

## **CHI YUN SCHOOL**

### **Guidelines on Parental Visitation During School Hours**

27<sup>th</sup> August, 2019

Dear Parents / Guardians,

In order to maintain home-school cooperation and enhance student's learning, please pay attention to the following items:

1. School Hours: 9:10am to 3:30pm (Monday to Friday)
2. The available timeslots for parental visitations are during morning recess ( 10:00am-10:25am ) and post-lesson activities ( 12:15pm-1:25pm ) . In order to facilitate the students' learning, we hereby urge parents to adhere to the above available timeslots.
3. If visitations must take place outside the above timeslots, parents inform the school office beforehand.
4. After arriving the school, parents should first go to the school office and await for the staff's arrangements. School personnel will guide the students to the place for visitation. During the length of visitation, parents must fulfill the responsibility of caring for their own children.
5. In order to ensure the safety of all students in our school, written consents from parents or guardians are required if the visiting party is neither a parent or a guardian.
6. Parents must be responsible for any valuables brought along with them during the visit. The school would not be responsible for any lost or damaged items.
7. Parents must follow the below rules during the visit:
  - ◇ To enable students to concentrate on their studies, please do not enter classrooms or therapy rooms
  - ◇ Mutual respect and good co-operative relationship should be upheld between parents/domestic helpers and school staff.
  - ◇ Keep quiet in school so as not to disturb other students.
  - ◇ Inform the nurses of any extra medications they brought for the students. It should be noted that any staff in the school will not assist in administering medications that is not prescribed by a western medical practitioner.
8. During Influenza or other infectious disease outbreaks, parents are strongly recommended not to visit. If it is a necessary visitation due to emergency, parents/domestic helpers should cooperate with infection control measure.
9. If parents/domestic helpers fail to follow "Guidelines on Parental Visitation During School Hours", the School remain the right to terminate and reject any visitation plans to protect the safety of other students.

Thank you for your cooperation and support

Yours sincerely,



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Mak Man Chiu  
Principal, Chi Yun School