



Hong Kong Red Cross Princess Alexandra School

Year 2024-25

Parent's Handbook

Address: 8 Fuk Hong Path, Kwun Tong, Kowloon

School Tel.: 2340 1022

Boarding section Tel.: 2340 2125

Fax: 2349 6240

Website: <http://www.pas.edu.hk>

Email: pars@redcross.org.hk

Table of Contents

Mission of Hong Kong Red Cross School	P.1
Curriculum	P.1
Preface	P.2
1. Class Schedule	P.3
2. Lunch Arrangement	P.3
3. School Uniform	P.4
4. Leave Procedures	P.6
5. Contingency Measures for Severe Weather or Special Situations	P.7
6. School Bus Service	P.9
7. Make-up Examination Policy	P.10
8. Application for Exemption of Long-Term Absence Transportation Fee	P.10
9. Strengthening Communication between School and Parents	P.10
10. Parental Concerns	P.11
11. Nursing Guidelines	P.12
12. Contact Numbers	P.14

Mission of Hong Kong Red Cross School

In line with the humanitarian spirit of the Red Cross, we care for students with physical disabilities and illnesses, providing holistic education. We aim to cultivate their values of respecting life, enabling them to overcome difficulties, unleash their potential, build dignity and self-confidence, integrate into the community, and contribute to society.

Curriculum

To cater to the diverse learning needs of students, our school offers different curricula, including regular primary and secondary curricula similar to mainstream schools, school-based adapted curricula for students with special learning needs, and special curricula for students with mild or moderate intellectual disabilities. All these curricula are implemented through a transdisciplinary team approach, aiming to maximize students' potential and benefit in learning and therapy.

Preface

The purpose of this handbook is to familiarize parents with the school's mission, curriculum, services, measures, and areas of concern. It aims to promote communication between the school and families and help new students quickly adapt to the learning environment, thereby enhancing their learning effectiveness. Parents are requested to keep this handbook until the end of the school year. If you have any comments or suggestions regarding this handbook, please contact the school for further improvement.

1. Class Schedule

1. Monday to Friday, from 8:45 AM to 3:35 PM.
2. Students should arrive at school before the morning preparation bell at 8:40 AM.
3. If a student arrives at school after 8:45 AM, they need to register their late arrival at the school office using the "Student's Arrival/Late Record Form."

2. Lunch Arrangement

1. Lunchtime is from 12:05 PM to 1:15 PM.
2. Students will have lunch in designated areas within the school.
3. Students can participate in the dormitory lunch program or bring their own lunch.
4. For students bringing their own lunch, the school does not provide heating services.
5. Apart from providing meal training to students, the school's catering working group also pays attention to the health and physical condition of individual students, making special arrangements for their meals.
6. At the beginning of the school year, occupational therapists and speech therapists assess students' eating abilities and arrange food and utensils according to individual needs.
7. If a student is required to abstain from eating any food for a long or short period of time due to health reasons, parents can contact the class teacher or school nurse for arrangements.

3. School Uniform

A. Uniform Supplier

1. Golden Ocean Garment Ltd.
2. Address: Flat 113 G/F., Hung Shek House Ping Shek Estate, Kowloon.

Tel: 2351 2088

Opening Time: Mon to Sat (10:00 am - 6:30 pm)

***Please contact the uniform supplier before visiting the store.**

3. The uniform supplier will visit the school in September and February each year to do the fitting and take uniform orders. Notices will be distributed to parents on the designated dates. Parents can also purchase uniforms from the supplier on their own.
4. Parents are free to purchase uniforms from any supplier but must follow the school's uniform specifications.

B. School's uniform specifications.

1. Summer Uniform:

- (a) Shirt: Blue and white stripe short-sleeved shirt with school badge (for boys).

Pink and white stripe short-sleeved shirt with school badge (for girls).

- (b) Trousers: Gray long or short trousers (for both boys and girls).

- (c) Skirt: Pink and white stripe short-sleeved dress with waist belt and school badge.

(Girls can choose to wear short-sleeved dress or shirt and trousers.

2. Winter Uniform:

- (a) Shirt: Blue and white striped long-sleeved shirt with school badge (for boys).

Pink and white striped long-sleeved shirt with school badge (for girls).

