

Islamic Primary School

Parents' Handbook

2025-2026



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A. Founding Organization

Islamic Primary School is a whole-day aided school located in Yau Oi Estate, Tuen Mun. The Chinese Cultural and Fraternal Association founded the school in September 1980. The Chinese Cultural and Fraternal Association is a non-profit, charitable organization. It started to operate a school in 1929. At present, there is one aided secondary school, two aided primary schools and one non-profit kindergarten.

B. School Vision, Mission, Core Values

We strive to provide the very best learning environment for our students, promoting the belief in a "student-centred education with no discrimination". To accomplish this, we first encourage a high professional standard for our teachers and the use of modern information technology. Through strict discipline and individual guidance, we aim to cultivate students who value themselves, affirm their worth, respect others and face life positively. It is hoped that they will become good citizens with the right values, the courage to face challenges and a willingness to take responsibility in the future.

C. School Motto

The school motto is, "Scholarship and Fraternity — Be Well Educated and Love Others". Our school is dedicated to helping students achieve balanced development in the following six areas: morality, intelligence, physical fitness, team spirit, art appreciation and emotional well-being. The school takes the responsibility to carry forward Chinese traditional culture and promote racial harmony.

D. School Song

Spirituoso 雄偉壯麗
Allegretto
C Major ($\frac{4}{4}$)

脫維善 作詞
何 成
周書紳 作曲
1974 Dec.

f $\overline{s \cdot s} \mid d' - - \overline{t \cdot l} \mid s - - d' \mid \overline{r' \cdot d'} t l \mid s - - o$
我們 愛 伊斯 蘭， 為 人 類 爭 和 平，

mp $\overline{d' t l s} \mid \overline{l s f m} \mid \overline{r m - d} \mid \overline{r - - \overline{s \cdot s}}$
努力奮斗， 共謀幸福， 向前 邁 進， 我們

$\overline{d' - - \overline{r' \cdot s}} \mid \overline{s - - \overline{d' \cdot d'}} \mid \overline{r' d' d' t l} \mid \overline{s - - o}$
愛 伊斯 蘭， 貫徹 真主的精 —— 神，

$\overline{s d' l f} \mid \overline{r s m d} \mid \overline{r \cdot m r d} \mid \overline{d - - \overline{d \cdot d}}$
堅持真理， 充實學問， 捨 己為 人， 伊斯

$\overline{f - - \overline{l \cdot s}} \mid \overline{f - - \overline{r \cdot r}} \mid \overline{s - - \overline{t \cdot l}} \mid \overline{s - - o}$
蘭， 伊斯 蘭， 伊斯 蘭， 伊斯 蘭，

$\overline{d \cdot m s s} \mid \overline{m \cdot s d' d'} \mid \overline{l \cdot s \overline{l d'}} \mid \overline{r' \overline{r' \cdot m}}$
努 力奮鬥， 爭取和平， 作個主所 喜 愛的

$\overline{d' - - -} \mid \overline{d' - - - o} \parallel$
人

lah.

E.Home-school Communication

Address : 2 Oi Tak Lane, Yau Oi Estate, Tuen Mun, N.T.

Tel : 2450 2270

Fax : 2618 6424

Email : mail@islamps.edu.hk

F. Learning and Teaching

1. Grading Methods for Each Subject

In order to help parents better understand the assessment areas and criteria for the year, we will detail the assessment information, arrangements for make-up Dictation/Exams, and other important notes as follows. We kindly ask parents to pay close attention and review with their children to ensure they are fully prepared for each assessment.

A. Assessment Information:

Chinese	P.1 - P.4	P.5-P.6
Reading	Formative 10%	Formative 5%
	Summative 35%	Summative 40%
	Dictation 5%	Dictation 5%
Writing	Summative 20%	Summative 25%
	Composition 10%	Composition 5%
Listening	Lesson observation 2.5%	
	Summative 7.5%	
Speaking	Lesson observation 2.5%	
	Summative 7.5%	
Total marks	100%	

English	P.1- P.6
Reading & Writing	Formative 8%
	Summative 64 %
	Dictation 4%
Listening	Formative 4%
	Summative 16%
Speaking	Formative 4%
Total marks	100%

Math.	P.1 – P.6
Assessment components	Formative 20%
	Summative 80%
Total marks	100%

G.S.		P.2	P.3		P.5	P.6
Assessment components	Formative 20%					
	Summative 80%					
Total marks	100%					

Music	P.1	P.2	P.3	P.4	P.5 1st term	P.5 2nd term	P.6
Assessment components	Singing 80% Lesson observation 20%		Singing 40% Recorder 40% Lesson observation 20%		Singing 40% Recorder 40% Lesson observation 20%	Singing 20% Recorder 20% Own creation 20% Summative (paper) 20% Lesson observation 20%	
Total marks	100%						

Putonghua		P.1-P.6
Assessment components	Lesson observation	First term: learning performance 20%
	Paper exam	Second term: Listening +Phonological knowledge=50%, Oral 30%
Total marks		100%

