



SIR ELLIS KADOORIE SECONDARY SCHOOL (WEST KOWLOON)

No. 22 Hoi Fan Road, Tai Kok Tsui, West Kowloon, Kowloon.

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15 September 2015

Dear Parent/Guardian,

Prevention of Communicable Diseases, Publishing Student Photos and Videos in School Publications and Website, Dress Causal Day (P.L. No. 2)

Please be informed of the following items:

1. **Prevention of Communicable Diseases**

As advised by the Centre for Health Protection (CHP) of the Department of Health (DH), outbreaks of communicable diseases such as human swine influenza, influenza, hand, foot and mouth disease (HFMD) and norovirus infection may occur in institutions and schools from time to time. Therefore, before the commencement of the new school year, we have thoroughly cleaned and disinfected the school premises. For the students' health sake, we would appeal to you that in addition to maintaining a clean and healthy household environment, please remind your children to constantly observe personal hygiene and keep the school environment clean. Please take note of the following measures:

- Seek medical advice as soon as possible if your children develop symptoms of diarrhoea, vomiting and skin rash. If symptoms such as fever, sore throat, cough or influenza are developed, they should put on a mask immediately and seek medical care promptly. Please also notify the school and let the children stay at home for rest until symptoms have improved and fever has subsided for at least two days, or follow the medical advice on sick leave, whichever is longer.
- Children with HFMD should be excluded from schools until fever has subsided and all the vesicles have dried and crusted. As an extra precaution, children with EV 71 infection should not go to school for another two weeks after all symptoms subsided.
- Inform the school immediately if children are sick or have been admitted to hospital for surveillance. Such information and contact details of students would be reported to CHP or relevant government departments on a need basis to help institute effective control measures to prevent the spread of communicable diseases.
- Co-operate with the school by picking up children not feeling well from school and consulting the doctor immediately.
- Provide children with handkerchiefs or tissue papers and remind them not to share towels or tissue papers with others.
- Remind children to keep hands clean, cover nose and mouth while sneezing or coughing and dispose of used tissue paper properly.
- Before sending children to school, measure their body temperature, record the reading and sign the temperature record sheet in the Student Handbook.

We would like to appeal to parents again for cooperation in taking all necessary preventive measures against communicable diseases.

2. **Publishing Photos and Videos of Student Activities in School Publications**

With the beginning of the new school term, we are keen to promote the varied activities that our students will be taking part in during the year in our school. We wish to highlight their success in these activities in our school publications, newsletters, school website and promotion materials.

In this regard, we would like to obtain support and consent from the parents and guardians to publish photos and videos of student activities in school in the aforementioned publication materials. Unless parents/guardians submit a written objection to this, it will be assumed that consent has been given for the school to use photos of student activities in our school publications. Thank you for your attention and support to the school.

3. **Dress Casual Day for the Community Chest of Hong Kong 2015**

On 30 September 2015 (Wednesday), the Community Chest of Hong Kong will organize a territory-wide Dress Casual Day and all kinds of organizations have been invited to participate. On this day, instead of school uniforms, students may wear casual clothes or their national costumes to school. The school requires that clothing and appearance should be clean, decent and modest. The following guidelines should be observed and students who fail to comply may be required to return home:

1. Clothes should fit properly;
2. Low cut, midriff, halter neck, off-the-shoulder, spaghetti strap tops and sari with short tops are not allowed;
3. Trousers should be in good condition;
4. Shorts, skirts and dresses should be approximately knee length;
5. Shoe heels should not be excessively high (**approximately 1 inch**);
6. Beach shoes are not allowed;
7. Hair should not be coloured in any way; Hair should be tied up properly for girls;
8. The wearing of jewellery should not compromise safety in any way;
9. No ear rings for boys;
10. No piercings.

Students who wish to take part in the Dress Casual Day will be required to make a minimum donation of \$10 to the Community Chest. Participants will receive a special sticker and some coupons.

Kindly complete and return the reply slip, together with your donation, to the Donation Counter set up by the school's Love & Care and Service Ambassadors **from 22 to 24 September 2015 (from Tuesday to Thursday)**. I would like to thank you for your support of this worthwhile event.

