Our Mission

We are dedicated to cultivating individuals of character, courage, competence and compassion by inspiring our students to pursue academic excellence within an engaged and nurturing community, creating a global people of Christian faith, a people serving others.

Our Motto

Loving for Today  Learning for Tomorrow  Living for Eternity
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Message from the Principal

Small World Christian Kindergarten is dedicated to providing children and families in Hong Kong with Christian kindergarten education focusing on whole-child learning. We adhere to the belief that each child entrusted to us has been created with unique and special gifts and talents. Our kindergarten is committed to helping each child begin their journey of learning with a firm foundation, built upon faith in God, themselves and respect of others. We offer a curriculum that builds a child’s confidence – igniting their desire to learn at this foundational level. After 29 years of operation, we have seen the success of our model proven over and over again.

Our school community also supports our ethos, from parents and staff to alumni. We have been privileged to hear beautiful stories and testimonies of former students who have become leaders in their respective fields, while bearing witness to lessons learned at our kindergarten which formed a basis for their self-esteem and confidence.

These stories are a key indicator that God is blessing our efforts for your children. As we strive to continue to provide sound foundational lessons focusing on intellectual, physical, social-emotional and spiritual aspects of each child, we gain future life-long learners who strive to do their best in all areas.

We look forward with joy and enthusiasm as your children blossom under our care.

Blessings,
Tess Baguio
The History of Small World Christian Kindergarten

Small World Christian Kindergarten was established in Hong Kong in 1986. Gail Maidment, the Executive Director of Generations Christian Education, was given a vision for the education of young children during her training with Youth with a Mission (YWAM), an interdenominational Christian mission organization. Since 1986, the school has grown from one class of 8 children in the morning, to over 250 students across our morning and afternoon classes. Through our curriculum, students who do not come from Christian backgrounds or families are learning to trust God with their lives and the lives of their families. We have enrolled students who have individual learning needs and launched a model special needs classroom integration program for kindergartens. We offer parents support and classes through our extra-curricular parenting and helpers courses, and continually reach out to community organizations, opening our doors to help them serve their particular constituents and beneficiaries.

In January 2011, the sponsoring body’s name was officially amended from Small World Christian Kindergarten to Generations Christian Education. This newly named sponsoring body encompasses the vision of the entire organization—to see generations of children in Hong Kong receive quality education based on sound biblical and moral foundations.
Our Core Values

Christ Centred (John 15:1)
That in all we do and say, we will embody the mission and ministry of Christ, who through the constant messages of love, grace and truth, inspired and transformed those around him to seek excellence.

Loving (1 Cor 13:7)
That we will love each other deeply, being motivated to serve all people, and be mindful of their interests and concerns. Love comes from God. It is more than mere feeling, it is a determination to empathize with others and act for their good. It is self-sacrificing and unconditional.

Excellence (Phil 4:8)
Through our collective actions and thoughts, we will strive for what is excellent. We will seek to do our best and try our hardest, not for self-promotion or praise, but that in our doing so we all reach and reflect the best standards to the world around us.

Community (Acts 4:31-32)
We will reflect the essence of community, where acceptance and respect are our standards, in light of God’s love and truth. We will love and care for each other, tolerating our differences and guiding each other towards all truth, being mindful that God first loved each of us and desires us to be in a relationship.

Service (Eph 6:7)
As true leaders we will serve, beginning with a self-denying acceptance of the call to serve others. Imitating Jesus, we will submit to God in faithful expectation, as He then equips us to use our talents and skills creatively to serve others.

Hope (Isa 40:31, Lam 3:25)
We will demonstrate that our hope is in God, He enables us to be courageous, assured and able to persevere. Hope is the end result of displaying perseverance. Confidence in the future comes from a person, Jesus, the "living hope".

Joy (Psalm 5:11, Neh. 8:10, Isa. 55:12)
Joy is a deep sense of delight, largely unseen, which remains regardless of circumstances. It is based on our hope in Jesus Christ.
Our Programme

Christian Studies
A Biblical Foundation for Early Childhood Education, created to speak to the heart of a young child, was published by YWAM's University of the Nations. Used for over 30 years, it is designed to

- Nurture a young child’s relationship with God
- Instil Biblical values deeply into a child’s heart
- Build a Biblical foundation precept by precept
- Create an environment where children are loved and valued

The International Primary Curriculum for the Early Years
The International Primary Curriculum (IPC) is a comprehensive, thematic, creative curriculum with a clear process of learning and with specific learning goals for every subject, for international mindedness and for personal learning. It is one of the fastest-growing curriculums in the world and is endorsed by schools, authorities and governments alike.

