

Student Diary



Name (English)

Name (Chinese)

Class

Email Address

Student ID Card Number

STUDENT INFORMATION

Academic Year: (-) STRN: _____

English Name:	Chinese Name:
HK ID No:	Nationality:
Date of Birth:	Place of Birth:
Address:	
Home Phone:	Email:
Mother's Name:	Mother's Occupation:
Father's Name:	Father's Occupation:

If your child's legal guardian is someone other than their mother or father, please complete the following.

Guardian's Name:	
Relationship:	Occupation:

Sisters / Brothers in School

Student's Name:	Class:
Student's Name:	Class:
Student's Name:	Class:

Emergency Contact Information

Mother: (Mobile Number)	<i>Relative/Friend contact when neither parent/guardian can be contacted by telephone</i>
Father: (Mobile Number)	Name:
Guardian: (Mobile Number)	Relationship:
Remarks:	Phone No.:

Parent's / Guardian's Signature	Class Teacher's Signature
Mother:	
Father:	
Guardian:	

STUDENT'S HEALTH RECORD

Please complete either part A OR part B.

Part A

- I consent to my child taking part in physical education.

Parent's Signature: _____ Date: _____

Part B

- My child suffers from: (please tick the appropriate box(es))

Asthma

Heart Disease

Epilepsy

Kidney Disease

Diabetes Mellitus

Anemia

G6PD

Others _____

- Therefore, I** (please tick the appropriate box(es))

consent to my child taking part in physical activities.

consent to my child taking part in swimming lessons.

consent to my child taking part in physical activities but he/she should be excused from strenuous exercise.

do not consent to my child taking part in physical activities.

do not consent to my child taking part in swimming lessons.

Parent's Signature: _____ Date: _____

Part C (to be completed by PE teachers ONLY)

Date (DD/MM/YY)	Height (cm)	Weight (kg)

BAD WEATHER

When a typhoon or a rainstorm approaches Hong Kong, or when an emergency situation arises, it is essential that parents listen to the radio, watch the television or browse relevant websites for announcements given by the Education Bureau (EDB). The school follows the EDB's guidelines with immediate effect. There is no need for parents to call the school for confirmation of action.

Typhoon Warning Signals

WEATHER CONDITION	ACTION TO BETAKEN
No.1 or No.3 Warning Signal is issued	All primary and secondary schools will operate as usual unless advised otherwise.
No.8 or above Warning Signal is issued	All schools will close.

Rainstorm Warning Signals

WEATHER CONDITION	ACTION TO BETAKEN
Amber	All schools will operate as usual unless advised otherwise.
Red or Black	Before the start of whole-day schools. Whole-day schools will close all day.
	After 6:15am for whole day schools when some students have already set out for school. Whole-day classes will be suspended all day. Schools should activate the contingency plan to ensure that school premises are opened and staffed until proper arrangements are made for arriving students to return home at an appropriate time.
	When classes are in session. Schools will continue until the end of the normal school day and conditions are safe enough for students to return home.

What to do when school is suspended in an emergency.

1. At the beginning of the school year, ensure your child knows if they will be picked up from school or if they should take the school bus home in the event of school closure. If you are picking your child up, you should proceed to school without delay. All students and staff are expected to leave the school within two hours, under safe conditions, after the first announcement is made.
 2. If the school bus is not operating due to unpredictable traffic conditions, parents will be notified to pick their children up within two hours, under safe conditions, after the first announcement is made.
 3. Upon arriving at school, please contact the General Office regarding the pick up of your child.
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BAD WEATHER REPLY SLIP

- I allow my child to go home as usual.** *(if the school bus service is not operating, you will be contacted to have your child collected within two hours after the first announcement is made by the EDB.)*
- I will arrange to have my child collected within two hours after the first announcement is made by the EDB.**

Parent's Signature: _____

Date: _____

- please tick where appropriate.*

ATTENDANCE

RBPS recognizes two kinds of absences: excused and unexcused.

- **Excused Absence** – Parents must explain each absence in writing with a signature or call the school office.
 - Personal Illness, Quarantine of a Home, Observance of Religious Holidays, Professional Appointments
- **Unexcused Absence** – No formal explanation is provided.

Consequences:

1st Offence: Parents / Guardian contacted.

