SAHK

Ko Fook Iu Memorial School



2026 – 2027 Parents Handbook

Succeed and Advance

Address：2 Fung Wo Lane, Wo Che Estate, Shatin, New Territories

Tel.：2697 2839

Fax：2603 0824

E-mail：kfims@sahk1963.org.hk

Website：http://www.kfims.edu.hk

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Let's care for our children.

Help them to be tolerant, not pampered.

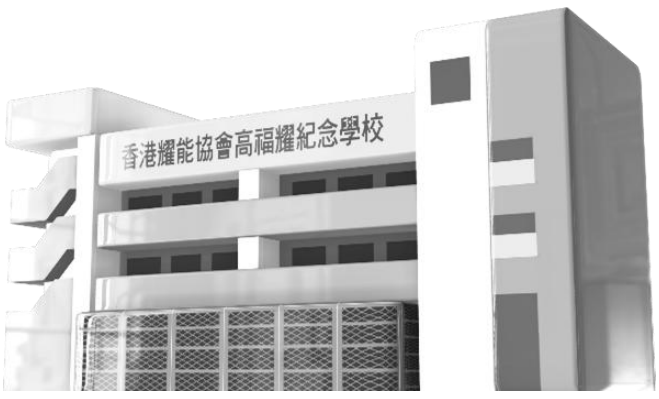
Encourage more, blame less.

Respect their unique character.

Enhance their self-esteem.

Set a good example and

inspire our children.



1. Introduction

The School was established in 1979 and was formerly known as Mt. Parish School, situated on Hong Kong Island. Later, it was moved to the present premises at Wo Che Estate in Shatin. It belongs to SAHK, and is subsidized by the Government. The school provides primary to secondary education to students with special educational needs. The school adopts the trans-disciplinary professional team approach and the philosophy of Conductive Education to provide student-oriented educational lessons and therapeutic training to students.

2. School Philosophy

The School carries out the missions and objectives of the SAHK as well as integrates the principles of whole-person education with Conductive Education to provide quality education and rehabilitation services to students with physical and multiple disabilities. The curriculum, which is student-centered, emphasizes on the cognitive development and self-management skills of students. Through the trans-disciplinary professional team approach, the school implements a diversified learning model which develops the 9 generic skills of students, enhances their self-image and self-growth, which helps them to integrate into the society.

3. Our Vision

We look forward to becoming a progressive and perfect educational institution to provide a good learning environment for disabled students so as to enhance students' self-reliance and establish a positive outlook on life. At the same time, efforts are being made to train students to become good citizens and promote a climate of social inclusion and harmony.

4. School Motto

立己立人 達己達人

5. Reminders to Parents

5.1 Regulations for Campus Opening

A. To enable students to focus on learning and ensure campus safety, parents should inform the school before visiting. Please do not enter the classroom or other special rooms otherwise students will be distracted in the lesson.

B. Parents / Visitors should register and wait at the reception.

C. Visitors, parents and caregivers should :

- not video and photo taking unless it is approved by the school.
- Eat or use electronic communication devices in the designated places (in the reception).
- Dress neatly

5.2 Parents and Students

A. Personal Belongings

Students should keep their uniform and appearance neat and tidy. Those personal belongings such as school bag and coat should be marked with names, if necessary. Hand and ankle splints are suggested to be marked as "Right" or "Left".

B. Keep valuables at Home

Avoid bringing valuables to school to prevent from being lost, broken or damaged.

C. Caring for Children

Parents are suggested to check children's homework and sign Handbook every day.

D. Cultivate a Healthy Life

Parents should help their children to develop good habits such as getting up and going to bed early, self-dressing, self-toileting and expressing their personal needs.

E. Parent-School Cooperation

Parents and the school should build up students' positive values and law-abiding spirit through moral, civil and national education.

