

3 December 2018

**Re: Notre Dame College School Circular No. 5A (2018-2019)**  
**School Picnic**

To promote a harmonious teacher-student relationship, as well as to provide a valuable opportunity for teachers and students to enjoy the nature, refresh their bodies and minds, we will organise a school picnic on 20 December (Thursday). Please read the next page for more details regarding the destination of each class and the fees. In order to ensure the safety of the students, please pay special attention to the following:

1. Students must bring along their identification documents.
2. Students should be beware of their own and other people's safety. Risky activities e.g. aquatic activities, canoeing, biking and hiking are prohibited.
3. Arrangements as to late arrivals: If students arrive at the meeting places later than the set off time, they must return to school and stay for self-study until the time of dismissal for the school picnics.
4. If students are not able to participate in the school picnic due to health problems, please contact the school before the school picnic. The students will have to stay at school for self-study on the day of school picnic.
5. If students feel unwell on the day of school picnic, they should follow the sick leave application procedures, and hand in the parents' letters along with the medical certificates to the class teachers once they return to school.
6. Students who are absent without proper reasons will be considered as skipping school.
7. If students would like to stay behind in the destinations after the school picnic ends, they must seek written approvals from their parents in advance.
8. In case the weather is not suitable for school picnic, we will inform the parents about the cancellation via the school website or phone messages.
9. Students who are the participants of "Dress Casual Day" can choose to wear sport uniforms (shirts and pants), class uniforms, sports shoes, or casual wear which comply with the school rules. They must maintain simple, plain and neat appearance. Those who do not participate must wear neat sport uniforms on that day.
10. Students should respect the nature and keep the places clean. They should dispose of the rubbish and make sure the fire is put off completely after the picnics and barbecues.
11. Students should keep an eye on their personal belongings. Do not bring excessive amount of money or valuable belongings.
12. Students should bring enough water, mosquito sprays and sunscreen lotions.
13. Students must go home quickly after the school picnic. Do not wander along the streets, which may lead to parents' worries.

Yours Sincerely,

Mr. Ka-ming Tong  
School Principal