



“Success for Every Child”

At KJS we create a safe, supportive and caring environment where beliefs and values reflect a respect of cultural diversity. We motivate individuals to become lifelong learners who are empowered to take action to make a positive difference in the world. The school community works together to develop global citizens with a sense of social awareness and responsibility through an engaging, relevant and challenging curriculum.

Health and Safety

The following health and safety guidelines are in keeping with our mission to create ‘a safe, supportive and caring environment’ and should be followed by all staff.

Emergency Procedures

- Emergency procedures and evacuation routes are posted behind each room door.
- Students should move silently through the school in the event of an emergency evacuation.
- Class lists, kept behind each classroom door, should be taken to the designated evacuation location in order to register your students.
- Absence lists will be provided to each class teacher at the evacuation location.
- The Emergency Procedures Manual provides a description of roles and responsibilities covering the following emergencies: Fire, short term closure (weather/health), student or staff injury, attack without warning, death on campus.
- The manual is kept in the school office and can be accessed electronically on the Gateway

Corridor safety

- Corridors should be kept clear as clear as possible at all times. To this end, children should unpack their bags inside the classrooms.
- All bags should be stored neatly on the hooks and shelves provided to ensure a safe and clear passage along each corridor.
- In order to instill a respect for the belongings of others students should be taught, on finding a ‘wayward’ item in a corridor, should place it carefully to one side.

Site Security

- The site staff team will open and lock classrooms at the start and end of each day.
- The live-in caretakers are on duty from 6.30 am – 4.30 from Monday – Friday (except public holidays).
- Staff needing access to rooms beyond these hours should consult with the Office Manager beforehand.
- In the interest of site security we do not issue keys for entrances to individual staff members.

Visitors to School

All visitors – including parents and supply teachers – must enter via the main entrance, sign the visitor’s book and wear an identification badge.

Leaving the premises

- Staff leaving school within the school day should notify the office staff.
- Students are not permitted to leave the school premises during school hours unless the school is informed by a parent. When a parent informs the school that a child must leave during school hours the parent, or an appointed representative, will come to the school to collect the child. This is necessary to ensure the students' safety and to avoid unnecessary disruptions to the classroom routine.

School Buses

The school buses are run privately by independent bus companies. Any concerns related to a child's bus should be directed straight to the bus company by the parent. Parents must also notify the school office and class teacher if the daily bus journey arrangements change for their child. This is necessary to ensure their child's safety.

Attendance

KJS uses 'The Gateway' to record student attendance. Training will be given to new staff as part of the induction process.

- Log on to The Gateway.
- Choose 'Attendance' – your class list should appear.
- All students are automatically marked as present – click on each absent student, choosing the appropriate reason for absence.
- Please submit at the bottom of the page as soon as attendance has been taken.

If for any reason the attendance can not be taken electronically it should be completed on a class list and submitted straight away to the school office.

- Attendance should be taken between 8.30 and 8.45 each morning – this is the class teacher's responsibility.
- When a student arrives late they will sign in at the school office.
- When a student returns from absence please update the reason for absence.
- If a student arrives late please reenter the reason for absence on The Gateway – similarly if a student leaves before the end of the day.
- Supply teachers should complete the attendance register on a class list – found behind each classroom door. This should be sent straight to the office to be entered electronically.

Field Trips and Risk Assessment

Field trips and excursions need to be planned and linked to teaching and learning. Year groups must discuss field trips and excursions with their Vice Principal prior to booking the trip. A parent permission note must be sent out for all trips at least 2 weeks prior to the event and returned signed by the parent/guardian. All parent notes must be approved by the Vice Principal and a copy provided to the School Office so they are aware of the trip and can handle any parent enquiries. The ESF Indemnity form will be sent out at the start of each year for parents to sign and this will be kept in the school office.

Teachers must also complete the required ESF Risk Assessment forms prior to any field trip and ensure that it is signed by the phase Vice Principal and filed in the school office. These forms can be found on the school server.

Health Care – School Nurse

- The school nurses take care of all first aid and medical needs within the school.
- The nurse will ensure that teachers are informed of those students with medical issues. Advice will be given on how to respond should an emergency arise with these students. This information will be displayed in the staffroom, the PE offices and playgrounds. Staff are expected to be familiar with these and to be prepared at all times in case of any emergency.
- The school will ensure that additional support is given in terms of First Aid qualifications for chosen staff at each site. Staff with First Aid qualifications will be listed in the school office. A register of First Aid qualification dates will be kept by the school nurse.
- The School Nurse is responsible for overseeing the maintenance of the A.E.D. device at each site.

