Section 7 Home - School Connection

7.01 Parent-Teacher Association

The Parent-Teacher Association was set up in October 2008 to enhance the partnership of parents and the teaching staff of the college in working for the benefit of the students’ development. The parent executive members are elected by all registered members who are parents of the current students. The Annual General Meeting and Election are held before November every year according to the PTA constitution. This constitution and recent notices of the PTA’s executive committee can be found on the College Homepage. The latest minutes of the PTA’s executive committee can be downloaded through the eClass platform.

7.02 Home-School Booklet

The “Home - School Booklet” is to be used by the parents and the teachers of a student to write short messages for quick communication. There is also space for parents to put down the body temperature of the student when there is a need to do so. To facilitate checking by parents and teachers, students are required to bring along this booklet with them to school and to take it home every day.
Notices to Parents

Notices will be issued to parents from time to time, as required. Students have the responsibility
to take these notices home to parents and return the parent signed reply slips to the mentor.
Students who delay showing a notice to parents or are late in returning the reply slip to the
mentor will be subjected to disciplinary action.

All the notices to parents will be uploaded to the school homepage. Parents may check these
notices in the following way:

1. Open Internet Explorer (or any internet browsers). Enter http://sfe-plk.edu.hk to go to
   the College Homepage.

2. Current notices to parents’ can be accessed by clicking the respectively headings.

3. Notices issued earlier on can be accessed by clicking the hyperlink ‘more…’.

4. Select the parent’s letter and click the icon to download.
7.04  **Sunshine Calls**

Teachers of the college, especially the mentors, may call the parents from time to time to discuss the performance of the students. The content of such discussions may be on general issues, or to inform parents of something worth appreciation or something worth noting. Therefore it is necessary for parents to inform the college immediately about any change in your phone numbers, home address or e-mail address.

Discussion with the student’s mentor or any college staff initiated by parents is also welcome. Parents please note your messages to students will not be delivered except in an emergency. Moreover, if you call your child’s mobile phone during lessons and it is heard ringing, he will be subjected to disciplinary action, as students are not allowed to turn on their mobile phones during school hours (Section 5.01).

7.05  **Student Report**

There is one examination for students in S.6, while there are two examinations in the other form levels. A printed report for each S.4 or 5 student will be issued about one month after the corresponding internal examination while S.6 students will be given their report on Speech Day in May. Parents will be invited to the college to collect their child’s report after the first term examination. By the end of the school year, parents of students who do not satisfy the promotion or graduation criteria will be informed through parents’ letter and phone call from mentors.

The student report is a unique document. No duplicate copy of the report will be issued. Hence, students are advised to keep it in a safe place. However, a student may apply for a transcript in case of loss or damage of the original report. Details of the application are available in Section 2.05.

7.06  **Note on Raising Concerns**

The note is produced in the context of our commitment to quality programs and student support. Accordingly, the following should be seen as complementing and consistent with all other student policies developed and implemented by the College.

Parents wishing to raise a concern or make a complaint, including issues about equal opportunities, sexual harassment and the like, should contact relevant school personnel. Only those concerns or complaints which are written and signed by parents/guardians or our students may be investigated formally by the College.

A parent/guardian concerned should approach the mentor or class co-ordinator with a view to resolving the concern.

Where the parent/guardian is unable to resolve the case of concern with the mentor or class co-ordinator, he/she should approach subject/department/committee head with a view to resolving it.
If the case is still unresolved, the parent/guardian should raise the matter with the Vice Principals with a view to resolving it.

If the case is still unresolved, the parent/guardian wishes to pursue the matter further, he/she should elevate the concern to the School Principal.

Parents can contact the school by phone (23905010) or by e-mail (info@sfc-plk.edu.hk) to raise their concerns.

7.07 Preventing Communicable Diseases in School

With reference to the guidelines provided by the Department of Health, the diseases shown in the following list are communicable. To prevent the outbreaks of such diseases, parents have to restrain their children from returning to school before complete recovery if they have contracted such diseases.

~ Bacillary dysentery, 條菌痢疾
~ Chickenpox, 水痘
~ Cholera, 霍亂
~ Conjunctivitis, 紅眼症
~ Diphtheria, 白喉
~ Hand, foot and mouth disease, 手足口病
~ Measles, 痲疹
~ Meningococcal infections, 腦膜炎雙球菌
~ Mumps, 腺脣炎
~ Poliomyelitis, 小兒麻痹症
~ German measles, 德國痳疹
~ Scarlet fever, 猩紅熱
~ Tuberculosis, 肺結核
~ Typhoid fever, 傷寒
~ Viral gastroenteritis, 腸道傳染病
~ Viral hepatitis A, 甲型肝炎
~ Whooping cough, 百日咳