2nd Offence: Parents / Guardian contacted and afterschool detention.

3rd Offence: Parents / Guardian contacted. Up to 3 days school suspension.

TARDINESS

Students should arrive to school between 8:10 and 8:25 am. If students arrive late:

- 8:30 - 8:35: students will be held in class during snack break
- After 8: 35:

Consequences:

1st Offence: Parents / Guardian contacted.

2nd Offence: Parents / Guardian contacted and

afterschool detention.

3rd Offence: Parents / Guardian contacted. Up to 3 days school suspension.

SNACKS / LUNCH

Students must bring their own snack and (hot) lunch to school, including a water bottle. Students may NOT use the staff microwave to heat their own food, so please use a heat-proof container.

We highly encourage only healthy natural food, without additives and a lot of sugar for better learning and concentration. Fast food and McDonald's are NOT ALLOWED.

UNIFORM AND PERSONAL APPEARANCE

SCHOOL UNIFORM – Students are expected to arrive in proper school uniform every day except for “free dress days”.

- **Formal Uniform**
 - Formal purchased uniform * with clear name labels
 - Black shoes (leather or leather substitute) * no converse
 - White or black socks or tights
 - School jackets
- **P.E. Uniform**
 - Full purchased PE uniform *on PE days ONLY. On the days of afterschool clubs, can be brought separately
 - Proper non-slippery sports shoes
- **Students are NOT allowed to:**
 - wear hats in the classroom
 - wear colourful tights or socks
 - wear dangling earrings or excessive jewellery
 - wear non-school jackets. *If students arrive to school in a non-school jacket, they will be required to purchase one that day. Only in extreme cold weather, students may wear their own jackets ON TOP of school jackets.
 - Wear nail polish or make-up *including coloured lip balm

Consequences:

1st Offence: Parents / Guardian contacted.

2nd Offence: Parents / Guardian contacted and *afterschool detention.*

3rd Offence: Parents / Guardian contacted. Up to *3 days school suspension.*

HOMEWORK

Homework and school assignments are a compulsory part of student assessment. RPS requires all students to submit all school assignments on time they are due, as set by the school teacher. Regarding late homework submission, students will have 5 chances per term:

- **First offence** – verbal warning and students are required to submit homework the following school day
- **Second offence** – verbal warning and students are required to complete homework in school and submit the same day
- **Third offence** – parents are informed in writing and students are required to submit the following school day. Grades will be deducted by 10%
- **Fourth offence** – parents are informed in writing and students are required to complete the work in school and submit the same day. Grades will be deducted by 10%
- **Final warning** – parents are informed, students are required to complete the work in afterschool detention. Grades will be deducted by 10%

If students fail to submit an assignment after 5 repeated offences, they will receive a failing grade (zero) for the assignment and parents will be contacted personally by the school principal. Record will be made.

PHONE USE

Personal mobile phones are NOT allowed in school during the school hours 8:10 am - 3:25 pm. If students are seen using mobile phones without prior permission, the devices will be confiscated and only returned to parents (or legal guardians with a formal letter from parents).

Students are only permitted to use the school telephone with prior permission from classroom teacher if there is an emergency, including:

- Serious personal health issue
- Urgent issues with lunch arrangement
- Other personal emergency

DISCIPLINE POLICIES

To ensure a safe and happy environment for all students, students are expected to comply with RPS school discipline policies as follows:

- **Students must**

- Be respectful, polite and considerate of other students and teachers
- Follow the teachers' instructions
- Walk sensibly in the classrooms and corridors
- Wear proper school uniform
- Complete all school assignments on time

- **Students may NOT**

- Verbally abuse other students
- Get involved in any physical fights with others
- Use inappropriate language, including curse words
- Show disrespect or rudeness to teachers
- Bring any toys or gaming devices to school, unless specifically permitted
- Run in the classrooms and corridors

Consequences:

1st Offence: Parents / Guardian contacted.

2nd Offence: Parents / Guardian contacted and *detention*.

3rd Offence: Parents / Guardian contacted. Up to 3 days school suspension.

What gives life to people is hope, while what kills them is despair.

Homework and Notes

MON	DUE	DONE
TUE	DUE	DONE
WED	DUE	DONE

Teachers open the door. You enter yourself.

