lifelong learners, and responsible citizens.

Vision

“Love for Love, Love One Another”

The school upholds the spirit of Christ's love, following the example of our patron saint, St. John, to “love for love, love one another.” We strive to build a campus filled with care, ensuring students thrive in a loving environment. At the same time, we cultivate students to embody the school motto of “Diligence, Courage, Simplicity, Sincerity,” fostering independent thinking, discernment of right and wrong, resilience in facing challenges, gratitude, and a proper outlook on life. Our goal is for students to become good citizens who contribute to their families, society, and nation.

Use of Handbook

- ✧ The handbook serves as a personal record of a student's academic performance, conduct, and assignments. Students must bring it to school daily, keep it in good condition, and avoid losing or defacing it.
- ✧ If a student loses their handbook, parents must submit a written request to the Discipline Master for a replacement.
- ✧ Parents must complete the handbook's information pages at the start of the school year and notify the class teacher of any changes, updating the handbook accordingly.
- ✧ A school calendar is included in the handbook. Parents and students should review it together to understand relevant matters.
- ✧ Parents should guide students to pack their school bags according to the handbook's timetable.
- ✧ Parents must regularly check and sign the handbook to stay informed about their child's school activities and homework. Daily homework is uploaded to the school website around 5:00 PM.
- ✧ To contact the school, parents can use the "Home-school Messages" section in the handbook, which students submit to the class teacher for follow-up. For urgent matters, parents may call the school office, providing the student's name and class for efficient handling. Anonymous inquiries will not be processed.

School Notices

✧ The school communicates with parents through the following channels.

Please keep the notice until the related activities are completed:

	Electronic (eClass Parent App)	Paper-based
Class-specific text message	Group message	Handbook “Home-school Messages” section.
Text message	Instant messaging	Handbook “Home-school Messages” section.
Announcement	Electronic notices (primary)	School notices (supplementary)

Student Data Management

✧ The school periodically updates student information and submits necessary data to the Education Bureau via encrypted electronic channels. Parents must immediately notify the school in writing (with supporting documents) of any changes, such as relocation or changes in guardianship.

Withdrawal Procedures

✧ For student withdrawal, parents must notify the school in writing and complete the “Withdrawal Application Form” to submit to the school office for processing with the Education Bureau.

School Hours

- ✧ **Monday to Thursday:** 8:00 AM – 3:30 PM
- ✧ **Friday:** 8:00 AM – 3:00 PM
- ✧ For after-school tutoring or activities, refer to the dismissal times in school notices.
- ✧ For safety, students should not arrive at school too early without supervision. Parents should plan arrival times based on walking distance.
- ✧ After dismissal, students not participating in school activities must go home immediately and not loiter on campus or in the streets.

Arrival Arrangements

- ✧ Students may enter the school starting at 7:40 AM and must tap their smart card for attendance.
- ✧ Upon entering, students proceed to the assembly area or go to their classroom via Staircase 1 for morning reading.
- ✧ Students arriving after the 8:00 AM bell are considered late, and the record is noted in the handbook, requiring a parent's signature on the same day. Five instances of tardiness result in one demerit to encourage improvement.
- ✧ Tardiness due to special circumstances (e.g., medical appointments, traffic incidents) may be excused at the school's discretion.

Dismissal Arrangements

Nanny Van Team	Students gather on campus for pick-up by nanny van services. Parents must arrange drop-off details with drivers. (Second-round pick-ups should be discussed with drivers.)
Parent Pick-Up Team	Parents enter the parent waiting area via the back gate. Students are led by subject teachers to the covered playground for pick-up. Students who are unpicked after dismissal will wait for their parents in the school office on the first floor.
Sibling Team	Students wait in the sibling team line for parents or older siblings, signaling the duty teacher before leaving.
Self-Dismissal Team:	Teachers supervise at the traffic light near the school to ensure safe dismissal. Students in Primary 4–6 leave via the main gate, and Primary 1–3 via the back gate, following traffic rules to return home.
After-School Stay	Students leave with the subject teacher via the main gate.

