

家长须知

NOTICE TO PARENTS

- 请家长带学生按时上课，如需缺席，请及时通知任课老师。
 - 学生每周需带好书包，课本/学校文件夹，铅笔，橡皮，彩色笔和胶棒来校上课。
 - 家庭作业会于当天课后或第二天在本班Google doc更新，请家长提醒并协助学生按时完成作业。
 - 学校将会在教学及相关活动中为学生拍照，用于网站或其它宣传活动。不希望学生出镜的家长，请在报名时通知学校。
 - 课间休息为十分钟，请家长为学生准备水及零食。为安全起见，学校禁止任何学生带含有坚果类的食物。
 - 学生如有过敏或特殊病史，请家长务必提前告知学校。若因学校未被告知而有事故发生，学校不承担责任。
 - 请家长在开学日之前付清每学年或学期学费。
 - 如因不可预测原因学校临时取消课程，学校会安排弥补课时。
 - 学期中间如因学生个人原因请假、无故缺席或退学，学费不予退还。
 - 请家长配合老师教导学生与同学团结友爱，爱护学校设施。
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- Please ensure that students attend classes on time. If a student is absent, the form teacher should be informed promptly.
 - Students are required to bring their textbooks/school folders, pencils, erasers, colouring pens, and glue sticks to school.
 - Homework for each class will be updated in Google doc after class or the next day. Parents are encouraged to assist students in completing their homework.
 - The school will take photos of students during lessons and activities for use on its website or other promotional activities. Parents who do not wish their children to appear in these photos should notify the school promptly.
 - Break time is ten minutes. Parents are asked to provide water and snacks for their children. For safety reasons, the school prohibits any food containing nuts.
 - If a student has any allergies or medical conditions, parents must inform the school in advance. The school will not be held responsible for accidents caused by a lack of prior notice.
 - Parents are required to pay the tuition fee annually/termly before the start of school year/term.
 - If a lesson is cancelled due to unforeseen circumstances by school, the school will arrange make-up session.
 - Tuition fees are non-refundable if a student takes a leave, absent, or withdraws from school during the semester for personal reasons.
 - Parents are asked to cooperate with teachers in teaching students to be friendly with classmates and take care of school facilities.

家长签名 Parent Signature _____

日期 Date _____