

Parent Consents

Liability

I understand that Alba Cathay Chinese School have no liability for my child when they are participating in activities which are led by other organisations, e.g. external classes

Emergency Medication

In the event of my child having an accident which requires them to have emergency treatment, Alba Cathay Chinese School will use their best judgement to contact the emergency services where appropriate. I hereby give my consent to any measurement, which the medical officer in charge considers essential.

Photographs

Alba Cathay Chinese School regularly offer and engage the children in various activities throughout the year. We may photograph these activities taking place and filing them for records. No names will be associated with the children in these photographs. I am happy to have photographs taken of my child/children.

Policy for After School Pick-up

The safety and welfare of all pupils are vital to our school. A child may be exposed to various risks if not collected on time. Therefore the school sets the following policy for picking up children:

- (1) Parent/Guardian shall be in the school to collect his/her child at least 10 minutes before the child's teaching session is due to finish;
- (2) If one is unable to collect one's child on time, please make sure that you arrange with someone to step in on your behalf. If you are not able to do that, call the school's emerge number (07884542008) at least 10 minutes before the end of your child class. The parents on Rota or one of the school's management committee members will do their best to help;
- (3) Pupil shall tell his/her class tutor or parent on rota or any member of school volunteers immediately if nobody is picking you up after school;
- (4) Parent/Guardian shall never allow young children to go home without accompanied by a trusted responsible person;
- (5) Parent shall make sure the child never leave school with somebody else without their knowledge;

Alba Cathay Chinese School

Parent Rota

Why Parent Rota

To ensure our children studying in a safe environment, the school requires a number of parents to be present at corridors, playground to provide adequate supervision every week during each term. The school will allocate parents in turn, sorted by the classes at which their children are studying. The number of times a parent will be appointed is decided by the number of children whom he/she has studying at the Chinese school; for example, if parent A has two children studying at the Chinese school, he/she will be appointed twice; if parent B has one child studying at the Chinese school, he/she will be appointed once.

Guidelines for parents on the Rota

The parents assume the following duties:

During a class period

- (1) to ensure that all pupils are in classrooms;
- (2) to watch out for strangers and keep corridor quiet and tidy.

At break

- (1) to watch that pupils play safely at playground;
- (2) to ensure that pupils walk not run at corridors at all times;
- (3) to ensure that nobody is shouting at corridors and playground;
- (4) to ensure that corridors are free from litter at all times (encourage pupils to use litter bins);
- (5) to watch that no pupils are damaging school's property.

Other duties:

- (1) The parents should stay in the corridors where they are seen by pupils between 9am to 11am;
- (2) to help evacuating the building in case of emergency;
- (3) to assist the management committee to supervise corridors and playground;
- (4) to keep the staff room clean and tidy;
- (5) to call 999 if necessary.

家长值班制度

为了确保我们的孩子在一个安全的环境中学习，学校要求家长在学校走廊，操场向学生提供足够的安全引导。学校会以班级为顺序，依次安排相关学生的家长值班。家长被安排值班的次数，将与其在校孩子数相同；例如家长 A 有 2 个孩子在中文学校就读，将会被安排 2 次值班；家长 B 有 1 个孩子在中文学校就读，将会被安排 1 次值班。

相关职责如下：

在上课时间：

- (1) 确保所有学生都在教室里；
- (2) 警惕陌生人，保持走廊安静和整洁。

课间休息时间：

- (1) 确保学生在操场上安全地玩耍；
- (2) 确保学生在走廊在任何时候都不能跑；
- (3) 确保没有人在走廊和操场上大声喧哗；
- (4) 确保任何时候走廊都没有垃圾；
- (5) 确保没有损坏学校财产。

其他职责：

- (1) 家长应在上午 9 时至 11 时之间留在走廊里，能被学生看到；
- (2) 在紧急情况下帮助撤离建筑物；
- (3) 协助中文学校管理委员会，监督走廊和操场；
- (4) 保持 **staff room** 干净和整齐；
- (5) 必要时拨打 999。