The Administration of Medication

We do not encourage medication to be given during school hours. If a child is prescribed medication, they should complete the course of medication at home and NOT at school. If it is absolutely necessary for a child to have the prescribed medication during school hours, a note from the doctor who prescribed the medication is required. In addition, a request in writing from the parent / guardian must be received with the correct ESF / KJS form completed and handed in to school.

Staff Health

A register of serious staff health issues/next of kin is maintained by the School Nurse in case of emergencies.

Immunization for Primary One and Six Students

The Immunization Team of the Department of Health visits KJS to offer vaccination to Primary One and Six Students ONLY. This is free of charge.

Student Health Service + / - School Dental Care Service for ALL Primary School Students

The Student Health Service (SHS) include physical examination; screening for health problems related to growth, nutrition, blood pressure, vision, hearing, spine, psychological health and behaviour; individual counseling and health education. This service is provided free to “eligible students”; for non-eligible students, an annual fee will be charged.

The School Dental Care Service (SDCS)

Students are offered:

- Oral health education (i.e. good oral health care habits)
- Oral examination
- Basic dental treatments
- Preventive treatments
- Emergency service during office hours
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Communicable Diseases and Students' Sickness

Communicable diseases, for examples, Chickenpox, Influenza, Norovirus Infection, Acute Infectious Conjunctivitis, Head Lice, Fifth Disease, Hand, Foot and Mouth Disease (HFMD) and others may occur from time to time and we need to remain vigilant against them.

Parents are asked to check their child's hair regularly for lice. If found, they should inform the school and have prompt treatment at home. If a teacher suspects a child may have lice s/he should notify the school nurse.

If parents have any concerns regarding their child's return to school, they should contact the school nurse.

IT IS IMPORTANT THAT THE SCHOOL IS NOTIFIED OF ALL CASES OF COMMUNICABLE DISEASES

Most importantly, parents should not send their child to school if s/he is not well and / or when s/he has not completely recovered from illness. They should let him / her rest at home and / or seek medical advice **promptly**. The child should return to school when fit to do so as advised by the doctor.

Parents are asked to inform the school **via e-mail** or **telephone call** explaining the reason for the absence (and immediately, if s/he is admitted to hospital). The child needs to regain his / her energy before returning to active school life, otherwise, complications will arise and may become serious.

Contact Numbers - parents abroad

Parents must inform the School Office (telephone call or e-mail) of any changes in their home number, office number and mobile number. If they are not in Hong Kong SAR, they must leave a contact number and a name of the person to contact, in case of need and / or emergency. If a teacher suspects both parents are not in Hong Kong but they have not been notified they should notify a member of SLT.

Rainstorm Procedures

AMBER SIGNAL

- (i) KJS will operate as **NORMAL**.

RED OR BLACK SIGNAL

- (i) Before the start of school KJS will close for the whole day.
- (ii) After students have set off for school but before the commencement of school, students will be retained in their classrooms until it is safe to allow them to proceed home.
- (iii) When the KJS day is in session school will continue until the end of normal school hours and students will be retained until conditions are safe for them to return home.
- (iv) If the red or black rain storm warning is still in place at 4.00pm all buses including private mini-buses will be cancelled for the day. If the buses are cancelled parents will need to organise for the collection of their students when it is deemed to be safe to do so. Students will be kept safely at school until they are able to be collected. Under no circumstances will students be put on buses or released without a parent or designated adult to collect them during red or black rain storm warnings

No buses will operate during Red or Black rainstorm warnings.

Staff expectations:

All staff should be at school as normal during amber or red rainstorm warnings. If the Black Rainstorm warning or Typhoon 8 Signal is lowered before 12pm, staff should make their way to school within 2 hours, providing it is safe to do so.

Tropical Cyclone Procedures

SIGNAL 1 - KJS will operate as **NORMAL**.

SIGNAL 3 - KJS will operate as **NORMAL** unless advised by the Education Department, or ESF Foundation Management office.

SIGNAL 8 - KJS will **CLOSE**.

If school is not in session when a typhoon is approaching Hong Kong, the Director of Education will, if circumstances warrant it make an announcement over local radio and television channels advising parents whether or not to send their students to school. The announcement will be made in the evening or early morning, and will be timed, whenever possible before students set out from their homes for school. The first radio announcement in the morning will be not later than 6.15am. The announcement will be repeated at regular and frequent intervals.

