



EDB Registration No: 579009

Terms & Conditions 2023/2024

Admissions

Registration Process

- Admission can only be confirmed by the Principal following an interview with the prospective student and their parents / guardians.
- Within one week the parents are contacted to confirm the outcome of the interview. At this stage all items on the registration checklist must be provided together with the relevant fees.

***Fees**

***We expect to have a 6% increase of school fees for the 2023/24 school year, but it will be subject to change and be approved by the Education Bureau of Hong Kong.**

For the school year of 2023/24:

- **Tuition Fee for Reception Class:** \$80,030 by 10 instalments of \$8,003 per month
- **Tuition Fee for Primary Years 1-6:** \$86,390 by 10 instalments of \$8,639 per month
- Once a child's place is confirmed, an initial **deposit** of one month's instalment is due to confirm a place at the school. This fee is non-refundable within the first 4 months following payment.
- Fees are charged on an annual basis with the provision that they are paid in 10 instalments. They are not to be perceived as a monthly fee (i.e. even if a child is absent for most of a month, that month's fee instalment remains payable.)
- Other than in exceptional circumstances, deposits will be refunded or adjusted during the 1st week of September of the following academic year.
- If a child is absent from school for whatever reason, no refund or deduction can be made. In particular, no refund or deduction of fees will be made if the school, by order of the Health Department or any government decision, is required to suspend its classes.
- The monthly school fee must be paid on or before the **3rd of each month**. All parents are suggested to arrange a Standing Instruction or Autopay. A **5% surcharge** will be invoiced if any monthly tuition fees are received after the 7th of the same month and a **10% penalty** will be applied if the fee is outstanding after the 15th of the same month. Furthermore, the Supervisor may refuse access to the school to any student whose fees have been outstanding for more than a month.
- Parents experiencing financial difficulties are asked to write to the school explaining their situation before fee payment deadlines. They will be asked to meet with the Supervisor to discuss their case.

Address: Units A & B, 1/F Silver Centre Building, 10 Mui Wo Ferry Pier Road, Mui Wo, Lantau Island, N.T.

Website: www.silverminebayschool.edu.hk

Email: office@silverminebayschool.edu.hk

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Remission of Tuition Fees

Silvermine Bay School has implemented an ex-gratia scheme of remission of fees for families facing severe financial difficulty or on lower incomes. The remission might be granted on a case by case basis and is at the discretion of the Supervisor in view of the financial circumstances of the family. The decision will remain confidential. Relevant application forms may be collected from the school office.

Methods of Payment

Payment of school fees are suggested to be made by a Standing Instruction. The Standing Instruction should be arranged to take effect from the first month of the school year (September).

For students joining Silvermine Bay School later during the school year, parents are suggested to set up the Standing Instruction within one month of the starting date of their child's schooling.

Please label or title your Standing Instruction with your child's name, so that we may know who the payment is coming from.

Direct Transfer should be to:

Beneficiary: **Lantau Education Limited**
Account No: **741 167308 838**
Bank Code & Name: **004 HSBC**
Bank Address: **1 Queen's Road Central, Hong Kong**
SWIFT Code: **HSBCHKHHKHK**

Cheques should be made payable to: **Lantau Education Limited** and handed in to the school office.

**Please do not send any tuition payments via your child to the school as we will not take any responsibility for missing cheques/money.*

Notice of Withdrawal

Notice of withdrawal must be given in writing to the school office (not a teacher) at least two full in-school calendar months (partial months and school holiday months will not count) in advance of the withdrawal. Tuition fees are payable during this withdrawal period. Notice must be provided in writing on or before the 1st day of the month. Failure to submit the withdrawal notice within the first day will result in notice taking place on the first day of the following month. The notice takes effect the day it is received and confirmation to the parents has been given by the same method as used by the parents withdrawing the child. Verbal notice i.e. over the telephone or in person, is of no effect. In the case of unforeseen withdrawal, while the parents must contact the administration at the earliest opportunity, the full fee remains due. It is understood that Silvermine Bay School reserves the right to hold back any or all of the deposit against the shortfall of withdrawal notice given.

