



# 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](mailto:mail@jcctm.edu.hk)

### 家長通告 2025-2026/001

#### 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，和諧、有序而健康的校園生活，為使教與學的效能更為顯著，敬請 貴家長垂注下列事項：

#### (一) 開學須知

本校謹訂於 9 月 1 日(星期一)上課時間為上午 8:10-11:00，9 月 2 日(星期二)為上午 8:10-11:00。同學當天必須穿着整齊校服，攜帶文具及已完成的暑期作業回校。

#### (二) 全面轉換新校服

新舊校服已進行全面過渡，2025-2026 學年起所有學生必須穿著新校服。如學生回校時未能符合學校的校服規定，應盡快購置新校服以符合校服規定。

#### (三) 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，請透過書面方式向本校提出。如有查詢，請致電 24611555 與金浩暉副校長聯絡。

#### (四) 個人資料收集聲明

##### 1. 收集個人資料的目的

學校所有申請表格內所收集的個人資料只會用於處理有關申請。

##### 2. 必須或自願提供個人資料

您提供個人資料與否純屬自願。如您未能提供完整和準確的個人資料，校方將無法處理相關申請。

##### 3. 披露個人資料

所收集的資料將保密處理。在未經您的同意前，我們不會出於任何目的向其他人士或機構披露所收集得關於您的個人資料。唯若本校只代辦理該申請項目手續，而非主辦機構，本校或會在處理申請時把收集的個人資料轉移給相關主辦機構。

我們可能會在法律或其他政府和監管部門要求，或您明確同意披露時，披露您的個人資料。

##### 4. 查閱及更正資料權利

您有權要求查閱及更正我們所持有關於您的個人資料。如您希望查閱或更正您的個人資料，請透過書面方式向本校提出。

##### 5. 個人資料的保留

我們只會保留您的個人資料以達到資料收集時所訂明的用途。如本校持有的個人資料無需再用於收集資料時所列出的目的，將根據本校內部指引所定下的保存期後銷毀有關資料。



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### (五) 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。

### (六) 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：

在意外發生當天將個案通報班主任，並於意外發生日起兩星期內將下文件先行交回校務處：

1. 學生證副本或學生手冊(學生資料頁)副本。
2. 醫療收據正本，收據上必須註明患者姓名及意外傷患性質。

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。

### (七) 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。2023-2024 年度起本校已推行全面電子繳費，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>



### (八) 學生攜帶手提電話回校事宜

本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. 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。
2. 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。
3. 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。
4. 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。
5. 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。
6. 家長如容許學生攜帶手提電話回校，請考慮子女遺失或損壞手提電話之風險，本校對代學生存放的手提電話不會負上任何責任。



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如有任何查詢，請致電 2461 1555 與 班主任聯絡。

### (九) 學校社會工作服務

本校之學校社會工作服務由香港基督教女青年會提供。該會派遣社會工作者匡志盈姑娘逢星期一、二、三及五，秦嘉琪姑娘逢星期一、二、四及五駐在本校。學校社工與輔導組老師緊密合作，將主動接觸學生、籌辦活動或進行個別面談，藉此為學生提供適當的引導，助他們健康成長。歡迎家長就子女的情況來電或約見匡姑娘、秦姑娘或輔導組老師聯絡。

聯絡學校社工之方法如下：

#### (一) 學校

地址：屯門楊青路 28 號

駐校時間：上午 9 時至下午 5 時

電話：2461 1555

#### (二) 辦公室

地址：屯門友愛邨愛廉樓地下

星期二、四、六：上午 10 時至晚上 9 時 30 分

星期三、五：下午 2 時 30 分至晚上 9 時 30 分

電話：2451 0311

此致

貴家長

裘錦秋中學(屯門)

陳月平校長謹啟

二零二五年八月二十八日



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### Parents Circular

2025-2026/001

### Back-to-School Notices

Dear Parents/Guardians,

As the new academic year begins, on behalf of all the teaching staff, I wish your children continued academic success, a fulfilling and joyful experience, a harmonious, orderly, and healthy campus life. To enhance the effectiveness of teaching and learning, we kindly ask for your attention to the following matters:

1. **Back-to-School Notices**

The school will commence classes on September 1st (Monday) from 8:10 AM to 11:00 AM, and on September 2nd (Tuesday) from 8:10 AM to 11:00 AM. Students must wear neat school uniforms on that day, bring stationery, and return completed summer assignments to school.

2. **Transition to New School Uniforms**

The transition from old to new school uniforms has been completed. Starting from the 2025-2026 academic year, all students are required to wear the new school uniforms. Students who do not meet the school's uniform requirements upon returning to school should promptly purchase the new school uniform to comply with the regulations.

3. **Use of Student Image Rights**

For the purpose of recording and disseminating information, the school may take photographs or videos during various school activities involving students and parents, for documentation, publication, or posting on the school's website. Additionally, the school may select and replicate students' works both within and outside the school, including assignments, activity outcomes, and competition entries, for classroom learning, academic and teaching exchanges, publication, or exhibition purposes, to acknowledge students' efforts and achievements. Therefore, the school seeks parental consent for the appearance of students' images and works in the aforementioned educational and promotional activities. If parents do not consent to the public display of their children's images and works, please submit a written request to the school. For inquiries, please contact Vice Principal Mr. KAM Ho Fai at 24611555.

4. **Personal Information Collection Statement**

(i) Purpose of Collecting

All personal data collected in school application forms will only be used for processing the relevant applications.

