

CHI YUN SCHOOL
Circulars for the New Academic Year 2020-2021

1st September, 2020

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 one copy including cover: \$17.8. For boarding student, also one copy including cover: \$16.8.

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 \$62/piece, winter sportswear \$72/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 \$100. 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.

7. Becoming a member of the "Chi Yun School Parent-Teacher Association (PTA)"

PTA aims to build up a better learning environment for our students, by promoting home-school cooperation. Parents may apply to become members of the PTA, by fill up the attached application form and pay an annual membership fee (\$ 50).

Thanks for your attention and please return the slip by **18th September 2020** for School's record.

Yours faithfully,



Chung Lai Kuen
Principal, Chi Yun School

Circulars for the New Academic Year 2020-2021
Reply slip

I, the parent/guardian of _____(student's name) of class _____, acknowledge the receipt of the circular regarding **Circulars for the new academic year 2020-2021.**

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.

4. I *want / do not want to become a member of “The Chi Yun School Parent-Teacher Association (PTA)”.

(*Please delete the inappropriate item.)

Parent's/Guardian's Signature: _____

Parent's/Guardian's Name: _____

Date: _____

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.

Chi Yun School Parent-Teacher Association (PTA)
13 Chi Kiang Street, To Kwa Wan, Kolwoon
Tel : 2386 2010 Fax : 2708 9853

Application Form for PTA Membership

Members' Qualifications

Primary Members:

All students' parents or guardians are automatically entitled to become our primary members. The annual membership fee is HK\$50.

All teaching staff will also automatically become our primary members, but are not required to pay annual membership fee.

Application Procedures:

Please complete and return this membership application form together with the annual fee to the class teacher who will then submit the form and fees to our Association.

Fee can be paid in cash or cheque. The cheque should be crossed and made payable to "Chi Yun School Parent-Teacher Association".

Members' Application Form

1. Type of Membership *
(* Please mark in the appropriate box)

New Members / Continued Members : (Primary)

Parents/ Guardian's Name: _____ Member's Code Number (if any): _____

New members must complete the following information. Should the continued members have any changes about their data, please kindly fill in the related items as well :

2. Applicant / Member's Data

Name: _____ (Chinese) _____ (English) Sex: _____

Age: _____ Occupation: _____ I.D. Card No.: _____

Address: _____

Residence Tel No.: _____ Mobile No.: _____ Other Contact No.: _____

3. Student's Data

Student's Name: _____ Sex: _____ Age: _____ Class : _____

Date of Birth: _____ Relationship : _____

Applicant's Signature: _____

Date: _____

PTA Use Only

Joining Date: _____

Membership's Code No.: _____

Cash: HK\$ _____ Cheque: HK\$ _____ (Bank/Cheque No.: _____)

Academic Membership Year: _____

Receipt No.: _____

Chairman's / Secretary's Signature: _____

Name: _____

Date: _____