As Christmas and New Year is coming, I represent all the staff members of Siu Leun School to send our greetings to you. I would like to take this opportunity to enhance the cooperation between parents and our school, for the future of our children. Here are some events to share with parents:

1. Use of self-study room
The number of students has reached the ceiling in our after-school self-study room. We have already deployed more manpower and spaces to maintain the quality of the self-study room. Yet, parents please note that the self-study room is set up for the family in need. If adults are able to take care of the children at home after school, the children should not stay in the self-study room.

2. The policy of CCTV
A few years ago, our school installed some CCTV in the classrooms of the lower floors. The purpose is to invigilate the teaching process of the out-source tutorial classes or activities. The installation of CCTV involves no other purposes. Parents do not need to worry about this.

3. Marking criteria of Religious Study
Christian education is the core value of our school. In order to encourage students who do not go to a church regularly to have a taste of attending a church, we are now planning to carry out the following policies:
   a. For those students who do not go to a church regularly, our school would invite them individually to go to Holy Word Church once in a school term. If the students can achieve this, they can get extra 5 marks in the Summative Assessment of Religious Study. The maximum is 10 marks. This is to encourage students and also to complement the written assessment of the subject.
   b. The full mark of the subject is still 100 marks.
   c. The above arrangement also applies to the students who attend churches other than Holy Word Church.
   d. The above arrangement does not apply to P.5 and P.6 students.

We are now consulting the PTA about the new arrangement. We expect that it may be carried out in the second semester the earliest. Should parents have any questions, feel free to talk to us.

4. Protecting students’ personal particulars
We want to ensure that students’ personal particulars, like address, telephone number, and email address, will not be misused by organizations outside our school. From now on, for the competitions or events that are enrolled through our school, we will print the relevant details of our school, instead of the students’ details on the
application forms.

5. Organizing school bag and other personal belongings
Parents please encourage your children to **pack the school bag** according to the timetable **every day**. They should leave unnecessary books and stationery home. We also suggest children use school bags which are made of **lighter materials**. Please also remember to write students' name on their personal belongings such as **lunch boxes, jackets, water bottles**, etc so that we can find the owners of lost items easily. It is also an opportunity to develop students' ability to take care of themselves and sense of responsibility.
(Do you know? There are almost a thousand unclaimed lost items every year! That is not environmental friendly!)

6. Fund-raising event – Fruit Bar
Fruit Bar is set up during recess and lunch break every day for teachers and students to purchase fresh fruit. Students can **choose the types of fruit they like and put money in the boxes by themselves**. All money raised would be donated to charitable organizations. We have raised **over one thousand dollars each month on average**, which is very encouraging. Fruit bar often **provides rare fruit** to open students' eyes. We believe Fruit Bar is beneficial to both our students and people in need and it can glorify our God. Please encourage your students to support Fruit Bar. If you or your children would like to suggest donating to certain charitable organizations, you are welcome to tell the principal.

7. Pick up your children on time
The school understands that sometimes parents may not be able to pick up their children on time due to emergency. We would try our best to assist when time allows and communication between parents and the school is maintained. However, under **extreme situations**, we may need to **send the student to nearby police station** after evaluating the student's physical and mental state. It is for the sake of the safety of the student and the occupational safety and health of the working staff. Before the student gets picked up by parents at the police station, the school will keep contact with parents, the student, related working staff and the police in order to make sure the student receives proper care.

8. Thanks to parent volunteers
The principal always encounters groups of parent volunteers when inspecting the school. Some of them are “storytellers”, some are helpers at the library, some work for Parent Teacher Association, some support students with special educational needs, some help with the school Christmas decoration, etc. They sacrifice their time, energy and money selflessly for the school. It is touching that they are doing all these for no return. They always said with a smile, “Principal Chan, we don't need any rewards because **if the school benefits, all students benefit and so as my children.**” We are grateful to have such thoughtful and helpful parents. May God reward people who work for him with peace and joy.
We have given each student a reusable bag (10th anniversary version) for free. (Please remember to write the student's name on the bag.)