

聖嘉勒女書院

二零一六年至二零一七年度旅行及全方位學習日

二零一六年九月三十日 (星期五)

學生及家長須知

- 一. 學校旅行及全方位學習日乃學校之正常上課日，師生可藉此機會走出課室，舒展身心，一方面可參與班會活動增進師生及同學之間的感情，增加對學校的歸屬感，培養團隊精神；另一方面藉著參與營舍安排之活動以挑戰自己，增強自信。同學必須出席當日活動，並且注意自己及他人的安全，以免發生意外。

出發當天：

- 二. 同學須準時於指定時間及地點集合。
- 三. 家長應於學生缺席當日早上七時三十分前致電學校請假，並於下一個上課日呈交註冊醫生醫生紙及家長信予班主任，否則作曠課論。

衣著及裝備：

- 四. 同學必須穿着合適的運動鞋以減少滑倒的意外。
- 五. 同學必須穿著整齊的便服出席，例如T恤、長運動褲或牛仔褲，切勿穿著短褲或短裙。服飾以純樸端莊為原則，不可標奇立異，亦不應化妝及塗指甲油。當日班主任將會檢查同學的服飾，如發現有違規，班主任將會記名，有關同學將受處分。
- 六. 同學須於出發前留意天氣及注意天文台的天氣預測。若有下雨跡象，應攜帶雨具。又或天氣可能會突然轉涼，應帶備合適外衣，避免著涼。
- 七. 各同學出發前應進食適量早餐，亦須準備適量的白開水及乾糧，避免因飢渴而產生虛脫的現象。
- 八. 如有需要，同學請自備嘔吐袋或暈浪丸，以便身體不適時應用。
- 九. 同學須攜帶有效學生証。

活動進行時須注意事項：

- 十. 同學須遵守道路安全守則。
- 十一. 同學須小心保管財物，不宜攜帶貴重物品及過多金錢，以免招致損失。
- 十二. 同學須絕對遵從老師指示，在旅遊車或渡輪內，**不應喧嘩、嬉戲或將身體任何部份伸出車或船外，以免構成意外。**
- 十三. 同學不可除掉鞋子涉水玩耍，或在溪流、水坑中捕捉魚蝦，因為此舉容易被玻璃碎片等尖銳物品刺傷腳部或失足扭傷。
- 十四. 同學不可拋擲石塊，以防擲傷別人，或可能引致的嚴重後果。
- 十五. 為避免感染疾病，同學在進行戶外活動期間應避免觸摸禽畜。
- 十六. 同學不可亂觸蜂巢或洞穴，以免被蜂針螫或蛇咬。

- 十七. 同學不可離群亂闖。
- 十八. 同學如需前往洗手間，應先知會老師，並找同學陪伴。
- 十九. 同學如遇任何意外或身體不適，應保持鎮定及立即通知老師，切勿擅自離隊。
- 二十. 同學進行戶外活動時應愛護公物，保護大自然，各小組組長應提醒同學保持環境清潔，不得隨意棄置垃圾。離開前須清理場地。
- 二十一. 同學進入寧靜地方時，不得喧嘩嘈吵。
- 二十二. 如活動當天因天氣影響，教育局宣佈停課，則活動取消，所有同學應留在家中溫習。

解散後：

- 二十三. 活動解散後，同學應盡快回家，切勿在街上流連。
- 二十四. 教育局已透過綜合保險計劃，代所有資助及津貼學校投購保險。該綜合保險計劃包括公眾責任保險、僱員補償保險及團體人身意外保險。鑑於在意外事故中遇事的學生可能須經過複雜而冗長的訴訟程序，才能證明學校方面有疏忽（如果有的話），所以該綜合保險計劃附加一項團體人身意外保險：不論學校是否有疏忽，都會向在學校活動中因意外而死亡或永久傷殘的學生，發放一筆保險賠償金（按傷殘程度以每名學生不超過港幣十萬元為限）。這是在意外事故中遇事的學生在普通法賠償以外可獲得的賠償金。家長不應把該安排視作學生的個人全面保險。如家長希望其子弟獲得個人全面保險，可考慮自行向任何保險公司另外投購。

希望同學都有一個既安全又愉快的旅行！

St. Clare's Girls' School
2016-2017 School Picnic Day and Life-Wide Learning Day
30 September, 2016 (Friday)
Reminders to Students and Parents

1. The School Picnic and Life-Wide Learning Day is one of the normal school days. It provides students an opportunity to learn outside the classroom. The activity also helps students improve the relationship with their peers and teachers, thus enhances students' sense of ownership in school, raising their self-confidence towards challenges. All students should participate in the activity with a positive attitude. They should pay heed to safety to avoid accidents.