5.3 School and Parents

5.3.1 Parent-School Communication

A. Emergency Contact

Parents should write the emergency contact information on Student Handbook. Please inform the school for any changes as soon as possible.

B. Change the option of an activity for your children

If parents would like to change the option about allowing or not allowing the children to join an activity due to personal/medical reasons, please inform the school at least 5 school days beforehand.

C. Common ways of contact

Ways	Purposes	Remarks
Parents-Staff Association (PSA)	• To encourage the communication between the school and parents. • To enhance the partnership between parents and staff. • To improve the learning atmosphere and quality.	4-5 meetings yearly
Parents Day	• To share the learning and rehabilitation progress about the student.	3 times for each school year
Home Visit	• To know more about student's home-life and give relevant suggestions.	If necessary
Parents Activities	• To provide the updated information about the school. • To promote parents education. • To encourage the communication between the school and families.	2-3 times yearly
Student Handbook	• To share the daily matters through the "Communication column".	Daily checking
School Notice	• To announce the important message from the school on the notice. Parents should sign and return before the deadline.	If necessary
Appointment with staff	• To share the learning and rehabilitation progress about the student.	If necessary
Joining official activities organized by school	• To know more about children’s performance at school and support our services.	Include seminar, workshops, visiting etc.
E-mail or phone	• To keep contact with the staff concerned.	If necessary
Rehabilitation Department WhatsApp Contact	• To communicate with staff via text, voice messages, photos, or videos during office hours on school days.	If necessary

5.3.2 Lesson Time

A. Lesson Time

Every Monday to Friday	8:55 a.m. - 3:50 p.m.

Parents are asked to send and pick up their children on time. For emergency, please inform the school as early as possible.

B. Absence and Leave

Casual leave / Sick leave/ Follow-up medical consultation	1. If the student is absent from school for 1 to 2 days due to illness or other affairs, parents are required to inform the school by filling in the "Student Absence Record" on P.60 of Student Handbook in advance or inform school by phone from 8:30 a.m. – 8:55 a.m. on that day. 2. If 3 days or more sick leave are required, the student is required to submit an approved medical certificate. 3. If 3 days or more casual leave (non-sick leave/ personal leave) are required, the student is required to submit an application letter with parent's signature. 4. If the student needs a medical enquiry form from the school nurse, parents should inform the school 1 week before attending the medical appointment.

C. Late and Early Leave

Parents should fill in the "Student Early Arrival / Leave / Absence Form" at the reception before the student enters / leaves the school.

D. Bad Weather Arrangement

If students are late or absent due to bad weather conditions, the school will handle the cases with compassion.

E. Delay of school buses due to unforeseen incidents or traffic congestion

Students who are late due to disruptions in school bus service caused by unforeseen events or traffic congestion, or students whose parents decide to keep them home from school on that day, will be treated with discretion by the school, and no disciplinary action will be taken against these students.

5.3.3 School Bus Service

The School Bus Service is sponsored by the Charities and Incorporated Management Committee of the school. It serves students in Shatin, Ma On Shan and Kowloon.

A. Fare

Route	Fare
1. <u>Fixed Route Monthly Fare</u> Bus services will be charged on 11 installments for all students. The charge depends on the locations of different districts. 2. <u>Non-fixed Route Fare</u> The charge depends on the locations of different districts. For Round Trip ONLY. Single Trip Payment is not allowed.	Fare will be adjusted by the inflation each year. Details can be seen on the notice which is distributed in September each year. Payments must be made by Autopay in Bank.

B. Route

- Fixed Route refers to the route between students' home and the school during school day.
- Non-fixed Route Fare refers to the route between a specific destination and the school.

C. School Bus Policy

- The location of bus stop should NOT be changed at any times.
- Parents and domestic helpers should arrive at the bus stops 3 MINUTES in advance for picking-up and getting on the school bus.
- School bus will leave after waiting FOR 2 MORE MINUTES of the scheduled time.
- Due to the traffic jam or other sudden matters, we are sorry for any inconvenience caused. The school bus schedules are tentative and are subject to change accordingly.
- The names of the nominated person whom the parents authorized to pick up students, should be registered by school.
- Students will be sent to school if parents are not at the bus stop. Parents should come to school and pick up the students afterwards.

