

September 1, 2023

Dear Parents / Guardians,

Please note for the following:

1.

S1-S6 lesson time		
Sept 4, Sept 5	08:00-12:15	School bus will leave at 12:30 pm
Starting from Sept 6	08:00-15:20	(S1-S4)
	08:00-16:00	(S5-S6)
School bus will leave at 16:05 (Monday to Thursday)		16:30 (Friday)

2. 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**.
3. 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.
4. 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.
5. 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.
6. 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.
7. Due to hygienic reason, students are required to wear uniform & black shoes to come to school; and they are required to change the uniform to PE uniform & PE shoes before the PE lesson. After the PE lesson, students are required to change back the school uniform.
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. All S1-S5 students will have their lunch at school. S6 students can have their lunch outside school, except Friday.
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. 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).
13. We seek your kind approval for using your child/ ward's photos & videos for educational and school publication purposes etc. (Item No.5)

Yours faithfully,

Zareenah S. Y. Ho
Principal

Item No. 2 is updated by : _____ on _____
Item No. 3 is updated by : _____ on _____
Item No. 4 is updated by : _____ on _____

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