



ST. FRANCIS XAVIER'S COLLEGE

45, Sycamore Street, Taikoktsui, Kowloon, Hong Kong.

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School File : 20200929a

Dear Parents :

For the safety and wellbeing of your son, please pay attention to the follow points in the beginning of a new school term.

1. Special Arrangement for Bad Weather

In case the school receives notice from EDB to suspend school activities due to extreme weather conditions, the school will make sure that all students will return to their classrooms and take a roll call. After that, students from F.4-6 will be allowed to leave school on their own. For F.1-F.3 students, those with parental consents to leave school independently will be allowed to go after the roll call. The rest will be arranged to contact their parents for instructions to either go home on their or wait for pickups. If these students are not able to contact their parents, they will be taken care of by teachers in their classrooms until it is safe for them to leave. To help the school dismiss your son according to your instructions under bad weather conditions, please complete the attached **Parent Return Note** and have your son submit it to his form teacher the next school day.

2. Regular Test Arrangement

Other than term examinations, regular test help students do revision regularly. For that reason, the school implemented the Regular Test (RT) system. Details of the subjects concerned will be announced later. The RT results for each month will be distributed through the monthly report on or before the 15th of the coming month. Please pay attention to the relevant arrangement and supervise your son's study in order to achieve good results.

3. Detention Arrangement

We have high expectations on students' characters and learning attitude, therefore misbehaviors can warrant detentions from teachers. When the after-school activities are fully resumed, the detention class will begin at 3:30 p.m. after school until 5 p.m. every Thursday. Students whom are sent to a detention class will be marked on their student handbooks and it will be the students' responsibilities to notify their parents. Ditching any detention classes will warrant further disciplinary actions from the school.

4. Various Payments for 2020-2021

Please instruct your son to bring back **cash or cheque** (Payable to: The IMC of St. Francis Xavier's College - A/C No. 2) to be collected by form teachers to pay for various costs in 2020-2021. If your son withdraws from our school during the year, we will refund your payment proportionately by the month. Please contact the school office at 23932271 if you have any questions regarding the payment arrangements. Should parents have any financial problems in the payment, please contact the Form Teacher.

Item	Form 1	Form 2	Form 3	Form 4	Form 5	Form 6
Tong Fai/General Fee	\$100	\$100	\$100	\$390	\$390	\$390
Parent Teacher Association Fee (only one payment of \$60 is charged if you have more than one child enrolled in our school; the younger son should be responsible for bringing back this payment)	\$60	\$60	\$60	\$60	\$60	\$60
e-student ID (only for F.1 and F.4 students, as well as all repeaters in F.2, 3, 5 & 6)	\$15	\$15 (repeaters)	\$15 (repeaters)	\$15	\$15 (repeaters)	\$15 (repeaters)
Photo-copying fee	\$150	\$150	\$150	\$150	\$150	\$150
Student Handbook	\$10	\$10	\$10	\$10	\$10	\$10
Designated Folders (waived for all F.1 repeaters)	\$ 29	---	---	---	---	---
Blank Exercise Books	\$ 66	---	---	---	---	---
MySmartSTEAM Subscription	\$ 45	\$45	---	---	---	---
English E-newspaper	\$ 98	\$24	---	---	---	---
SchoolApp Subscription	\$ 14	\$ 14	\$ 14	\$ 14	\$ 14	\$ 14
	Form 1	Form 2	Form 3	Form 4	Form 5	Form 6
Total :	<u>\$587</u>	1. <u>\$403</u> 2. <u>\$418</u> (repeaters)	1. <u>\$334</u> 2. <u>\$349</u> (repeaters)	<u>\$639</u>	1. <u>\$624</u> 2. <u>\$639</u> (repeaters)	1. <u>\$624</u> 2. <u>\$639</u> (repeaters)

5. Student Health and Learning Conditions Survey

Physical activities are healthy for the physical and mental development of students. So please encourage your son to participate in them and remind them to obey all instructions to avoid injuries. To facilitate the school's understanding and the provision of adequate supports to your son's health and learning conditions, please the attached **Student Health Survey** and instruct your son to submit it **personally** to his form teacher.