D. Picking up by parents

Time	Parent Arrival Time
Lesson starts at 8:55 a.m.	Parents should bring students to school between 8:30 a.m. and 8:55 a.m.
Lesson ends at 3:50 p.m.	Parents should come to school between 3:50 p.m. and 4:00 p.m.

5.3.4 School Lunch Services

- The school prepares lunch for students. The lunch menu is designed by school nurse by referring to the Principles of Healthy Eating. Occupational Therapists (OTs) will arrange the tableware for students according to their special needs. Amount of eating will also be adjusted accordingly. Students are suggested to bring healthy refreshment.

- If students are overweight, they are suggested to eat more vegetables and less meat with the consent of parents.

- Meal charges will be adjusted every year according to inflation. It is shown in the notice distributed in September every year and paid by autopay. If students are absent for more than 1 week and request for refund for meal fees, they should inform the school by letter. No refund is given for student who is absent for less than 1 week.

- If a student will be absent for a week or more due to illness or other reasons, parents must notify the school in writing at least **4** school days in advance, submitting a **parent's letter and a medical certificate (if applicable)** stating the reason, in order to receive a refund for meal fees. If the absence is less than a week, the fees already paid will not be refunded.

5.3.5 Student Injury Treatment

A. Injured or stumbled and fever at school

Injured or stumbled at school	Mild situation	• School nurse applies ice pad and provides care to students.
	Severe situation (such as serious bruising and bleeding)	• School calls for an ambulance and escorts student to hospital for treatment immediately and informs parents to go to emergency room immediately.
	Injured head but cannot contact the parents	• For the safety of student's health, school will arrange staff for student's examination at hospital.
Fever before school*	• Student should attend clinic or hospital to receive treatment and take rest at home. Wait for two more days after the symptoms disappeared before coming back to school.	
Fever during school	• School nurse informs parents to attend clinic and bring student back home to take rest. Wait for two more days after the symptoms disappeared before coming back to school.	
If Body temperature reaches 40 °C	• School calls for ambulance and escorts student to hospital for treatment immediately and informs parents to go to emergency room immediately.	

* Remark: Normal oral temperature 37.5°C or tympanic temperature 38 °C or axillary temperature 37.3°C

B. Take medicine at school

School bus users	• Parents should give medicine to school driver. • Parents should inform school nurse the reason of taking medicine. • When students get back home, parents take the medicine from driver.	• Medicine must be prescribed by government registered medical officer within 7 days, except long term medicine, such as Antiepileptic drug • The label of medicine bag and bottle should provide the following information: 1. Student name 2. Name and address of medical officer 3. Medicine name and dosage 4. Frequency and time 5. Prescription date 6. Methods of administration, such as suppository insertion or topical application.
Students picked up by parents	• Parents should give medicine to school nurse, take back their medicine before the student leaves the school.	
Rehabus users and students leave school on their own	• Please mark 'Brought Medicine' on Student Handbook and contact the school nurse.	

5.3.6 Class Suspension Arrangement in Inclement Weather Conditions

A. General arrangements

Weather conditions / Rainstorm Warning Signal	Corresponding measures
When Tropical Cyclone Warning Signal No. 1 or AMBER rainstorm signal is issued.	• The school operates as usual unless advised otherwise.
When Tropical Cyclone Warning Signal No. 3 or RED or BLACK rainstorm signal is issued.	• Upon EDB's announcement, classes are to be suspended.

