

1. 學生必須尊敬及聽從師長教導。 Students must respect and obey the teachers.
2. 本校開始上課時間為 1:30pm (1.30-2.30pm 中文班、2.30-3.30pm 聖經班), 學生必須於 1:20-1:30pm 之間準時回校。 The school starts at 1:30pm (1.30-2.30pm: Chinese Class; 2.30-3.30pm Bible Class). All students must arrive at the school between 1:20 to 1.30pm.
3. 所有學生必須於聖經班/少年團契結束後才下課，不得早退。為確保學生安全，所有 11 歲或以下的學生，放學後必須由家長/監護人於 3 時 30 分在教會副堂接放學。老師會陪同學生等候至 3 時 35 分；請務必準時到達。
All students must stay until the end of the Bible Class/Youth Group. No students should leave early. All students aged ≤11 will need to be collected by their parents/guardians at 3.30 pm after school from the Church side hall for safety reasons. Teachers will wait with the students until 3.35 pm. Please make every effort to come on time.
4. 請假需預先通知班主任；如遇突發事件，請於缺席當日致電/WhatsApp 老師。
Please inform the teacher for any absence in advance and telephone/WhatsApp the teacher, in case of an unexpected absence.
5. 家長如有任何意見或咨詢，請親自與老師預約時間面談。
Parents please make appointment with the teacher directly if you have any queries/suggestions.
6. 學生不可帶香口膠、玩具、遊戲機及/其他貴重物品返學；如有遺失，學校恕不負責。
Students should not bring chewing gums, toys, computer games or valuables to school. The school is not responsible for any damaged or lost personal items.
7. 學生需自行帶備書包、課本、文具、一瓶水及紙巾回校。
Students please bring along their school bag, books, stationary, a bottle of water and a pack of tissues to school.
8. 請各家長每星期查看學生是否有學校通告帶回家中，閱後請簽署並交還回條。
Please check whether students have received any school letters every week, sign and return the reply slip.
9. 家長請每星期檢查老師通訊/功課指引，協助學生做家課及溫習。
Parents please check for teacher's message/homework instruction and help your child with their homework every week.
10. 學生及家長必須出席學年期間舉行的所有活動 (聖誕節、農曆新年、結業禮)。
Students & parents must attend all Term-time activities: **Christmas, Chinese New Year, End-of-term.**
11. 若於同一學期缺席或遲到超過三次又無合理解釋者，則作自動退學論；如欲再返中文學校，要重新報名申請。
If a student is absent/late for over 3 times in the same term without good reason, they will be regarded as a dropout; they must re-apply for a place if they want to attend the school again.
12. 遇到惡劣天氣時的安排 Procedures in case of severe weather conditions:
除非遇到大風雪或很惡劣的天氣 (這是根據卡迪夫的天氣預告而定)，我們的學校都會儘量照常上課。假如校方在上課前決定在當天關閉學校，我們會通過閣下留給校方的聯絡手機號碼以 WhatsApp 方式通知閣下，並且會將停課告示登在學校的網頁 <http://cardiffcccc.org/>

It is always our intention to open the school, unless prevented by snow or adverse weather conditions (according to the Cardiff Weather Forecast). If a decision is taken to close before the school day starts we will send out a Whatsapp message to all parents who have given us a mobile phone contact number and the information will also appear on the school websites: <http://cardiffcccc.org/>

13. 學生未能在學校安排的日期進行考試時的安排 - 除非有不能避免的原因，所有提前 / 推後的考試分數是獲得總分的 80%。Arrangements for pupils who cannot take exam(s) on the scheduled date: Students who pre-sit/ Re-sit exams will get 80% of their total marks (unless with unavoidable reasons).
14. 卡迪夫華人基督教會中文學校嚴格遵守 2003 年隱私及電子通信(EC) 條例的規定，並遵守於 2018 年 5 月 25 日生效的歐盟一般數據保護條例 (GDPR)。我們收集到的個人資料將用來處理有關貴子女學習/上課的事宜及在有需要時聯絡閣下。所收集的所有個人資料將會在學年結束後被刪除。未經閣下的同意，校方不會將所收集到的個人資料傳遞給第三者。The Cardiff Chinese Christian Church Chinese School strictly adheres to the provisions of the Privacy and Electronic Communications (EC) Directives Regulations 2003 and is compliant with the EU General Data Protection Regulation (GDPR), which comes into force on 25th May 2018. The personal data collected by us will be used to contact you and for your child's learning needs. All personal data collected by the School will be destroyed after the academic year has finished. The School will not pass on your personal data to third parties without first obtaining your consent.

Reply Slip 回條

本人已閱讀通告 **Ref: 061024** 並同意校方以 WhatsApp/其他社交媒體 聯絡本人。

I have read the notice **Ref: 061024** and consent to be contacted by the school through text WhatsApp/other social media.

學生姓名 Name of pupil : _____ Year _____ 年級

家長/監護人姓名 Name of Parent/guardian : _____

家長/監護人署名 Signature of Parent/guardian : _____

與學生關係 Relationship : _____

日期 Date: _____