

SUI WAH SCHOOL

粹華書院



WHAT PARENTS SHOULD KNOW

1. Students should arrive at school no earlier than **5** minutes before class; and leave the school within **5** minutes after class. We cannot be responsible for the safety of our students at other times.
2. a. Kindly remember to sign in when you drop off your child/children **at the front desk**.
Please do not accompany your child/children to his/their classroom.
b. Please sign out your child/children at his/their homeroom after the bell rings at 12:00 noon. **Parents are prohibited to open the classroom door and enter the classroom before class is dismissed by the teacher.**
**** Parents whose children are coming and leaving the school by themselves are required to sign Form No.1 on the first day of school: Request to Check-In and Out Without Authorized Pick-Up Person.**
3. Please inform the staff on duty at the front desk and **fill out the release form before school starts** if your child/children must leave school earlier due to other activities. Older students who are permitted to check out by themselves should also follow the same procedure. Students and their parents should be fully responsible for the consequence of not being able to join the other activities because of not complying with this rule.
4. If for special reason a student is not able to attend class, parents must notify the homeroom teacher one week before. If the student will be absent for more than one week, parents must notify the school in a written letter. This will ensure that there are consensuses between the school and parents and also to protect the safety of the students.
5. If for special reason, such as moving to other states or illness, a student must drop out of school; a written letter should be submitted one month in advance to the school. This policy is to ensure a smooth operation for the school and **to avoid unnecessary expenses**.
6. Please help your child/children to be on time, and not to skip classes, as 3 hours of class a week is already the minimum time necessary for learning a language.
7. As reinforcement, **every student will have homework during the week. Please supervise your child/children to finish homework assignments, but please do not complete the assignment for your child/children.**
8. A lively “language environment” will definitely help to stimulate the interest and speed up the learning of your child/children. Therefore, we encourage parents to speak Cantonese with their child/children at home. If parents can cooperate in this regard, we can ensure that maximum learning can be achieved for your child/children.
9. The school considered “activities” as an important part of the learning process; therefore, activities such as Christmas, Lunar New Year, Open day, Competition day, End of the school year/Graduation ceremony are all still regarded as school days. Your child/children’s attendance during those days will be recorded and will affect their opportunity to obtain the “attendance reward” at the end of the school year.
10. “In order to learn, one must first have the right tools,” therefore, all printed materials, such as text books, conversation lessons, and supplementary materials from the previous years should be kept for review or reference in the future, and should be bought to school every class. If such important materials are misplaced, your child/children must either print them him/themselves or must pay the school for reprinting. (\$0.15 for black and white, \$0.50 for color per page respectively).

I, _____’s parent, have read and agree to the above.

Parent’s Signature: _____

Date: _____