B. Special arrangements

Weather conditions / Rainstorm Warning Signal	Corresponding measures
On the way to school (7:00 a.m. to 8:55 a.m.) • When Tropical Cyclone Warning Signal No. 3 or above issued • RED or BLACK rainstorm signals issued • Class suspension announced by EDB	• When the school bus arrives at the pick-up point, parents will be notified about the class suspension announcement and the school bus is not required to pick up the students. • If the students have already got on the school bus, please contact the school for the arrangement of picking up the students.

When school is in session
(8:55 a.m. to 1:00 p.m.)
• When Tropical Cyclone Warning Signal No. 3 or above is issued
• Class suspension announced by EDB
	• In general,
	  • School will continue the lessons and lunch time will be as usual.
	  • For students, who are using school bus services, leave school at 2 p.m. and parents will pick up the students about 2 hours earlier than usual time.
	  • For students, who are picked up by parents, their parents will be asked to come to school and pick up the students.
	  • For students, who are using Rehabus Services, will stay at school and get on the Rehabus as usual.
	• If the weather changes suddenly, parents should pay attention to school's special arrangement.

When school is in session (8:55 a.m. to 1:00 p.m.) • When RED or BLACK rainstorm signal is issued and class suspension announced by EDB	• School will continue the lessons until all rainstorm signals are cancelled.

Weather conditions / Rainstorm Warning Signal	Corresponding measures
When school is in session (1:00 p.m. – 3:50p.m.) When Tropical Cyclone Warning Signal No. 3 or RED rainstorm signal issued in the afternoon. (It is supposed that the higher tropical cyclone warning signals or the BLACK rainstorm signal will not be issued in a short time.)	• Students should continue the lessons until the end of normal school hours. School Bus Services are provided as usual. The pickup time will not be changed. • If the weather changes suddenly, parents should pay attention to the special arrangement from the school.
When school is in session (1:00 p.m. – 3:50p.m.) BLACK rainstorm signals issued.	• Unless there is danger in the school, in general, students will stay in school until the warning signal is cancelled. The school will arrange the school bus to send students home. • Please keep in contact to ensure the time for leaving school.
# The School should be open until the end of normal school hours and implement contingency measures, including arranging staff to look after those students who have arrived at school. If the conditions are safe, the students will be arranged to return home in appropriate situation.	

C. Arrangements for Special Situations

- Examination

  If the suspension of classes is announced, the examination will be postponed. The school will notify the parents for the arrangement.

- School Activities

  If the Education Bureau announces the suspension of classes or cancellation of school activities, the school activities will be cancelled

D. Contact & Enquiries

School Tel.	2697 2839

** In inclement weather conditions, parents should pay attention to the announcements made via the radio or television. The school will contact parents based on the information provided in the emergency contact which is filled in the Student Handbook.*

5.3.7 School Measures under Hot Weather Conditions

A. School Measures under Hot Weather Conditions

- Under hot weather conditions, students will be arranged to stay indoor with air-conditioning. Students will stay indoors for activities, such as morning exercise, morning assembly, lunch time, recess, learning activities, etc.
- Air-conditioners and fans can be turned on in classrooms, special rooms, hall and covered playground.
- Students should drink enough water.

B. School Measures on Preventing Mosquito bites and mosquito breeding

- A pest control company would place larvicidal oil and larvicidal sand in the school premises regularly.
- Mosquito lamps are installed in classrooms, special rooms, hall, covered playground, washrooms, etc.
- School performs regular inspection of the school environment, clears the rooftops and flower beds, removes stagnant water to avoid the breeding of mosquitoes.
- Teachers turn on the air-conditioners and close the windows to avoid the mosquitos from flying into the classrooms.
- Reduce students' time in staying outdoor to avoid mosquito bites.
- Take personal protective measures such as wearing light-coloured long-sleeved clothes and trousers and apply insect repellent containing DEET to clothing or uncovered areas of the body when doing outdoor activities.
- Parents can provide proper measures for their students, such as applying mosquito repellent patches, insect sprays, etc.