The IPC has been designed to ensure rigorous learning but also to help teachers make all learning fun, engaging and meaningful for children. Learning with the IPC takes a global approach, helping children to connect their learning to where they are living now as well as looking at the learning from the perspective of other people in other countries. The IPC is used by more than 1,600 schools in 92 countries around the world.

Learning experiences are grouped under 10 categories

- Practical Life / Sensorial Activities
- Problem Solving and Thinking Skills
- Language
- Numbers
- Creation and Science
- Bible
- Physical education (Indoor and Outdoor)
- Music and Movement
- Art and Creativity
- Mandarin Exposure

We are an English medium of instruction kindergarten, providing daily Mandarin lessons tailored to young learners.
2015-2016 School Year Calendar

August
August 24 to 25 – Orientation Days
August 26 – First Day of Term 1

September
September 3 – Public Holiday – The 70th anniversary day of the victory of the Chinese people’s war of resistance against Japanese aggression
September 18 – Coffee Morning/Afternoon
September 25 – Meet the Teachers Evening
September 28 – Public Holiday – The Day after Mid-Autumn Festival

October
October 1 – Public Holiday – National Day
October 9 – Dad’s Date for AM Classes
October 16 – Dad’s Date for PM Classes
October 19 to 23 – Mid-Term Break
October 28 – Parenting Course begins
October 29 to 30 – Ear Screening

November
November 4 to 5 – Ear Screening
November 6 – No School - Teacher Only Day
November 20 – Parent Teacher Conferences for AM Classes
November 27 – Parent Teacher Conferences for PM Classes

December
December 7 to 11 – Christmas Play/Party Week
December 17 – Last Day of Term 1

January
January 4 – No School – Teacher Only Day
January 5 – First Day of Term 2
January 13 – Small World’s 30th Birthday
January 20 – Helper’s Course begins
January 28 to 29 – Eye Screening
February
February 5 – Chinese New Year Celebration
February 8 to 12 – Chinese New Year Holiday
February 18 to 19 – School Photos

March
March 4 – Taste of Culture
March 11 – No School – Teacher Only Day
March 18 – Last Day of Term 2

April
April 5 – First Day of Term 3

May
May 2 – Public Holiday – Labour Day Observed
May 6 - Mum’s Date for AM Classes
May 13 - Mum’s Date for PM Classes
May 27 – No School – Teacher Only Day

June
June 9 - Public Holiday – Dragon Boat Festival
June 12 – Parent Teacher Conference for AM Classes
June 19– Parent Teacher Conferences for PM Classes
June 25 – Last Day of Term 3
Beginning of the School Year

Orientation
Parents will be notified of their child’s class, class teachers and orientation schedule via the Summer Schoolgramme in early July of each school year. Students are encouraged to attend the one-hour orientation by themselves. Meanwhile, parents are welcome to enjoy a cup of tea or coffee in our kitchen located on the ground floor.

First Day of School
The first day of school is on Wednesday, 26th August. Students will assemble in their classrooms. Parents may drop off students at the front of the school or in their classrooms. Teachers will be welcoming students upon arrival.

Settling Period for Panda & Koala Classes
During the first week of school, Wednesday, 26th August to Tuesday, 1st September, students in Panda AM and Koala AM Classes will be coming for 1.5 hour sessions from 9:00AM to 10:30AM, and Panda PM and Koala PM Classes will be from 1:00 PM to 2:30 PM.

For school bus children, parents will need to make arrangements for pick up at 10:30AM and 2:30 PM respectively. Regular class hours from 9:00AM to 12:00PM and 1:00 PM to 4:00 PM will start on Wednesday, 2nd September.
**Students**

**Arriving at School and Leaving School**

**Morning Session**
- Starts at 9:00AM and ends at 12:00PM
- Doors open between 8:45AM and 9:10AM
- Children are dismissed starting from 11:45AM

**Afternoon Session**
- Starts at 1:00 PM and ends at 4:00 PM
- Doors open between 12:45PM and 1:10PM
- Children are dismissed starting from 3:45PM

Parents are encouraged to bring their children to school 10-15 minutes prior to the start of the session, which will enable them to settle in so that classes can begin as scheduled.

