

順利天主教中學
學校通告 3 (2018-2019)
新學年注意事項

敬啟者：

(一) 家長手冊

「家長手冊」乃為加強本校與家長溝通的文件，內容包括學校政策、校規及教導子女心得等。家長須留意的事項大部份均可在此找到。家長亦可隨時進入本校網頁(<http://www.slcss.edu.hk>)閱覽手冊。新學年開始，請各家長仔細閱讀及特別注意以下各項：

- 上課時間表
- 開學注意事項
- 預防傳染病
- 申請病假及事假、上課期間學生身體不適之安排
- 學校綜合保險及學生個人意外保險
- 惡劣天氣之安排
- 校服及儀容要求
- eClass 家長應用程式
- 智能學生證收費系統
- 學生使用流動電話及智能手錶守則*

*攜帶流動電話的申請每年獨立審批，家長須每年為子女申請。

各中一學生家長已獲派發「家長手冊」一份，其他各級家長請參閱本校網頁。

(二) 開學首星期安排

9月3日及4日舉行開學禮及開學感恩彌撒，班主任亦會處理班務，上課時間由上午7:55至中午12:00。9月5日起依照正常時間表上課。

(三) 中一首三天上課日午膳安排

為使中一同學熟習新環境及結識新同學，班主任將於9月5日至7日與全班同學在校內午膳，學生可攜帶午膳或由家長教師會代訂外賣飯盒；同儕輔導員亦會舉辦活動以協助同學適應新生活。

(四) 各項文件及費用的繳交日期

1. 學生健康狀況紀錄表(中一除外) (9月4日)
2. 學生資助計劃(書簿津貼)資格證明書 (9月4日)
3. 購買學生手冊、考試、簿費及習作費(現金) (9月5日)
4. 學生照片(須穿著整齊校服及儀容端正，尺寸為1.5"x2") (9月4日)

年級	照片數目
中一及所有新生	三張
中二至中五	一張
中六	四張(另交三個附家長姓名、住址並貼上郵票的回郵信封)

5. 天主教同學若從未提交領洗紙者，請將影印本交予班主任 (9月4日)
6. 學生健康服務申請表格 (9月4日)
7. 中一首次申請個人八達通、中四以上延續個人八達通的申請表格 (9月5日或之前)
8. 請家長細閱學生手冊，填妥第一頁學生資料，貼上照片及簽名 (9月4日)
9. 中二至中六有關電子通告及即時訊息事宜 (9月4日)

(五) 校本評核時間表（中四至中六）

中四至中六各級之校本評核時間表將會上載至本校網頁，家長可定時閱覽。

(六) 收集個人資料聲明

收集目的：本校所收集 貴子弟的個人資料，包括由學生/家長提供的資料、學生紀錄、舊生或代表學校進行的聯繫及通訊活動事宜而收集的資料。本校持有學生資料紀錄的用途包括作為與學生聯繫及通訊活動有關的聯絡、回覆及跟進行動之用、傳訊及校友活動。

索閱個人資料：根據《個人資料(私隱)條例》，家長有權要求索閱和修訂學生所提供的資料。如有需要，請與學校聯絡。

(七) 學生肖像權

所有學生活動的相片及錄像，將用於教育及非商業用途。本校保留權利刊印及展示出現學生肖像的相片及錄像作為學校之記錄及推廣之用，如家長不同意有關安排，請另寫信予學校。

(八) 校內攝錄系統

本校公共地方裝有**攝錄系統**，只用作保安用途，但可能會同時把學生的容貌錄象收集。所有攝錄資料會按照常規在十二日內刪除。

以上各事項，敬請查照是荷。

此致
貴家長

順利天主教中學校長

詹燕珠謹啟

二零一八年九月三日

Dear Parents,

Circular No. 3
School Commencement

1. Parent Handbook

“Parent Handbook – Online” can be found on our school website (<http://www.slcss.edu.hk>). It serves as quick reference for parents to understand various aspects of the school relating to the learning and development of students. Parents are advised to read the Parent Handbook and refer to it whenever necessary. At the beginning of the school year, parents should pay special attention to the following parts:

