

September 1, 2022

Dear Parents / Guardians,

Please note for the following:

1. Half-day face-to-face school hour (starting from Sept 2, 2022) **(until further notice)**

S1-S6		
Monday to Thursday	8:00-13:25	13:30-13:40 Daily Prayer
Friday	8:00-13:25	13:35-13:45 Jummah Prayer
School bus will leave at 13:50 (Monday to Thursday)		14:00 (Friday)

2. Parents are required to check the body temperature of students every day before returning to school campus. They should submit the temperature record form (**Proforma A**) with parents' signature to school for checking. If students are found to have fever or develop respiratory symptom, they shall not come to school and should seek medical advice promptly. Student should conduct and upload Rapid Antigen Test result to school google drive on every school day until further notice.
3. Taking long leave from school affects the academic performance of students. Thus, we seek parents' cooperation **not** to apply long leave. If a student absence from school exceeds 7 days without **prior permission and approval from the Principal**, it will be considered as **withdrawal from the school**.
4. If a student is absent for 15% or more of the total school days in a term, he/she may not be allowed to sit for the term examination.
5. Both parents and students are requested to read the school regulations printed in the student handbook. All students must bring their student handbooks to school every day. Parents are requested to use the handbook to correspond with school.
6. Students are required to bring all the books and personal belongings back home after school for study. If they leave any of their belongings at school, the school bears no responsibility for any loss.
7. Students are required to do revision and finish homework every day. In order to facilitate parents and students to check homework assigned, homework is uploaded onto our school website daily. Please click the icon "eClass" on the homepage of the school website: <http://www.iktmc.edu.hk>. Login input "parent" and "parent1" as password, after login then click "eService" and then "eHomework" then choose the "Class" and "Subject" or choose the history to check previous homework assigned. Students fail to submit their homework, might be punished according to school rules.
8. Students who bring mobile phone to school are required to switch off the mobile phone and submit it to the Discipline and Counseling Committee (DCC) upon arrival at school and get it back after school. Any student who does not follow the said requirement and/or find using his/her mobile phone during the school hours will be punished. In case of emergency, parents can give a call to the school office at 2570 9066 to contact their child. The school bears no responsibility of any damage or loss of mobile phone.
9. Students are not allowed to have lunch at school during the half-day school.
10. In order to strengthen the Home-school communication, you are required to update your contact by completing the reply slip as attached (item No.2). **A valid mobile number is important for us to send important message to you via SMS or Whatsapp.**
11. Starting from this academic year, HKSAR Government provides funding for school to organize more activities (including local and oversea activities) to students. In order to utilize the fund in a fair and effective way, we would like you to complete the reply slip as attached (item No. 3).
12. In order to provide suitable arrangements and assistance to facilitate the learning of students with special educational needs, you are required to complete the reply slip as attached (item No. 4).

Yours faithfully,

Zareenah S. Y. Ho
Principal

Item No. 3 is updated by : _____ on _____
Item No. 4 is updated by : _____ on _____

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