**Absences**
If a student is away from school, please inform the School Office via email office@smallworld.edu.hk or call (852) 2525 0922, especially if the family is out of Hong Kong for extended holidays or your child is unwell.

**Student Illness**
A student who is sick or unwell should stay home or see a doctor for diagnosis and treatment. If a student becomes ill during the school day, teachers will notify parents to make appropriate arrangements for the student’s care and/or pick up.

**Bus Service**
Our bus service is operated by an independent bus company, Castle Brothers Ltd. All questions related to the bus service should be made directly to their Manager, Mr. Robert Mu, at 9032 7434. Bus service is suspended under severe weather, please refer to “Typhoons and Rainstorm Warnings” for more details.

**Parking**
Unfortunately, there is no parking available on Borrett Road. Parents may quickly drop their children off their children in front of the school with their class teacher. We ask parents to be considerate when parking and/or pulling over near the school. From time to time, there are police patrolling the area and issuing tickets.
Attire
School uniform is to be worn over casual, play clothes on a daily basis: a pinafore for the girls and a tunic top for the boys. It is important to dress your child in clothes they can easily take off and put on when they go to the toilet. In order to encourage independence. Long dresses and jewellery are not recommended as they can cause danger in the playground. It is also not practical for students to wear bracelets and belts.

Art Folder
Teachers will place monthly class calendars, your child’s artwork and any pre-writing exercises in your child’s art folder. This folder will be sent home every Friday. Please return the empty art folder to the teachers every Monday.

When your child brings home his/her creative artwork, we encourage parents to say to your child “tell me about your artwork” rather than “what is this?”, as he/she may just have been exploring with the art materials or painted a mixture of colours. For example, yellow and red make orange.

Snack
Please prepare a small portion of healthy snack and preferably water for your child to bring to school each day. No candy, nuts or fizzy drinks please. The snack and drink containers need to be clearly labelled with your child’s name so they can be returned home each day. Water is available for your child to drink throughout the day.

Class Events
From time to time, classes may have a party to celebrate special occasions, e.g. Christmas, Taste of Culture, Easter, etc. Detailed information will be sent to you via email. Parents and/or caregivers are invited to these parties and may be asked to provide a dish of food. If your child suffers from allergies, we will require that you or your helper attend the party to monitor the food choices for your child.

Birthday Celebration
To celebrate student birthdays, birthday boys and girls will receive special crowns and cards to make them feel very special! Due to some life threatening allergies, parents are asked not to bring any birthday cakes or food. We would not want to put any child at risk. We also ask that parents refrain from bringing gifts for the students.

Learning Equipment
From time to time, small items such as beads, cubes, cylinders and other school learning materials may slip into student’s pockets. If any of these items are discovered at home, please return them to school immediately.
**Bringing Toys to School**
Toys brought from home are at risk of getting lost and possibly damaged! We encourage you to keep your child’s toys at home except for show-and-tell days. These days will be indicated on the monthly class calendar that is distributed at the end of each month in your child’s art folder.

**Lost & Found**
We have a Lost & Found rattan box on the ground floor opposite the kitchen for misplaced items found in the school premises. If you have lost any unlabelled item, please have a look for it there.

**Toilet Training and ‘Wet Report’**
At Small World, children are encouraged to go to the toilet by themselves. If you have any questions or concerns about your child, please call your child’s teacher. Should your child have a little ‘accident,’ we will pin a ‘wet report’ to their uniform and the wet clothes will be placed inside the child’s bag. Please ensure that a fresh set of clothes to leave in the cubbies sent to school the following day.

**Play Dates or Going Home with Other Friends**
Children are so clever at arranging their social calendars themselves. However, they will not be allowed to go home with other children unless the school office is notified of the arrangements 3 hours in advance.

**Graduation**
We hold graduation ceremonies in the classrooms when children leave Small World. A special certificate is given to each child to keep as a memory of their time in the kindergarten.
Parents

Schoolgramme
This is a monthly, school-wide newsletter sent to parents via email at the end of each month during the school year. The Schoolgramme can also be found on our school website and is displayed on Notice Boards in the school hallways.

School Memo
This is a weekly reminder sent via email to inform you of the latest updates. Please let us know immediately if there are any changes to your email accounts so you won’t miss out on any important information.

Monthly Class Calendar
This document is sent home via the art folder at the end of each month from September to May. It highlights any special class events and items the children may need to bring to school. Parents may access the calendar on our school website as well.

Please place the class calendar on your fridge, or somewhere you will access on a regular basis, so that you don’t miss out on any special events. We wouldn’t want your child to feel left out!