After-School Training Activities

- ✧ Students participating in after-school activities wait in the hall or covered playground for the activity teacher to lead them.

Dismissal Routes

✧ Self-Dismissal Team

- Teachers dismiss students at the main gate (Primary 4–6) or back gate (Primary 1–3).

✧ Nanny Van Team

- Students gather in the waiting area to pick up.

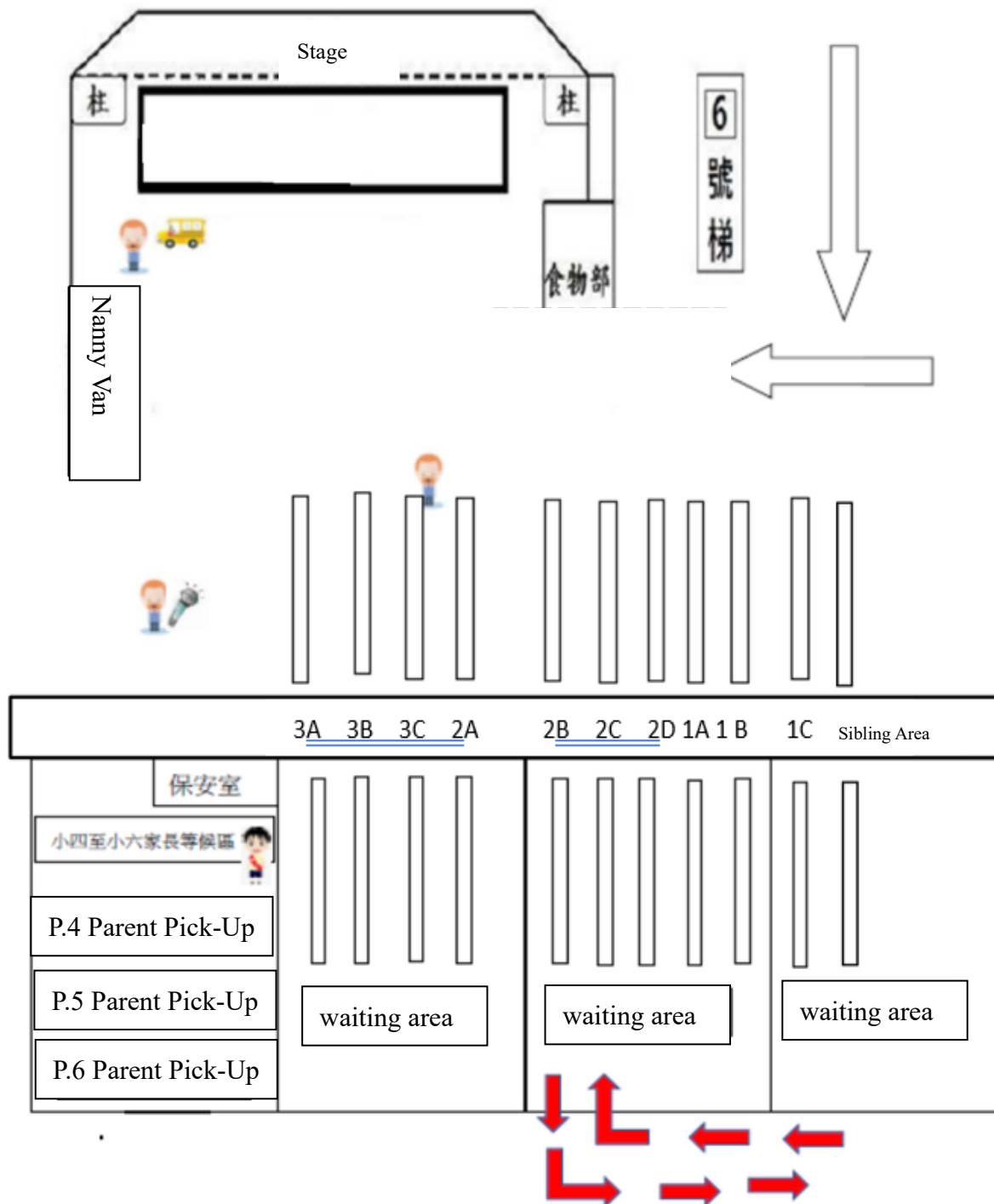
✧ Team

- Teachers led students with class signs to the covered playground. Parents enter the via the back gate 5 minutes before dismissal, collect their children, and exit via the back gate.
- To avoid crowding, parents must queue in the waiting area (see picture), collect their child promptly, and leave immediately.
- Teachers release students based on the parent queue order, and parents signal the teacher upon departure to ensure safety.

Rainy Day Dismissal Measures

- ✧ Rainy day dismissal follows similar procedures, but to avoid crowding, teachers slow the process for safety. Parents must follow staff instructions and avoid pushing to prevent accidents.

Picture for covered playground dismissal procedures



Lunch Arrangements

- ✧ Lunch time: 12:20 PM – 1:10 PM, followed by quiet break activities.
- ✧ Students may order school-provided lunch boxes or bring their own lunch.
- ✧ Parents delivering lunch may do so via the main gate from 11:35 AM to 12:05 PM.
- ✧ In case of class suspension due to weather (typhoon or heavy rain) or special circumstances announced by the Education Bureau or school, ordered lunches are cancelled, and fees are deducted from next month's lunch payment.
- ✧ For sick leave or emergencies, parents must contact Fit For Life Luncheon & Catering Services (26622202) before 9:00 AM to cancel lunch; late requests are not accepted. Refunds are deducted from next month's bill.

Notes:

- Food must not be in glass containers to prevent accidents.
- Avoid delivering hot soup, soda, or liquid foods to prevent spills.
- Clearly label lunch boxes with the student's class and name.
- ✧ To encourage reusable utensils, students forgetting to bring utensils must pay \$1 to the lunch provider for disposable ones.

Delivering School Supplies

- ✧ Parents should ensure students are prepared before school. Non-essential items should not be delivered. School staff will not accept items on behalf of parents.
