

CHI YUN SCHOOL

Guidelines for Parents/Domestic helpers in Assisting Student's Learning during School hours

3rd September 2018

Dear Parents / Guardians,

Our school encourages parents/domestic helpers to assist with student's learning during class so as to build cooperation between teachers and parents and enhance student learning. In order to maintain home-school cooperation and maximize student's learning, please pay attention to the following items:

1. School Hours: 9:15am to 3:30pm (Monday to Friday)
To enable students to concentrate on their studies, please do not enter classrooms without permission.
2. Procedure to hand in "Application for Parents/Domestic helpers in Assisting Student's Learning during School hours"

Request the application form from class teacher and fill in "Application for Parents/Domestic helpers in Assisting Student's Learning during School hours"



Return the application form to class teacher



Await School's processing and confirmation within ten working days after submitting of the application



Arrive at classroom at designated hours as instructed in the "Confirmation of Acceptance for Parents/Domestic helpers in Assisting Student's Learning during School hours"



Review of individual cases in meetings

3. Instructions for Parents/Domestic helpers in Assisting Student's Learning during School hours
 - i. Arrive at classroom at designated hours as instructed in the confirmation of acceptance. During other times, parents/domestic helpers have to wait in the reception area.
 - ii. Cooperate with the school's teaching.
 - iii. To enable students to concentrate on their studies, please do not enter classrooms or therapy rooms other than the designated one as stated in the confirmation of acceptance.
 - iv. Mutual respect and good co-operative relationship should be upheld between parents/domestic helpers and school staff.
 - v. Keep quiet in school so as not to disturb other students.
 - vi. Avoid using mobile phones in order not to disrupt classroom operations, please turn mobile phones or other electronic devices into silent modes. Only use your mobile phones/other electronic devices in emergency situations outside classrooms.
4. Others
 - i. Please keep your valuables on you at all times. The School will not assume any responsibility if any items are lost or damaged.
 - ii. During Influenza or other infectious disease outbreaks, parents/domestic helpers who wish to visit/enter the School should cooperate with infection control measure.
 - iii. If parents/domestic helpers fail to follow "Guidelines for Parents/Domestic helpers in

Assisting Student's Learning during School hours", the School remain the right to terminate prior approval for parents/domestic helpers in assisting student's learning during school hours.

Thank you for your cooperation and support

Yours sincerely,



Mak Man Chiu
Principal, Chi Yun School

-- Reply Slip --

Guidelines for Parents/Domestic helpers in Assisting Student's Learning during School hours

To: Principal

I have read and fully understood the arrangements regarding the "Guidelines for Parents/Domestic helpers in Assisting Student's Learning during School hours".

Name of student : _____

Class : _____

Name of parent/guardian : _____

Signature of parent/guardian : _____

Date : _____