Thank you for your attention.

Yours faithfully,

LI Wing-leung
Principal

官立嘉道理爵士中學（西九龍）

二零一五至二零一六年度第二號家長信撮要

（一）預防傳染病的措施

根據衛生署衛生防護中心的公佈，一些傳染病如人類豬型流感、流行性感冒、手足口病及諾如(諾沃克)病毒等傳染病不時於院舍及學校爆發。因此，校方籲請各位家長除了保持家居清潔衛生，亦須提醒 貴子弟時刻保持個人及校園環境衛生，及注意以下各點：

- 如子女出現腹瀉、嘔吐及皮疹等病徵，應盡快求醫；如有發熱、喉嚨痛、咳嗽或類流感徵狀，必須立即戴上口罩及盡早求診，且須通知學校及讓同學留在家中休息，並按照醫生的病假指示或直至徵狀消失及退燒後至少兩天(以較長者為準)才可回校。
- 如子女感染手足口病，應留在家中休息，直至退燒及水疱乾涸、結痂後，才可回校上課。如子女受EV71型腸病毒感染，應在所有病徵完全消退兩週後才可上課。
- 如子女因患傳染病而感不適甚或須留院觀察，家長需立即通知學校。校方會在有需要時向衛生防護中心或有關部門報告，使防控工作更見成效。
- 如子女在校內感不適，請家長與學校通力合作，將患病子女盡早從學校接走，並即時求診。
- 同學應自備手帕或紙巾，亦不應與他人共用毛巾或紙巾。
- 同學應時常保持雙手清潔，在打噴嚏或咳嗽時應掩著口鼻及妥善棄置用過的紙巾。
- 家長每天須在子女離家上課前為他們探熱、記錄並簽署體溫記錄表。

只要家校共同努力，同學注意衛生，相信定能有效控制傳染病的傳播。

（二）刊登學生活動相片

同學在參與不同類型的學校活動時，校方都會進行拍攝和錄影，作為記錄、印刷刊物和製作網頁之用。希望各家長繼續支持校方，同意將學生活動時的相片作上述用途；如不同意，煩請以書面向學校提出。

（三）公益便服日 2015

為響應公益金一年一度的大型籌款活動，本校將於九月三十日（星期三）舉行「公益便服日」。在過去數年，本校師生於本活動中均籌得相當的善款，希望各家長及同學能繼續踴躍參與，慷慨解囊。同學們只需捐出善款\$10或以上，便可貼上「公益便服日」貼紙而無須穿著校服，輕輕鬆鬆穿便服或民族服上學去。惟同學服裝必須簡便樸素，不可奇裝異服、配戴任何飾物或染髮。參加是次活動的同學，請填妥回條，並於九月二十二日（星期二）至九月二十四日（星期四）將善款連回條繳交予本校的關愛或服務大使。

Reply Slip

Re: Prevention of Communicable Diseases, Publishing Student Photos and Videos in School Publications and Website, Dress Causal Day (P.L. No. 2)

To: Principal
Sir Ellis Kadoorie Secondary School (West Kowloon)

1. I acknowledge receipt of Parents' Letter No.2, and have noted the contents therein.

2. Dress Causal Day

Yes, I would like my child to take part and enclose \$ _____ with this reply slip.

No, I would not like my child to take part.

Parent' s/Guardian' s Signature: _____

Parent' s/Guardian' s Name: _____

Contact phone no. _____
(IN BLOCK LETTERS)

Student' s Name: _____
(IN BLOCK LETTERS)

Class & Class No.: _____

Date: _____

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回 條(第二號通告)

本人已閱讀本通告(P.L.No.2)及清楚所有內容。

本人

同意 小兒/小女 參加九月三十日(星期三)之公益金服飾日,並願捐出_____元正。

不同意 小兒/小女 參加九月三十日(星期三)之公益金便服日。

家長簽署: _____

家長姓名: _____

聯絡電話: _____

學生姓名: _____

班別及學號: _____ ()

二零一五年____月____日