5.3.8 Rules for students bringing mobile phones to school

A. Objective

The school understands that parents want to stay in contact with their children during off-campus activities and when traveling to and from school. Therefore, the school has established the following guidelines, which parents must urge their children to follow and to avoid inappropriate use of mobile phones at school.

B. Usage Guidelines

1. If parents believe there is a significant need (e.g., the student travels to and from school independently) for the student to carry a mobile phone to school on a long-term basis, they must complete an application form each academic year and apply to the school for permission. Students may only bring mobile phones to school with the school's approval.
2. Parents and students are asked to read these guidelines carefully, adhere to them strictly, and remind their children to take good care of their mobile phones. The school will not be held responsible for any loss.
3. Students must turn off their mobile phones before entering the school premises and store and keep them safe after returning to school. Displaying or using mobile phones is prohibited during school hours; the school is not responsible for any damage or loss. Students may only use their mobile phones after the school bell rings at the end of the school day.
4. In case of an emergency, parents should first call the school to contact their child. The school can also provide a telephone for students to contact their parents.
5. If a student brings a mobile phone to school without prior application, the school will confiscate the mobile phone, and a parent will be required to come to the school to retrieve it.
6. If a student violates the above guidelines, and if other violations are involved, penalties will be imposed according to the severity of the violation.

If a student repeatedly violates the above guidelines, the school will consider suspending or prohibiting the student from bringing a mobile phone to school.

5.3.9 The handling of student involvement in national security issues

A. Examples of Incidents Involving Political Propaganda in Schools and Suggested Ways of Handling;

Scenario/ Example	Suggested Ways of Handling
Wearing garments/ ornaments/ badges/ items that carry political message(s) on campus Chanting slogans, forming human chains, posting slogans/ publicity materials or singing songs which carry political message(s) within the campus Damaging school facilities (e.g. graffiti) for political propaganda or expressing certain political views or demands	● School personnel should immediately advise students to stop doing so and explain to them that such actions may cause disputes among students because of differences in political beliefs and worsen peer relationship. Teachers should also emphasise that the campus is not a place for expressing political aspirations. ● Depending on the specific contents conveyed and the circumstances, school personnel should remind the students the likelihood that the acts concerned would contravene the National Security Law or other laws applicable to Hong Kong. If suspected illegal acts are involved, the school may consult the Police Community Relations Officer/ School Liaison Officer of the Police district concerned. In case of a grave/ emergency situation, the school should report to the Police immediately (Note). ● The school should inform the parents concerned as soon as possible and handle the issue together through home-school cooperation.
Possessing or displaying items that are allegedly advocating "Hong Kong independence", promoting/ expressing hatred or violence	● School personnel should immediately advise students to stop doing so and remind them the likelihood of contravening the National Security Law or other laws applicable to Hong Kong. If suspected illegal acts are involved, the school may consult the Police Community Relations Officer/ School Liaison Officer of the Police district concerned. In case of a grave/ emergency situation, the school should report to the Police immediately (Note). ● The school should inform the parents concerned as soon as possible and handle the issue together through home-school cooperation.
Requesting peers/ others to express their political stance or coercing peers into supporting their own political stance by means of bullying	● School personnel should immediately advise students to stop doing so and make clear to them the school's stance of "zero tolerance" towards bullying. ● The school should clearly elucidate that the school is not a place for expressing political aspirations. ● The school should inform the parents concerned as soon as possible and handle the issue together through home-school cooperation.
Initiating, organising or participating in class boycotts	● School personnel should immediately advise students to stop doing so and make them realise that the school is strongly against all forms of class boycotts as such activities are greatly detrimental to their learning. ● The school should clearly elucidate that the school is not a place for expressing political aspirations.