V.A.	P.1	P.2	P.3	P.4	P.5	P.6
Assessment components	Classwork (1 artwork: 50%) (Artwork: 90%) (Lesson performance: 10%)				Exam (1) 50% (Exam artwork 90%) (Lesson performance: 10%)	
	Exam artwork + lesson performance: 50% (Exam art work: 90%) (Lesson performance: 10%)				Exam (2) 50% (Exam artwork 90%) (Lesson performance: 10%)	
Total marks	100%					

P.E.	P.1	P.2	P.3	P.4	P.5	P.6
Skills	30%	30%	30%	30%	30%	30%
Fitness	30%	30%	30%	30%	30%	30%
Attitude	40%	40%	40%	40%	20%	20%
Paper exam.	---	---	---	---	20%	20%
Total marks	100%					

Computer	P.1 – P.6
Assessment components	Formative (paper) 25%
	Practical 75%
Total marks	100%

Religious Studies	P.1 – P.6
Assessment components	Lesson observation 100%
Total marks	100%

Science	P.1	P.4
Assessment components	Formative Assessment 100%	Formative Assessment 40%
		Summative Assessment 60%
Total marks	100%	100%

Humanities	P.1	P.4
Assessment components	Formative Assessment 100%	Formative Assessment 40%
		Summative Assessment 60%
Total marks	100%	100%

Physical Education Assessment Content:**Skills:**

Grade	<u>First term</u>	<u>Second Term</u>
P.1	Underarm throwing (bean bag) to a target	Chest Pass (small ball)
P.2	Dribbling (small ball)	Kicking the small ball to a target
P.3	Hitting the small ball with a wooden racket	Dribbling (Football)
P.4	Serve (Table Tennis)	Underarm Pass (Volleyball)
P.5	Underarm Serve (Volleyball)	Passing (Football)
P.6	Lay ups (Basketball)	Passing & Catching (Dodgeball)

Fitness:

Grade	<u>First term</u>	<u>Second Term</u>
1-3	Sit and Reach 6 minutes Endurance Run	1 minute sit-up Handgrip test
4-6	Sit and Reach 9 minutes Endurance Run	1 minute sit-up Handgrip test

B. Other Important Notes:

- i. Apart from the summative assessments (once each in the first and second term), our school places great emphasis on students' daily learning. Therefore, each subject has formative assessments, and the results are incorporated into the overall subject score.
- ii. Summative Assessment
 - a. For P.1– P.6, grades are shown on the report card.

A: 86-100

B: 70-85

C: 60-69

D: 40-59

E: 0-39
 - b. To reduce comparison and competition among students and to encourage self-improvement, all rankings for Primary 1 to 4 will not be shown on report cards, only the top 20 students in each grade will be displayed. For Primary 5 and 6, no rankings will be shown on the report cards.

c. Distribution and Handling of Summative Assessment Papers

- ✧ P.1- P.6 students will review the summative assessment papers and scores, and receive feedback in class.
- ✧ Some of the summative assessment papers will be distributed to P.1-4 students, and parents are required to sign them. (The papers not distributed include Chinese Composition, Chinese Listening, English Listening, Chinese Speaking, English Speaking, Putonghua Listening and Putonghua Speaking.)
- ✧ All P.5 and P.6 summative assessment papers will not be returned after being marked by teachers and reviewed with students. They will be kept at the school for Education Bureau inspection. If parents wish to inspect the papers, they may submit a written request to the school, specifying the subjects they wish to review. The school will then arrange a designated date and time for parents to inspect the papers according to the guidelines for paper inspections.
- ✧ **Guidelines for P.5 & P.6 summative paper inspections are as follows:**
 - ◆ Only one parent or legal guardian is allowed to inspect the papers on the date and time designated by the school.
 - ◆ The time for inspection is 20 minutes for each paper.
 - ◆ Teaching assistants /duty teachers will distribute the papers after parents/legal guardians sign the attendance logbook.
 - ◆ Parents or legal guardians must remain silent during the paper inspection to avoid disturbing other parents.
 - ◆ Parents or legal guardians are not allowed to take photos, record videos, or use mobile phones during the paper inspection. They also must not write or mark anything on the assessment papers.
 - ◆ If parents or legal guardians have any questions about the assessment questions or marking during the paper inspection, they may write their questions on the provided 'Concern Form' and hand it in along with the assessment papers to the duty teacher or teaching assistant after completing the inspection.
 - ◆ The duty teacher/teaching assistant will not answer any questions regarding the summative assessment papers.