- ✧ For medication, parents must administer it at school or provide it for the student to take independently.

Lost and Found

- ✧ Students may check the “Lost and Found Box” at the school office but must not take items without staff approval.
- ✧ Unclaimed money is donated to charity. Named items are returned promptly. Unclaimed items are kept for a few weeks before disposal or donation.
- ✧ Parents should remind students to manage belongings and label items with their name.

Student Leave

- ✧ If a student is unable to attend school due to illness, parents must notify the school by phone before classes begin. The reason for absence must be recorded in the “Application for Leave” section of the student handbook, and the class teacher must sign it upon the student’s return. For sick leave, a medical certificate must be submitted.
- ✧ For personal leave, parents must download the application form from the school website, complete it, and submit it to the class teacher three days in advance. The school reserves the right to reject unreasonable personal leave requests.
- ✧ If a student contracts an infectious disease, parents must follow the “Guidelines on Prevention of Infectious Diseases” guidelines in the school handbook, notify the school, and ensure the student returns to school only after full recovery.
- ✧ For early dismissal, parents must first complete the reason in the “Application for Leave” section of the handbook and obtain approval from the class teacher. Parents must also complete the departure procedures at the school office, after which a staff member will escort the student from the classroom to the office.
- ✧ If a student has a medical condition requiring exemption from physical education (PE) classes, this must be noted in the handbook and communicated to the class teacher and PE teacher, accompanied by a medical certificate. For safety, students should not wear watches or accessories during PE classes.
- ✧ In case of adverse weather, even if the Education Bureau has not announced school closure, parents may decide not to send their child to school if they believe the journey is unsafe. Absences due to special weather conditions require a parental letter to be submitted afterward.
- ✧ To foster a sense of responsibility for attending school on time, the school discourages students from taking leave for overseas travel.

