



# Greendale Primary School

绿苑小学

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Our ref: 2017/Jan/018

9 January 2017

Dear Parents/Guardian of P2-P6 Pupils

Happy New Year! As we enter the new academic year, I would like to highlight some administrative matters to you.

## **Annual Updating of Child's Particulars**

2 We seek your assistance to verify your child's particulars in the Individual Student Details Report. Updates to your child's particulars, if any, should be made in blue or red on the Report. Please return the signed report to the form teacher by Thu, 12 Jan 2017.

## **Gate Opening Hours**

3 Opening hours for the gates before and after school hours are shown below.

Day	Gate A (main gate)	Gate B	Gate C	Gate D
Mon to Fri	6.45am-8.00am	7.00am-7.25am	7.00am-7.25am	7.00am-7.25am
Mon & Tue	1.40pm-2.00pm			
Wed, Thu & Fri	1.10pm-1.30pm			
<i>For Supplementary &amp; Remedial Classes and Fri CCAs</i>				
Mon	2.55pm-5.30pm	Closed	Closed	Closed
Tue	2.55pm-5.30pm		3.10pm-3.25pm 4.10pm-4.25pm	
Wed & Thu	2.25pm-5.30pm		2.40pm-2.55pm	
Fri	4.00pm-5.30pm		4.00pm-4.15pm	

## **Traffic & Security Matters**

4 Parents who drive their children to school in the morning should use the drop-off points at Gates C and D. This is to ensure the safety for all, especially the pupils, and to help ease the traffic congestion along the road fronting the school's main gates. Should it rain, parents are allowed to drive into the school to drop-off their child.

5 Given the road safety hazards, cycling is not the preferred mode of transport to school. Our P1-P3 pupils are strongly discouraged from riding their bicycles to school as it may be challenging for them to handle their bicycles well on the road and the school's parking bay. If your child must cycle to school this year, he/she should collect a consent form from the General Office.

- 6 Parents are allowed into the school premises if:
- they need to fetch their children early for valid reasons;
  - have an appointment with the school leaders and/or teacher; or
  - need to make any enquiry at the General Office.

For the safety and security of our pupils and staff, you are required to register your particulars at the security counter at Gate A before proceeding to the General Office. You will be issued a visitor's pass; please put it on at all times while in the school.

**Operating Hours for Sale of School Uniform & Textbooks**

7 Schedule for the sale of uniform and PE attire by the vendor (My Uniform Shop) in school is shown below.

6, 12, 19 & 26 Jan 2017	1.30pm-3.30pm
2, 9, 16 & 23 Feb 2017	1.30pm-3.30pm
2 & 9 Mar 2017	1.30pm-3.30pm
20 Mar 2017	Sales will resume at the school bookshop

8 The school bookshop's operating hours during term time are from 8.00am to 12.00pm, and 1.00pm-3.00pm. During recess, priority will be given to pupils to purchase their books and stationery. Hence, parents should avoid coming to the school from 9.10am to 10.40am to make purchases at the bookshop.

**Communications between Parents and School**

9 If you would like to contact our teachers, you may call the General Office and leave a message for them to return the call. We seek your understanding that our teachers can only return your calls when they are not in class or attending meetings. Some may be away for more than a day and could only respond to your message after they return to school.

10 You can also email to our teachers directly; their email addresses will be published at our school's website by next Wed. You are encouraged to leverage on the Pupil's Companion to communicate with our teachers and to read messages from teachers. Please check with your child if there are letters from school.

**Photo-taking for School Smart Card (For P1 and P6 Pupils Only)**


11 A photo-taking session will take place on 1 Feb 2017 (Wed) between 8.00am to 1.00pm for the issue of the School Smart Card (SSC) to P1 and P6 pupils. P1 and P6 pupils should put on their full school uniform for the photo-taking. Photos taken for P6 pupils will be used for the printing of Secondary SSCs when they are promoted to Sec 1 in 2018. Form teachers will remind their pupils closer to the date.

**MOE Financial Assistance Scheme (FAS) – Meal Allowance**

12 The allocation of the meal allowance for our MOE FAS pupils this year is shown below.

Mon, Wed & Thu	\$2 per day during school term
Tue & Fri	\$4 per day during school term

Regards

  
 Joyce Chan (Ms)  
 Vice-Principal (Administration)