Dear Parents,

Greetings to you all at the beginning of this school year, and a special welcome to the parents of the new students who join us for the first time. We are happy to be partners with you in the education and development of your daughter. To enhance our cooperation in this significant task, let me try to share with you our beliefs.

At Marymount, we strive to follow Christian values and sound moral principles. We emphasize the spirit of self discipline and cooperation for the common good. We would like to think that the school is a happy and welcome place for learning and growth. It is with this in mind that I seek your cooperation in helping your daughter to respect school rules which are kept to a minimum, to build up a sincere and trusting relationship with her peers, and to organize her time to achieve a sensible and balanced programme of academic learning and extra-curricular activities. We trust that you will give as much of your love and time as is necessary to meet the needs of your daughter.

I would like to draw your attention to the following points:

1. **Attendance**
   We expect your daughter to be on time for school every day and **not to be absent before and after the long school holidays during the year**. We appreciate that you understand how undesirable it is to cause disruption to your daughter's school life.

2. **Students' Health**
   To ensure a safe and hygienic learning environment for our students, the school seeks the cooperation of parents in the prevention of communicable diseases. Please observe the following:
   - Students are advised to take their body temperature daily. Temperature not higher than 37.2º C or 99º F is considered to be normal.
   - If a student has a fever or is not feeling well, she should seek medical advice and take a rest at home.
   - Students are reminded to maintain good personal hygiene and wash hands before meals and after sneezing, coughing or cleaning the nose. They should also avoid sharing towels or utensils at meal times.
   - Students are requested to wear facemasks when they have mild respiratory tract infective symptoms.

3. **Time Schedule**
   - The time schedules are for your reference. Your attention is drawn to the list of extra-curricular activities (ECA) occurring during the last period of Day 6 [Please refer to Attachment (10b)]. We encourage your child to participate in these scheduled activities or to use this time to work on their assignments, do research in the School Library, or to attend a cultural activity until regular dismissal time at 3:30 p.m. If your child is not engaged in any of the above, she may be dismissed from school after the 8th period, i.e., at 2:50 p.m. on Day 6. We shall try to adhere to the planned schedule as far as possible, but there might be events in the school which necessitate a change. In the event of such, we shall as best we can inform students at least one day ahead of time and instruct them to inform you of it through the School Diary. However, if you are in doubt, please feel free to phone the Office to confirm your daughter’s report.
   - Form VI & VII students have special privileges with regard to their free periods. They may go for lunch the 6th period if they are free. Likewise, they may leave the 9th period if they are free.
4. **Lunch Arrangement**

The school tuckshop serves a variety of snacks at reasonable prices while Sun Generation Limited supplies hot lunches at $15.00 each [Please refer to the Lunch Order Form for details]. Alternatively, girls may bring their own lunch to school or return home for lunch if they live near the school. However, we discourage girls from going to restaurants at mid-day as the lunch hour is short, and many extra-curricular activities take place during this time as well.

5. **School Fees**

Subscription Fees (Tong Fai) and Tuition Fees approved by the Education & Manpower Bureau for the coming year are as follows:

<table>
<thead>
<tr>
<th>Class</th>
<th>Subscription Fees (Tong Fai)</th>
<th>Tuition Fees</th>
<th>Total for the Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Forms I – III</td>
<td>$32 x 10 months</td>
<td>--</td>
<td>$320</td>
</tr>
<tr>
<td>Forms IV &amp; V</td>
<td>$100 x 10 months</td>
<td>$567 x 10 months</td>
<td>$667 x 10 months</td>
</tr>
<tr>
<td>Forms VI &amp; VII</td>
<td>$100 x 10 months</td>
<td>$945 x 10 months</td>
<td>$1,045 x 10 months</td>
</tr>
</tbody>
</table>

Students of the following classes should submit to the Homeroom Teacher a cheque payable to *Marymount Secondary School* for the following amount on **4th September**:

<table>
<thead>
<tr>
<th>Class</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Forms I – III</td>
<td>$320</td>
</tr>
<tr>
<td>Forms IV &amp; V</td>
<td>$667</td>
</tr>
<tr>
<td>Forms VI &amp; VII</td>
<td>$1,045</td>
</tr>
</tbody>
</table>

From October onwards, please put in sufficient funds into your bank account for students of **Forms IV to VII before the 7th of each month** (the date on which the fees are debited).

6. **School Social Worker**

The School Social Worker, Mrs. Grace Choi, is regularly stationed in the school **every week from Monday to Thursday** for consultation with students. She is available should you wish to enlist her help with regard to your daughter. On Friday, she can be reached within office hours at phone number 2896-0302.

7. **School Website & Short Messages Service (SMS)**

Please visit our website for the latest school news and circulars issued to parents. With regard to home-school communication through using SMS, parents will be notified of the arrangements by the second week of September.

Over the years, some parents have offered expensive gifts to teachers in appreciation of their efforts at education. While we are very grateful for their kindness, we are in no position to accept advantages which might be interpreted as corruption. Therefore, I appeal to your cooperation in this matter.

As trust and respect for each other is the guiding principle of our school mission, I hope the same spirit governs our partnership in the education of your child. In this respect, please address your requests, problems or complaints, if any, to me in writing with your name and telephone so that we can respond to your concern. Please be assured that your child will not be adversely affected in any way if you bring in a complaint.

Looking forward to your support and commitment in our mutual task of education, my staff join me in wishing you successful parenting.

Yours sincerely,

Ms. Veronica Ma
Principal