Homework and Notes

THU	DUE	DONE
FRI	DUE	DONE

Weekend/Reminders/Comments

_____ Parent	_____ Class Teacher
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Mothers and their children are two spirits in one body.

Homework and Notes

MON	DUE	DONE
TUE	DUE	DONE
WED	DUE	DONE

As a rule, men worry more about what they can't see than about what they can.

Homework and Notes

THU	DUE	DONE
FRI	DUE	DONE

Weekend/Reminders/Comments

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What we know may be compared to a drop of water in the ocean.

Homework and Notes

MON	DUE	DONE
TUE	DUE	DONE
WED	DUE	DONE

Failure to prepare is preparing to fail.

Homework and Notes

THU	DUE	DONE
FRI	DUE	DONE

Weekend/Reminders/Comments

_____ Parent	_____ Class Teacher
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Unfortunate truths become worthless in worthless hands.

Homework and Notes

MON	DUE	DONE
TUE	DUE	DONE
WED	DUE	DONE

Govern a family as you would cook a small fish - very gently.

Homework and Notes

THU	DUE	DONE
FRI	DUE	DONE

Weekend/Reminders/Comments

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If knowledge lacks the insight of the heart, it is ignorance.

Homework and Notes

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TUE	DUE	DONE
WED	DUE	DONE

The family that prays, together stays together.

Homework and Notes

THU	DUE	DONE
FRI	DUE	DONE

Weekend/Reminders/Comments

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One grain of truth consumes a stack of lies.

Homework and Notes

MON	DUE	DONE
TUE	DUE	DONE
WED	DUE	DONE

Youth is the best time to be rich and best time to be poor.

Homework and Notes

THU	DUE	DONE
FRI	DUE	DONE

Weekend/Reminders/Comments

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Ask someone who knows, two lots knowledge are better than one.

Homework and Notes

MON	DUE	DONE
TUE	DUE	DONE
WED	DUE	DONE

Better to light a candle than to curse the darkness.

Homework and Notes

THU	DUE	DONE
FRI	DUE	DONE

Weekend/Reminders/Comments

Parent

Class Teacher

There is no limit to doing others good.

Homework and Notes

MON	DUE	DONE
TUE	DUE	DONE
WED	DUE	DONE

I've learned that it takes years to build up trust, and only seconds to destroy it.

Homework and Notes

THU	DUE	DONE
FRI	DUE	DONE

Weekend/Reminders/Comments

Parent

Class Teacher

To teach is to learn twice.

Homework and Notes

MON	DUE	DONE
TUE	DUE	DONE
WED	DUE	DONE

Neither you nor the world knows what you can do until you have tried.

Homework and Notes

THU	DUE	DONE

Weekend/Reminders/Comments

Blank space for weekend reminders and comments.

Parent

Class Teacher

The need for faithful friends is no less than need for the vital necessities of life.

Homework and Notes

MON	DUE	DONE
TUE	DUE	DONE
WED	DUE	DONE

Vision without action is a daydream; action without vision is a nightmare.

Homework and Notes

THU	DUE	DONE
FRI	DUE	DONE

Weekend/Reminders/Comments

_____	_____
Parent	Class Teacher

A man is truly human on condition that he learns and teaches, and inspires others.

Homework and Notes

MON	DUE	DONE
TUE	DUE	DONE
WED	DUE	DONE

Either write something worth reading or do something worth writing.

Homework and Notes

THU	DUE	DONE
FRI	DUE	DONE

Weekend/Reminders/Comments

Parent

Class Teacher

The wiser individuals are those who know whom to consult.

Homework and Notes

MON	DUE	DONE
TUE	DUE	DONE
WED	DUE	DONE

He who does not look ahead remains behind.

Homework and Notes

THU	DUE	DONE

Weekend/Reminders/Comments

Blank area for weekend reminders and comments.

Parent

Class Teacher

Respect of parents is a primary and sacred obligation.

Homework and Notes

MON	DUE	DONE
TUE	DUE	DONE
WED	DUE	DONE

Someday is not a day of the week.

Homework and Notes

THU	DUE	DONE
FRI	DUE	DONE

Weekend/Reminders/Comments

_____ Parent	_____ Class Teacher
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He who speaks a lot commits a lot of blunders.