Please ensure that you listen to radio and television announcements during inclement weather.

If the KJS day is in session under a No.1 or No.3 Signal, and the Director of Education is advised that the situation is likely to deteriorate rapidly, a Public Announcement will be made over local radio and television stations advising the immediate closure of schools. All students will remain in class awaiting dismissal by bus or being collected by a parent or designated responsible adult.

SMS will be sent to parents on our SMS list to inform them of the situation. Bus helpers will endeavour to ring individual parents to organise collection from drop off points. No students will be dropped off without a parent or designated responsible adult present at the drop off point.

Non-bus students must be collected from the classroom as soon as possible. If the number 8 Signal is hoisted ALL BUSES will cease to operate and all students will need to be collected from the school. If the No. 8 Signal is hoisted once students have set out for school in the morning students will be kept in the school hall until it is safe to leave and they have been collected by a parent or designated responsible adult.

Staff expectations:

All staff are expected to maintain the safety of themselves and the students at all times. Staff are not permitted to leave the school until directed by the SLT.

If the No. 8 signal is lowered to a No. 3 signal before 12 noon, staff should make their way to school within 2 hours, providing it is safe to do so.

Please always refer to the school website (www.kjs.edu.hk) or ESF site (www.esf.edu.hk) for the most updated information during bad weather.

THE SAFETY AND WELFARE OF KJS STUDENTS IS THE MOST IMPORTANT FACTOR.

Rainstorm Warning (for students)

Rainstorm Signal Hoisted			
Before leaving home	School open	School closed	School closed
During school hours	Classes continue as normal	Remain in school	Remain in school

Typhoon Warning

Typhoon Signal Hoisted	T1	┘3	No 8 or above
Before leaving home	Classes continue		School closed
During school hours	Classes continue		Remain in school

Air Pollution

The School Nurse on each site will maintain a list of students with heart and respiratory problems. The information will be taken from the database on Gateway. Updated lists will be sent to all teachers and copies kept in the staffroom.

Information from Environmental Protection Department detailing the current Air Pollution Index is accessed daily by the School Nurse at each site: <http://www.epd.gov.hk/epd/eindex.html> This reading will be logged in the API file and the information will be placed on the staffroom notice board. If the API for the General Station (the upper range figure) exceeds 100 information will be shared with SLT and on the staffroom noticeboard by morning break, PE teachers will be notified by the Nurse and the following procedures will be followed:

API > 100 Students listed as suffering from heart and respiratory problems are excused from taking part in outside P.E. lessons. These students will go to the library during PE times.

API 100 - 150 Lunch play is shortened for all students. Wet play time duties are followed. Outside PE sessions are moderated.

API 150 – 200 + Outside play and PE sessions are cancelled.

All teachers will be notified of any changes to playtimes:

Rose St. – wet playtime bell will ring

Hung Hom – a tannoy announcement will be made

The school will consult the daily API before all class camps and excursions. A decision will be made by SLT after considering the location and itinerary for each trip.

Heat Index

At times the heat levels in Hong Kong will affect our arrangements for outside play. The School Nurse on each site will notify SLT, PE teachers and class teachers by writing on the staffroom board if the heat index is going to affect outside play/PE lessons.

All teachers will be notified of any changes to playtimes:

Rose St. – wet playtime bell will ring Hung Hom – a tannoy announcement will be made.

PE teachers will be notified by SLT in person.

In accordance with the table below we will:

reduce the length of lunch play/outside PE lesson

cancel lunch play/outside PE lesson

	27C	28C	29C	30C	31C	32C	33C	34C	35C	36C
40 %	27	27.5	28.5	29.5	31	32.5	34	35.5	37.5	41
45 %	27	28	29	30.5	31.5	33.5	36	37	40	43
50 %	27.5	28.5	29.5	31	32.5	34.5	36.5	39.5	42	45
55 %	27.5	29	30	31.5	33.5	35.5	38	41	44	47
60 %	28	29	31	32.5	34.5	37	41	43	47	51
65 %	28	29.5	31.5	33.5	36	39	42	46	49	53
70 %	28.5	30	32	34.5	37	41	44	48	52	56
75 %	29	31	33	35.5	39.5	43	47	51	55	
80 %	29	31.5	34	37	41	45	49	54		
85 %	29.5	32	35	39	43	47	52	57		
90 %	30	32.5	36	40.5	45	50	55			
95 %	30	33.5	37	42	47	53				
100 %	30.5	34.5	39.5	44	49	55				

Caution Extreme Caution Danger