

INFORMATION FOR F.1 PARENTS/GUARDIANS

1. School Hours

- Monday to Friday:

| | Roll-call | Lessons |
|---|-----------|------------------------|
| Normal timetable (mid September to early May) | 8:20 a.m. | 8:30 a.m. – 12:35 p.m. |
| | 1:40 p.m. | 1:45 p.m. – 3:30 p.m. |
| Summer timetable (early May to July) | 7:50 a.m. | 7:55 a.m. – 1:35 p.m. |

- Students are not allowed to leave school within school hours without the Principal's permission.
- F.1 students will be released at approximately **12:30 p.m. on 2nd September, 1:35 p.m. from 3rd to 5th September and 12:00 p.m. on 6th September.** Students and parents/guardians should also refer to the notice on special arrangements from 2nd to 6th September, 2019 through the school website.

INFORMATION FOR F.1 PARENTS/GUARDIANS

2. Special Arrangements from 2nd to 6th September, 2019

St. Paul's College
2019 - 2020

Special Timetable Arrangements from 2 to 6 September, 2019
(Revised Version for Forms 1 - 6 Students)

| Date | Day | Time | Programme | Venue |
|--------|-----|---------------|---|----------------|
| 2 Sept | Mon | 08:15 - 08:30 | School Re-assembles | Classroom |
| | | 08:30 - 09:30 | Form Teacher Period (Forms 2, 4 & 6) | Classroom |
| | | 08:30 - 10:00 | Form Teacher Period (Forms 1, 3 & 5) | Classroom |
| | | 09:15 - 10:00 | F.5 Taking Individual Photos [^] | Gymnasium |
| | | 09:30 - 10:00 | F.2, F.4 & F.6 Morning Assembly | Hall & Balcony |
| | | 10:00 - 10:30 | F.1, F.3 & F.5 Morning Assembly | Hall & Balcony |
| | | 10:00 - 10:30 | F.4 Taking Individual Photos [^] | Gymnasium |
| | | 10:30 - 12:30 | F.1 Orientation Programme (II) by Guidance Club | Hall |
| | | 10:30 - 11:15 | F.3 Taking Individual Photos [^] | Gymnasium |
| 3 Sept | Tue | 07:55 - 13:35 | Periods 1 - 9 | Classroom |
| | | 07:55 - 08:30 | Form Teacher Period | Classroom |
| | | 08:30 - 09:40 | F.1 ALPS Briefing Session | Balcony |
| | | 08:30 - 09:05 | F.2 Taking Individual Photos [^] | Gymnasium |
| | | 09:50 - 11:00 | F.2 Discipline Talk | Hall |
| | | 10:25 - 11:35 | F.1 Discipline & Guidance Programme on Net Ethics | Balcony |
| | | 11:00 - 11:35 | F.2 & F.3 OLE Briefing Session | Hall |
| | | 11:50 - 13:00 | F.1 - F.3 Music Department Briefing Session | Hall & Balcony |
| | | 13:00 - 13:35 | F.1 Cheering Team Orientation | Classroom |

| | | | | |
|--------|-----|---------------|---|------------------------------|
| 4 Sept | Wed | 07:55 - 13:00 | Periods 1 - 8 | Classroom |
| | | 08:30 - 09:40 | F.1 English Streaming Test | Classroom |
| | | 08:30 - 09:40 | F.3 Discipline Talk | Hall |
| | | 08:30 - 09:05 | F.5 OLE Briefing Session | Balcony |
| | | 09:05 - 09:40 | F.5 LS Briefing Session (Except F.5F) | Balcony |
| | | 10:25 - 11:35 | F.2 Discipline & Guidance Programme on Net Ethics | Balcony |
| | | 10:25 - 11:35 | F.3 & F.4 Talk on Green Living | Hall |
| | | 11:50 - 13:00 | F.1 Civic & Moral Education Talk organised by Intellectual Property | Balcony |
| 5 Sept | Thu | 13:00 - 13:35 | House Meetings (Oak, Banyan & Yew) | Hall/Balcony/Gym |
| | | 07:55 - 13:00 | Periods 1 - 8 | Classroom |
| | | 07:55 - 09:40 | F.1 Orientation Programme (III) by Students' Association | Hall |
| | | 09:50 - 11:35 | F.1 S.A. Affiliated Club Exhibition | Covered Playground |
| | | 10:25 - 11:35 | F.2 & F.3 Talk on Reading & Writing | Hall |
| | | 10:25 - 11:35 | F.4 Discipline & Guidance Programme on Net Ethics | Balcony |
| | | 11:50 - 13:00 | F.2 to F.5 S.A. Affiliated Club Exhibition | Covered Playground |
| | | 13:00 - 13:35 | House Meetings (Ginkgo, Pine, Rosewood) | Hall/Balcony/Gym |
| 6 Sept | Fri | 07:55 - 13:35 | Periods 1 - 9 | Classroom |
| | | 08:30 - 09:40 | F.1 & F.2 Talk on Study Skills & Learning Habits | Hall |
| | | 09:50 - 10:25 | F.4 OLE Briefing Session | Hall |
| | | 09:50 - 12:00 | F.1 Heritage Service* | St. Paul's Church in Central |
| | | 10:25 - 11:35 | F.3 & F.4 Talk on Study Skills & Learning Habits | Hall |
| | | 11:50 - 13:00 | F.3 Guidance Programme | Classroom |
| | | 11:50 - 13:00 | F.2 Civic & Moral Education Talk | Hall |
| | | 11:50 - 12:25 | F.6 SLP Briefing Session | Balcony |
| | | 12:25 - 13:35 | F.6 Guidance Programme | Balcony |

