



裘錦秋中學(屯門)

Ju Ching Chu Secondary School (Tuen Mun)

地址：香港屯門楊青路 28 號

Address: 28 Yeung Tsing Road, Tuen Mun, Hong Kong

網址 Web site: <http://www.jcctm.edu.hk> 電話 Tel.: (852)-2461 1555 傳真 Fax: (852)-2464 6161 電郵 E-mail: mail@jcctm.edu.hk

家長通告 2023-2024/001

開學注意事項

敬啟者:

新學年伊始，本人謹代表全體教職工祝 貴子弟學業進步，有充實而快樂的校園生活。和諧、有序而健康的校園生活，能使教與學的效能更為顯著，敬請 貴家長垂注下列事項。

(一) 使用學生肖像權事宜

鑑於記錄和發放資訊的需要，本校學生及家長在參與學校各項活動時，學校可能會拍攝照片或進行錄影，以記錄活動、製作刊物或上載至學校網頁等用途。此外，學生在校內外的作品，包括習作、活動成果及比賽作品，學校可能會予以挑選並複製，以作課堂學習、學術及教學交流、刊載刊物或展覽等用途，以肯定學生的努力和成就。為此，學校特徵詢家長意願，望家長同意 貴子弟的肖像及作品出現於上述各項教育及推廣活動上。如家長不同意 貴子弟的肖像及作品作公開展示，煩請書面通知學校，以便跟進。如有查詢，請致電 24611555 與張錦添副校長聯絡。

(二) 在校受傷或發生意外時的處理(緊急醫療事故授權)

本校以學生為本，尤其關注每位學生的身體健康，務求使在安全的學習環境下達致愉快學習的目標。惟意外發生難以預料或避免，倘若學生發生意外時，學校將按下列程序處理，請家長留意。

1. 學校會立即聯絡家長前往急症室與學生會合，而使用急症服務的費用將由家長支付。
2. 倘若學校未能即時與家長聯絡，為學生的健康及安全著想，學校將視乎學生情況，決定是否即時把受傷或生病之學生送往急症室，而使用急症服務的費用將由家長支付。
3. 若因經濟困難而未能負擔上述費用，可向公立醫院的醫務社會服務部申請減免繳費。
4. 家長亦可瀏覽「急症室服務簡介」網址 <http://www.ha.org.hk/>，以便了解有關使用急症室服務的情況。每次使用公立醫院急症服務須繳付費用為港幣\$180。

(三) 學生個人保險事宜

本校已向國民亞太風險顧問有限公司購買學生人身意外安全保險，有關辦理申請賠償的手續如下：

1. 學生必須到校務處索取「個人意外索償申請表」；
2. 填妥表格後，須連同下列文件於意外發生日起兩星期內先行交回校務處：
 - a) 學生證副本兩張或學生手冊(學生資料頁)副本兩張。
 - b) 醫療收據正本，收據上必須註明意外傷患性質。

若傷患嚴重而未能於指定時間內辦理索償手續，請與班主任聯絡。



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(四) 電子通告及電子繳費

本校會繼續透過 eClass Parent App 發放電子通告，請家長在閱覽後務必簽署通告，以確認家長及學生已知悉校務和學習上的最新安排。本年度推行全面電子繳費，以方便家長繳交各項學校費用。若透過 eClass 通告進行電子收費，家長可選用「AlipayHK」或「AlipayCN」進行繳費，惟利用「AlipayCN」進行繳費需要額外收取 1.2% 手續費。家長可到以下連結或掃描二維碼以查看電子繳付方法。

<https://www.youtube.com/watch?v=RxFt8T4FofI>



(五) 學生攜帶手提電話回校事宜

我校設置了手提電話儲物櫃，學生攜帶手提電話回校的處理方法和須知如下

1. 中一級學生

- 在每天早會須把手提電話交給班主任，由班主任代為保管。
- 在第二及第三學期，學校將視乎情況，讓中一級學生使用學校的手提電話儲物櫃。

2. 中二至中六級學生

- 學生需自備鎖頭以作儲存手提電話之用，請妥善保管好鑰匙。
- 學生於早上或下午午膳後到達學校時，必須立刻關掉手提電話電源，並且自行把手提電話鎖在指定的手提電話儲物櫃內。
- 學生只能在離開學校午膳或放學時，才可在指定的手提電話儲物櫃內取回手提電話。
- 在學校期間，學生可在有需要時到校務處借用學校電話聯絡家長。如在學校期間學生被發現在未經老師准許下使用手提電話，校方有權先為學生保管手提電話，並請家長到校為子女取回手提電話。
- 倘若學生違反以上規定，校方有權取消其攜帶手提電話之資格。
- 家長如容許學生攜帶手提電話回校，請 貴家長考慮子女遺失或損壞手提電話之風險，本校對代 貴子弟存放的手提電話不會負上任何責任。

如有任何查詢，請致電 2461 1555 與 班主任聯絡。



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(六) 學生攜帶平板電腦回校事宜

學生攜帶平板電腦回校的處理方法和須知如下：

1. 學生攜帶平板電腦回校必須用作學習用途，不能作與學習無關的娛樂。
2. 學生攜帶平板電腦回校作學習用途前，需先把平板電腦交給負責資訊科技的老師，設定限權。
3. 在學校期間，學生可在有需要時到資訊科技室借用平板電腦。如在學校期間學生被發現在未經老師准許下使用，校方權有先為學生保管該平板電腦回校，並請家長到校為子女取回平板電腦。
4. 倘若學生違反以上規定，校方有權取消其攜帶平板電腦之資格。
5. 家長如容許學生攜帶平板電腦回校，請 貴家長考慮子女遺失或損壞平板電腦之風險，本校對代 貴子弟存放的攜平板電腦回校不會負上任何責任。

請 貴家長與校方保持緊密溝通，加強家校合作，共同培育孩子的學習和成長。

此致

貴家長

裘錦秋中學(屯門)

陳月平校長謹啟

二零二三年十月四日



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Notice No. 1 to Parents for the 2023-2024 School Year

Matters to take notice of upon the start of the School Year

To whom it may concern,

As the new school year commences, I would like to extend the warmest of greetings to you and your children. Harmonic, orderly and healthy school life is pivotal to effective teaching and learning. As such, I would like to draw the following matters to your attention.