- Timetable
- School Commencement Circular
- Prevention of Communication Disease
- Sick Leave, Early Leave or Other Leave Application
- Insurance Policy for Students
- Rainstorm, Typhoon or Bad Weather Arrangement
- School Uniform and Appearance
- eClass Parent App
- Smartcard ePayment System
- Rules of using mobile phone and smartwatch in school*

*Parents must apply for using the mobile phone every year on behalf of their children.

Parent Handbook has been distributed to parents of S1 students. To save resources, parents of other levels can refer to the online version on our school website.

2. The first week of the school year

There will be a School Commencement Ceremony and Mass on 3 and 4, September 2018. Teachers will also conduct class affairs with students on these two days from 7:55a.m. to 12:00 noon. Normal school days will start from 5 September 2018.

3. Lunch meetings for S1

To provide an opportunity for S1 students to familiarize themselves with the school and classmates, three lunch meetings from 5 to 7 September 2018 will be arranged. Class teachers and guidance prefects will have lunch with S1 students in classrooms. Parents may either prepare lunch boxes for students or place orders arranged by the Parent-Teacher Association in advance.

4. Deadlines

4.1	Health Record Form (except S1)	4 September								
4.2	Eligibility Certificate of SFAA	4 September								
4.3	Cash for Student handbook, Examination fee and Exercise Books	5 September								
4.4	4 Photos (in neat school uniform and with decent appearance, size 1.5”x 2”)	4 September								
	<table border="1" style="width: 100%;"> <thead> <tr> <th style="text-align: center;">Level</th> <th style="text-align: center;">Number of Photo</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">S1 and freshmen</td> <td style="text-align: center;">3</td> </tr> <tr> <td style="text-align: center;">S2 to S5</td> <td style="text-align: center;">1</td> </tr> <tr> <td style="text-align: center;">S6</td> <td style="text-align: center;"><i>4 (please submit three self-addressed envelopes with stamp and parent’s name)</i></td> </tr> </tbody> </table>	Level	Number of Photo	S1 and freshmen	3	S2 to S5	1	S6	<i>4 (please submit three self-addressed envelopes with stamp and parent’s name)</i>	
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4.5	Catholic student who has not submitted the Certificate of Baptism should submit a photocopy to Class Teacher	4 September								
4.6	Student Health Service Application Form	4 September								
4.7	Application for MTR Student Travel Scheme – personalized octopus card	on or before 5 September								
4.8	Parents should read the student handbook, fill in student particulars and sign on P.1	4 September								
4.9	eClass Mobile Application for Parent (S2-S6)	4 September								

5. ***School-based Assessment (SBA) Schedule (S4-S6)***

School-based Assessment Schedule (S4-S6) will be uploaded to school website for your reference.

6. ***Collection of Personal Data***

Purpose of Collection:

Personal data collected from your children, which includes information supplied by students / parents and is collected in connection with student applications, student records, former students, contacts and communication activities undertaken by or on behalf of our school. Student records are kept for purposes that include corresponding with, responding to and taking follow-up actions in respect of students, contacts, communications and alumni activities.

Access to Personal Data:

According to Personal Data (Privacy) Ordinance, parents have the right to access and correct the data supplied. Please contact the school if necessary.

7. ***Portraiture Right***

All student photos and videos of activity will not be used for commercial purpose. The school will reserve the right to use the portrait in school publication for promotion and recording purpose. Parents may submit application letter if you do not agree with it.

8. ***Campus Surveillance Cameras***

Surveillance cameras have been set up in the public areas on school campus. The purpose of the cameras is for school security, but students' appearance will be captured. Recorded file will be deleted within 12 days.

Thank you for your attention.

Yours faithfully,

Chim Yin Chu
Principal