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Intention to Remain at the School for the Next Academic Year

Parents must let the school know **no later than the end of April** whether their child will remain at the school the following year. Please note the following conditions:

- A place can only be guaranteed once a completed registration form for the next academic year has been handed in to the office.
- Parents must complete and sign a new 'Student Health Record' and 'Medical Treatment Consent Authorisation Form' for the coming academic year and hand these in at the school office together with the registration form.
- Failure to inform the school would automatically trigger the vacancy of the space allocated to the child the following year at the upper level.

Class / Year Group Placement

Silvermine Bay School seeks to make the most appropriate class / year group placement for each student based on his or her age, as well as academic, social and emotional development within policy guidelines. For this reason, new students may be required to complete an appropriate level assessment to determine adequate placement.

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School Policies

Attendance

- If your child is sick or cannot attend school for medical reasons, the school office should be informed directly and immediately by phone before the registration time. If a student has contracted a contagious disease, a medical certificate should be given to the school office.
- A student who has been diagnosed with an infectious disease or has shown symptoms such as cough, fever or rash must not be sent to school. If your child has been found to display any such symptoms while at school, we may request you come to school and collect him/her immediately. Please ensure that you or someone from your family is reachable at all times in the event of emergency.
- If your child is absent for any other reason, please refer to “Holiday”.
- In order for children to gain the best possible education, a high attendance record is paramount. Therefore, if the attendance rate during each school term should fall below 80%, the student may not be entitled to a mid-term or end of term report.

Sickness

- Please do not send your child to school when he/she is feeling unwell. Instead, please inform the school office immediately.
- Never send a child to school if they have been diagnosed with an infectious disease.
- A child will be sent home immediately if he/she is sick, has a high fever or is coughing. Therefore, we kindly request that you ensure we are able to reach you or the person on the emergency contact list at all times.

Illness/Accident at School

- In the event of sudden illness, or an accident at school requiring medical attention, the sick student may be taken to the nearest local hospital and the parents will be called upon to collect their child.
- For minor bruises and scratches, the school will ensure that the student is referred to a member of staff trained in first aid.

Insurance

- All students attending Silvermine Bay School are covered by the Third-Party Public Liability policy of the school. The maximum coverage in the event of accidental injury to any person is \$10,000,000 HKD.
- Parents or legal guardians of children attending Silvermine Bay School are advised to subscribe to proper medical insurance as well as accidental and third-party liability insurance.

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Homework

As a general rule, homework will only be set if it is at a level where the students are able to complete it independently of adult help. Our school is unique in providing high standards of education where the teacher-to-student ratio is conducive to a highly effective learning environment. As a result, the amount of one-to-one attention our students get from their teachers is maximised. In turn, this environment supports learning and enables teachers to construct students' understanding of the curriculum as efficiently as possible. However, there are sometimes concepts that need to be extended by means of homework and projects outside of class time. Although this is generally more frequent in higher grades, teachers in lower grades may also assign homework and simple projects as well. Thus, teachers will decide when and if homework is appropriate.

Academic research has proven that there is a positive correlation between reading ability and academic success. We therefore encourage students and parents to forge a regular reading habit.

Behaviour

At Silvermine Bay School unacceptable behaviour will not be tolerated at any time.

Examples of unacceptable behaviour could be:

- Distracting others in class
- Challenging the teacher's authority
- Speaking with inappropriate language (such as swear words)
- Stealing or damaging the school or others' property
- Hurting others physically or emotionally
- Bullying directly or indirectly in person or using technological means such as the Internet or SMS

Disciplinary measures may vary depending on the seriousness of a particular case. A warning or a detention may be given out after a fair judgment by the teacher(s) concerned. Continuous bad behaviour will be reported to the Principal.

Appearance

Students must wear the school uniform and be presentable at all times. Parents should ensure that their children are wearing either the summer or the winter uniform as instructed by the school. Parents should also ensure that their children wear the correct uniform for P.E. and Sports each week. Footwear must be black apart from P.E./Sports days when students must wear running shoes. In addition, children must maintain their personal hygiene at all times. No highlights or hair dye is permitted in children's hair and no makeup (e.g. nail polish, blush or lipstick) is allowed at any time. Bracelets, necklaces and looped earrings are not permitted.