(一) The use of students' portrait rights

Due to the need for recording and transmitting information, the School may take photos or video recordings of participating students and parents during various activities of the School. These photos and videos may be used for the School's administration records, the making of publications and for uploading to the School's website.

The School may also select and replicate students' work, which include but are not limited to homework, activity summaries and competition submissions. This is done to enhance students' learning, promote academic exchange and exhibition and most importantly recognise students for their efforts. As such the School hereby hopes parents would consent to such use of students' work. If parents reject such arrangements, please notify the School via letter to facilitate follow-up efforts. Should you have any enquiries, please call 24611555 to address your concerns with Vice Principal Zhang.

(二) The handling of accidents and injuries at school (medical emergencies authorisation)

Our school always puts students' wellbeing first and we strive to provide a safe environment for joyful learning. However, it is hard to completely predict and avoid accidents, and should such unfortunate events occur, the School will handle the situation with the following mechanisms.

1. The School will immediately contact parents to meet the student at the Accident and Emergency Services ("A&E") of the relevant hospital. The fees for using A&E Services shall be paid for by parents.
2. Should the School be unable to reach parents, the School will decide whether it is in the best interests of the student to send him/her to A&E. Subsequent fees for using A&E Services shall be borne by parents.
3. If financial constraints create difficulties in bearing such costs, parents may apply to the relevant Medical Social Services Units for financial subsidies.
4. Should parents want to know more about the usage of A&E Services, they may visit <http://www.ha.org.hk/> for further information. The price per A&E visit is HK\$180.

(三) Personal Insurance for Students

The School has purchased personal accident insurance from Charterlloyd Insurance Brokers Ltd. The procedures for claiming for indemnities are as follows:

1. The student is to request a Personal Accident Claim Form at the School Office;
2. After the Claim Form has been completed, it should be returned to the School Office with



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the following documents **within two weeks of the occurring of the accident:**

- a) Two copies of the student's ID card or student information page of school handbook; and
- b) An original copy of the medical receipt. The receipt must state the nature of the sustained injury.

Should the injury prove so grave that compensation procedures cannot be completed in time, please contact the student's Form Teacher.

(四) Electronic Notices and Electronic Payment

The School will distribute electronic notices via the eClass Parent App. **Parents must sign the notice after they have read it** to indicate they and the students have understood the relevant administrative and academic arrangements. Starting this year electronic payment will be adopted across the board. Parents can use AlipayHK or AlipayCN to pay the relevant fees, but please note that AlipayCN will charge a 1.2% handling fee. Should parents want to know more about electronic payments, they may scan the QR Code below for further information.

<https://www.youtube.com/watch?v=RxFt8T4FofI>



(五) Matters concerning the usage of mobile phones at school

The School has installed lockers for the storage of mobile phones. The relevant procedures for storage of mobile phones are as follows:

1. **Form One students**

- a) Form One Students will hand in their mobile phones to the Form Teacher for safekeeping during the Morning Assembly.
- b) During the Second or Third Terms, the School will determine if the students can use the mobile phone lockers themselves.

2. **Form Two to Form Six students**

- a) Students must bring their own locks to store their mobile phones. They must also keep their own keys safe.
- b) When students arrive at school in the morning or after lunch, they must turn off their mobile phones and store them inside the corresponding mobile phone locker.
- c) Students can only collect their mobile phones when they leave the School for lunch or when they head home for the day.
- d) Should students wish to communicate with their parents they may go to the School Office to use the telephone of the School Office. Should students be found to be using mobile phones without the authorisation of teachers, the School has the right to safekeep students' phones and request parents to come to the School to collect them.
- e) Should a student be found in breach of the above rules, the School has the right to



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abolish his or her right to bring mobile phones to school.

- f) Parents should be fully aware of the risk and possibility of students losing or breaking their phones at school. The School bears no responsibility for the storage of students' mobile phones

Should there be any enquiries, please contact the student's Form Teacher via 2461 1555.

(六) Matters concerning the usage of tablets to school

The relevant procedures for the usage of mobile phones are as follows:

1. Tablets are only to be used for educational purposes only. Using the tablets for entertainment purposes are strictly forbidden.
2. Before using tablets for studying, students must hand them over to teachers in charge of information technology such that they can set limits and restrictions.
3. Students may visit the IT Room to lend tablets for education purposes. Should a student be discovered to use their tablets without the authorisation of teachers, the School has the right to safekeep students' tablets and request parents to come to the School to collect them.
4. Should a student be found in breach of the above rules, the School has the right to abolish his or her right to bring mobile phones to school.
5. Parents should be fully aware of the risk and possibility of students losing or breaking their tablets at school. The School bears no responsibility for the usage of students' mobile phones at school.

We hope to maintain close communication and cooperation with parents, such that all of us can educate and guide students as they learn and grow.

Yours faithfully,

Chan Yuet Ping

Principal

Ju Chin Chu Secondary School (Tuen Mun)