- ◆ The 'Concern Form' filled out by the parent or legal guardian will first be submitted to the class teacher, followed by follow-up actions from subject teachers and coordinators. Finally, the class teacher or subject teacher will contact the parent or legal guardian to provide a response. (The class teacher or subject teacher will contact the parent or legal guardian within seven school days.)
 - ◆ Only Chinese (Reading), English (GE), Mathematics and General Studies assessment papers are open for inspection.
 - ◆ The application period for exam paper inspection is within 2 weeks after the exam papers have been reviewed by teachers and students.
- ✧ For P.2, P.3, P.5 and P.6, the total exam scores only include Chinese, English, Mathematics, General Studies, Visual Arts and Music.
- For P.1 and P.4 in the 2025-2026 academic year, the total exam scores only include Chinese, English, Mathematics, Visual Arts and Music.
- # Since the Humanities and Science subjects are new for the 2025-2026 academic year their scores will not be included in the overall score, but the report card will show grades for these two subjects.
- ✧ Teachers will read the summative assessment instructions and questions to P1 and P2 students only during the first term. In the second term, teachers will only read the summative assessment instructions to P2 students. For P3 to P6 students, teachers will neither read the summative assessment instructions nor the questions.
- ✧ P5 (2nd term), P6 (1st and 2nd term) summative assessment results will be sent to the Education Bureau as a reference for secondary school places allocation purposes.

2. General Arrangements for Makeup Exams and Score Processing

If a student is absent during the examination period, a medical certificate or a written leave note stating the reason for the absence must be submitted. Only then will the school provide an opportunity for a makeup exam. If the student is unable to return to school within the specified time, no makeup exam will be offered (makeup exam period: four exam days and the two school days following the exam).

If the student remains absent during these six days (the four exam days and the two school days following the exam) and fails to return to school, no makeup exam will be arranged, and the report card will indicate 'Absent'.

3. Arrangements for Absentees in Formative Assessments, Exams or Subject-based Assessments

If a student is absent on the day of a formative assessment or dictation (including cross-boundary students), the subject teacher will arrange a makeup assessment or dictation within three school days.

If a student has not obtained any average marks throughout the term (including formative assessments, reading, writing, dictation, listening, or speaking), the subject teacher will arrange **at least one formative assessment and one dictation** as a make-up opportunity. However, the time available for revision and preparation will be relatively limited.

If the student remains absent and cannot return to school (including cross-border students), no opportunities for makeup assessments or dictations will be provided, and average marks will be calculated proportionally based on the summative assessment scores.

4. Homework policy

- i. To help parents better understand our school's homework policy, we have provided the relevant homework information and other important notes below. We kindly ask parents to pay close attention.
- ii. Homework is an indispensable part of 'learning,' and meaningful homework can significantly enhance the effectiveness of the learning process.
- iii. Homework generally refers to academic work assigned outside of class.

Therefore, homework should primarily be completed by the students themselves, with parents providing guidance if necessary.

- iv. The purpose of homework is to cultivate students' self-learning and self-discipline, while reinforcing the knowledge learned in class. Therefore, it is very important for students to complete their homework independently. Additionally, through the process of completing homework, students can develop their independence and autonomy, which is essential for equipping children to face future challenges.
- v. To cater to diverse learning needs, homework is not limited to written assignments. Activities such as reading, pre-lesson study, searching for information, and watching documentaries are also considered forms of homework. Therefore, homework focuses on 'quality over quantity'. Mechanical copying exercises should not form the main part of homework tasks.
- vi. For students to have a healthy and balanced life, parents should not only plan sufficient time each day for completing homework but also allow students to engage in extracurricular activities or play.

Level	Time to complete homework (Approximate)
P.1 - P.2	45 - 60 minutes
P.3 - P.4	50 - 70 minutes
P.5 - P.6	60 - 90 minutes

G. Student Support and School Ethos

1. Normal School Hours

Mondays, Tuesdays, Wednesdays and Thursdays:

School hours : 8:05 a.m. to 3:30 p.m.

Lunch time : 12:40 p.m. to 1:35 p.m.

(students are not allowed to eat outside the school)

Fridays:

School hours : 8:05 a.m. to 12:55 p.m.

2. Student Behaviour Management Policies

Our school puts a high priority on students' behaviour. All commendations, black marks and demerits will be shown on the Academic Report Card. Your supervision and cooperation with the school will be much appreciated. Details of the school rules are printed in student's handbook.

For further assistance or enquiries, please contact the class teacher during school hours.

3. Leave and Early Dismissal Procedures

Our school places great importance on students' attendance and leave matters

- i. If a student needs to take leave for a period due to an infectious disease, they must submit a medical certificate upon recovery, confirming that the student is fit to return to school.
- ii. **If a student needs to take leave for more than two days for reasons other than illness, parents must bring supporting documents and apply for leave in person at the school.**
- iii. If a student is absent due to illness or other reasons for more than 30% of the school days in a term, they will not be allowed to sit for the term examination. Parents should understand that prolonged absence may affect the student's academic performance. If the student performs poorly in the term examination, the school may recommend that the student repeat the year.

- iv. In general, the school does not accept absences due to travel. If parents insist on requesting leave for travel purposes, the school will record the leave accordingly, and it may affect the student's conduct grade.
- v. During the school year, the school will arrange various visiting activities for students and will notify parents in advance. If parents believe that their child cannot participate in a particular activity for special reasons, they should contact the class teacher first.
- vi. If a student is absent due to illness during the examination period, the school will arrange for the student to take a makeup exam within two school days after the examination. For P.6 students, their examination results are especially important. If they miss any subject exam, it may affect their secondary school allocation and graduation.

