

## Notice to New Students' Parents / Guardians

**This is to inform you that the 2018-19 first term will commence on September 3, 2018 (Monday) from 8:05 a.m. to 12:45 p.m.**

1. **Normal School days** : **Monday, Tuesday, Wednesday, Thursday**  
 School hours : **8:05 a.m. to 3:30 p.m.**  
 Lunch time : **12:45 p.m. to 1:40 p.m.** (pupils are not allowed to eat outside)  
**School day** : **Friday**  
**School hours** : **8:05 a.m. to 12:40 p.m.**  
 Pupils should not be late nor take early leave. Being absent from school is not allowed without reasonable excuse. Parents need to come to school to take their children home in the case of early leave.
2. Pupils should wear a proper school uniform including black leather shoes and white stockings. Students should take good care of their handbook and bring it everyday.
3. Pupils are not allowed to bring magazines, mobile phones or smart watches to school without permission; toys, valuables or excessive money are also not allowed. All dangerous materials are prohibited.
4. Parents should check pupils' school handbooks and make sure they finish their homework every day. After checking, parents should sign the appropriate area of the handbook. Parents should try to participate in all the activities held by the school in order to strengthen ties with the school community.
5. **P.1 New Student Adaptation Day & Parents' Meeting** : **August 28th (Tuesday) 9:30 a.m.-12:00 noon.**  
**August 29th (Wednesday) 9:30 a.m.-12:00 noon.**  
**August 30th (Thursday) 9:30 a.m.-12:00 noon.**
6. **The first day of the academic year is on the 3rd September 2018, Monday. Pupils should arrive by 8:05 a.m. Pupils will be dismissed at 12:45 p.m. on that day.**
7. Other details for the beginning of the new school term:
 

3rd September, 2018 (Monday)	: 8:05a.m.–12:45 p.m.
4 <sup>th</sup> September, 2018 (Tuesday)	: 8:05a.m.–12:45 p.m.
5 <sup>th</sup> September, 2018 (Wednesday)	: 8:05a.m.–12:45 p.m.
6 <sup>th</sup> September, 2018 (Thursday)	: 8:05a.m.–12:45 p.m.
7 <sup>th</sup> September, 2018 (Friday)	: 8:05a.m.–12:40 p.m.
8. On the first day of the first term, primary one students will be given a nameplate (with their name and class). Pupils should wear their nameplates for **two weeks** so teachers can recognize them. Parents should remind their children to wear the nameplates everyday.
9. Under teacher's supervision, pupils will gather at the covered playground for dismissal everyday. Parents may wait for their children outside the basketball playground (there is a "Return Home Team" at school). We will give more details in a forthcoming notice.
10. In case of rain after school:  
 Pupils will line up in the covered playground first. Pupils who have umbrellas or raincoats will leave first. Otherwise, pupils should stay at school until the rain stops or their parents come and take them. For your convenience, parents should remind their children to bring an umbrella or raincoat during rainy days.
11. **Six copies of passport size photographs (in school uniform)** should be handed in to the student's class teacher within two weeks after school commences.
12. **A meeting for new pupils and parents** will be held on the 3rd September 2018 (Monday) for an introduction to our school. The time will be from 10:50 a.m. to 12:45 p.m. Please be punctual for the meeting.
13. If you have any problems concerning your children, please do not hesitate to contact the class teacher at your convenience (**Tel: 2450 2270**). For your convenience, appointments should be made beforehand.
14. Our school uniform supplier will come to school on the 30th July, 2018 (Monday). Parents who have ordered uniforms for their children may come to school from 2:00 p.m. to 4:00 p.m. to collect the uniforms.
15. Any pupils who do not come back to school after two months leave or longer may be retained at the same level for the coming academic year if they fail final examinations.

Yours sincerely,

NG Sui Lan  
 Headmistress  
 Islamic Primary School