

September 14, 2018

Dear Parents / Guardians,

We wish to inform you that September 21, 2018 (Friday) is our out of school Learning Day. During the day, your child will conduct some learning activities away from school under the supervision of his / her teachers. Details of the arrangements for the classes and guidelines for students are attached for your reference.

Should your child have to ask for permission for leave on that day, he/she must apply to Mr. Abu Bakar Ma Wing Cheung, the Vice Principal (Student Affairs) in writing prior to the date of outing. In case your child falls sick in the morning and cannot go on the outing, please notify the school office before the assembly time and later submit a medical certificate for sick leave application. Otherwise, it may be considered as playing truant.

It would be much appreciated if you would fill in the attached reply slip and return it with the fee (if any) to the class teacher on or before September 14, 2018.

	S1 – S3	S4 – S5
Transportation Fee	\$20	\$10
Reporting Time:	8:00 am	
Reporting Venue:	Classrooms	
Destination:	Solar Tower & NOAH's Ark, Ma Wan	The Craigengower Cricket Club 188 Wong Ngai Chung Road, Causeway Bay
Dismissal Time:	3:30 p.m.	3:30 p.m.
Transportation arrangement:	Students who are taking school bus will depart from Ma Wan. Transportation is arranged for students who are not taking school bus to Kwai Fong MTR Station, or going back to the College.	All students will escort by respective class teachers to walk to the nearby Times Square, Causeway Bay MTR Station.
Lunch arrangement:	Will be provided by the Organizers	

School buses will leave school at 3:30 p.m. from Ma Wan. Non-School bus taking students may choose to take school bus and drop off either at Kwai Fong MTR station, or back to school upon dismiss.

Yours faithfully,

Zareenah S. Y. Ho
Principal

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Reply Slip
School Notice 004 – Life Wide Learning Day

To: Principal
 Islamic Kasim Tuet Memorial College

I acknowledge receipt of the above-mentioned notice and the guidelines for students in respect of the outing.

Name of Parent / Guardian: _____

Signature of Parent / Guardian: _____

Date: _____

Name of Student:	Class:	Class No:
Student Mobile No:		

Guidelines for Students

1. If you are late and cannot join your class, you must return to the school immediately and report to the school office. Otherwise you will be considered as playing truant.
2. You must wear school uniform on that day unless specified otherwise by the teacher in charge.
3. You must bring your HKID Card with you.
4. When you arrive at the destination, you must listen carefully to the announcements and follow the teachers' instructions. You must not go beyond the designated areas and you must take note of the time for departure.
5. You must also be abided by all house rules laid down by the keeper of the place of visit.
6. If you or your friends have an accident, you must keep calm and inform your teachers as quickly as possible.
7. Smoking and playing with matches and lighters are strictly forbidden.
8. All types of water activities (such as swimming, canoeing), cycling, roller-skating and gambling activities, etc. are not allowed.
9. Keep away from bee-hives and untamed animals such as monkeys and strayed cats and dogs.
10. Do not damage flowers and plants.
11. You must keep the area clean.
12. You must take good care of your personal safety and do nothing to endanger the safety of other people.
13. You must take good care of your own property and avoid bring along valuables, the school bears no responsibility of any loss.
14. Listen to the weather forecast and see if it is necessary to bring along a raincoat or an umbrella.
15. Before leaving home, you must pay attention to the weather report. If typhoon signal No.1 is hoisted or the amber rainstorm signal is hoisted, the outing will be cancelled. Students must return to school and bring the books for lessons on Monday.
16. If typhoon signal No.8 is hoisted or there is the red or black rainstorm warning signal, all school activities, including the outing will be cancelled. Students do not need to return to school on that day. They should stay at home.