

聖士提反書院附屬小學
ST STEPHEN'S COLLEGE PREPARATORY SCHOOL

NOTICE NO.3

To: All parents
From: Dr Agnes Wai, Principal
Date: June, 2017

Campus Security Measures

For security reasons and to prevent trespassers from gaining easy access to the school premises, the School will adopt the following measures.

1. Parents, teachers and students will use the main entrance for passage, other entrance will be closed.
2. Parents or helpers coming to the School to deliver lunch or pick up a student should produce an entry permit issued by the School. Anyone failing to do so will be requested to produce his / her I.D. card for record purpose, or may be refused entrance.
3. How to apply and use the School Entry Permit:
 - For the application, **students should submit (Annex 7) and two photos taken in school uniform, photos' size not exceeding 30mmx35mm.** (Please write down class, as well as Chinese and English names on the back.)
 - Two Entry Permits will be distributed to every applicant before 31st October for free. A payment of HK\$30 per permit will be charged for late application or replacement. Existing students can submit on Registration Day.
 - The Entry Permit needs to be renewed each year.
4. Main gate of the School will be closed apart from opening time from 7:30a.m. – 8:15a.m., 2:45p.m.-3:30p.m., 4:30p.m.-5:00p.m. on school days. As a safety measure, the main gate is open only to school buses, students and parents should use the side gate at the main entrance for entering or leaving the School.
- *5. **All private vehicles coming into the School can only make quick stops for dropping off students. Parking is not allowed. All private vehicles, please arrive at the School at or before 7:50a.m. to drop off the students on campus. After 7:50a.m., students can only get off the vehicle at the gate of Ho Shung Yuk Building (Block G) (near St Stephen's Beach) and walk back to the campus, as 7:50a.m. to 8:10a.m. will be the peak hour for school buses to arrive. Your cooperation will be much appreciated.**
6. Parents delivering lunch boxes for their child have to leave the lunch boxes at the kiosk where students will pick up at lunchtime and eat at the Dining Hall. Lunch boxes, clearly labelled with student's name and class, will be brought home by the student himself.
7. Arrangements for picking up students after school:
Parents can pick up their child in the classrooms after 3:30p.m.
8. To ensure smooth traffic flow, parents are requested to **refrain from parking on the sides of Wong Ma Kok Path.**

通告第三號
校園保安措施

本校因校園保安理由，防止閒雜人等隨意進出，採取下列措施，請各家長留意。

1. 家長、師生均以學校正門為進出通道，其餘出入口將關上。
2. 凡家長或家傭來校送午膳或接領學生，須持有校方發出之出入校園許可証。如未能出示有效之出入校園許可証，校方將要求有關人士出示身份証明文件作登記或拒絕其進入校園。
3. 出入校園許可證之申請及使用：
 - 家長需交(附表七)及學生穿校服照片兩張，照片呎吋請勿超越 30mm x35mm。(於背後需寫上班級及姓名)。舊生可於註冊日呈交。
 - 學生可於每年 10 月 31 日前獲發兩張出入證，費用全免，如逾期申請或遺失補領，每證需繳付\$30 行政費。
 - 出入校園許可證須每年更新。
4. 學校正門開放時間為一上課日：7:30a.m.-8:15a.m.，2:45p.m.-3:30p.m.，4:30p.m.-5:00p.m.。學校正門大閘只供校車進出，學生及家長請利用大閘旁側門進出校園，以免發生危險。
- *5. 所有來校私家車輛，只可於校園停車上落，不可停泊。來校私家車輛，如於早上7:50a.m.或以前到校，學生可於校園內上落；唯車輛於7:50a.m.後到校，學生則只可於近海灘何崇濬教學樓(G座)門前下車，學生需步行回校園。此舉為避免7:50a.m.至8:10a.m.校車到達校園高峰期造成交通擠塞，敬請合作為盼。
6. 家長如為走讀生送午膳，請將飯菜送往更亭，飯盒請寫上姓名、班別；學生於午飯時往更亭領取，然後往食堂進膳。飯盒當天由學生放學帶回家。
7. 家長接學生放學安排：
家長於3:30p.m.後可到課室接領學生。
8. 為使上下課交通流暢，家長車輛請勿停泊於黃麻角徑兩旁。

以上通告
一至六年級家長

校長
衛燕華博士

二〇一七年六月