4. School Uniform and Appearance Guidelines

From the 2023-2024 school year, the school implemented a change of school uniform style. There is a three-year transition period for the replacement to the new school uniforms. Students may continue to wear the old uniforms, including PE uniforms and school coats from the school year of 2023-2024 to 2025-2026. The school's uniform supplier is "Victoria Uniform" and it will only provide the new school uniform styles for parents to purchase. For any enquiries about the new uniform styles, please call the school to contact Mr Au Yeung Kam Wa.

The school requires students to wear neat and clean uniforms each day. Parents may visit the school's designated uniform supplier, Victoria Uniform Company, to purchase uniforms that meet the specifications. We kindly ask parents to pay attention to the guidelines regarding the school uniform listed in the attachment.

(<https://drive.google.com/file/d/1DPqPxkqOvoiMn-301FGIVrOUOCYYnRff/view?usp=sharing>)



Special Weather Conditions

When the temperature is 14 degrees Celsius or below, students are allowed to wear other coats over their uniforms. The colour of the coat should only be plain black, plain dark blue or plain dark green, and in a discreet style with no mixed colours or patterns. Girls can wear PE uniforms, instead of a school dress.

Student Appearance:

Hair Styles

Hair should be kept neat and tidy with no fancy or extreme styles worn.

Boys: a) Hair must be neat and tidy.

b) No dyeing, hair sprays, or hair gel is allowed.

Girls: a) Hair must be neat and tidy.

b) No dyeing, hair sprays, or hair gel is allowed.

c) Rubber bands, hair clips and head bands for girls should be simple and only be in plain black, plain dark blue, plain dark green or a plain white.

Accessories

Due to student safety reasons, students are not allowed to wear any unnecessary accessories. If accessories are required for religious reasons, prior written notification must be given to the class teacher, and approval must be obtained from the school.

Please refer to the school website for school uniform samples.

Our school designated uniform supplier (Victoria Uniform)

Address: Shop R165, G/F, Butterfly Plaza, 1 Wu Chui Road, Tuen Mun, N.T.
(Near Melody Garden Station)

Working hours: Monday to Saturday 10:45 am to 7:00 pm (Closed on
Statutory Holidays; Extended operation on Sunday during
April, July to December)

Phone No.: 2404 0177

Annex—Requirements for New School Uniforms

Summer uniforms for boys

Items	Style	Pictures	Guidance
Upper clothes	- The white short-sleeved shirt is embroidered with the English school name Islamic P.S. - Peak lapels, front buttons, straight feet and flat bottoms and “no tuck in” style shirt - The inner and outer collars and dark buttons are edged with a large green checkered cloth - T/C cloth, white with green checkered cloth edges		- No tuck in shirts - White inner wear is required when wearing a shirt - Sports shoes are mainly white and accepted with trademarks, but not with colours - Accept tongue trademark colored:
Trousers	- Charcoal grey shorts with velvet fabric - Shorts are knee-length and half rubber at the waist - Large green checkered cloth with side pockets on both sides - Or - Charcoal grey long trousers with velvet fabric - The long trousers have a half-elastic waistband at the back and side pockets on both sides	 	 
Jacket	- The sports jacket is embroidered with the English school name on the front and back - The left chest is embroidered with Islamic P.S., back embroidered Islamic Primary School - Black zipper - Knitted stretch fabric		- The sole should be white - Pure white socks. No ankle socks or socks above the knees - Sweaters or personal jackets are not allowed; students must wear the school sports jacket
Footwear	- All white student sports shoes and white socks - No ankle socks or socks above the knees		

Summer uniforms for girls

Items	Style	Pictures	Guidance
Upper clothes	- The white short-sleeved shirt is embroidered with the English school name Islamic P.S. - Peak lapels, front buttons, straight feet and flat bottoms and "no tuck in" style shirt - The inner and outer collars and dark buttons are edged with a large green checkered cloth - T/C cloth, white with green checkered cloth edges		- No tuck in shirts - White inner wear is required when wearing a shirt - Sports shoes are mainly white and accepted with trademarks, but not with colours - Accept tongue trademark colored:
Skirt	- Green plaid skirt with knee-length length - The waistband is fully elastic, with a side pocket on one side, a side zipper, and two buttons to adjust the waist - Velvet green checkered cloth - The white turban is embroidered with the English school name Islamic P.S. and white trousers with green hems (for Muslim girls)	 	 
Jacket	- The sports jacket is embroidered with the English school name on the front and back - The left chest is embroidered with Islamic P.S., back embroidered Islamic Primary School - Black zipper - Knitted stretch fabric	For Muslim girls 	- The sole should be white - Pure white socks. No ankle socks or socks above the knees - Sweaters or personal jackets are not allowed; students must wear the school sports jacket - Discipline Team can buy several jackets for students to borrow - Muslim girls are required to wear white trousers and head scarves from school uniform supplier
Footwear	- All white student sports shoes and white socks - No ankle socks or socks above the knees		