Meeting with Teacher

- ✧ Please contact teachers to arrange a meeting time using the “Home-school Messages” section in the handbook or by phone.
- ✧ Meetings with teachers should ideally be scheduled before or after school hours. In case of emergencies requiring a visit to the school, please ring the bell at the main gate and inquire with the school office staff, who will notify the relevant teacher.

School Uniform and Appearance

✧ **General Requirements**

- Students must wear a neat school uniform or team uniform and display their student ID upon entering the school.
- When wearing the school uniform, students must wear black shoes.
- When wearing the sports uniform, students must wear white sports shoes and white socks (must cover the ankles).
- The sports jacket may only be worn with the sports uniform.
- Girls' uniform skirts or boys' uniform trousers should not be too long or too short.
- Students must wear plain white undergarment, ensuring they are not visible.
- All clothing items must have the student's name written on them.

✧ **Summer Uniform**

- Sports shirts must be tucked into trousers.
- Boys' shirts do not need to be tucked into trousers.
- All students must wear short white socks (must cover the ankles).
- If additional outerwear is needed, choose a plain blue sweater with the school uniform or a sports jacket with the sports uniform.

✧ **Winter Uniform**

- Boys' shirts must be tucked into trousers.
- Sports shirts do not need to be tucked into trousers.
- All students must wear grey socks, which must cover the ankles. Girls may wear knee-high grey socks or grey tights depending on the weather.
- In cold weather, students must wear the school coat (grey). When the temperature is 12°C or below (based on the Tsuen Wan district temperature announced by the Observatory before 8 a.m.), students may wear a self-provided blue or black coat. Girls may also opt for the neat winter sports uniform.
- Scarves and gloves must be plain blue or black.

* If clothing modifications are needed due to health reasons, parents must provide the reason in the handbook and submit it to the class teacher for approval.

✧ **Appearance**

- Students must maintain a dignified and simple appearance.
- Girls' hair accessories should be blue or black. Hair longer than shoulder length must be tied up fully, and bangs covering the eyebrows must be clipped neatly.
- No accessories may be worn.
- If accessories are necessary, parents must apply in writing in the "Home-school Messages" section of the handbook, subject to approval by the class teacher or discipline master.
- Nails must be trimmed regularly and kept clean.
- All students must comply with school regulations. Parents should ensure students' uniforms are neat and clean. All uniform styles are shown on the school website.

✧ **School Bag Style**

- For spinal health, students should use lightweight, double-strap backpacks with back support. Due to the many stairs in the school, wheeled bags are not recommended.
- During exams, students may use lightweight backpacks.
- To promote simplicity, school bags should not be overly decorative or have hanging ornaments.

Application for Wearing Accessories/Mobile Phones

- ✧ To ensure safety during lessons and encourage simplicity, students may not wear accessories at school. If parents have special reasons for their child to wear accessories, a written application stating the reasons must be submitted to the school.
- ✧ Students should avoid bringing valuable items to school. Mobile phones are not permitted. If found, a warning letter will be issued, and parents must retrieve the phone from the school.
- ✧ If a student needs to bring a mobile phone, valid reasons and a written application from parents are required. Upon approval, students must manage their belongings, ensure the phone is powered off on school campus, and comply with rules. Failure to comply may result in a ban on bringing mobile phones.

Smart Card System

✧ The school uses a smart card system, and each student receives a smart card upon enrollment. The smart card serves the following functions:

1. Student ID

- Students must wear their smart card daily to verify their identity and use it to access the computer room.

2. Attendance

- Students tap their card upon arrival to record attendance. Parents can monitor their child's arrival time and attendance through the system.

3. Library Card

- Students can use smart cards to borrow and return books.

4. Payments

- The school estimates annual expenses, and parents must deposit sufficient funds into the school account by specified dates.
- The first transaction fee per academic year is covered by the school. For multiple payments, parents bear the transaction fees.

Payment Process:

i. Parents deposit funds into the school account

A. Pay via PPS (minimum deposit of \$200 per transaction)

School account number: 9971

Bill number: Last five digits of the registration number (e.g., for SLSJ95231, enter 95231)

B. Pay at OK or VanGO convenience stores

Obtain a payment card from the class teacher and pay at OK or VanGO.

ii. School sets up fee items.

iii. Parents sign and return the payment confirmation slip.

