



EDB Registration No: 579009

## **Terms & Conditions 2024/2025**

### **Admissions**

#### **Registration Process**

- Admission can only be confirmed by the Principal following an interview with the prospective student and their parents / guardians.
- At this stage all items on the registration checklist must be provided together with the relevant fees.

#### **\*Tuition Fees**

For the school year of 2024/25:

- **Tuition Fee for Reception Class:** \$89,920 by 10 instalments of \$8,992 per month
- **Tuition Fee for Primary Years 1-6:** \$97,060 by 10 instalments of \$9,706 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.
- 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 a month, that month's fee instalment remains payable.)
- 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 **3<sup>rd</sup> of each month**. All parents are suggested to arrange a Standing Instruction. A **5% surcharge** will be invoiced if any monthly tuition fees are received after the 7<sup>th</sup> of the same month and a **10% penalty** will be applied if the fee is outstanding after the 15<sup>th</sup> of the same month. Furthermore, the School Management 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 School Management to discuss their case.

#### **What's Not Included in Tuition Fees**

- Fees for after-school activities (Optional), school uniforms, camping, transportation, museum tickets, and theatre tickets are not included in the school fees.

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**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](http://www.silverminebayschool.edu.hk)

**Email:** [office@silverminebayschool.edu.hk](mailto:office@silverminebayschool.edu.hk)

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### **Remission or Tuition Fees Extension**

Silvermine Bay School has implemented a remission or tuition fee extension for families facing severe financial difficulty. The remission or extension might be granted on a case-by-case basis and is at the discretion of the School Management in view of the financial circumstances of the family. The decision will remain confidential.

### **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: **HSBCHKHCHK**

**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 emailed to the office ([office@silverminebayschool.edu.hk](mailto:office@silverminebayschool.edu.hk)) at least two full in-school calendar months (school holiday months of July and August 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 1<sup>st</sup> 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 will take effect the day it is received and confirmation to the parents will be given by email. 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 School Management 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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## **Terms & Conditions 2024/2025**

### **Student Placement Considerations**

**Resource Consideration:** We strive to ensure that every student benefits from our educational environment. However, there may be unique circumstances where, due to resource constraints, we might not be able to cater adequately to specific learning needs.

**Notification and Dialogue:** Should a situation arise where we believe a student might be better served in a different educational setting, parents or guardians will be notified promptly. Our intention is to engage in a constructive dialogue, aiming to identify the best possible pathway for the student and their educational journey.

**Right to Alter Placement:** In rare instances, after careful consideration and discussions with parents or guardians, we may decide that a change in placement is the most suitable course of action. Such decisions are taken with the utmost regard for the best interests of the student.

We understand the significance of such decisions and approach them with sensitivity and care. We encourage and value open communication with parents and guardians to ensure the well-being and success of all our students.

### **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 and Terms and Conditions 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 and Terms and Conditions form.
- Failure to inform the school would automatically trigger the vacancy of the space allocated to the child the following year.

### **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 for the benefit of the student. We will collect all the information and discuss with parents on appropriate class/year group 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 or by email on/before 8:45 am.
- If a student has contracted a contagious disease, please inform the office as soon as possible.
- 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 always reachable in the event of emergency.
- If your child is absent for any other reason, please refer to "Holiday".
- 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 interim or end-of-year 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 can 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/clinic and the parents will be called upon to collect their child.
- For minor injuries, our staff might help a student to clean the wound and put on plaster/bandage.

#### **Insurance**

- All students attending Silvermine Bay School are covered by the Third-Party Public Liability policy of the school.
- 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**

From educational research and our teaching experience, we've found that students who have the opportunity to read or be read to by their parents for 20-30 minutes per day experience significant benefits in their learning. We strongly recommend that every family in our learning community spend at least 20-30 minutes a day reading with their child.

All homework provided is optional. We recognise that every family has different expectations regarding homework and family life. Therefore, we offer flexibility to all students and their families. Homework should not lead to excessive stress, conflicts, or unpleasant moments in any household. Additionally, our teachers always make careful decisions when assigning homework. The tasks given should be manageable for the students and should serve as extended learning or consolidation. For upper primary students, we highly encourage them to complete all the homework assigned by the teachers, as it will help them prepare adequately for secondary school.

If any student requires adjustments to their homework for various reasons, please contact our teaching team. We will discuss with parents to find the best arrangement to support the student's learning.

### **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

We believe in positive education; guidance would be a common practice to help a student correct unacceptable behaviour. However, we reserve the right of disciplinary measures for continued unacceptable behaviour. Disciplinary measures may vary depending on the seriousness of a particular case.

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### **Appearance**

Students must wear the school uniform and be always presentable. 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 should be black apart from P.E/Sports days when students must wear sports shoes. In addition, children must always maintain their personal hygiene.

### **School Lunches**

Students are required to bring their own lunches and snacks to school. We will not be able to reheat food for students. Parents may bring lunch and put lunch boxes at the school entrance before the lunch period begins. If you would like to drop off your child's lunch box, please put their name on it. 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.

We would also like to encourage students to use sustainable containers instead of single-use ones.

### **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.

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### **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 or ring the doorbell (located at the school's door). 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.

#### **School Calendar**

The school calendar of the coming academic year will be ready on/before the last month of the previous academic year.

#### **Holidays**

Should any student intend to take holidays outside the official school holidays, parents should inform the school officially via email at [office@silverminebayschool.edu.hk](mailto: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.

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### **Communication**

#### **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.

#### **Communication with Teachers & School Management**

- All financial matters should be referred to the School Management. You may send an email to the office at [office@silverminebayschool.edu.hk](mailto:office@silverminebayschool.edu.hk)
- For daily administrative issues, please contact the Office Administrator on Tel: 2984 0006 or email [office@silverminebayschool.edu.hk](mailto: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.
- For emergencies, please contact our Principal, Mr. Tong, directly at 9739 9074.

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**Terms & Conditions  
2024/2025**

**Silvermine Bay School Terms & Conditions  
2024/2025**

I have read, understood and agreed to abide by the terms and conditions of Silvermine Bay School for the school year of 2024/2025.

**Name of Student:**

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**Signature of Parent / Guardian:**

\_\_\_\_\_

**Name of Parent / Guardian:**

\_\_\_\_\_

**Date:**

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**NOTES:** Return this page only.

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