

## School Picnic/ Activity Day/ Outing

Please be reminded of the following:

1. Punctuality is vitally important. Please assemble on time and at the appropriate place specified in the parents' letter / circular.
2. Students will have roll call taken at the assembly place as indicated in the parents' circular. For those students who assemble at locations outside the school campus, they should have their attendance taken at the specified assembly place before leaving for their destination. Any late-comers who have missed the coach/ ferry should return to school. They are NOT allowed to go to the destination on their own.
3. Students will ONLY be dismissed at the place specified in the parents' letter / circular.
4. Absences:
  - a. Students applying for exemption from the activity due to medical reasons should send in their/ a parent's letter and a medical certificate **at least three school days before the School Picnic/ Activity Day.** They will stay in the school library for self-study (8:00 a.m. – 3:30 p.m.). These students should report to the school office at 8:00 a.m. before moving to the library.
  - b. Students taking part in External Examinations/ inter-school contests should present their parents' letter and evidence to their class teachers / advisors in advance. They are expected to stay in the school library for self-study on return from/ before leaving for their contests (8:00 a.m. – 3:30 p.m.). They should report to the school office at 8:00 a.m. before moving to the library.
  - c. Students taking sick leave on that day should phone the school office before the assembly time in the morning. They **MUST hand in the medical certificate** (dated the School Picnic/ Activity Day) and their parents' letter to their class teachers on the following school day. **Unjustified absence may be subjected to disciplinary action.**
5. Students should wear a House T-shirt, black/dark blue tracksuit pants of proper size and P.E. rubber shoes. The school windbreaker, the school cardigan, the school jacket or other jackets in plain blue/ black are also allowed. They should refer to 'School Rules - School Uniform and Appearance' on Student Handbook for proper outdoor attire.
6. Students should have their body temperature checked on the day of activity. They should inform the teachers/ advisors if they are not physically fit to participate in the activities.
7. Students may bring along mosquito repellent to prevent mosquito or insect bites and sun block lotion to avoid sunburn.
8. Students are not allowed to leave their groups for whatever reasons, e.g., buying their own food/ drinks.
9. Students should be aware of their own health condition (e.g., heart or respiratory illnesses). They should inform the teachers/ advisors if they are not physically fit to participate in the activities.
10. Students should report to the teachers/ advisors for any injury or lost valuables immediately.
11. High risk activities, like cycling, are NOT allowed (unless qualified coaches are present at recreation centres). Students going to beaches or reservoirs should stay out of the water. Swimming, paddling and playing in the shallow water at reservoirs and beaches are strictly forbidden.

12. Students may bring a mobile phone and a camera without prior application. However, the mobile phones **MUST** be turned off within the school campus.
13. School Picnic and Activity Day are group learning activities. Students should refrain from individual entertainment, like reading or listening to iPod. Inappropriate use of mobile phones, e.g., talking over the phone excessively, taking pictures of others without consent and engaging in online games, is also prohibited.

**October 2023**