6. "Group Student Personal Accident" Coverage

Each year, the government buys a comprehensive protection insurance plan for all aided schools. But due to its limited coverage, the school will buy the "Group Student Personal Accident" insurance to provide extra protection for accidents happened inside school premises and during school-arranged activities. The cost of this insurance plan is completely covered by the school's own funding and will not charge you anything. The coverage includes the following details:

Insured Events	Benefit per Accident (HKD)
1. Death	\$120,000
2. Permanent total disablement (loss of limbs, sight, hearing, etc.)	\$100,000
3. Medical Cost	\$5,000 (Claim Ceiling for Chinese Bonesetter and Acupuncture Treatment is \$1,000)

7. Rules for Using Mobile Phones in School

Students are allowed to bring mobile phones to school for the sole purpose of facilitating communications between students and their parents. Any students who bring mobile phones to school are to strictly observe the following rules:

1. Only those applied in **Item 8 of the Parent Return Note** are allowed to use mobile phones in school.
2. Students are not allowed to turn on or use their mobile phones inside school other than the time before morning assembly, during lunch or after school.
3. Students can only use the voice call function of their phones when they are within school premises.
4. Students should keep their phones safe. Loss of mobile phones will be treated as regular loss of property.
5. Using school facilities to charge smart devices are strictly prohibited.
6. The school must be notified if the student changes to a new mobile phone and/or its number.
7. Students violating any rules mentioned above will be subject to disciplinary actions:
 - a. Students who use their mobile devices improperly will receive 3 Black Marks. Their parents will be notified and their phones confiscated until the end of the next school day.
 - b. Students who repeat the same offense will receive 3 Black Marks and have their phones confiscated. Their parents will be invited for an interview. The confiscated phones will only be returned to the visiting parents.
 - c. Students who repeat the same offense for the 3rd time will receive 1 Black Point, have phones confiscated, parents invited for an interview and to claim the phones. In addition, they will not be allowed to bring phones to school anymore for the rest of the school year.
8. If students do not follow the instructions given by invigilators during exams (eg. not leaving the phones under the chairs in plain sight; not turning off the phones so they make any noise during the exam) will be treated as cheating. Should the school accept your application to bring phones to school, please remind your son the above school rules on mobile usage on campus and keep his phones safe.

Please read all the above items carefully and complete the attached **Parent Return Note** and **Student Health Survey**. Have your son bring back both completed documents together with payments for various fees on or before 5th October (Mon). Thank you for your attention.

Best regards,

IU Kwong Chi
Principal

Parents Return Note

With Reference to Parent Letter documented 20200929a, I hereby make the follow reply (please ✓ the appropriate boxes) :

1. Adverse Weather Arrangement (for F.1 – 3 parents):

I am informed of the school dismiss arrangement during extreme weather conditions. When the EDB announces the suspension of school activities, please arrange my son to:

- leave school for home on his own.
- get in touch with me and leave school on his own after receiving my instruction.
- stay at school waiting for pickups.

2. Adverse Weather Arrangement (for F.4 – 5 parents):

I am informed of the school dismiss arrangement during extreme weather conditions. I consent that when the EDB announces the suspension of school activities, my son can be dismissed to go home by himself.

3. I am informed of the school's regular test arrangement and will supervise my son to do revision accordingly.

4. I am informed of the school's detention arrangement

5. I am informed of the school's various fees for this coming school year and have instructed my son to bring school the cash / check (** *cross out the inapplicable option*) needed to pay for these fees.
(check issuing bank: _____ Check number: _____)

6. I will urge my son to obey all teacher instructions and safety regulations when participating in physical activities. I have completed the attached Student Health Survey and instructed my son to **personally** submit the survey to his form teacher.

7. I am informed of the school's purchase of "Group Student Personal Accident" insurance plan and its coverage.

8. I am informed of the school's rules for on campus mobile usage. My preference regarding my son's mobile usage during school days will be:

- not allowing him to bring mobile devices to school.
- allowing him to bring mobile device to school but promised to urge him to observe the mobile usage regulations. Below is the information for the school's record keeping purpose.

Class	Class No.	Mobile No.	Mobile Serial Number (press *#06# to display)

Regards,

Signature of parent: _____

Date: _____

Student Name : _____ Class & No. : () Student's Contact No. : _____

Parent Name : _____ Parent's Contact No. : _____

St. Francis Xavier's College

【Student Health Survey】

(To be completed by Parents / Guardians)

Student Name : _____

Name of Parent/Guardian : _____

Class (Class no.) : _____ ()

Contact Number : _____

Date of Birth : _____

Emergency Contact Number : _____

Put a [✓] in the appropriate boxes if your son has ever experienced any episodes of the following:

		✓			✓			✓
001	Glucose-6-phosphate dehydrogenase (G6PD) deficiency		007	Diabetes		013	Vaccine Allergy	
002	Asthma		008	Hearing Impairment		014	Food Allergy	
003	Epilepsy		009	Hemophilia		015	Other Allergies	
004	Febrile Convulsion		010	Anemia		016	Tuberculosis	
005	kidney Diseases		011	Other Blood related Diseases		017	Minor Operation	
006	Heart Attack		012	Drug Allergy		018	Major Operation	

Supplementary descriptions for the above health conditions:

Please state in details if you believe that your son is not suitable to participate in physical education lesson or any other school activities:

Remark: All information you provide here will be kept strictly confidential.

Date

Parent / Guardian Signature