[^] Students must wear proper summer uniform with a school tie.
* To be dismissed at St. Paul's Church in Central around 12:00 noon.

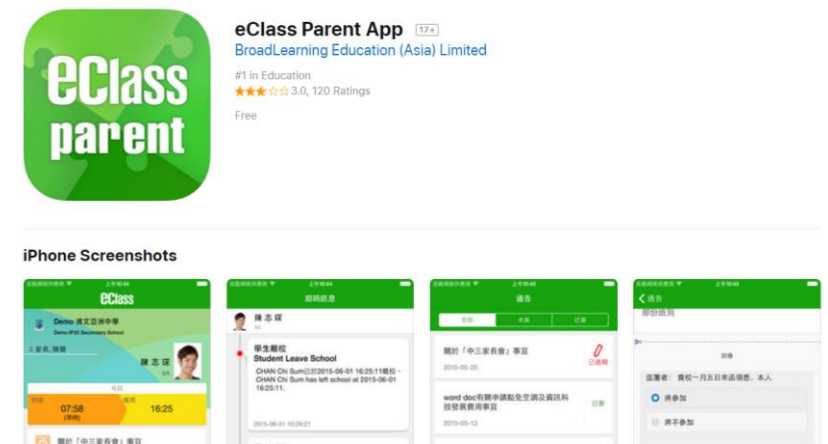
INFORMATION FOR F.1 PARENTS/GUARDIANS

3. e-Notice (through School Intranet)

- Details on Parents' Intranet login will be given on Monday, 2nd September, 2019
- Normally, e-Notices will be uploaded on **Friday**.
- Parents/Guardians are asked to login our School Intranet within one week to check them and sign all the notices before the deadline.

eClass App

- Download and install the Parent App onto a mobile device to receive instant school messages, school news and e-Notices
- Free of charge



INFORMATION FOR F.1 PARENTS/GUARDIANS

4. Absence from School

- phone in the College Office at **2546 2241** on that morning
- between 7:30 a.m. and 8:15 a.m. in Normal Timetable
- between 7:15 a.m. and 7:45 a.m. in Summer Timetable
- If absence is due to sickness, the student should bring back his parent/guardian's letter on the first day of his return. If a student is absent for more than one day in a week, a doctor's medical certificate is required.
- Any student who is absent without permission from school for more than 4 days from the beginning of the school year to the Mid-year Examination or more than 5 days from the Mid-year Examination to the Final Examination will not be allowed to take the examination.

INFORMATION FOR F.1 PARENTS/GUARDIANS

4. Absence from School

- A student who becomes sick and wishes to go home during school hours should go to the Staff Rooms or College Office for an “**Absence Form**”, to be signed by a Duty Teacher or the Vice Principal / the Assistant Vice Principal.
- Student should bring back the Absence Form, **countersigned** by his parent/guardian, on his return to school, and give it to his Form Teacher together with the **parent’s/guardian’s letter**.

The image shows three overlapping copies of an absence form from St. Paul's College. Each form is titled "ST. PAUL'S COLLEGE" and includes the following fields: "Date:", "Name", "Form / Class", "has permission to be absent from school from" (with a line for the start date), "to" (with a line for the end date), "Reason", "Form Teacher", and "Approved by:" (with a line for the signature). Below the signature line, there is a box with instructions: "To the Duty Teacher / Assistant Vice Principal / Vice Principal: Please return this slip to the Form Teacher immediately." Copy 1 is white, Copy 2 is yellow, and Copy 3 is light blue. Copy 2 is highlighted with a yellow border. Copy 3 has a light blue background and includes an additional instruction box: "To the student: Return this slip to the Form Teacher on the next school day together with a parent's/guardian's letter."

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5. Lateness to School

- Not arriving at the school punctually for roll-call (8.20 a.m. and 1.40 p.m. for normal timetable and 7.50 a.m. for summer timetable) will be marked '**late for school**'.
- A **detention** will be given to students who have been late for school **every 3 times**. A student late many times during the school year will be issued a Letter of Warning.