



育華中文學校

Chinese Independent School of Tower Hamlets (C.I.S.T.H)

St Mary and St Michael Primary School

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重要通告

尊敬的家長，

您們好! 面對新冠肺炎和封城的影響，學校經歷了充滿挑戰的一年。本人藉此向各位家長，學生和老師表示衷心的感謝，感謝您們在這前所未有的困難時期給予中文學校的大力支持、理解和信任。為讓學生「停課不停學」本校老師轉用網上教學方式，安排網上課程和作業給學生，因此沒有您們的支持和合作，中文學校是沒有可能順利完成整個學年。

目前，每位老師忙於批改所有學生功課和作業，待成績表準備後，將通過電郵發送給家長。由於學校有超過400份成績表需要處理，務請各位耐心等待。

請參閱以下有關2020-2021年新學年以及註冊程序的消息：

2020-2021年新學年

由於新冠肺炎疫情尚未穩定，甚至乎有二次爆發的可能性，因此現階段我們仍未能確實9月份將會採用甚麼的教學模式，敬請見諒。

中文學校一向視健康和 safety 至為重要。在新的學年中，我們將遵循政府和安全建議去減少感染傳播的風險。在學校上課時，我們會採取預防措施去保護學生，家長和老師，以免遭冠狀病毒的傳播，例如：在學生及家長進入校舍時測量體溫，並使用消毒液在校舍內進行深層清潔，提供洗手液給學生及家長使用，提醒學生與他人保持適當的一定社交距離，避免到人多擠迫的地方。但是，如果9月份的情況沒有改善，或在學期中情況出現惡化，在學校內上課不太安全，老師將會改為在網上授課。在過去幾個月，我們證明了網上授課是可行的。老師將通過電子郵件提供家庭作業給學生；因此，家長必須提供一個正確的電子郵件地址給學校作為通訊。

新學年註冊

為方便學校招聘老師和新學年工作的安排，8月23日後將不會接受新生或舊生註冊。因此，無論新生或現在校學生必須在8月23日前辦妥註冊手續。另外，若於7月30日前完成註冊的幼兒唱遊班至8年班學生，將會獲得優惠，敬請留意。由於部分班級名額有限，學校會以先到先得的原則收生，敦請家長盡早為貴子女辦妥新學年註冊。

家長必須在註冊前填好註冊表以及學生資料保密同意書，當中包括學生的中文和英文姓名，出生日期，地址，電話以及電郵地址等。電郵地址必須用大寫，字體要端正。例如，小心混淆數字"5"與字母"S"和數字"1"與字母"l"的寫法。

請注意以下的事項：

- 幼兒唱遊班至8年班註冊費：全學年£210，包括書簿費用(7月30日前註冊可減免學費£40，即£170)。
 - ** 唱遊班學生必須年滿4歲(2016年9月前出生)。
 - ** 一年級學生必須年滿5歲(2015年9月前出生)。
- GCSE 和 A-level 註冊費：全年£250 - 每週上課3小時，包括書簿費用。
- 本校舊生必須填上本學年(2019-2020學年)所讀班級 - 例如：C1。

新學年註冊有兩種方法，分別在網上下載註冊表、填妥後電郵到指定郵箱地址或親臨中文學校辦公室註冊。因新冠肺炎疫情尚未穩定，我們強烈建議家長在網上下載註冊表，透過銀行轉帳付款！

A. 網上下載註冊表註冊（強烈建議）

1. 請下載並填妥註冊表；註冊表可從學校電子郵件或學校網站 www.cis-London.co.uk 下載。
2. 請通過銀行轉帳付款：

帳戶名稱：Chinese Independent School of Tower Hamlets

Sort Code：23-05-80

Account Number：33925921

請用學生姓名做付款記錄 (payment reference)，學生姓名必須與註冊表格上的相同。

** 如家長需要註冊一位以上的學生，請分開付款，並用學生姓名做付款記錄 (payment reference)。

3. 把註冊表格的每一頁掃描或拍照，電郵註冊表到 cisth.enrolment@gmail.com。如果可以請提供銀行轉帳的屏幕截圖 (screen shot)。
4. 確認轉帳付款後，我們會向您發確認電子郵件。

