



# ST. CLARE'S GIRLS' SCHOOL

50 MOUNT DAVIS ROAD,  
HONG KONG

Web Page : [www.stclare.edu.hk](http://www.stclare.edu.hk)  
E-mail : [info@stclare.hk](mailto:info@stclare.hk)

Tel : 2817 1764  
Fax : 2855 8420

6<sup>th</sup> November, 2019

Dear Parents,

## S.3 School Picnic

The School Picnic will be held on 15<sup>th</sup> November, 2019 (Friday). It aims to provide a chance for students to get to know more about their classmates and their class teachers outside the classroom and to enhance their class culture.

Please note that the School Picnic is a normal school day; hence all students must attend. For any request of absence on that day, parents must call up the school before 7:30 a.m. On the following school day, the students concerned must hand in their parent's letter attached with a doctor's certificate to their class teachers.

You are kindly requested to read through the attached reminders for the day with your daughter. The arrangements for the day are as follows:

Venue:	Hong Kong Gold Coast
Time of Assembly:	8:45 a.m.
Place of Assembly:	Pier No. 9, Central
Time of Dismissal:	4:15 p.m.
Place of Dismissal:	Pier No. 9, Central
Fee:	\$55

The said fee will be debited from the autopay account in December. Please ensure that the amount is deposited into the autopay account. The school will notify parents by circular and SMS the amount and due date for the payment before their account is debited. An administration fee charged by the bank of not more than \$150 (depending on individual banks) will be levied upon any unpaid fee after the due date.

For parents who have not applied for an autopay account, the fee should be paid by cash, or cheque made payable to "The IMC of St. Clare's Girls' School" at the school office by students.

Thank you for your attention.

Yours sincerely,

Mrs. Cherry Chan  
Principal



-----Reply-Slip-----

To: St. Clare's Girls' School

Notice No. : 1920041 (S3)

## S.3 School Picnic

We have read and noted the above letter and the Reminders to Students and Parents concerning School Picnic which will be held on 15<sup>th</sup> November, 2019.

\_\_\_\_\_  
Student Name

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Class & Class Number

\_\_\_\_\_  
Date



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敬啟者：

## 中三級旅行日

十一月十五日(星期五)為學校旅行日，師生可藉此機會舒展身心，增進感情，營造更好的團隊精神及班風。

該日為學校上課日，全校中一至中六學生均須出席。學生如因病缺席，家長須於當天七時三十分前致電學校告假，學生則須於下一個上課日將告假信及醫生證明書交予班主任。

請家長陪同子女詳細閱讀「旅行日學生及家長須知」。本年度中三級旅行日安排如下：

活動地點：	香港黃金海岸
集合時間：	上午 8 時 45 分
集合地點：	中環九號碼頭
解散時間：	下午 4 時 15 分
解散地點：	中環九號碼頭
費用：	\$55

費用將於 2019 年 12 月以自動轉賬方式從家長所提供的銀行戶口中扣除，本校在轉賬前將會以短信及通告另行通知有關轉賬詳情。請家長在轉賬日期前將費用存入付款的銀行戶口內，若戶口存款不足而無法扣取所需款項，有關扣賬銀行會收取不多於港幣 150 元的手續費（視乎個別銀行而定）。

凡未有申請以自動轉賬繳費的家長，必須到校務處以現金或劃線支票繳交費用，支票抬頭為「聖嘉勒女書院法團校董會」，本校將會以通告另行通知有關支付詳情。

此致

貴家長

校長陳黃碧瑜謹啟

二零一九年十一月六日





**St. Clare's Girls' School**  
**2019–2020 School Picnic**  
**15 November, 2019 (Friday)**  
**Reminders to Students and Parents**

The School Picnic is one of normal school days. It provides students an opportunity to learn outside the classroom. The activities held also help students improve the relationship with their peers and teachers, thus enhancing students' sense of ownership and belonging to their class, as well as raising their self-confidence towards challenges. All students should participate in the activities with a positive attitude. They must heed to safety precautions and follow teachers' instructions.

