

Fresh Fish Traders' School

Address: 33 Sycamore Street, Tai Kok Tsui, Kowloon, Hong Kong
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2025-26 School Ethos & Student Support Notice No. 115/2025

Dear Parents/Guardians,

Fresh Fish Traders' School **2025-2026 Regular Memo Students**

In order to provide an ideal learning environment, parents and students please take notice of the following rules and cooperate with the school.

A. Class Schedules:

1. Monday, Tuesday, Wednesday, Thursday: from 8:15 am to 3:35 pm (Whole-Day).
- 2.: Friday : from 8:15 am to 2:00 pm (Whole -day).
3. The school gate opens at 7:45 am, students who return school too early should line up and wait for entering.
4. Students should keep quiet but not to obstruct the sidewalks or play during waiting.

B. Meal Arrangement (Whole-Day):

1. Students can choose to order lunch from the lunch supplier, bringing a lunchbox or getting meal from parents.
2. Parents who choose to deliver meals please deliver the lunchbox with the student's name and class to the lunch collection location from 12:45 am to 12:50 am.
3. Parents cannot enter the classroom during lunchtime.
4. Students must be led and supervised by the teachers when they go to the washroom to wash their hands.

C. Dismissal Arrangement:

1. Students who need counselling, tutoring or training must be arranged by teachers to go to the activity location.
2. Other students must follow the teacher from the back stairs to the hall for dismissal.
3. During the dismissal period, students should up and down the stairs by the front and back stairs respectively.

D. Detention Arrangement (Whole-Day):

1. Students in P3 to P6 can stay in school and use the library and the computer room. During the detention, they must abide by school rules with no tumult.
2. Students in P1 to P2 must be accompanied by parents or guardians during detention. All students staying in the hall must be accompanied by parents or guardians and use the front entrance and front stairs.

E. General Rules for Break:

1. All students must line up and follow the teachers to the hall.
2. Students cannot enter or stay alone in the classroom if they are not accompanied by teachers.
3. If students need to go to the special rooms, they should line up and wait in front of the room.
4. Students can up and down the stairs on the left hand side by using the front and back stairs.

F. General Rules:

1. Students must submit their homework every day (students who owe homework must finish it on the same day, 1 point deducted for conduct, and demerits will be marked if they owe more than 18 days).
2. Students need to be polite to the principal, teachers, elders, guests, and students.
3. Students must strictly comply with the school rules and must not run or tumult.
4. Students are not allowed to stay in the classroom or special room alone, including making posters or doing homework.
5. Students must maintain personal hygiene, wash their hands after going to the washroom, and always bring tissue or a handkerchief.
6. Students must keep quiet, do not play, and up and down the stairs on the left hand side.
7. Students must bring all the items required by school, such as smart card, stationary, handbook, etc.
8. Students must bring their own water bottle. The school encourages students to drink clean water instead of sweetened drinks.
9. Students must return to school on time. 13 times late will be recorded as demerits.
10. If students need to take a sick leave, parents or guardians are requested to contact school before 8:10 am, fill in the leave form in the handbook together with the doctor's certificate, and submit to class teacher for record when returning to school.
11. If students need to take a personal leave, they must notify the school in advance and attach

supporting documents to obtain the school's approval.

12. If a late student returns to school after the class is back to the classroom, he or she must get a late-arrival slip at the school office.

G. Student's Appearance:

1. School uniforms must be neat and tidy and the underwear must be white in color (please refer to the uniform display board outside the school office).
2. The coat is unified in which the students can only wear the coat designated by the school (please refer to the uniform coat display board outside the school office).
3. The hairstyle should be simple and refreshing. Boys must have short hair and girls must tie shoulder-length hair with blue or black rubber band.
4. Students are not allowed to wear any ornament.
5. Girls are not recommended to wear earrings. Only black or transparent ear needles are allowed if they have pierced their ears.
6. Students must wear uniform with black leather shoes and PE uniform with white sneakers, no any laces of other colors are allowed.
7. If the Hong Kong Observatory issues a "Cold Weather Warning", students can wear grey, dark blue, dark brown, and black down to keep warm (other styles of coats are not accepted).
8. Students must wear uniform when returning to school.

H. Personal Belongings:

1. Students are not allowed to bring valuables back to school. P1 to P3 students should not bring more than ten dollars and P4 to P6 students should not bring more than twenty dollars.
2. If P4 to P6 students need to bring a mobile phone for special circumstances, please apply to class teacher in writing and they must be kept by the class teacher until school is over.
3. Students are not allowed to turn on or use the mobile phone in the school at any time.

I. Absence of Make Up Exam:

Missed exam must be taken within three days after the exam. If there is a doctor's certificate, the score will not be deducted; if there is no a doctor's certificate, the score will be counted 20% off.

J. Arrangement for Student's Cheating:

Cheating students get zero mark; P1 is exempt from the first and second semester but verbal warning from the invigilator.



周強惠

Chow Keung Wai

On behalf of the Principal of Fresh Fish Traders' School

Issued on 28th January, 2026

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

Dear Principal,

ES115

Class: _____

Class No: _____

2025-2026 Regular Memo for Students

I am the parent/guardian of Class: _____ Student Name: _____.

I have noted the regular memos, and I would like to urge my child to cooperate with the school.

Parent's/Guardian's Signature: _____

Parent's/Guardian's Name: _____

Contact Number: _____

Date: _____