- (b) School pants: Gray pants (for both boys and girls).

- (c) Light gray, sky blue, or white jacket.

- (d) Outer cotton jacket and inner fleece vest (with school name and hood).

(Girls can choose to wear a skirt or shirt with gray pants)

3. Summer sports uniform

- (a) Yellow short-sleeved round-neck shirt (blue collar and cuffs, school badge on the left chest).

- (b) Blue shorts or pants.

4. Winter sports uniform

- (a) Yellow long-sleeved undershirt (blue collar and cuffs, school badge on the left chest).
- (b) Blue pants.
- (c) Blue sports jacket (students can order as needed).

5. Other rules

- (a) Underwear: White or nude-colored underwear must be worn.
- (b) Socks and shoes: Both boys and girls wear white socks and black shoes; for physical education, white sports shoes are worn. (If special shoes are required, a written application can be submitted to the school).
- (c) Hair: Hair dyeing is not allowed; hairstyles should not be unusual. Boys' hair should be of moderate length and not cover the eyes or collar. Girls with hair covering the eyes must clip it back; those with long hair or shoulder-length hair must tie it up.
- (d) Head accessories: Only pink or plain-colored hair ties, hairbands, headbands, or hair clips can be used.
- (e) When the highest temperature in Hong Kong is below 15°C on the day or when the Observatory issues a cold weather warning, students can wear plain dark-colored cold-proof coats in addition to the school jacket. The outer coat should not have any patterns and should be simple. If wearing scarves or gloves, they should also be of a solid color and plain.

Note: To facilitate identification, please write or embroider the student's name on each garment.

4. Leave Procedures

A. Day students

(1) Sick leave

- a. Parents should call the school office to report the student's absence before the start of classes on the same day.
- b. For sick leave of three days or less, parents can fill out the "Student Leave Form" in the handbook to report the absence.
- c. For sick leave of more than three days, in addition to using the handbook or a parent's letter to report the absence, a medical certificate should be submitted.

(2) Personal leave

Parents can fill out the "Student Leave Form" in the handbook in advance or send a letter to explain the duration and reason for the leave.

(3) Early dismissal

a. For students who are picked up by parents on weekdays:

If a student needs to leave early during class due to illness, family matters, or a follow-up medical appointment, parents should first go to the school office to fill out the "Student Early Dismissal Form" and wait for the school staff to escort the student to meet the parents and leave the school.

b. For students who are allowed to leave school on their own on weekdays:

If a student needs to leave early, parents should fill out the "School/Parent Communication" section in the handbook in advance, stating the reason, departure time, whether the student will return to school on the same day, and sign the "Student Early Dismissal Form" in advance for the student to submit to the school office for record-keeping. (The "Student Early Dismissal Form" can be downloaded from the school's website)

B. Boarding students

(1) The procedures for taking leave are the same as for day students.

(2) During the stay in the dormitory, the procedures for taking leave or applying for early dismissal are handled by dormitory staff.

(3) When boarding students are at home, parents should directly request leave from the school.

C. If a student contracts a contagious disease, they must isolate and rest away from other students until they recover before returning to school. (Please refer to the Education Bureau guidelines reproduced in the student handbook)

5. Contingency Measures for Severe Weather or Special Situations

1. Tropical Cyclones (Typhoons)

A. When Hong Kong is affected by a tropical cyclone, the school will take the following measures:

Time	Weather condition	School's measures
Anytime	Signal No. 1	Classes will proceed as usual.
Before 5:30AM	Signal No. 3	Suspension of classes for the whole day
At or after 5:30AM	Signal No. 3 changed to Signal No. 1	Continue the suspension of classes for the whole day
	Lower all the typhoon signals.	
Anytime	Signal No. 8 or above	Suspension of classes for the whole day
—	The Education Bureau announced the suspension of classes in certain areas.	Students residing in those areas do not need to return to school for classes.

B. If Typhoon Signal No. 3 is hoisted while students are on their way to school, the school will implement emergency measures to ensure that the campus remains open and that there are staff members to take care of the students who have returned to school. The accompanying staff will also use emergency phone calls to notify parents, and school buses will not pick up students waiting along the route. The school will also contact parents at the appropriate time regarding arrangements for students who have returned to school to go home.