(ii) Mandatory or Voluntary Provision of Personal Data

The provision of personal data is voluntary. If you fail to provide complete and accurate personal data, the school will be unable to process the related applications.



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### (iii) Disclosure of Personal Data

The collected data will be handled confidentially. Without your consent, we will not disclose your personal data to any other individuals or organizations for any purposes. However, if the school is only processing the application procedures on behalf of the organizing institution and is not the main organizer, we may transfer the collected personal data to the relevant organizing institution during the application process.

We may disclose your personal data when required by law or other government and regulatory authorities, or with your explicit consent.

### (iv) Right to Access and Correct Data

You have the right to request access to and correction of the personal data we hold about you. If you wish to access or correct your personal data, please make a written request to the school.

### (v) Retention of Personal Data

We will only retain your personal data for the purposes specified at the time of data collection. If the personal data held by the school is no longer needed for the purposes listed at the time of data collection, the data will be destroyed in accordance with the retention period set by the school's internal guidelines.

## 5. **Handling of Injuries or Accidents on School Premises** **(Authorization for Emergency Medical Incidents)**

Our school places students at the forefront, especially focusing on the health of each student, aiming to create a safe learning environment conducive to enjoyable learning. However, accidents are unpredictable and sometimes unavoidable. In the event of a student being involved in an accident, the school will follow the procedures outlined below. Parents are kindly requested to take note of the following:

- (i) The school will immediately contact parents to meet the student at the emergency room, and any costs incurred for emergency services will be the responsibility of the parents.
- (ii) If the school is unable to reach parents promptly, for the student's health and safety, the school will decide based on the student's condition whether to immediately send the injured or ill student to the emergency room, with any costs for emergency services to be borne by the parents.
- (iii) Parents facing financial difficulties in meeting the above-mentioned costs may apply for fee waivers through the medical social service department of public hospitals.
- (iv) Parents can also visit the "Emergency Room Services Overview" website at <http://www.ha.org.hk/> for information on the use of emergency room services.





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### 6. Student Personal Insurance Matters

The school has purchased student personal accident insurance from Charterlloyd Insurance Brokers Ltd. Company. The procedures for filing a compensation claim are as follows:

On the day of the accident, report the case to the class teacher, and within two weeks from the date of the accident, submit the following documents to the school office:

- (i) Copy of the student ID card or student handbook (student information page).
- (ii) Original medical receipts with the patient's name and nature of the accident specified.

If the injury is severe and you are unable to complete the claim process within the specified time, please contact the class teacher.

### 7. Electronic Notices and Electronic Payment

The school will continue to distribute electronic notices through the eClass Parent App. Parents are required to sign the notices after reading them to confirm that both parents and students are aware of the latest arrangements regarding school affairs and learning. Starting from the academic year 2023-2024, the school has implemented comprehensive electronic payment methods to facilitate parents in paying various school fees. If electronic payments are made through eClass notices, parents can choose to use "AlipayHK" or "AlipayCN" for payment. However, using "AlipayCN" for payments will incur an additional 1.2% handling fee. Parents can visit the following link or scan the QR code to view the electronic payment methods.

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



### 8. Bringing Mobile Phones to School

The school provides mobile phone storage lockers for students who bring mobile phones to school. The procedures and guidelines for handling this are as follows:

- (i) Students must bring their own lock to store their mobile phones and should keep the key safe.
- (ii) Upon arrival at school in the morning or after lunch, students must immediately power off their mobile phones and lock them in the designated mobile phone storage lockers.
- (iii) Students can only retrieve their mobile phones from the designated storage lockers during lunch break or after school.
- (iv) During school hours, students may borrow the school phone from the school office if needed to contact their parents. If a student is found using a mobile phone without permission, the school reserves the right to keep the mobile phone on behalf of the student and request parents to collect it from the school.



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- (v) If a student violates the above regulations, the school reserves the right to revoke their permission to bring mobile phones to school.
- (vi) Parents who allow their children to bring mobile phones to school should consider the risk of loss or damage. The school will not be responsible for any mobile phones stored on behalf of students.
- (vii) For any inquiries, please contact the class teacher at 2461 1555.

### 9. School Social Work Services

The school social work services at our school are provided by Hong Kong Young Women's Christian Association (HKYWCA). Social worker Ms. Hong Chi Ying is stationed at the school on Mondays, Tuesdays, Wednesdays and Fridays, while Ms. Chun Ka Ki is stationed on Mondays, Tuesdays, Thursdays and Fridays. The school social workers work closely with the counseling team to proactively engage with students, organize activities and conduct individual counseling sessions. These efforts aim to provide students with appropriate guidance and support for their healthy growth. Parents are welcome to contact Ms. Hong, Ms. Chun or the counseling team to discuss children's situation via phone or appointment.

#### Contact Methods for School Social Workers:

##### (i) School

- ◆ Address: 28 Yeung Tsing Road, Tuen Mun
- ◆ On-Site Hours: 9:00 AM to 5:00 PM
- ◆ Phone: 2461 1555

##### (ii) Office

- ◆ Address: G/F, Oi Lim House, Yau Oi Estate, Tuen Mun
- ◆ Office Hours:
  - Tuesdays, Thursdays, Saturdays: 10:00 AM to 9:30 PM
  - Wednesdays, Fridays: 2:30 PM to 9:30 PM
- ◆ Phone: 2451 0311

Yours faithfully,

Chan Yuet Ping

Principal