Homework and Notes

MON	DUE	DONE
TUE	DUE	DONE
WED	DUE	DONE

Worry gives a small thing a big shadow.

Homework and Notes

THU	DUE	DONE
FRI	DUE	DONE

Weekend/Reminders/Comments

_____ Parent	_____ Class Teacher
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Great hopes make great man.

Homework and Notes

MON	DUE	DONE
TUE	DUE	DONE
WED	DUE	DONE

We do not inherit the earth from our parents. We borrow it from our children

Homework and Notes

THU	DUE	DONE
FRI	DUE	DONE
Weekend/Reminders/Comments		
_____	_____	
Parent	Class Teacher	

Forget injuries, never forget kindness.

Homework and Notes

MON	DUE	DONE
TUE	DUE	DONE
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A good book is the best of friends, the same to-day and forever.

Homework and Notes

THU	DUE	DONE
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Weekend/Reminders/Comments

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One generation opens the road upon which another generation travels.

Homework and Notes

MON	DUE	DONE
TUE	DUE	DONE
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By viewing the old we learn the new.

Homework and Notes

THU	DUE	DONE
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Weekend/Reminders/Comments

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Parent	Class Teacher

First, learn the meaning of what you say and then speak.

Homework and Notes

MON	DUE	DONE
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He who has achieved success has worked well, laughed often and loved much.

Homework and Notes

THU	DUE	DONE
FRI	DUE	DONE

Weekend/Reminders/Comments

Parent

Class Teacher

He that travels far knows much.

Homework and Notes

MON	DUE	DONE
TUE	DUE	DONE
WED	DUE	DONE

As I grow older, I pay less attention to what men say. I just watch what they do.

Homework and Notes

THU	DUE	DONE
FRI	DUE	DONE

Weekend/Reminders/Comments

_____ Parent	_____ Class Teacher
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A good friend is better than silver and gold.

Homework and Notes

MON	DUE	DONE
TUE	DUE	DONE
WED	DUE	DONE

It matters not how long we live, but how.

Homework and Notes

THU	DUE	DONE
FRI	DUE	DONE

Weekend/Reminders/Comments

_____ Parent	_____ Class Teacher
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Home is where the heart is.

Homework and Notes

MON	DUE	DONE
TUE	DUE	DONE
WED	DUE	DONE

there are always flowers for those who want to see them.

Homework and Notes

THU	DUE	DONE
FRI	DUE	DONE

Weekend/Reminders/Comments

_____ Parent	_____ Class Teacher
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It is the mother who can cure her child's tears.

Homework and Notes

MON	DUE	DONE
TUE	DUE	DONE
WED	DUE	DONE

Take the time today to tell your friends the difference they have made in your life.

Homework and Notes

THU	DUE	DONE
FRI	DUE	DONE

Weekend/Reminders/Comments

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A father's goodness is higher than the mountains a mother's goodness is deeper than the sea.

Homework and Notes

MON	DUE	DONE
TUE	DUE	DONE
WED	DUE	DONE

Homework and Notes

THU	DUE	DONE
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Weekend/Reminders/Comments

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If you can read this, thank a teacher.

Homework and Notes

MON	DUE	DONE
TUE	DUE	DONE
WED	DUE	DONE

To understand your parents' love you must raise children yourself.

Homework and Notes

THU	DUE	DONE
FRI	DUE	DONE

Weekend/Reminders/Comments

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Children need love, especially when they don't deserve it.

Homework and Notes

MON	DUE	DONE
TUE	DUE	DONE
WED	DUE	DONE

Two men look out through the same bars; one sees the mind and one the stars.

Homework and Notes

THU	DUE	DONE
FRI	DUE	DONE

Weekend/Reminders/Comments

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A journey of a thousand miles begins with a single step.

Homework and Notes

MON	DUE	DONE
TUE	DUE	DONE
WED	DUE	DONE

What you do not want others to do to you, do not do to others.

Homework and Notes

THU	DUE	DONE
FRI	DUE	DONE

Weekend/Reminders/Comments

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Discover the path than make it new.

Homework and Notes

MON	DUE	DONE
TUE	DUE	DONE
WED	DUE	DONE

We have two ears and only one tongue in order that we may hear more and speak less.

Homework and Notes

THU	DUE	DONE
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