Summer sportswear for boys and girls

Items	Style	Pictures	Guidance
Upper clothes	- Short-sleeved green sweatshirt - V-neck, "no tuck in" style shirt, gradient green - The left chest is embroidered with Islamic P.S., back embroidered Islamic Primary School - Quick-drying perspiration wicking fabric		- Boys and girls do not need to tuck in the sports sweatshirts - Sports shoes are mainly white and accepted with trademarks, but not with colours - Pure white socks. No ankle socks or socks above the knees - Sweaters or personal jackets are not allowed; students must wear the school sports jacket
Shorts and Trousers	- Plain black sports shorts or black sports trousers (green stripes on both sides) - The sports shorts have a fully elastic waistband and side pockets on both sides - Sports trousers with straight legs, black, white hems on both sides with green cloth - Both sports trousers and sports shorts are made of black stretch fabric	 	
Jacket	- The sports jacket is embroidered with the English school name on the front and back - The left chest is embroidered with Islamic P.S., back embroidered Islamic Primary School - Black zipper - Knitted stretch fabric		
Footwear	- All white student sports shoes and white socks - No ankle socks or socks above the knees		

Winter uniforms for boys

Items	Style	Pictures	Guidance
Upper clothes	- The white long-sleeved shirt is embroidered with the English school name Islamic P.S., with a green twill tie - Pointed collar, front button closure with visible buttons, straight hem, and tuck-in style - The left chest is embroidered with Islamic P.S. - T/C cloth, white with green checkered cloth buttons		- Must tuck in the shirt. - White inner wear is required when wearing a shirt - Sports shoes are mainly white and accepted with trademarks, but not with colours - Pure white socks. No ankle socks or socks above the knees - Sweaters or personal jackets are not allowed; students must wear the school sports jacket
Trousers	- Long gray trousers - Half-elastic waistband at the back, side pockets on both sides and buttoned straps on both sides - The fabric is carbon gray thread flannel		
Jacket	- The sports jacket is embroidered with the English school name on the front and back - The left chest is embroidered with Islamic P.S., back embroidered Islamic Primary School - Black zipper - Knitted stretch fabric		
Coat	- Black clip grip school hooded (exposed) zipper pocket - The left chest is embroidered with the English school name Islamic P.S. - Black composite fabric		
Footwear	- All white student sports shoes and white socks - No ankle socks or socks above the knees		

Winter uniforms for girls

Items	Style	Pictures	Guidance
Upper clothes	- The white long-sleeved shirt is embroidered with the English school name Islamic P.S., green twill butterfly - Pointed collar, front button closure with visible buttons, straight hem, and tuck-in style - The left chest is embroidered with Islamic P.S. - T/C cloth, white with green checkered cloth buttons	 	- Must tuck in the shirt. - White inner wear is required when wearing a shirt - Sports shoes are mainly white and accepted with trademarks, but not with colours - Pure white socks. No ankle socks or socks above the knees - Sweaters or personal jackets are not allowed; students must wear the school sports jacket - Muslim girls are required to wear white trousers and head scarves from school uniform supplier - In cold weather, girls are allowed to wear white stockings (feet covered), but legging (no foot wrapping) is not accepted
Skirt	- Green plaid skirt with knee-length length - The waistband is fully elastic, with a side pocket on one side, a side zipper, and two buttons to adjust the waist - Velvet green checkered cloth - The white turban is embroidered with the English school name Islamic P.S. and white trousers with green hems (for Muslim girls)	 	
Jacket	- The sports jacket is embroidered with the English school name on the front and back - The left chest is embroidered with Islamic P.S., back embroidered Islamic Primary School - Black zipper - Knitted stretch fabric	 For Muslim girls 	
Coat	- Black clip grip school hooded (exposed) zipper pocket - The left chest is embroidered with the English school name Islamic P.S. - Black composite fabric		
Footwear	- All white student sports shoes and white socks - No ankle socks or socks above the knees - White stockings or white legged socks for cold weather	 	

Winter sportswear for boys and girls

Items	Style	Pictures	Guidance
Upper clothes	- Long gray sleeves green sports sweatshirt - Pullover style, round neck, with ribbed cuffs and hem - Black strips on the sleeves on both sides with white strips in the middle - The left chest is embroidered with Islamic P.S., back embroidered Islamic Primary School - Cotton towel base	 	- Boys and girls do not need sports sweatshirts tucked in - Sports shoes are mainly white and accepted with trademarks, but not with colours - Pure white socks. No ankle socks or socks above the knees - Sweaters or personal jackets are not allowed; students must wear the school sports jacket
Trousers	- Black sports trousers (green stripes on both sides) - Sport trousers with straight legs, black, white hems on both sides with green cloth (2 inches) - Black stretch fabric for trousers		
Jacket	- The sports jacket is embroidered with the English school name on the front and back - The left chest is embroidered with Islamic P.S., back embroidered Islamic Primary School - Black zipper - Knitted stretch fabric		
Coat	- Black clip grip school hooded (exposed) zipper pocket - The left chest is embroidered with the English school name Islamic P.S. - Black composite fabric		
Footwear	- All white student sports shoes and white socks - No ankle socks or socks above the knees		