On the Day:

2. Students must assemble at the designated time and place punctually.
3. Parents of students who take leave on that day due to sickness should inform the General Office by phone before 7:30 a.m. A parent's letter and a certificate from a registered doctor should be submitted to Class Teacher on the following school day. Otherwise, the case will be considered truancy.

Attire and Necessary Equipment:

4. All students must wear appropriate sports shoes to prevent slips, trips and falls.
5. All students must dress up decently e.g. wearing T-shirts, long pants or jeans. No students are allowed to wear hot pants or mini-skirts. Wearing of cosmetics and application of nail polish are prohibited. Students will be penalized in case of irregularities.
6. Students should keep an eye on the weather updates and bring with them caps, sunglasses, jackets and / or umbrellas if necessary.
7. Students should eat adequate food for breakfast on that day. They should also bring extra bottles of water and enough food to help prevent dehydration.
8. Students should bring along travel sickness bags or seasick pills if necessary.
9. Students must bring along their Student I.D. Card.

Other Safety Measures:

10. All students must observe road safety rules and regulations.
11. **Students should keep all personal belongings with them at all times.** They should not bring a large sum of money or valuable items.
12. All students should behave well on the coach or ferry and follow teachers' instructions at all times to avoid accidents. **They must not shout, play or lean out of the windows.**
13. All students are prohibited from wading barefoot and catching fish and shrimp in any river or stream as their feet and ankles will not be protected from such hazards as broken glass, pointed stones and slippery surface.
14. All students are prohibited from throwing stones at others as this may cause serious injuries.
15. All students should remain vigilant against avian influenza infection by avoiding direct contact with poultry and birds.
16. All students should stay away from bee hives or caves to avoid bee stings and snakebites.
17. For safety reason, under no circumstances should students walk away to anywhere alone. They should be in groups at all times during the day.
18. **In case of the need to go to the toilet, students must first inform their class teachers.**

They should be accompanied by another student.

19. Students are not allowed to leave in the middle of the activity. They must report to the teachers and stay calm if there is an accident or emergency.
20. All students should protect the environment and preserve the natural landscapes in the countryside. They should clear all litter before leaving the venue. The leader of each group should remind students to keep the environment clean.
21. Students should be aware of their behavior in public places. Keeping the noise down in the quiet area is a must.
22. If the Education Bureau makes an announcement of school suspension due to bad weather, the school will cancel the activity. Students should stay at home for revision.

After Dismissal:

23. For safety sake, all students should go home immediately after dismissal instead of wandering around.
24. The Block Insurance Policy (BIP) is an insurance policy arranged by the Education Bureau for aided schools. It comprises 3 sections: the public liability insurance; the employees' compensation insurance; and the group personal accident insurance. Taking into consideration that there are accidents in which the school is not negligent and/or student-victims may have to go through complicated and long common law suit to prove negligence, if any, on the part of the school, the BIP includes a personal accident insurance for students, providing some financial consolation to students who suffer from Accidental Death or Permanent Disablement whilst participating in any school activities. The maximum benefit is HK\$100,000 per student. This is a nominal benefit to students out of grace on top of any common law compensation students may obtain and regardless of any proof of any parties' negligence. This cover should not be seen as a comprehensive personal insurance coverage. If parents wish to have a comprehensive personal insurance coverage for their children, they may acquire it separately at their own costs from any insurance company.

Being vigilant and prepared are the vital keys to safety. Hope that all students will keep in mind the above reminders. Everyone's effort is required to make the School Picnic Day into a safe and delightful event!