



寶 覺 小 學
PO KOK PRIMARY SCHOOL
香港跑馬地山光道十一號
11, SHAN KWONG ROAD, HAPPY VALLEY, HONG KONG
TEL:2573 7911 · FAX:2572 4364

Ref no: 002aE

1st September, 2026

Dear Parents/Guardians,

Re: After School Arrangement

To ensure the safety of students, please kindly inform us the 2026-2027 after-school arrangement of your child. If you want your child to change the way of going home, please kindly inform school together with a valid address proof in advance. Please complete and return the reply slip to the school **no later than 7th September, 2026**. Thank you for your kind attention.

Yours faithfully,

Ms Kathy Chung

Principal

-----Reply Slip-----

To the school (Ref no: 002aE),

Regarding the information of After School Arrangement, I have read the notice, codes of conduct and the information is acknowledged. Please be informed that my child will use the following methods go to school / go home:

*Please tick the appropriate boxes/ circle the appropriate answer.

Going to school,

- | | | |
|--------------------------|------------------------|-------------------------|
| ☐ | 1. by school bus. | (School Bus Team) |
| ☐ | 2. with parent. | (Parents' Pick up Team) |
| ☐ | 3. by himself/herself. | (Free to Go Team) |

After school,

- | | | |
|--------------------------|------------------------|-------------------------|
| ☐ | 1. by school bus. | (School Bus Team) |
| ☐ | 2. with parent. | (Parents' Pick up Team) |
| ☐ | 3. by himself/herself. | (Free to Go Team) |

Emergency contact:

Address: _____

Contact Person: _____

* (Father/ Mother/ Guardian) Telephone no: _____

The pick- up point is: ☐ Same as this year ☐ New school bus stop: _____

The drop off point is: ☐ Same as this year ☐ New school bus stop: _____

☐ *I understand that the bus stops and routes will not be changed or added during the academic year, and the the bus company reserves the right to make the final decision regarding bus stops and routes.

Name of student: _____

Class: _____

Name of parent: _____

Signature of parent: _____



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Codes of conduct when travelling by school bus

In order to facilitate the students to come to school, school bus service has been arranged. The safety measures are as follows:

When the bus is in motion,

- Students are not allowed to leave their seats, and seatbelts must be fastened when the school bus is travelling.
 - Students are not allowed to talk to the bus driver.
 - Students are not allowed to shout, eat and drink in the bus.
 - Do not stick out your head, put hands or any parts of your body out of the windows.
 - Do not play with the emergency exit.
1. Students are required to follow the instructions given by the school bus driver when boarding and leaving the school bus.
 2. Parents should co-operate with the bus driver. Do not bring bulky things onto the school bus.
 3. Please be punctual. Please arrive at the pick-up point 5 minutes earlier. The bus driver will not wait for latecomers.
 4. Parents are required to **pick up your child on time.**
 5. Please inform the school bus company or the school if the student cannot attend school on that day.
 6. The school bus company will only pick up and drop off the students on the designated place.
 7. If no one picks up the student, the school bus company will send the student back to school (before 6:00p.m.) or to the police station (after 6:00p.m.) for safety purposes.
 8. Please inform the teachers in handbook or with a letter if the student does not take the school bus after school. Please do not inform the school by phone. **Verbal information is not accepted.** Parents should also contact the school bus company directly.
 9. Any change of after school arrangements should be applied in a **written format in advance.**
 10. Class teacher will collect the school bus fee on monthly basis, from September to July. Fees are payable for 10½ months each year, regardless of school holidays. **Parents are advised to settle the bus fee on the first week of each month.**
 11. The school bus is under CCTV surveillance. The data or videos captured by the CCTV system may be used for the safety and monitoring purposes.
 12. Parents agreed to **give consent for the bus company of your child to be video / photo recorded for the safety purposes.**
 13. Please be informed that your child is advised to take the same school bus before or after school arrangement.
 14. If you have any enquiries, please contact the school bus company directly. If your child violates the safety measures of the school bus company, the school has the right to cancel the subsidy or the school bus company has the right to stop providing the services.