*** Students are not allowed to wear the old and new uniforms at the same time at school.**

*** Parents should order school uniforms only from our uniform supplier.**

Annex—Requirements for Old School Uniforms

Summer Uniform

Boys	School uniform	- A white short-sleeved shirt (must be tucked in) with a school badge - Green shorts or grey trousers (trouser legs should not be too wide or too tight) - Pure white socks (no ankle socks) - Pure black leather flat heel shoes (student style only. Suede, patent leather, or exaggerated styles are not allowed) - A grey jumper - Pure black leather belts (no fancy styles are allowed)
	School PE uniform	- A short-sleeved PE T-shirt with a school badge printed on it (must be tucked in) - Blue shorts or blue trousers with 2 long straight yellow stripes on both sides - A grey jumper - Pure white socks (no ankle socks) - Pure white sport shoes
Girls	School uniform	- A school dress with a school badge - Pure white socks (no ankle socks) - Black leather flat heel shoes (student style only. Suede, patent-leather, or exaggerated styles are not allowed) - A grey jumper - If Muslims would like to wear trousers beneath the school dress, they must wear white school trousers. <u>Other trousers are not allowed.</u> They can also wear a white school scarf (only the white school scarf is allowed). For hygienic reasons, parents should purchase more than one scarf as a replacement. If non-Muslim girls would like to wear trousers beneath the school dress for religious reasons, they must also wear the white school trousers and <u>inform the class teacher beforehand</u>
	School PE uniform	- A short-sleeved PE T-shirt with a school badge printed on it (must be tucked in) - Blue shorts or blue trousers with 2 long straight yellow stripes on both sides - A grey jumper - Pure white socks (no ankle socks) - Pure white sport shoes

Winter Uniform

Boys	School uniform	- A white long-sleeved with a school badge (must be tucked in) - A school tie - Grey trousers (trouser legs should not be too wide or too tight) - Pure white socks (no ankle socks) - A grey jumper - A pure black leather belt (no fancy styles are allowed) - Pure black leather flat heel shoes (student style but suede, patent-leather, or exaggerated styles are not allowed) - A green school winter coat (<u>other coat styles are not allowed</u>)
	School PE uniform	- A long-sleeved school PE sweater - School PE blue winter trousers - A grey jumper - A school PE jacket - Pure white socks (no ankle socks) - Pure white sports shoes - A green school winter school coat (<u>other coat styles are not allowed</u>)
Girls	School uniform	- A school dress with a school badge - A white shirt - A school tie - Pure black flat heel leather shoes (student's style but suede, patent-leather, or exaggerated styles are not allowed) - Grey socks /grey leggings (no ankle socks) - A grey jumper - A green school winter coat (<u>no other coat styles are allowed</u>) - If Muslims would like to wear trousers beneath the school dress, they must wear white school trousers. Other trousers are not allowed. <u>If Muslims would like to wear white school trousers, they should pair them with white socks and a white school scarf (only a white school scarf is allowed).</u> For hygienic reasons, parents should purchase more than one scarf for replacement. <u>If for religious reasons, non-Muslim girls would like to wear trousers, they must also wear the white school trousers and inform the class teacher beforehand</u>
	School PE uniform	- A long-sleeved school PE sweater - Blue school PE trousers - A school PE jacket - Pure white socks (no ankle socks) - Pure white sports shoes - A grey jumper - A green school winter coat (<u>other coat styles are not allowed</u>)
Others	Scarves (worn around the neck) hats or gloves	- Should only be pure black, pure dark blue, pure dark green or pure white (no mixed colours) - Should be in a discreet style and without any patterns

5. Additional Items for Purchase

Our school has a small amount of learning materials and uniform accessories available for students to purchase. The items and prices are as follows:

Recorder (\$37), Student handbook (\$22), Reading Record Book (\$9.2), Chinese Dictation book (\$2.7), other Chinese Exercise book (\$2.3), English Exercise book (\$2.5), Mathematics Exercise book for lower form (\$2.3), Mathematics Exercise book for higher form (\$2.7), G.S. notebook (\$2.9), P.T.H. Exercise book (\$2.9), Humanities Exercise book (\$2.9), Science Exercise book (\$2.9), Tie(Old school uniform/\$18), Tie (New school uniform/\$21), Bowtie for girls (\$21), School uniform badge (\$2), Head scarves size L (\$42).

6. Bringing Octopus Card Arrangement

If your child needs to bring the Octopus card back to school, please fill in the Octopus card number in the handbook. This will help the school to return it to the owner quickly if the student loses the card. If your child changes their Octopus card in the future, please fill in the new card number in the handbook as soon as possible to notify the class teacher.