**A. Attendance:**

1. Students must assemble at the designated time and place punctually.
2. In case students are late and miss the assembly time, they must return to school. Otherwise they will be regarded as playing truant.
3. Students who take leave on that day due to sickness should inform the General Office by phone before 7:30 a.m. The call should be made by parent. A parent's letter and a certificate from a registered doctor must be submitted to Class Teachers on the following school day. Otherwise, the case will be considered truancy.

**B. Attire and Things to bring:**

1. Students must wear appropriate sports shoes to prevent slips, trips and falls.
2. All students must dress up decently e.g.: wearing T-shirts, long pants or jeans. No students are allowed to wear shorts, dress or mini-skirts. Wearing of cosmetics and application of nail polish are prohibited. Students will be penalized in case of irregularities.
3. Students should check the weather updates the day before and bring along with them caps, sunglasses, jackets and / or umbrellas if necessary.
4. Students should eat breakfast on that day and also bring enough water and food. Some students may need to prepare their own light lunch.
5. Student should bring along with them travel sickness bags if necessary.
6. Students must bring with them their Student I.D. Card.

**C. Other Measures on Safety:**

1. For safety reason, students will be divided into small groups for outdoor activities. In each group, there should be one group leader and one green ambassador. Each group leader should keep a telephone list of the group to facilitate communication.
2. All students must observe road safety rules and regulations.
3. Students should keep all personal belongings with them at all times. They should not bring a large sum of money or valuable items.
4. All students should behave well at all times and follow teachers' instructions. They must not shout, play or lean out of the windows while travelling on the bus / coach / ferry.
5. To avoid injuries, all students are prohibited from wading barefoot and catching fish and shrimps in any river or stream.
6. All students should remain vigilant against avian influenza infection by avoiding direct contact with poultry and birds.
7. All students should stay away from bee hives or caves to avoid bee stings and snakebites.
8. For safety reason, under no circumstances should students walk away to anywhere without teacher's permission. They should be in groups all the time.
9. Before going to the toilet, students must first inform their class teachers. They should be accompanied by another student.
10. Students are not allowed to leave in the middle of the activity. They must report to the teachers and stay calm if there is an accident or emergency.
11. All students should protect the environment and preserve the natural landscapes in the countryside. The leader and green ambassador of each group should remind students to keep the environment clean. They should clear all litter before leaving the venue.
12. Students should be aware of their behavior in public places. Keeping the noise down is a must.
13. If the Education Bureau makes an announcement of school suspension due to bad weather, the school will cancel the activity. Students should stay at home.

**D. After Dismissal:**

1. For safety sake, all students should go home immediately after dismissal.
2. The Block Insurance Policy (BIP) is an insurance policy arranged by the Education Bureau for aided and caput schools. It comprises 3 sections: the public liability insurance; the employees' compensation insurance; and the group personal accident insurance. Taking into consideration that there are accidents in which the school is not negligent and/or student-victims may have to go through complicated and long common law suit to prove negligence, if any, on the part of the school, the BIP includes a personal accident insurance for students, providing some financial consolation to students who suffer from Accidental Death or Permanent Disablement whilst participating in any school activities. The maximum benefit is HK\$100,000 per student. This is a nominal benefit to students out of grace on top of any common law compensation students may obtain and regardless of any proof of any parties' negligence. This cover should not be seen as a comprehensive personal insurance coverage. If parents wish to have a comprehensive personal insurance coverage for their children, they may acquire it separately at their own costs from any insurance company.