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School Lunches

Students are required to bring their own lunches and snacks to school. We encourage parents to provide a balanced diet with plenty of fruit and vegetables. Fast food, such as McDonald's or KFC, is not encouraged on school premises. Foods containing high levels of sugar or chocolate may be allowed on special occasions, such as birthdays, but they will always require teachers' permission. Each student should also have a water bottle in his/her bag.

Photos & Digital Media

It is understood that Silvermine Bay School may at times use photographs or digital media for promotional purposes. This may include, but is not limited to, the school website photo gallery, Facebook and photos in the school entrance and interior. Please notify the school in writing if you would prefer that your child's images are not used.

School Schedule

Morning Drop off

- School starts at 8:30 am.
- The school opens its doors at 8:15 am. Students should arrive between 8:15 – 8:30 am.
- Once the school door opens, please leave your child at the entrance door and say goodbye quickly. There will be a staff member waiting to greet your child. A staff member will supervise while your child carries out their early morning routines of unpacking their bags.

Afternoon Pick up

- School finishes at 3 pm.
- Please wait downstairs at the school entrance. The teachers will bring your child to you.

Late Arrivals

If your child is late for their class, please take them to the school office to sign in. A member of staff will register them and accompany them to class. They cannot be taken directly to class as they must be recorded on the register at the school office in case of emergency.

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School Calendar

A copy of the school calendar may be found on the website www.silverminebayschool.edu.hk

Holidays

Should any student intend to take holidays outside the official school holidays, parents should inform the school officially by letter or via email at office@silverminebayschool.edu.hk well ahead of their proposed departure date. It is strongly advised that parents respect the school calendar and do not take their children on holidays outside the official school holidays.

In any case, monthly school fees continue to remain due in full during the school year regardless of the number of days a student has attended the class, whatever the reasons for his/her absence.

Please further note that should your child's overall attendance fall below 80% due to holiday absence, he/she may not be promoted to the next class in the following academic year and may not have a report card issued at the end of the term.

Communication

Communicating with Teachers at Drop off Time

- Teachers cannot talk with parents about school matters at this time as the teaching day is beginning. Urgent messages should be given to the school office.

Communication with Teachers & School Management

- All financial matters should be referred to the Supervisor. You may send a letter to the school office addressed to the Supervisor or email the office at office@silverminebayschool.edu.hk The Office Administrator will notify the Supervisor who will arrange a meeting with you directly.
- For daily administrative issues, please contact the Office Administrator on Tel: 2984 0006 or email office@silverminebayschool.edu.hk.
- All educational matters regarding your child should be referred directly to the teacher of your child via their school email.
- Electronic messaging such as SMS or WhatsApp is not a recognised method of communication.

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- Urgent messages must be given to the school office. Do not contact teachers directly about school issues via text or phone calls to their personal mobiles. Teachers cannot check email or phone messages during the teaching day.
- Parents may arrange meetings with the Management via the Office Administrator. The Principal or the Supervisor may call you depending on the issue at hand.

Parent Teacher Conferences

- There will normally be two parent teacher conferences per academic year. This is an opportunity to speak directly with teachers about your child's progress and get a copy of their school report.
 - The dates of the parent teacher conferences may be found on the school calendar which is available on the website.
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**Terms & Conditions
2023/2024**

**Silvermine Bay School Terms & Conditions
2023/2024**

I have read, understood and agreed to abide by the terms and conditions of Silvermine Bay School for the school year of 2023/2024.

Name of Student:

Class:

Signature of Parent / Guardian:

Name of Parent / Guardian:

Date:

Notes:

- (i) Complete the form with a ballpoint pen in blue/black ink.
- (ii) Only original documents will be accepted, no photocopies or scans.
- (iii) Any incomplete forms will delay your child's application.
- (iv) Return this page only.

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