- iv. The school deducts fees based on the signed slip (parents must ensure sufficient funds in the account; do not deposit funds per fee item. Receipts are issued after deductions).
- v. Parents can check the balance and paid items anytime via the system (inquiries about account records can be made within the academic year).
- vi. Any remaining balance at the end of the academic year is carried over to the next year. For graduating or withdrawing students, the balance is fully refunded.

Payment of Other Fees

- ✧ To save time collecting payments, cash payments should be placed in a payment bag or envelope with the exact amount, labeled with the student's name, class, and payment amount. For cheque payments, note the payee name on the notice, and write the student's name, class, and contact number on the back of the cheque.

School Assessments

- ✧ There are three exams per academic year.
- ✧ For Primary 1, the first exam for Chinese, English, and Mathematics is guided by teachers, and no report cards are issued.
- ✧ For Primary 1 to Primary 3, General Studies/Humanities/Science subjects do not have examinations; student performance is reflected through ongoing learning portfolios.
- ✧ To encourage and evaluate student performance, formative assessments are conducted for all subjects. For Chinese, English, Mathematics, and General Studies, exam papers account for 80% and regular assessments 20% of the total score.
- ✧ The calculation method for regular assessments is distributed to students at the start of the term.
- ✧ No makeup exams are arranged for missed exams (except for reportable exams).

Distribution of Exam Papers

- ✧ For regular exams (except reportable and graduation exams): Papers are sent home for parental review. Students must return corrected and signed papers to the subject teacher the next day.
- ✧ The following papers are not distributed: Putonghua, Chinese listening, English listening, and speaking.
- ✧ For reportable and graduation exams: Papers are distributed in class, explained by teachers, but not taken home. Students with questions about papers or scores should raise them immediately with the teacher.
- ✧ To review papers (only for Chinese reading, English comprehension, Mathematics, General Studies, Visual Arts, and Music), parents must submit a written request to the principal within five school days after paper review, stating the reason. The principal must approve the request.
- ✧ Paper reviews occur on school days between 08:00 and 15:30, at times specified by the school.
- ✧ Papers can only be reviewed on-site with a teacher present. No photocopying or photographing is allowed.

School-based Reward Program

Stars of SLSJ Awarding Passport

✧ Goal

1. Nurture the five core values of Catholic education.
2. Boost students' confidence and sense of achievement through rewards.
3. Promote balanced development in spiritual, moral, intellectual, physical, social, and aesthetic areas.

✧ Implementation

- Students who demonstrate good behavior and meet criteria, confirmed by teachers, receive a stamp.

✧ Reward Program

- Stamps can redeem prizes with the "SLSJ TALENT" (twice per academic year);
- With 20 stamps on the “St. John’s Little Prayer” page, students can redeem a “religious small gift” at the prayer room on the third floor during designated times.
- With 30 stamps, students can redeem a “movie appreciation” voucher from the class teacher.
- With 40 stamps, students can redeem two “dining” vouchers, allowing them to dine with a classmate at a designated location during lunch on specified days.
- With 50 stamps, students can redeem a “casual dress day” once:
 - The date for the casual dress day is announced separately.
 - Students can wear casual clothes to school on the specified date and have a photo taken for the school website.

✧ Reward Criteria Examples

➤ Diligence

- Achieving exam targets or showing significant progress earns a stamp.
- Displaying good learning behaviors, such as attentiveness, asking questions, or engaging in class activities, earns a stamp.
- Passing Chinese or English dictation tests earns a stamp.

➤ Outstanding Behavior

- Significant behavioral improvement or commendable actions earn a stamp.
- Acts like returning lost items, reporting issues, or caring for peers earn a stamp.
- Students serving as class leaders, order monitors, library assistants, peer tutors, group leaders, or prefects can earn stamps from responsible teachers for active service.

➤ Competitions

- Outstanding performance in intra- or inter-school competitions earns a stamp.