**Being vigilant and prepared are the vital keys to safety. Hope that all students will keep in mind the above reminders. Everyone's effort is required in order to make the School Picnic a safe and delightful event!**





聖嘉勒女書院  
二零一九至二零二零年度旅行日  
二零一九年十一月十五日（星期五）  
學生及家長須知

學校旅行為學校正常上課日，師生可藉此機會走出課室，舒展身心，一方面可參與班會活動增進師生及同學之間的感情，增加對學校的歸屬感，培養團隊精神；另一方面藉著參與營舍安排的活動挑戰自己，增強自信。學生必須出席當日活動，並且注意自己及他人的安全，以免發生意外。

一. 出發前：

1. 學生須準時於指定時間及地點集合。
2. 如學生及老師已出發，遲到的學生必須返回學校，否則當曠課論。
3. 家長應於學生缺席當日早上七時三十分前致電學校請假，並於下一個上課日呈交註冊醫生證明書及家長信予班主任，否則作曠課論。

二. 衣着及裝備：

1. 學生必須穿着合適的運動鞋以減少滑倒的意外。
2. 學生必須穿着整齊的便服出席，例如T恤、長運動褲或牛仔褲，切勿穿着短褲或裙子。服飾以純樸端莊為原則，不可標奇立異，亦不應化妝及塗指甲油。當日班主任將會檢查學生的服飾，如發現有違規，班主任將會記名，有關學生將受處分。
3. 學生須於出發前留意天氣及注意天文台的天氣預測。若有下雨跡象，應攜帶雨具。又或天氣可能會突然轉涼，應帶備合適外衣，避免着涼。
4. 各學生出發前應進食適量早餐，亦須準備適量的白開水及乾糧，避免因飢渴而產生虛脫。個別有需要學生亦可自備簡便午餐。
5. 如有需要，學生請自備嘔吐袋或暈浪丸，以便身體不適時應用。
6. 學生須攜帶有效學生證。

三. 活動進行時須注意事項：

1. 為保障學生的安全，強烈建議學生須分小組進行各類活動，組內須設組長及環保大使各一名，組長須準備及確保每位組員都有一份附上電話號碼的組員名單，以便聯絡。
2. 學生須遵守道路安全守則。
3. 學生須小心保管財物，不宜攜帶貴重物品及大量金錢，以免招致損失。
4. 學生須絕對遵從老師指示，在旅遊車或渡輪內，不得喧嘩、嬉戲或將身體任何部份伸出車或船外，以免構成危險。
5. 學生不可除掉鞋子涉水玩耍，或在溪流、水坑中捕捉魚蝦，因為此舉容易被玻璃碎片等尖銳物品刺傷腳部或失足扭傷。
6. 為避免感染疾病，學生在進行戶外活動時應避免觸摸禽畜。
7. 學生不可亂觸蜂巢或洞穴，以免被蜂針螫或蛇咬。
8. 學生不可離群亂闖，獨自尋幽探秘。
9. 學生如需前往洗手間，應先知會老師，並找同學陪伴。
10. 學生如遇任何意外或身體不適，應保持鎮定及立即通知老師，切勿擅自離隊。
11. 學生進行戶外活動時應愛護公物，保護大自然，各小組組長及環保大使應提醒同學保持環境清潔，不得隨意棄置垃圾。離開前須清理場地。
12. 學生進入寧靜地方時，不得喧嘩嘈吵。
13. 如活動當天因天氣影響，教育局宣佈停課，學校將立刻取消活動，所有學生應留在家中溫習。

四. 解散後：

1. 活動結束後，學生應盡快返家，切勿在街上流連。
2. 教育局已透過綜合保險計劃，代所有資助及津貼學校投購保險。該綜合保險計劃包括公眾責任保險、僱員補償保險及團體人身意外保險。鑑於在意外事故中遇事的學生可能須經過複雜而冗長的訴訟程序，方能證明學校方面有疏忽（如有），該綜合保險計劃附加一項團體人身意外保險；不論學校是否有疏忽，均會向在學校活動中因意外而死亡或永久傷殘的學生，發放一筆保險賠償金（按傷殘程度以每名學生不超過港幣十萬元為限）。該款項是學生在普通法賠償以外可得的金錢，家長不應把該安排視作學生的個人全面保險。如家長希望其子弟獲得個人全面保險，可考慮自行向任何保險公司另外投購。

祝各位學生有一個又安全又愉快的旅行！