2. Continuous heavy rain.

Time	Weather condition	School's measures
Anytime	Yellow Rainstorm Signal.	Classes will proceed as usual.
After 5:30AM	Red/Black Rainstorm Signal.	Suspension of classes for the whole day <u>*The school buses will not be deployed to pick up students.</u> The school will ensure that the campus remains open and make arrangements for contingency measures to ensure that staff members take care of the day students who have returned to school until dismissal time. Only when it is safe to do so, students will be allowed to go home.

Within School Time	Red/Black Rainstorm Signal.	<ol style="list-style-type: none"> 1. Students will continue with their classes until dismissal time, and they will be allowed to go home only when it is safe to do so. 2. If early dismissal is necessary, the school will: <ol style="list-style-type: none"> a. Notify the parents of day students as soon as possible via phone. b. Arrange for boarding students to return to the dormitories (except on Fridays or the day before holidays). 3. Parents can contact the school for inquiries or come to the school to pick up their children.
--------------------	-----------------------------	--

3. Applicable only to boarding students returning to the dormitories on Sundays/last day of the holiday.

Time	Weather condition	School's measures
Before 1:00PM that day	Signal No. 1	Students will return to the dormitories as scheduled by taking the school bus.
	Yellow Rainstorm Signal.	
	Cancellation of the rainstorm signal or typhoon signal.	
After 1:00PM that day	Changed to Signal No. 3 or above	There will be no school bus service on that day. If the weather improves later, students can return to the dormitories on their own.
	Red/Black Rainstorm Signal.	

4. Other

(1) Once the rainstorm warning signal is in effect, the Observatory will immediately broadcast it on television and radio. Due to the unpredictable nature of rainstorms, the school will inform parents of the school's contingency measures through announcements or eClass instant messages. Parents are advised to pay close attention to these announcements.

(2) In addition to following the announcements issued by the Education Bureau or the school's measures, parents can decide whether or not to send their children to school based on the weather, road conditions, slopes, or traffic in their own residential areas.

(3) During examination periods, if classes are suspended, **the exams will be rescheduled according to the examination timetable once classes resume.**

- (4) If parents decide not to send their children to school during school tests or examinations due to special circumstances in their residential areas, they only need to submit a written request for makeup exams within three school days after classes resume. The grades will not be penalized.
- (5) Due to the difference in school bus routes on weekdays (Monday to Friday) and on Sundays, boarding students who were scheduled to return to the dormitories on Sundays or the last day of the holiday but were unable to do so due to the suspension of school bus service can board the school bus at various stops along the weekday bus route on the following day.
- (6) If it becomes necessary to dismiss students earlier during school hours due to deteriorating weather conditions, the school will notify parents by telephone as soon as possible.
- (7) In inclement weather, parents can call the school to inquire about special arrangements for dismissal or come to the school at any time to pick up their children.

6. School Bus Service

1. If necessary, parents can contact the social worker to arrange for school bus service.
2. Students must sit in the assigned seats arranged by the school and are not allowed to switch seats without permission.
3. When riding the school bus, students must fasten their seat belts and maintain a quiet environment, following the instructions of the driver and accompanying staff.
4. Eating and drinking are strictly prohibited on the school bus to ensure student safety.
5. To ensure the safety of students on the school bus, a 24-hour closed-circuit television surveillance system is installed to record the students' activities during the journey.
6. Parents must be punctual when picking up or dropping off students at the school bus station. Please arrive at the station at least five minutes before the scheduled time. Also, please arrange for an adult over 18 years old, who is capable of ensuring the safety of your child, to pick up the student.
7. For safety reasons, when students who take the school bus arrive at the bus station, they must be picked up by parents. They are not allowed to leave alone. Otherwise, the student will return to school with the school bus and wait for the parent to come and pick them up.
8. If a student needs to leave school and return home on their own or return home from the school bus station, parents can submit an application to the school at least one month in advance. The school will consider the age, physical fitness, health condition, and ability to take care of themselves of the individual student. After being evaluated and approved by a therapist, the parent must sign a consent form before the request is approved.
9. If parents need to request leave for students, please follow the formal leave procedures of the school and inform the driver.