Self-Improvement Program

✧ Purpose

1. Provide opportunities for students to correct mistakes and face them proactively.
2. Foster self-discipline.
3. Reduce negative cycles.
4. Promote education and forgiveness.

✧ Scope:

- Applies only to offsetting demerits for incomplete homework, tardiness, classroom violations, or property damage.
- Self-improvement activities must relate to the offense.
- Each offense can only be addressed once per semester through the self-improvement program.

School Reward and Discipline System

✧ Principles for Rewarding Students

Type	Competition/Activity	Awards/Items	Reward Method
External	Inter-school Speech and Music Festivals	First Place (Champion) Second Place (Runner-up)/Third Place (Bronze) Merit/Gold/Silver (80+ points)	Major Merit Minor Merit Commendation
	Drama Festival	Outstanding Actor Award Overall Outstanding Performance Award	Major Merit Major Merit
	External Competitions (e.g., Inter-school Sports Meet)	First Place/Champion Second Place (Runner-up)/Third Place (Bronze) Fourth Place/Top 8 Merit Award/Top 8	Major Merit Minor Merit Minor Merit Commendation
	Submissions (e.g., Catholic News)	Published Article	Commendation
Internal	School Service Teams (e.g., Prefects, Library Assistants)	Good Performance ➤ 80%+ attendance ➤ Dedicated and responsible service ➤ Good conduct	Commendation
	Class Duties	➤ Dedicated and responsible service ➤ Good conduct ➤ Caring and helpful, recognized by peers	Certificate

Notes:

1. Awards from competitions not registered through the school (including territory-wide events) will not receive commendations.
2. Recording: Primary 6 records in the first and third exams; Primary 1–5 in the third exam.
3. Uniform team participation is not shown on report cards.

✧ Handling Disciplinary Violations

Examples of Offenses	Disciplinary Actions
Disorderly conduct during assemblies/ stair navigation/ in classrooms or on school buses/ chasing in classrooms or corridors during recesses/ leaving seats or classrooms without permission/ loitering in school uniform/ littering/ defacing school property/ untidy uniform/appearance/ tardiness/ foul language/ eating snacks in class/ unexcused absence/ copying homework or having others do it/ rudeness/ defiance/ lying to teachers	First offense: Verbal warning Second offense: Written warning Multiple same offenses: Record demerit (Behavioral Record Form)
Incomplete/missing homework (excluding notices or unsigned parent forms)	Monthly tally: 5+ days = 1 demerit; 10 days = 2 demerits; 15 days after warning = 1 minor fault
Cheating in dictation/tests	First offense: Zero score, warning Second offense: Zero score, demerit Repeated: Zero score, minor fault
Concealing facts during teacher inquiries/ intentional damage to public or others' property/ dangerous actions, borrowing/lending money, bullying, throwing objects, fighting, forging parent signatures/ altering report cards/handbooks/ disrespecting teachers, ignoring advice/ keeping found items/ leaving school without permission/ violating announcements	First offense: Demerit Second offense: Minor fault
Truancy, theft, assault, indecency, intimidation, extortion, gambling, smoking, triad involvement, off-campus behavior damaging school reputation, violating national security laws	Major fault
Notes: 1. Disciplinary actions are at the school's discretion. 2. Three demerits for the same offense = 1 minor fault; three minor faults = 1 major fault. 3. All disciplinary actions are recorded in the school's student reward/discipline file, and conduct grades are lowered. 4. Report cards note reasons for demerits, minor, or major faults. 5. The Self-Improvement Program applies to homework, tardiness, classroom violations, and property damage, with potential to offset records if performance is satisfactory. 6. National security law violations are handled per the school's "Guidelines on Handling Political Advocacy Activities."	

Extracurricular Activities

“Showcasing Talents to Glorify God” Program

The school implements the “Showcasing Talents to Glorify God” program to ensure every student participates in sports and arts training during primary school, fostering diverse interests, unlocking potential, and developing multiple intelligences.

