

September 3, 2018

Dear Parents / Guardians,

Please note for the following:

- Special timetables for 3<sup>rd</sup> and 5<sup>th</sup> September, 2018 are as follows:  
 3<sup>rd</sup> September : 8:00 am to 12:05 pm (School bus will depart at 12:20 pm)  
 4<sup>th</sup> & 5<sup>th</sup> September : 8:00 am to 12:10 pm (School bus will depart at 12:30 pm)

- School hours from 6<sup>th</sup> September onwards:

S1-S5		S6		
Monday to Thursday:	8:00 am – 4:00 pm	Monday to Thursday:	8:00 am – 4:45 pm	(More lesson time to prepare HKDSE)
Friday:	8:00 am – 4:20 pm	Friday:	8:00 am – 4:20 pm	

School bus will depart at 4:30 pm.

- Taking long leave from school affects the academic performance of students. Thus, we seek parents' cooperation **not** to apply long leave. If a student absence from school exceeds **7** days without **prior permission** and **approval from the Principal**, it will be considered as **withdrawal from the school**.
- If a student is absent for 15% or more of the total school days in a term, he/she may **not be allowed** to sit for the term examination.
- Both parents and students are requested to read the school regulations printed in the student handbook. All students must bring their student handbooks to school every day. Parents are requested to use the handbook to correspond with school.
- Students are required to bring all the books and personal belongings back home after school for study. If they leave any of their belongings at school, the school bears no responsibility for any loss.
- Students are required to do revision and finish homework every day. In order to facilitate parents and students to check homework assigned, homework is uploaded onto our school website daily. Please find the icon for "Homework Online System" on the homepage of the school website: <http://www.iktmc.edu.hk> Click the "Homework Online System", then click "eService", click "eHomework". Choose the "class" and "subject" or choose history to check previous homework assigned. Students fail to submit their homework, might be punished according to school rules.
- Students who bring mobile phone to school are required to switch off the mobile phone and the submit it to the Discipline and Counseling Committee (DCC) upon arrival at school and get it back after school. Any student who does not follow the said requirement and/or find using his/her mobile phone during the school hours will be punished. In case of emergency, parents can give a call to the school office at 2570 9066 to contact their child. The school bears no responsibility of any damage or loss of mobile phone.
- As many students bring their lunch to school, the school has arranged an electric oven for keeping their food warm. However, a special steel lunch box should be used. Students who need to buy the steel lunch box should approach the General Office (price for the steel lunch box is \$48). As our school is sponsored by a Muslim organization, no pork and/or alcoholic products are allowed in our school.
- In order to strengthen the Home-school communication, you are required to update your contact as attached (item No.2). **A valid mobile number is important for us to send important message to you via SMS.**
- We are glad to inform you that we have successfully applied the "Jockey Club Life-wide Learning Fund" from the Hong Kong Jockey Club Charities Trust. It aims to support students who face financial difficulty when participating in different activities. In order to utilize the fund in a fair and effective way, we would like you to complete the reply slip as attached (item No. 3).
- In order to provide suitable arrangements and assistance to facilitate the learning of students with special educational needs, you are required to complete the reply slip as attached (item No. 4).

Yours faithfully,

Zareenah S. Y. Ho  
 Principal

**Reply Slip**  
**School Notice No. 001 - School Timetable and Schedule for September**  
(Please return the reply slip to your class teacher on September 5, 2018)

1. I acknowledge receipt of the said notice and understand the content of it.

2. Please update our records as follows:

Home address:

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My Mobile Phone No.: 

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Home No: 

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My spouse's Mobile Phone No. : 

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3. Our family's financial status :

- We are in receipt of Comprehensive Social Security Assistance (CSSA).
- We are in receipt of the \*full / half grant under the Student Financial Assistance Scheme (SFAS).
- We are not in receipt of Comprehensive Social Security Assistance (CSSA).

4. Special Educational Needs :

My child  does not need any special arrangements to facilitate his/her studies.

My child  needs special arrangements to facilitate his / her studies and during tests and examinations.

- Reasons:  Visual Impairment                       Physical Disability  
 Hearing Impairment                                       Speech and Language Impairment  
 Intellectual Disability                                       New Immigrants  
 Others: \_\_\_\_\_

Name of Parent / Guardian : \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Parent / Guardian: \_\_\_\_\_

Name of Student:	Class:	Class No.:
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For official use only

Item No. 2 is updated by : \_\_\_\_\_ on \_\_\_\_\_

Item No. 3 is updated by : \_\_\_\_\_ on \_\_\_\_\_

Item No. 4 is updated by : \_\_\_\_\_ on \_\_\_\_\_