10. The school bus service is provided for all students in the school. However, due to limited seating and wheelchair space on the school bus, priority for using the fixed school bus service is given to 1) day students, 2) boarding students, and 3) all boarding students.
11. If there are any changes to the contact phone numbers of parents or caregivers, please notify the assigned social worker as soon as possible.

7. Make-up Examination Policy

1. If a student is unable to attend an exam due to illness during the examination period, they can submit a parental leave letter and a doctor's certificate (stating that taking the exam is not advisable due to illness).
2. The final date for makeup exams is the third school day after the examination week.
3. Subjects that are missed without applying for makeup exams, without valid reasons, will not be arranged for makeup exams by the school.
4. If a student misses an exam due to special circumstances, the school will handle it based on individual reasons.

8. Application for Exemption of Long-Term Absence Transportation Fee

If a student needs to take a leave of absence for more than one month due to illness or health conditions, parents can apply in advance to the school for exemption from transportation fees during the leave period. For details, please consult the assigned social worker.

9. Strengthening Communication between School and Parents

1. Please fill out the "Student Information Form" and "Student Health Record" in the handbook. If necessary, sign the "Body Temperature Record Form" daily.
2. In addition to home phone numbers, emergency contact phone numbers and contact person information must be provided to ensure that the school can stay in contact with parents when needed. If there are any changes to the contact phone numbers, please notify the class teacher as soon as possible.
3. Read the "Message to Parents" section in the handbook carefully to assist your child in understanding and complying with school regulations.
4. The school will communicate with parents through phone calls, the school website, notices, and the eClass mobile communication platform. If needed, parents are welcome to communicate with the school via phone or email, and they can also provide feedback through the school suggestion box. (Email address: pasparent@pas.edu.hk)

10. Parental Concerns

1. Students should always carry tissue or wet towels (stored in a plastic container) and use them during snack or lunchtime to cultivate personal hygiene habits.
2. The school provides hot water for students, so students should bring their own water bottles or sealable cups.
3. Towels, water bottles, and cups should be kept clean to ensure hygiene.
4. To ensure the health of students, when students have respiratory illnesses such as colds and coughs, they should wear masks to class. If they have a fever, students should seek medical attention or stay at home for rest and observation.
5. Students' stationery, water bottles, backpacks, and clothes should be labeled or tagged with their names for easy identification.
6. To avoid carrying heavy backpacks that may affect health, parents should guide or assist students in packing their backpacks according to the class schedule every day.
7. The school provides lockers in most classrooms according to the needs of students at different levels. Students should make good use of them to reduce the need to carry a large number of items between school and home.
8. Physical education and performing arts training activities held on Fridays may be suspended due to exams or other events. Please pay attention to the school calendar or notices.
9. If parents plan to bring their child to school in the morning for early departure but intend for them to return for lunch, please indicate this on the early departure form.
10. To avoid loss, when parents pay fees for young students, they can package the specified amount of money as indicated on the notice, with the name, class, amount, and fee name written on it. It should be stored in the backpack and then inform the class teacher or hand it over to the school worker on the bus to be passed on to the class teacher.
11. To avoid missing out on change, when paying fees, parents should try to prepare the exact amount of money as specified on the notice.
12. Smart Student Card:
To align with the promotion of information technology, the school will issue a smart student card to each student. Students must carry their student cards to school every day. The card is used for attendance and borrowing books, so it should not be lent to others. In case of loss, please inform the class teacher as soon as possible and pay ten yuan to apply for a replacement card. Please provide the class teacher with a half-body photo with the school emblem for the production of the student card. Students who leave the school midway or graduate should return the student card to the school.

13. E-Learning Platforms and Information Technology Equipment:

To support information technology education, the school will provide students with e-learning platform accounts for online courses and learning purposes. Students must comply with the "User Guidelines for the School's E-Learning Platform (Office365)" and use the platform for proper learning and teaching purposes. In addition, the school has established an "Acceptable Use Policy for Students Using Electronic Devices on Campus" to ensure that students can use electronic devices safely and correctly on campus.

★ The "User Guidelines for the School's E-Learning Platform (Office365)" and "Acceptable Use Policy for Students Using Electronic Devices on Campus" are available on the school website under the "Notices and Downloads" section.