	• The school should inform the parents concerned as soon as possible and handle the issue together through home-school cooperation.
Initiating or participating in activities in contravention of the rules outside the campus, including assemblies and processions not brought to the attention of or not approved by the Police	• School personnel should immediately advise students to stop doing so and remind students that participation in assemblies and processions which have not been notified to or have been objected by the Police may constitute an offence of unlawful assembly or contravene other laws. In case of a grave/ emergency situation, the school should report to the Police immediately (Note). • School personnel should remind students that the school uniform represents the school as well as all its teachers and students. Misbehaving while wearing the school uniform would tarnish the school's reputation. Students should not wear school uniforms when participating in activities which are not organised or approved by the school (including any form of political activity). • The school should inform the parents concerned as soon as possible and handle the issue together through home-school cooperation.

Note: Please make a record of the suspected illegal acts, the people involved and details of the situation. When needed, the school should report and provide the relevant information to the Police for follow-up.

Source: Education Bureau Circular No. 9/2023: National Security: Maintaining a Safe Learning Environment Nurturing Good Citizens (National Security: Specific Measures for Schools) (Enhanced Version dated June 2023), appendix 5

5.3.10 Handling and following up on acts of disrespect towards the national flag, national emblem, regional flag, and regional emblem related to schools

If parents refuse to let their children participate in the national flag raising ceremonies at schools, how should the school handle it? If individual students show disrespect for the national flag, national anthem or regional flag in a national flag raising ceremony, how should the school follow up?

If parents refuse to let their children participate in the national flag raising ceremonies at schools, schools should explain to the parents concerned that the national flag raising ceremonies are ordinary learning activities at schools, which all students should take part in.

Schools should educate students on the etiquette to be followed in a national flag raising ceremony, such as standing solemnly and deporting themselves with dignity, so as to enhance a sense of nationhood and national identity among students. They should follow up immediately if students behave inappropriately and cause disruption to the national flag raising ceremony, including requesting the concerned students to stop such misbehavour at once. Where necessary, schools may first remove the concerned students from the venue to allow the ceremony to continue in a solemn manner. In addition, schools should follow up on the students' misbehaviour according to the prevailing guidance and discipline strategies. These include understanding the cause of the students' misbehaviour and providing suitable counselling and follow-up support depending on their explanation and specific circumstances, with a view to helping them make improvement.

If outsiders or parents do not conform with the proceedings of a national flag raising ceremony (such as not standing solemnly or not deporting themselves with dignity), how should the school handle it?

As far as possible, schools should brief participants on the procedures before a national flag raising ceremony and remind them of the proper etiquette to be observed during the proceedings. If individuals are found to be ignoring the prescribed arrangements during the proceedings, the school may remind them politely. Moreover, schools should maintain good communication with parents through day-to-day contact and foster home-school cooperation to enable them to understand the meaning of conducting a national flag raising ceremony during individual activities. With concerted efforts, students' sense of national identity can be enhanced.

Source: Education Bureau Circular No. 6/2024: National Flag, National Emblem, National Anthem, Regional Flag and Regional Emblem, Q&A 28 and 29 of Frequently Asked Questions and Answer of "Matters relating to the display of the national flag and regional flag, conduct of a national flag raising ceremony, and playing and singing of the national anthem".

5.3.11 Student pick-up and drop-off policy

1. Both the school and parents must ensure that students travel safely to and from school and home.

2. Unless the school assesses and determines that a student is capable of traveling to and from school independently, parents must accompany the student to and from school or when boarding/disembarking school buses/rehab buses.

3. Our school's occupational therapist will provide "Independent Community Training for Home-to-School" for secondary school students in mainstream or adapted classes, based on their abilities, and will conduct assessments in stages. Students may only begin traveling to and from school independently after passing the occupational therapist's assessment.

4. All students who fail the assessment or all primary school students:

    - Must be accompanied by a parent to and from school, or when boarding/disembarking school buses/rehab buses.
    - If a student stays at school waiting to be picked up, they must wait until a parent arrives at the school before leaving.
    - If a student takes the school bus home and a parent is not at the drop-off point, the student may not get off the bus. If the wait exceeds a reasonable time, the student will return to the school by the same bus to wait for a parent to pick them up.