Parent Involvement
We encourage parents to be involved in your child’s class through reading stories to the class, special projects such as baking and field trips etc. Please contact your child’s teachers for more details.

Mem Fox, a famous Australian children’s author and teacher trainer, encourages parents to read to their children for fifteen minutes a day. This will put your child well on the road to reading and enjoying books. For more helpful advice on reading with children, please visit www.memfox.com.

Contacting Class Teachers
To contact your child’s teachers, please email [class.session]@smallworld.edu.hk.
For example, if you child is in the Koala AM Class, please email koala.am@smallworld.edu.hk or if your child is in the Koala PM Class, please email koala.pm@smallworld.edu.hk.

For office related matters, please email office@smallworld.edu.hk — our administrators would be happy to assist you.
Guardian Passes
All Small World families are issued two guardian passes per family. A parent and/or guardian must show this Guardian Pass to collect the child either at school (for walkers) or when the child is dropped off at home (for school bus riders). Furthermore, entry to the school will be regulated with the use of the Guardian Pass. Doors are closed from 9:10AM to 11:45 AM and from 1:15PM to 3:45PM, please ring the bell if you need to enter the school during these times.

Updating Student Information
If there are any changes to the information provided to the school, e.g. family address, student personal details and guardian contacts, etc. kindly inform the school office in writing promptly. You may send an email to office@smallworld.edu.hk.

Travelling Parents
Please let us know if one of you is going to be out of town for more than a week. It is likely that your absence will affect your child, and knowing this helps us to be sensitive to your child’s needs.

School Photos & Screening Services
School photos, vision screening and ear screening are organised once a year. Interested parents may sign up for their child. Further information about these voluntary paid services will be provided via Schoolgramme in advance.

Primary School Admissions
It is important for parents to make necessary and timely arrangements for applications to primary schools as soon as possible to ensure that your child is able to secure a place at a primary school.

Health Guidelines
During their early days, most children come into contact mainly with family and members of the household, with only occasional, brief exposure to strangers, especially in large numbers.

The immune system of the child is immature and is stimulated to maturity. It is therefore quite natural, and very common, that for the first few months after the commencement of school, your child may come down with frequent colds and a runny nose due to exposure to a foreign environment and to other children who may have colds. This is not unhealthy and in fact is instrumental, in most cases, in strengthening your child’s immune system.

However, there are certain guidelines which should be observed for the health and wellbeing of your child, his/her teachers and other children in the school. The exposure to minor viruses and illnesses is inconsequential; however, exposure to major illnesses, infectious diseases and other conditions is not recommended.
If your child has any of the following conditions, or should you suspect that he/she is suffering from the following conditions, the child should not be sent to school but rather an opinion from your family physician or paediatrician should be sought:

- fever greater than 37.5 °C (99 °F)
- rash
- head lice
- jaundice
- gastroenteritis (vomiting and diarrhea)
- tonsillitis/pharyngitis/sore throat
- bronchitis/wheezing/hacking cough
- conjunctivitis
- impetigo/boils
- hand, foot & mouth disease

Viral illness with rash:

- measles
- rubella infantum – baby measles
- rubella (German measles)
- chicken pox
- glandular fever

Other illnesses:

- scarlet fever
- mumps
- croup
- ringworm
- exposed molluscum contagious viral infection
- abdominal pain, especially if associated with other symptoms (vomiting, temperature, diarrhea)
- ear pain

Your family physician or paediatrician will advise on the nature of the complaint, its management and whether your child can return to school immediately or at a later date. Please advise us if your child is known to be suffering from any particular conditions (e.g. hepatitis B carrier) as certain precautions are necessary should there be accidents involving minor cuts and scratches. These simple guidelines will help ensure the safety, health and wellbeing of your child in his/her early school years.
Typhoons and Rainstorm Warnings

The Hong Kong Observatory (HKO) issues early warning notices when Hong Kong is threatened by severe weather conditions. In typhoons, kindergartens close at signal No. 3. For rainstorm warnings Red and Black, schools are shut. On occasion, the Education Bureau will supersede these guidelines and close schools. Please check the HKO website www.hko.gov.hk, local TV and radio for updates on the weather as well as the school’s web site for school closure information.