B. 在學校辦公室註冊

我們不建議使用此方法，但是對於無法在網上註冊的家長，可於 **2020 年 7 月 18 日（星期六）** 到學校的辦公室註冊，時間如下：

- 幼兒班至四年級：上午 11 點至下午 1 點
- 五年級至 A-Level 班：下午 1:30 – 下午 3:30

學校辦公室的地址是：

東倫敦華人協會
680 Commercial Road
London
E14 7HA

您可以在當天以現金或支票付款。為了讓註冊的過程順利進行，我們會按籌票號數先後來辦理註冊。請您在註冊前填妥註冊表。

以上如有不明之處，請通過電郵 yukwahcisth@gmail.com 與我們聯繫。

祝安好！

育華中文學校校長
崔頌恩 敬啟
2020 年 7 月 8 日

Dear Parents,

Re: New Academic Year and Enrolment Procedure

I hope you and your family are keeping well. We are now approaching the end of this academic year, and I would like to take this opportunity to express our sincere thanks to all the parents, students and teachers for your support and patience during this unprecedented period. The Chinese School would not have been able to run smoothly until the end of this academic year without your support. It has been a challenging year for the School due to COVID-19 and the lockdown. Our teachers have been working very hard and invested extra time in planning lessons and preparing homework for the students. Coordination of running the School remotely also takes a lot more time than it would when we run classes in the School.

The teachers are currently marking all the homework and will send the results back to the School for processing the achievement reports. Once the reports are ready, they will be emailed to parents. Please bear with us as there are over 400 reports to be processed.

I would like to provide you with some information regarding the new academic year 2020 – 2021 and the enrolment procedure.

The New Academic Year 2020 - 2021

A great deal of planning is needed for the new academic year. At this stage we are still uncertain about what the situation will be in September. Our plans are based on the Government's advice and guidance; however, these may change over the next couple of months. We will continue to monitor the situation closely between now and the start of the new term in September.

Please note that health and safety are paramount at the Chinese School. We will be following the Government and safety advice in the new academic year to minimise the risk of the spread of infection. When it is safe to run the lessons in the School, we will make sure our health and safety measures are in place to protect our students, staff and families from the spread of Coronavirus, e.g.: social distancing, deep cleaning in the School throughout the day, taking temperatures before students and parents enter the School building and providing hand sanitisers in the School Canteen.

However, if the situation does not improve in September and if it does not appear safe to run classes in the School, we will have to use alternative methods to run our classes, i.e. online lessons. We have demonstrated that we can run our lessons online over the last couple of months. Teachers will provide homework and assessment papers via email; therefore, it is vital that parents provide a valid email address for communication.

Enrolment for the New Academic Year

In order to plan ahead, deal with recruitment and other aspects of administrative work and to ensure a smooth start to the new academic year, we will no longer be enrolling students from 24th August 2020. Therefore, both existing and new students must complete enrolment by 23rd August 2020. Please note some classes have limited places; we strongly advise parents/guardians to enrol children as early as possible to secure a place and to avoid disappointment. Please see below for more details:

- Parents must complete the registration form and parental consent form prior to enrolment, and include the student's Chinese and English names, date of birth, address, telephone number and a valid e-mail address. The e-mail address should be clearly written in capital letters; number 5 and letter S, number 1 and letter I should be clear and distinct.
- Playgroup to Year 8 Registration Fees : £210 per year. (£40 discount for enrolment before 31st July)
 - ** Please note: Playgroup students (4+) must be born before 1st September 2016.
 - ** Year 1 students (5+) must be born before 1st September 2015.
- GCSE and A-Level Registration Fees: £250 per year. 3 hours session including textbook.
- Existing students must fill in the class that they are studying in this current academic year (2019-2020).

There are two ways to enrol for the new academic year, though we strongly encourage parents to enrol online unless you are unable to do so:

A. Enrol Online (strongly recommended)

1. Download the enrolment form from the School email or the School Website www.cis-London.co.uk and complete it in full.

2. Make the payment online by bank transfer:

Account Name: Chinese Independent School of Tower Hamlets

Sort Code: 23-05-80

Account Number: 33925921

Please use the student's full name as stated on the enrolment form as the reference.

** If you are enrolling more than one child, please make the payments separately using each child's name as the reference.

3. Scan or take a photo of each page of the enrolment form and email it back to cisth.enrolment@gmail.com. Where possible, please provide a screenshot of the bank transfer.

4. Once the payment is processed, a confirmation email will be sent to you.

B. Enrol at the School Office

We do not recommend this method, but for parents who are unable to enrol online, an enrolment session is available on Saturday 18th July 2020 with the following time slots:

- Playgroup to Year 4: 11 am to 1 pm

- Year 5 to A-Level: 1:30 – 3:30 pm

The address of the School Office is:

Chinese Association of Tower Hamlets

680 Commercial Road

London

E14 7HA

You can pay by cash or cheque on the day. A ticket system will be in place for a smooth enrolment process. It is strongly recommended that you fully complete the enrolment form before coming to the School Office.

If you have any further questions, please do not hesitate to contact us via email at yukwahcisth@gmail.com.

Yours faithfully,



Maggie Tsui
Head of CISTH