5. If you have any questions about student pick-up and drop-off arrangements, please call 2697 2839 to inquire with Ms. CHOI Kwan-Ying, Head of the School Bus Team, or Mr. LI Wai-Chung and Ms. SHEK Yuen Tsan, Head of Student Formation.

6. Reference

6.1 Privacy Ordinance

The school and SAHK staff would provide students' ID/birth certificate number and copy to authorities such as hospitals, Education Bureau and Social Welfare Department if necessary. In order to protect the rights and interest of our students, we would obtain parents' consent according to the ordinance of Hong Kong Privacy Commissioner for Personal Data.

6.2 The Prevention of Bribery Ordinance

KFIMS is a special school of SAHK. We provide quality education and rehabilitation services to students with physical or multiple disabilities. Working with strong commitment to foster our students is our responsibility. Therefore, parents shall not give any kind of gifts in return for our hard work. Moreover, the act of presenting cash and materials could possibly violate "The Prevention of Bribery Ordinance". During the Lunar New Year, parents shall not give any "red packets" or gifts to any staff member. All staff members would be reminded for the above regulations.

6.3 School Block Insurance

In the interest of the school, the Education Bureau takes out a Block Insurance Policy (BIP) for aided schools to protect the schools against financial losses arising out of their business which results in accidental injury to any persons and employees. BIP comprises 3 sections - the public liability insurance; the employees' compensation insurance and the group personal accident insurance.

(A) When the "Third Party" which can be of students, parents, visitors, or the public who are injured or suffer loss due to school's negligence, victim may claim compensation from the school. By the coverage of the policy, the insurance company will：

(i) provide services of defence;

(ii) pay the legal costs; and

(iii) pay the compensation as awarded by the Court to the claimant up to the policy limit if the court holds that the school is legally liable.

(B) When students suffers Injury as a result of a school's business, parents may, under the common law process, claim compensation from the school. As required by law, parents have to prove that the school is negligent in causing the Injury or damage. It is the court to rule whether compensation is warranted and its amount.

(C) Taking into consideration that there are accidents in which the school is not negligent and/or student-victims may have to go through complicated and long common lawsuit to prove negligence, if any, on the part of the school, the BIP includes a personal accident insurance for Students, providing some financial consolation to students who suffer from Accidental Death or Permanent Disability whilst participating in any school activities. The maximum benefit is HK$200,000 per Student according to scale. This is a nominal benefit to students out of grace on top of any common law compensation and students may obtain this regardless of any proof of any parties' negligence. However, this cover should not be seen as a comprehensive personal insurance coverage.

6.4 National Security

When parents/visitors arrive at school, they are not allowed to bring any publications or objects which endanger national security. At the same time, carrying out political propaganda activities or any acts that seriously threaten national security is prohibited at school.

6.5 Guidelines on Prevention and Management of Missing Mentally Handicapped People Incidents (From The Social Welfare Department to Parents)

6.5.1 Prevention measures on missing mentally handicapped people

A. Do not confine your mentally handicapped children at home just for fear that they may get lost. You should help them to familiarize with your home vicinity and acquaint them with the way home. They should be trained to get help from passers-by or the police in case they get lost.

B. Mentally handicapped people capable of verbal communication can be trained to converse with others to enhance their ability to communicate with others or answer questions.

C. Let the mentally handicapped people choose and wear their favourite hand strings, necklaces, or keyholders which bear their simple personal information. It would be better if these items are of interest to them so that they are more willing to wear. Besides, the habit of wearing these items might be fostered from their early years.

D. Encourage the mentally handicapped people to bring their bags or backpacks when going out. Put in the bags/backpacks copies of their Hong Kong Identity Cards, Registration Cards for People with Disabilities and other emergency contacts.