The following general arrangements will apply and the EDB will make announcements accordingly:

Tropical Cyclones

<table>
<thead>
<tr>
<th>Weather Conditions</th>
<th>Action to be taken</th>
</tr>
</thead>
<tbody>
<tr>
<td>When Tropical Cyclone Warning Signal No. 1 is issued</td>
<td>All schools, including kindergartens, are to operate as usual unless advised otherwise.</td>
</tr>
<tr>
<td>When tropical cyclone Warning Signal No. 3 is issued *</td>
<td>Classes of all kindergartens, schools for children with physical disability and schools for children with intellectual disability are to be suspended. Other schools are to operate as usual unless advised otherwise.</td>
</tr>
<tr>
<td>When Tropical Cyclone Warning Signal Pre-No. 8/ No. 8 or above is issued*</td>
<td>Classes of all schools are to be suspended.</td>
</tr>
<tr>
<td>When Tropical Cyclone Warning Signal No. 8 or above is replaced by Signal No. 3</td>
<td>Classes of all kindergartens, schools for children with physical disability and schools for children with intellectual disability are to remain suspended. Unless previous announcement has been made to the effect that classes will be suspended for the entire day, other schools are to resume if Tropical Cyclone Warning Signal No. 3 has been issued by 5:30AM (For AM and Whole-day schools) / 10:30AM (for PM schools)</td>
</tr>
<tr>
<td>When Tropical Cyclone Warning Signal No. 3 is lowered to Signal No. 1 or when all signals are cancelled</td>
<td>All schools are to resume with the next session unless previous announcement has been made to the effect that classes will be suspended for the entire day.</td>
</tr>
</tbody>
</table>

* If students have already set out for school when the No. 3 signal is issued, kindergartens, schools for children with physical disability and schools for children with intellectual disability will activate the contingency plan to ensure the school premises will be open and staffed until proper arrangements are made for arriving students to return home at an appropriate time. The same applies to all schools if the Pre-No. 8 / No. 8 signal is issued when students have already set out for school.
Heavy Persistent Rain
It is important to check the latest Television or Radio announcements during rainstorms. Please note that the Education Bureau will override some directives when the weather deteriorates.

<table>
<thead>
<tr>
<th>Rainstorm Warning</th>
<th>Action to be taken</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>AMBER</strong></td>
<td>Unless the EDB has made special announcement on suspension of classes, all schools, including kindergartens will operate as usual.</td>
</tr>
<tr>
<td><strong>RED or BLACK</strong></td>
<td></td>
</tr>
<tr>
<td>(i) Issued before 6:00 AM</td>
<td>Class for AM and whole-day schools are to be suspended all day. Schools are required to activate contingency plans and arrange for staff to look after students who might arrive and ensure that conditions are safe before allowing students to return home.</td>
</tr>
<tr>
<td>(ii) Issued between 6:00 AM and 8:00 AM</td>
<td>Classes of AM and Whole-day schools are to be suspended. Schools are required to ensure that their premises are open until the end of the normal school hours and arrange for staff to look after those students who have arrived at school. They ought to ensure that conditions are safe before allowing students to return home. Students who have not left for school should stay home.</td>
</tr>
<tr>
<td>(iii) Issued between 8:00 AM and 10:30 AM</td>
<td>AM and Whole-day schools should continue the lessons until the end of the normal school hours and ought to ensure that conditions are safe before allowing students to return home.</td>
</tr>
<tr>
<td>(iv) Issued between 10:30 AM and 11:00 AM</td>
<td>Classes of PM schools are to be suspended. AM and Whole-day schools should continue the lessons until the end of the normal school hours and ought to ensure that conditions are safe before allowing students to return home.</td>
</tr>
<tr>
<td>(v) Issued between 11:00 AM and 1:00 PM</td>
<td>Classes of PM schools are to be suspended. PM schools are required to ensure that their premises are open until the end of the normal school hours and arrange for staff to look after those students who have arrived at school. They ought to ensure that conditions are safe before allowing students to return home. Students of PM schools who have not yet left for school should stay home. AM and Whole-day schools should continue the lessons until the end of the normal school hours and ought to ensure that conditions are safe before allowing students to return home.</td>
</tr>
<tr>
<td>(vi) Issued after 1:00 PM</td>
<td>All schools should continue the lessons until the end of the normal school hours and ought to ensure that conditions are safe before allowing students to return home.</td>
</tr>
</tbody>
</table>
**Bus service is suspended** when a T3 or higher typhoon signal and/or Red or Black rainstorm warning is still in place at 12.00 noon (morning session) or 4.00 PM (afternoon session). The school will advise parents to collect their children from school.

