

CHI YUN SCHOOL

Circulars for the new academic year 2018-2019

3rd September, 2018

Dear Parents/Guardians :

As the beginning of the new school year, please find a numbers of parent circulars listed below. Please read them carefully and to follow strictly.

1. Updates of Student Information

Parents should keep the School notified at once when the student information or mailing address is updated. Parents are also requested to read school notices in the Student Handbook and to complete and sign the relevant forms as soon as possible. Parents are reminded to keep the Student Handbook in the school bag and not to lose it.

2. School and Parent Contact Information

The School values parents' liaison. If there is any activity or news release about the school, the notice will have school stamps and the parents will be notified through the Student Handbook. In addition, news and updates will be published on the School's website. If parents want to check any information about the school, please visit our website: www.chiyun.edu.hk.

3. Fees Collection

3.1 The School Handbook, a total of two copies including cover (one for each semester): \$12.8.
For boarding student, also two copies, and one for each semester: \$15.6.

3.2 Purchasing visual art materials: \$40

4. Ordering Service of Summer and Winter Sportswear

The school provides services for students to purchase sportswear. If parents want to buy summer or winter sportswear for students, please fill in the reply slip. The costs of the sportswear costs: summer sportswear \$58/piece, winter sportswear \$63/piece. Uniform costs for all sizes.

5. Student physical examination

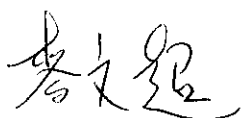
All of the school's boarding students, new students, and those applying for temporary school boarding services are required to do physical examination and to provide valid medical certificate. The validity period will be one year. In the new school year, the nursing department of our School will invite doctor(s) to the school to conduct physical examinations for students in need. The fee is \$220. If parents want to participate in the service, please fill in the reply slip. Parents can also ask the nurse for the required form and bring the student to the clinic or hospital for examination.

6. Guidelines on Prevention of Communicable Diseases

The School has much concern to the healthy environment of the campus. Through the implementation of relevant guidelines, not only protecting the health of students and staff, but also reducing the harm caused by the communicable disease. Consequently, a pleasant learning environment will be established to ensure students' healthy development. Please refer to the guidelines issued by the Centre of Health Protection at Department of Health (attached Annex 1) for details, and parents are recommended to follow.

Thanks for your attention and please return the slip by 14th September 2018 for School's record.

Yours faithfully,



Mak Man Chiu
Principal



Reply slip for Announcement P003E

I, the parent/guardian of _____ (student's name) of class _____, acknowledge the receipt of the circular regarding **Circulars for the new academic year 2018-2019**.

1. Notification of Change of Correspondence Address and / or Telephone Number:

New Correspondence Address : _____

New contact telephone no. : _____

Others : _____

2. I *want/do not want to buy sportswear :

★ Summer sportswear

Quantity : _____

★ Winter sportswear

Quantity : _____

3. I *want/do not want my child to join the physical examination service.

(*Please delete the inappropriate item.)

Parent's/Guardian's Signature: _____

Parent's/Guardian's Name: _____

Date: _____

Annex I

The School refers to the "Guidelines on Prevention of Influenza" issued by the Department of Health of HKSAR, parents should take the following precautions for their students:

1. Maintain good personal and environmental hygiene.
2. Keep your hands clean and wash your hands properly.
3. Wash your hands immediately when your hands are contaminated by respiratory secretions (e.g. after sneezing).
4. Cover mouth and nose when sneezing or coughing, and properly remove the secretions.
5. Building up personal immunity by maintaining a balanced diet, exercise regularly, and take adequate rest, which also help building up personal immunity.
6. When influenza is prevalent, avoid going to crowded or poorly ventilated public place.
7. Used toys and furniture should be properly cleaned;
8. Maintain good ventilation; and
9. Put on a surgical mask when having respiratory symptoms, and to seek medical consultation as soon as possible. Also follow doctor's recommendation, to take rest at home and do not return to school.