E. Put the mentally handicapped people' name and emergency contact information inside the collar or sleeves of their clothes.

F. Keep an eye on the mentally handicapped people when going out with them and pay attention to where they go and what they do.

G. Remind the mentally handicapped people to stay where they are and not to wander around in case they get lost with their family.

6.5.2 Contingency Measures for Families When Individuals with Intellectual Disabilities Go Missing

A. If the individual cannot be located after a preliminary search, the family should report the case to the police immediately – there is no need to wait 24 hours. If necessary, the family may also use electronic media to public appeal for assistance in locating the missing person.

B. Once the individual has been found, the family should notify the police and any other parties who were involved in the search effort.

6.6 Important Notes Regarding Activities Not Organized by the School

For school activities, parents will be officially informed through notices, the student handbook, or phone calls. These school-organized activities are covered by an insurance arranged by the EDB, which includes accident claims for students. If an activity is organized privately by individual staff members and not by the school, it is considered a personal event. Parents should make their own judgment to decide whether to let their child participate.

7. Formal School Uniform

Students should keep their uniform and appearance neat and tidy. Parents should prepare the suitable uniform for the children.

1. The dress code for summer school uniform :

<table>
<tr><th></th><th>Summer uniform and sport suit</th></tr>
<tr><td>Upper</td><td>
Kids Unisex Short Sleeve Polo Shirt</td></tr>
<tr><td>Lower</td><td>
Kids Unisex Track Pants
or

Kids Unisex PE Short

*Secondary students should dress on track pants.</td></tr>
</table>

2. The dress code for winter school uniform:

	Winter uniform and sport suit
Upper	 Kids Unisex Long Sleeve Polo Shirt
Lower	 Kids Unisex Track Pants
Coat	  Kids Unisex 2in1 Jacket (Windbreaker & Fleece Jacket) (They can be worn separately)

Remarks：Coat or down jacket in dark color is allowed when the temperature is 13°C or below.

3. Underwear : White underwear without decoration

4. Coat : Coat in dark blue

5. Socks and Shoes : White socks without decoration, Black shoes or white sport shoes

6. Accessories: Should be simple and plain. If it must be worn for personal reasons, it should not be exposed.

8. Opinion and Suggestion

SAHK Ko Fook Iu Memorial School

Feedback Form

1. The school looks forward to addressing your concerns and follows up your opinion promptly.

2. For enquiry, please contact the school by:

- filling in the following form
- making an appointment with the principal, vice principal, senior teachers or the social workers
- calling us on 2697 2839.

3. Thank you for your opinion so that the school may improve the quality of services.

A. Opinion / Suggestion

Event: _____

_____

_____

Opinion / Suggestion: _____

_____

_____

B. Personal Information

Please provide the following information so that the school can do follow-up.

Parent's Name：_____Student's Name：_____Class：_____

Contact No.：_____Signature：_____Date：_____

Thank you for your opinion!

9. Mobile Phones Permission Application Form for Students

SAHK Ko Fook Iu Memorial School

Mobile Phones Permission Application Form

The Principal,

I am applying for my child, Class ( ) (student name) _____, to bring a mobile phone to school for the _____ to _____ academic year for the following reasons, and I hope the school will approve it. I understand and accept the school's guidelines regarding students bringing mobile phones to school, and I will definitely urge my child to comply. I will also urge my child to take good care of the mobile phone brought to school, and I will be responsible for any loss.

Reasons for application：

_____

_____

Student's Signature：_____ Parent's Signature：_____

Application Date：_____

School's reply

After reviewing the above application, the school has now

- ☐ approved your child to bring a mobile phone to school.
- ☐ disapproved your child from bringing a mobile phone to school, because:

_____

Signature and Chop of the Head of Student Formation：_____

Date：_____

(After this application is approved, the original will be kept on file by the school, and a copy will be given to the parents.)