7. Student Behaviour on School Buses

Reminders for Students Using School Buses/Public Transport:

Students SHOULD NOT:

1. Play with the emergency exit door.
2. Speak to the driver once the bus has started moving.
3. Disturb the driver or other passengers.
4. Be rude to the driver or school bus attendant.
5. Place any part of their body outside the window.
6. Get on or off the vehicle before it has come to a complete stop.
7. Eat or drink.
8. Stand up or otherwise move around.
9. Litter.
10. Use mobile phones, listen to music or play games.
11. Talk loudly.

Students SHOULD:

1. Board or leave in an orderly manner.
2. Follow the driver's and school bus attendant's instructions.
3. Respect the driver, school bus attendant and other passengers.
4. Sit properly all the time.
5. Keep quiet.
6. Be polite to the driver and school bus attendant.

8. Lunch Arrangement (See School Notice No. 3 for details.)

School lunch time: Monday to Thursday, 12:40 p.m. - 1:35 p.m.

Parents should choose one of the three lunch arrangements for their children.

(A) Order lunch boxes from "Uncle Bento", the lunch supplier, through the "Uncle Bento by HKT" mobile APP.

(B) Parents deliver lunch to school:

If parents choose to deliver lunch to school, they must enter through the main entrance between **12:00 and 12:30**, and place the lunch bags labeled with the **student's name** and **class** into the designated collection box. The lunches will then be delivered to each class by our janitor.

(C) Students bring their own lunch:

Students who bring their own lunch boxes must ensure they are properly packed and stored, and kept clean.

9. Arrangements for Classes and After-School Activities in Inclement Weather

According to the guidelines of the Education Bureau, contingency measures under adverse weather made by the school are as follows:

- i. If the weather is adverse on a school day, the Education Bureau will issue an announcement at 6:15 a.m. on the same day, instructing whether schools will be closed on that day. Parents can obtain information about the suspension arrangements on TV, radio, or the website of the Education Bureau.
- ii. In case of special circumstances, the Education Bureau may announce the suspension of schools in one or more regions. Students living in these areas do not need to return to school even if they study in a school in another area. (Our school belongs to Tuen Mun District.)

- iii. When adverse weather warning signals are issued during class or when the class is about to start, the following measures apply:

Warning Signal	Corresponding Measures
Amber Rainstorm Tropical Cyclone Warning Signal No.1 or 3	Schools are to operate as usual unless advised otherwise by the Education Bureau. If the Education Bureau does not announce the suspension of classes, parents may consider whether to allow your children to return to school due to the weather or traffic conditions in the area where the students live. If you need to ask for leave, please contact the School Office at 2450 2270 and submit the leave message to the class teacher on the next school day.
Red or Black Rainstorm	i. For students who have set out for school: They should consider continuing to go to school or going home based on the road or traffic conditions. ii. For students who have arrived at school: According to the announcement of the Education Bureau, classes are to be suspended. The school premises will be open and staffed until proper arrangements are made for students to return home. (If the day of class suspension coincides with dictation, assessments or examinations, the affected assessments will be rescheduled.) iii. If the warning signal is issued during lesson time: Lessons will continue. Students will be allowed to return home when normal school hours end under safe conditions. Students who take the school bus will get on the school bus when it is safe to do so. Arrival times may be slightly delayed. If the road conditions are not permitted, the nanny will contact the parents to pick them up at the school. Parents are advised to keep in touch with the school bus company for the latest arrangements.
Tropical Cyclone Warning Signal No.8 or above	Classes are to be suspended.

- iv. If necessary, text messages about the corresponding measures under adverse weather will be sent to parents via the E-class Apps.
- v. Under the influence of inclement weather, although the weather conditions may not cause the Education Bureau to announce the closure of all schools in Hong Kong, parents may decide whether to send their children to school based on the weather and traffic conditions in their residential area. Late arrivals or absences will be handled at the school's discretion in exceptional circumstances.

10. Healthy Snack Guidelines

With reference to the “Nutritional Guidelines on Snacks for Students” issued by the Department of Health of Hong Kong and the recommendations of the World Health Organization, this guideline aims to help students achieve caloric balance, increase fruit and vegetable intake, and reduce fat, sugar and salt intake.

1. Guiding Purposes

School is a key place for students to learn and grow, and healthy eating habits are essential for students' physical and mental development. The purpose of this guide is to:

- **Promote Healthy Eating:** Encourage students to choose healthy snacks that are low in fat, sugar and salt, and develop good eating habits to prevent obesity and chronic diseases (such as heart disease and diabetes).
- **Snack portion control:** Regulate the amount of snacks and drinks brought by students to avoid excessive calorie intake and ensure that it does not affect the appetite of the main meal.
- **Creating a Healthy Eating Environment:** Through the collaboration of schools, parents and staff, we create a healthy eating environment for students and educate them to make informed dietary choices.
- **Step by step:** Starting from controlling the amount of snacks and gradually promoting a healthy snack culture, we will improve the school eating environment in the long run.

