



# THE SCHOOL DAY

## ABSENCES

To maximise learning outcomes, we expect students to attend every day possible of each term. Students must keep a satisfactory attendance record - absences of more than 10% of the school year may affect their future enrolment at the school.

To log a student absence, parents should log into iSams and navigate to the dashboard, where they will be able to see their child's profile. Then, click Quick Actions > Create Leave Request, and input the date of the absence.

If your child is absent because of illness, please provide a note and/or medical certificate when your child returns to school if it has been an extended absence.

Extended absences should be logged via iSams, using the same method as above. The Primary or Secondary Office will contact parents to follow up.

We do not normally provide work for students to do at home during illness, but please talk to your child's teacher if there is likely to be a long recuperation period.

Brief absences during the school day, for example for a doctor's appointment, need a note from you to the primary teacher, homeroom teacher or Secondary Office. Parents of primary students must also sign an early release form from the Primary Office and pick up an early release card for security.

If you are away from Hong Kong (for any length of time) while your child is at school, you should inform your child's teacher and the Head of Secondary or Head of Primary, as applicable, in advance, and give your emergency contact details.

### ABSENCES FROM PHYSICAL ACTIVITIES

If your child needs to be excused from a Physical Education (PE) activity, you need to provide a doctor's certificate and a parent note which explains why they cannot participate. If your child gets hurts during the school day, the school First Aid Officer will write a note for our PE staff and you will be informed as the parent.

### COLLECTING STUDENTS DURING SCHOOL HOURS

Parents wishing to collect a student during school hours must send a written note or email in advance to the Secondary or Primary Office. In an emergency, please go to the Secondary or Primary Office. Parents/guardians are not permitted to go to the classrooms without approval from the Secondary or Primary Office. If your child normally travels by bus, please also inform the bus company.

Primary students will not be released to anyone other than the parent, guardian, or authorised adult identified in our documentation. To ensure student safety, the Head of Primary (or their representative) will sign a release form authorising you to take the student from the classroom. Teachers have been instructed that no student is to be released without this documentation. This procedure is to protect students and must be observed.

### LATE ARRIVALS

Primary students who arrive late must go to the 3/F Primary Office, register their names and receive a red late card. The class teacher will countersign the late card when the student arrives at their classroom.

Secondary students who arrive late must register at the front entrance or go to the 8/F Secondary Office, register their names and receive a late card. The late card must be countersigned by the subject teacher for the period in which the student arrives at school. The red card must then be returned to the Secondary Office by the student before the end of the day.

## DISMISSAL

When changing any pick-up arrangements for your child (R-12), please ensure their relevant class teacher or the Secondary or Primary Office is advised **before 12:00 noon**. It is not possible for us to guarantee that your child will receive the details regarding the change to the pickup arrangements after this time. If your child normally travels by bus, please also inform the bus company.

- **In Primary**, pick up and exit for non-bus students will be via the green Norfolk Road EVA gates. The departure gates will be opened at 2:50pm. No entry into the school will be permitted prior to this time, unless you have a prearranged appointment. Class teachers will bring students down to the G/F dismissal area at 2:45pm, where parents/guardians can collect their child. At this time, if you need to then enter the school to assist or supervise your child for an ECA or activity, please register at the registration table on the G/F before entering the school.
- **Year 5 and Year 6 students** with younger siblings will wait with their sibling's class. They may not leave with their sibling and must be collected by their carer. All other Year 5 and 6 students will be dismissed from the school's front entry to be picked up by their carer.
- **In Secondary**, students are dismissed at 3:30 and make their own way home.
- For students in years 7 to 10, there is no Period 6 on Friday afternoons. Students are dismissed at 2:35pm
- Year 11 and 12 students can be dismissed after 12:50pm on any day of the week if they have no classes in Period 5 and Period 6

In the event of wet weather, students will exit via the green Norfolk Road EVA gates.

## THE SCHOOL DAY TIMETABLE

### Primary

The day begins for all Primary students at 7:55am and ends at 2:50pm. Classrooms open at 7:55am. Students who arrive earlier than this must wait in the 1/F cafeteria area until the bell goes at 7:55am.

Reception students can be taken to their classroom by their carer at 7:50am to prepare for the day.

### DAILY TIMETABLE

	Length (minutes)	Reception - Year 2	Years 3 - 6	Secondary
<b>Homeroom</b>	20	7:55am - 8:15am	7:55am - 8:15am	8:15am - 8:35am
<b>Period 1</b>	45	8:15am - 9:00am	8:15am - 9:00am	8:35am - 9:30am
<b>Period 2</b>	40/50	9:00am - 9:50am	9:00am - 9:40am	9:30am - 10:25am
<b>Recess</b>		9:50am - 10:00am (snack)	9:40am - 10:00am (recess)	10:25am - 11:00am
<b>Snack</b>		10:00am - 10:20am (recess)	10:00am - 10:10am (snack)	
<b>Period 3</b>	40/50	10:20am - 11:00am	10:10am - 11:00am	11:00am - 11:55am
<b>Period 4</b>	45	11:00am - 11:45am	11:00am - 11:45am	11:55am - 12:50pm
<b>Lunch</b>		11:45am - 12:10pm (lunch)	11:45am - 12:10pm (play)	12:50pm - 1:40pm
<b>Play</b>		12:10pm - 12:35pm (play)	12:10pm - 12:35pm (lunch)	
<b>Period 5</b>	45	12:35pm - 1:20pm	12:35pm - 1:20pm	1:40pm - 2:35pm
<b>Period 6</b>	45	1:20pm - 2:05pm	1:20pm - 2:05pm	2:35pm - 3:30pm
<b>Period 7</b>	45	2:05pm - 2:50pm	2:05pm - 2:50pm	
<b>Dismissal</b>		2:50pm	2:50pm	3:30pm