Activity Arrangements

✧ Friday Extracurricular Activities

On Fridays, Primary 1–3 students participate in the “Multiple Intelligences Program,” led by school teachers or external organizations. The program includes introductory courses in STREAM, visual arts, and ecological learning to uncover potential and foster positive beliefs and teamwork. Primary 4–6 students choose activities throughout the year, such as drama, coding, problem-solving, or sports, led by school teachers to develop their potential.

✧ School Team Training

To build teamwork, the school arranges for students to represent the school in external competitions. Interested students can apply to teachers, with training typically held after school.

✧ Saturday Interest Classes

The school organizes various activities operated by reputable external organizations. Parents can apply via notices before the activities.

✧ After-School Enrichment Classes

The school offers challenging activities for high-potential students to stimulate their abilities beyond the classroom. Participants are selected by teachers.

✧ Uniformed Groups

To foster civic awareness and discipline, the school offers uniformed groups such as Cub Scouts, Brownies, Flag-Raising Team, Community Youth Club, Junior Police Call, and Christian Pioneers. Regular meetings and skill training develop multiple intelligence and teamwork.

Parent Tips

✧ Fostering Reading Interest

1. Cultivate reading habits from a young age through parent-child reading activities. School promotes reading with daily morning reading sessions, where students bring Chinese or English reading materials. Students can borrow books from the library during breaks or lunch. Parents play a key role in fostering reading habits, and parent-child reading is recommended.

- Set a regular family reading time.
- Start reading simple picture storybooks with themes related to daily life, encouraging children to listen, retell, read independently, and tell stories, naturally building reading habits.
- Read or recite nursery rhymes with children, adding actions to make reading fun.
- For English books, incorporate daily life into stories, encouraging children to share their experiences in English and create illustrated English storybooks with photos to spark interest.
- Provide various ways for children to choose books, such as visiting public or school libraries or buying favorite storybooks.

2. Encourage regular reading records

- Parents can encourage children to join the school's reading program, read systematically, and complete a "Reading Record Book" to review and reflect on their progress.

✧ **Establishing Healthy Lifestyle Habits**

Beyond academic performance, parents should care about their child's physical health. Here are tips to ensure children grow strong during primary school.



✧ **Campus Cleanliness**

- Remind children to wash their hands before entering school and before eating.
- Take children's temperature daily before school.
- Schools are crowded, with increasing risks of disease transmission. Consider vaccinating children for non-mandatory vaccines under the Hong Kong Childhood Immunization Program, such as varicella, influenza, or pneumococcal vaccines. Details:

<http://www.chp.gov.hk/cindex.asp?lang=tc>

✧ **Personal Hygiene and Health**

- Provide enough drinking water for children.
- If a child is unwell, keep them home to rest; do not force attendance.
- Ensure children carry a handkerchief or tissues.
- Teach children to cover their mouth when sneezing or coughing.
- The Department of Health invites students to join the School Dental Care Service and Student Health Service annually in September. Eligible students can enroll after the school year begins.
- Follow the government's latest vaccination and personal hygiene policies for epidemic prevention.



✧ **Packing School Bags**

Heavy school bags can cause fatigue due to excessive weight. The Department of Health suggests children avoid carrying bags exceeding 15% of their body weight for long periods. Tips to reduce bag weight:

- Choose lightweight bags, stationery, and supplies.
- Remind children to pack bags according to the timetable and teacher instructions, avoiding comics, magazines, toys, or unnecessary items.
- If a child's bag is too heavy, discuss reasons and solutions together to reduce weight and strengthen parent-child relationship.

✧ **Healthy Snacks**

To build good eating habits, schools and parents must collaborate. Parents should prepare low-fat, low-salt, low-sugar snacks to teach children that health starts with a healthy diet. Details:

<http://www.eatsmart.gov.hk/>



✧ **Social Work Services**

To support student growth, the school has a full-time registered social worker on-site (7:40 a.m.–4:30 p.m.) to provide counseling for students and families. For parenting challenges or concerns about child development, contact the school social worker at 35950036.