



A: Summer holiday of this year (2022-23) will commence on 14th July, 2023 (Friday) and end on 31st August, 2023 (Thursday). Construction and renovation works will be conducted on school site during summer holiday, kindly take caution when entering into the school area.

B: The new school term (2023-2024) will commence on 1st September, 2023 (Friday). Please note the following arrangements:

1. First Day of School: 1st September, 2023 (Friday), 8:55 a.m. to 11:00 a.m., no class in the afternoon. Normal class schedule commences on 4th September, 2023 (Monday).

Class time (starting from 4th September):

8:55 a.m. – 3:30 p.m.

Lunch and recess time:

11:55 a.m. – 12:55 p.m.

1. School will be open at 8:20 a.m. Please do not arrive at school before 8:20 a.m.
2. School gates at Berwick Street and Tai Po Road will be closed from 9:00 a.m. onwards and will reopen at 3:20 p.m.
3. Students who arrive after 8:55 a.m. will be considered late.
4. The school will not process early-leave procedures after 3:15 p.m. to avoid clashes with normal school dismissal. From 3:20 p.m. onwards, parents may enter the school for school dismissal.

2. If parents wish to have students arrive and leave school by themselves, parents should submit an application to the school. Students may only do so upon school's permission.

3. School starts at 8:55 a.m. every school day. Please ensure that your child is punctual and arrives at school between 8:30 a.m. and 8:55 a.m. Students who arrive after 8:55 a.m. will be considered late. For any difficulties in meeting the above arrangement, parents may submit a written application to the school Principal for postponement of school arrival time (no later than 9:30 a.m.).

4. Parents of current students may visit school on 25th August (Friday) from 9:15 a.m. to 11:45 a.m. for a conversation with class teachers. Parents may also purchase school sports uniform during the same period

C. Student Affairs

5. Student must wear proper school uniform to school every day.

- i. Summer uniform: Please purchase from May Moon Co., 161 Kiu Kiang Street, Sham Shui Po, Kowloon.
- ii. Sports uniform: On days with P.E. lessons, students must wear sports uniform and white sports shoes to school. (Parents may purchase sports uniform from school. Students are advised to own two sets of sports shirts for changing.)
- iii. Winter jacket: The school will place a group order in June for students who would like to make a purchase.

6. Students should not bring excessive pocket money or valuables (**including accessories**) to school. Kindly label students' personal belongings with their name and class for clear identification.

7. Students' personal belongings:

i. Students **may only bring their mobile phones to school after receiving permission from parents and the school**. Students must keep their phones by themselves and must make sure their phones are switched off when entering the campus. Students may only turn on their phones when class ends. Students should safeguard their own valuables and be responsible for any loss of personal belongings.

ii. Students must not bring toys, magazines, comic books, recording device, smart watches, or dangerous items (e.g., lighters, sharp weapons, etc.) to school. Class teachers will confiscate the above items if brought to school and will notify parents.

8. Cleanliness and Tidiness

- For female students, hair below shoulder should be tied up in a ponytail.
- Fingernails should be clipped regularly.
- For male students, hairstyle and facial hair should be groomed regularly, no long hairstyles allowed.
- Keep your hair tidy, no hair dye, hairspray, or hair gel allowed.
- No unusual hairstyles.
- Maintain personal hygiene.
- No accessories.

9. Kindly prepare student photos in uniform: **current students shall hand in 6 photos before 7th July, new students should hand in 10 photos to class teachers on the first day of school.**

10. For students' health and hygiene, kindly prepare personal stationery, water bottle (no glass containers) and spare masks for students.

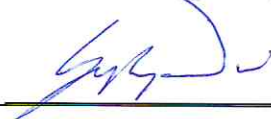
11. P. E. lessons and extra-curricular activities: For the safety of students, kindly fill in the student medical history form in detail, to allow the school to make appropriate arrangements. Please also note that children with Down syndrome are at increased risk of developing instability in the spinal cord. For safety reasons, parents of Down syndrome children should bring their child to healthcare facilities for a medical check-up, and should notify the school for any abnormalities.

12. The school values home-school communication and welcomes any enquiries or feedback from parents. You are welcome to contact school teaching staff at 27293929.

Kindly review the above arrangements and return the reply slip to class teachers.



Yours faithfully,



Rev. Yeong Ling Wui
Principal
26th June, 2023

Reply Slip

To: Saviour Lutheran School

My child, _____ (student name) will be studying at class _____ of Saviour Lutheran School in year 2023-2024. I have read and understood the particulars stated in "Notes to Parents" (Circular No. E001/2023-2024) and will abide by them accordingly. I will ensure that my child observes all school rules and regulations, and will coordinate with the school conscientiously.

1. Lunch Arrangement

I consent _____ (student name) of class _____ to

- order lunch at school
- bring their own lunch

* Kindly prepare a water bottle, a plastic table mat, and a towel to keep clean.

2. P.E. Lessons

I consent _____ (student name) of class _____

do not consent

to participate in school P.E. lessons and sports training.

* If consent is not given to students for the participation of P.E. lessons, please attach relevant medical certificate as proof together with the reply slip and return to the school.

* for any enquiries, please contact class teachers or school social workers.

3. Health Information and Medication Update

I am the parent of _____ (student name) of class _____, my child

- is regularly taking the following medication: _____
- is not taking any regular medication.
- has the following health condition that requires the school's attention:

4. Travel Means to School (A separate application is needed for students who would like to travel alone from this term onwards.)

- School bus
- Travel alone
- Parent pick-up/drop-off

5. Application for Bringing Mobile Phone to School

My child:

- will bring (application form to be acquired from the discipline team by class teachers)
- will not bring their mobile phones to school.

Parent's signature: _____

Parent's name (in block letters): _____

Date: _____, 2023