Students will not be allowed to return home, including on a school bus when a Red or Black Rainstorm Warning is issued. Upon request of a parent, students may be released to a parent or authorised individuals.

Please refer to the school website [www.smallworld.edu.hk](http://www.smallworld.edu.hk) for the most updated information during severe weather.

**Air Pollution**

Air Quality and Health Index (AQHI) is issued by the Environmental Protection Department and accessed by appointed staff members on a daily basis. If the AQHI for General Station Central/Western is **High**, outdoor activities will be reduced; if it is **Very High**, outdoor playground will be CLOSED and students will have playground time indoors.

**Heat Index**

Playground time will be adjusted in accordance to the table below:

Reduce the length of outdoor playground time

Replace with indoor playground time

<table>
<thead>
<tr>
<th><strong>Play in classroom</strong></th>
<th>27C</th>
<th>28C</th>
<th>29C</th>
<th>30C</th>
<th>31C</th>
<th>32C</th>
<th>33C</th>
<th>34C</th>
<th>35C</th>
<th>36C</th>
</tr>
</thead>
<tbody>
<tr>
<td>40 %</td>
<td>27</td>
<td>27.5</td>
<td>28.5</td>
<td>29.5</td>
<td>31</td>
<td>32.5</td>
<td>34</td>
<td>35.5</td>
<td>37.5</td>
<td>41</td>
</tr>
<tr>
<td>45 %</td>
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<td>28</td>
<td>29</td>
<td>30</td>
<td>31.5</td>
<td>33.5</td>
<td>36</td>
<td>38</td>
<td>40</td>
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</tr>
<tr>
<td>50 %</td>
<td>27.5</td>
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<td>31</td>
<td>32.5</td>
<td>34.5</td>
<td>36.5</td>
<td>39.5</td>
<td>42</td>
<td>45</td>
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<td>60 %</td>
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<td>37</td>
<td>41</td>
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<td>65 %</td>
<td>28</td>
<td>29.5</td>
<td>31.5</td>
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<td>70 %</td>
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<td>80 %</td>
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‘Gift Policy’

Saying thank you is important and there are many ways to express gratitude and appreciation. Often the best gift a student can give to a teacher is a sincere personal expression of gratitude. More often than not, this simple thank you has greater impact than a lavish gift. However, in addition to a personal thank you, if you and your child wish to give a small gift as a further token of appreciation, please be reminded that Small World employees are instructed to accept gifts only if they are not valued over HKD300 and are not in the form of cash.

Below is the excerpt from Generations Christian Education Operational and Policies Manual:

*Generations and each of its schools is bound by the Prevention of Bribery Ordinance. Any solicitation of gifts for, or on behalf of, any school may only be done in line with Policy 1.61 Fundraising.*

*Staff are to be conservative in their acceptance of personal gifts and gratuitous entertainment so as not to directly or indirectly develop a sense of obligation to the donor. The following guidelines should be applied in every school, and a Principal is empowered to develop specific procedures to implement. As a practice, the rationale, spirit and necessity of the policy should be communicated clearly to both staff and parents alike at least annually, especially in advance of typical gift giving season, such as Christmas and Chinese New Year, in order to minimise any awkward situations.*

*Small gifts of appreciation may be given or received only if they meet the following conditions:*

- The value of the gift does not exceed HK$300. It is up to parents to understand the value of their gifts and to avoid embarrassing a teacher or staff member, who will be expected to return any gift valued over HK$300.
- Group gifts can be given, provided that no individual contributes more than HK$300 and participation by givers is entirely voluntary.
- Gift vouchers from an individual or groups up to HK$300 per person are permitted.
- Gifts on a special occasion (e.g. wedding, milestone birthday) may be accepted, provided the value of the gift does not exceed HK$500.
- Gifts on the occasion of retirement or resignation, provided that the value of the gift from any one person does not exceed HK$1,000.
- Modest gifts of food hampers or other consumables may be accepted without specific financial limits, so long as it is something that will be shared openly within school.
- Hong bao is a tradition at Chinese New Year, but presents potential issues since it is cash. Therefore, any hong bao received should be directed to a central collection to be used for the school as a whole or Principal agreed charity.
- Donations to charities are acceptable, up to HK$300. The employee or the giver may choose the charity.
- Gifts are given publicly with no attempt to conceal the gift or the giver.
- Gifts are freely offered with no expectation from the giver for anything in return.
Contact Details

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