2. Portion size requirements

In order to avoid excessive caloric intake and affect the appetite of the main meal, the following serving limits should be observed for snacks and drinks brought by students:

Snack Size:

- (a) Calories per serving should not exceed 125 kcal (about 525 kJ).
- (b) Sugar, potato chips and other high-sugar and high-fat snacks should not exceed ****55 grams****.
- (c) Other snacks (e.g. bread, fruits, nuts, etc.) should refer to the following recommended serving sizes:
- (d) Bread: 1 slice of whole wheat bread (about 30 grams) or 1 slice of toast coated with 1.5 teaspoons of non-candy sauce.
- (e) Fruits: 1/2 bowl of diced fruit (about 100g) or 1 tablespoon of dried grapes (about 15g).
- (f) Nuts: 2 tablespoons plain dry roasted nuts (about 20 grams).

Drink Size:

- (a) Except for water, the serving size of all beverages (e.g. milk, juice, soy milk, etc.) should not exceed ****250ml****.
- (b) Encourage students to drink only water outside of meals and snack breaks to reduce unnecessary sugar intake.
- (c) Should not bring glass bottles or aluminum cans for drinks back to school.

3. Food Arrangements for Festivals and Events

Festival activities (like the Mid-Autumn Festival and New Year) often involve high-fat and high-sugar traditional foods (like mooncakes and chocolates). To balance cultural significance with healthy eating, schools should prioritize providing healthy snacks.

H. Reading Activities

1. Library Hours

On school days (7:30a.m. to 7:55a.m.), the library is fully open, and students can choose to go to the library to borrow books. Additionally, at least twice a month, teachers lead students to the library to borrow books.

2. Library Rules

A. Borrowing and Returning Library Books

- i. Each student can borrow library books.
- ii. Library books can be taken out for 1 week.
- iii. Borrowers should return their books on or before the due dates.

B. Overdue Books

- i. An overdue notice will be sent to the borrower if the book is overdue. If there is no response to the notice, students will not be allowed to borrow books.

C. Loss or Damage to Library Books

- i. **Lost library books must be reported to the librarian.**
- ii. **Students will be held responsible for any lost or damaged library books and must pay the total cost of replacing the book.**

3. Reading Scheme

i. Parent-Child Reading Scheme

- Progress is recorded in the reading record book.
- Students record information about the five books they have read and parents sign the record to show that their children have read the books. (Score 1 point)
- Parents may read with their children and do the worksheets together. (Score 1 point)

ii. **Star Award Reading Scheme**

Students able to read the following numbers of books will receive a commemorative certificate from the school.

Gold: An **outstanding** reader who reads **60** books or more

Silver: A **great reader** reads **40** books or more

Bronze: A **very good** reader who reads **20** books or more

4. Pre-class reading

On Tuesday, Wednesday, and Thursday (8:20a.m. to 8:35a.m.), there will be a reading period. Students should bring their own books to read in the classroom.

I. Academic Scholarship

Our school offers The Chinese Muslim Cultural and Fraternal Association Academic, Outstanding Physical, and Artistic Performance, Scholarships. The purpose of the scholarships is to encourage and promote the balanced development of students' moral, intellectual, physical, social, aesthetic and spiritual education as well as their multiple potentials, and to set goals for various learning activities.

We hope that your child will dedicate themselves to the above areas to achieve fruitful results.

The details are as follow:

Category	Items	Number of Awardees	Eligibility for Scholarship	Amount per Recipient	Source of Funding/Sponsor
Academic	The Academic Awards	The 1st to 3rd place from the whole level	The 1st place from the whole level in the overall score of the year	\$250	The Chinese Muslim Cultural and Fraternal Association
			The 2nd place from the whole level in the overall score of the year	\$200	The Chinese Muslim Cultural and Fraternal Association
			The 3rd place from the whole level in the overall score of the year	\$150	The Chinese Muslim Cultural and Fraternal Association
	The Best Subject Achievement Awards	Six to seven students from the whole level	The 1st place from the overall score of the year in Chinese, English, Mathematics, General Studies, Humanities or Science subjects	\$100	The Chinese Muslim Cultural and Fraternal Association
Outstanding Physical and Artistic Performance	Physical and Artistic Performance Awards	Two students	Outstanding performers who participated in physical and artistic activities inside and outside the school this year*	\$300	The Chinese Muslim Cultural and Fraternal Association
Conduct and Academics	Conduct and Academics Awards	One student from P.3 One student from P.6	1. Students who demonstrate outstanding performance in academics, conduct, service, and awards during the year will be nominated by their class teacher and selected by the judging committee 2. If this award is issued, the award for Outstanding Physical and Artistic Performance will not be awarded at the same time	\$500	The Chinese Muslim Cultural and Fraternal Association

* Parents should return the completed form to Islamic Primary School together with supporting documents from 1st April to 30th April, 2026. The application form can be obtained from General Office. Late applications will not be accepted.

* The school will approve the quota annually based on the qualifications/performance of applicants.