11. Nursing Guidelines

1. Body Examination and Follow-up Visits

Students who need to undergo examinations or regular follow-up visits due to their physical condition, including any specialist reports (such as nutrition, ophthalmology, or otolaryngology) and special prescriptions from doctors. All reports should be submitted to the nursing department for filing in order to provide comprehensive care for students. Medical reports can be attached to the handbook, and please indicate that they are submitted to the nursing department.

2. Handling of Physical Discomfort

According to the guidelines of the Education Bureau, if students have flu-like symptoms or develop a rash, parents should seek medical attention from a doctor. Students should not return to school until the symptoms disappear and they have been fever-free for at least two days (based on the longer duration). If special dietary arrangements are needed when returning to school, parents can call the school or indicate it in the handbook to notify the nurse for arrangements. The school dormitory kitchen only provides plain congee or meat congee as options. In addition, if students have physical discomfort after returning to school, they will be assessed by the nurse and provided with appropriate nursing care or rest, and parents will be contacted immediately. If students are unable to continue attending classes due to their physical condition and need to see a doctor, Boarding students can rest in the dormitory or be assisted by boarding staff for medical treatment. Day students, they should be accompanied by their parents for medical treatment.

3. Handling of Emergencies/Accidental Injuries

If students any accidents or sudden events resulting in physical injuries or discomfort at school, after assessment by the school nurse and relevant departments, if they need to send out of the hospital for treatment or examination, the school nurse will immediately notify phone contact the parents and send the student to the nearest hospital (such as the emergency room of a public hospital). Parents are responsible for the emergency service treatment fees. If parents are unable to accompany the student for treatment, boarding students will be accompanied by boarding staff, day students will be accompanied by the school nurse to the hospital meet with their parents.

4. Guidelines for Vaccination

The Department of Health organizes various types of vaccination campaigns every year. The school nursing department will issue notification letters and consent forms specifying the types of vaccines, eligible students, and post-vaccination reactions. Parents should pay attention to the precautions on the consent form. If students are sensitive to any medication or have post-vaccination reactions, parents should specify on the consent form. The vaccination record card should be returned to the school along with the completed consent form before the specified date, regardless of participation. The school will not keep students' vaccination record cards. After each vaccination, the school nurse will record and file it, and then return it to parents for safekeeping.

5. Student Health Services

The Department of Health organizes health services free for all students in Hong Kong every year, providing physical examinations for students. In September of each academic year, forms for participation will be distributed to all students. Students are encouraged to participate. The student health services will be conducted at specialized clinics equipped with student health services. Parents should accompany their children for the examination, and the school does not provide transportation to the clinic.

6. Dental Health Services for Students - Important Information

The Department of Health provides dental examination services for all students in Hong Kong every year. Students are encouraged to participate. The service requires payment as specified by the Department of Health. On the designated date, students will be arranged to visit the dental clinic, and the school will provide transportation to the clinic on the designated date. Parents are welcome to accompany their children for the examination and provide information about their children's oral health to the dental therapist and take the opportunity to understand their children's oral health.

7. Medication Handling Guidelines

To ensure that students take prescribed medication on time and accurately, parents are requested to take note of the following guidelines. If a student needs to continue medical treatment and take medication at school due to illness, the medication must be labeled with the student's full name, medication name, dispensing date, dosage frequency, and amount. Please keep the medication in the student's backpack and indicate in the handbook that it has been handed over to the nursing department. The nursing department will not accept unregistered Western medicine prescriptions, self-purchased medications, or expired medications. To ensure the effectiveness of the medication, it should be taken after breakfast, and the general medication distribution time at school is during lunchtime.

12. Contact Numbers

Departments	Tel.
General Office	2340 1022
Social Work Dept.	2340 1329
Staff Room	2340 7761
Occupational Therapy Dept.	2340 8111
Physiotherapy Dept.	2349 9211
Speech Therapy Dept.	2340 9212
Nursing Dept.	2340 9212
Boarding Section	2340 2125

Transportation	Name of Organization	Reservation number
Rehabus	The HK Society for Rehabilitation	2817 8154
SynCab	Chung Shing Taxi Group Member	3700 6500
Accessible Hire Car Service	The HK Society for Rehabilitation	8106 6616
Diamond Cab	Diamond Cab (Hong Kong) Limited	2760 8771