27th May 2016

Dear Parents,

On behalf of the Island School Parent Teacher Association (ISPTA), we would like to welcome all families to the Island School community for the 2016/17 academic year. Please note that membership of the PTA is automatic and payment of the PTA fee is compulsory. The following forms should be completed and returned to the PTA office by **20th June 2016** to avoid incurring a late fee:

|  |  |
| --- | --- |
| **ISPTA Membership**  **2016/2017**  FORM A  **(Compulsory)** | Each parent automatically becomes a member of the ISPTA. As per the ESF Ordinance and Regulations, it is **compulsory** for all families to pay the relevant fee.The membership fee is **HK$600** **per family**. [*http://www.esf.edu.hk/sites/esf/files/ESF\_Ordinance\_and\_Regulation-eng.pdf*](http://www.esf.edu.hk/sites/esf/files/ESF_Ordinance_and_Regulation-eng.pdf) |
| **School Bus Application**  **2016/17**  FORM B  **(Optional)** | Bus places are allocated on a first come, first served basis. Kindly note that if the bus company does not receive the minimum number of applicants for a specific route, it might be cancelled.  A bus pass can ONLY be issued upon receipt of fully completed forms with cheques, photograph and a stamped addressed envelope, which will be used to send the bus pass to you in mid July. Please ensure you read the terms and conditions on page 4 and the FAQ on page 5.  **A mandatory late fee payment of** **HK$350** will be charged for bus applications postedby existing students **after 20th June 2016.**  The cheque for the late fee is payable to: ‘**Island School PTA Ltd**’ |
| **ISPTA Volunteer Form**  FORM C  **(Optional)** | **We always need parents to help with our bookshop, events (such as the school fairs) and on an ad-hoc basis. If you feel you can spare a few hours, please complete and submit this form.**  **For any questions contact the PTA Manager at** [pta@online.island.edu.hk](mailto:pta@online.island.edu.hk) **or 2140 6806.** |

Please mail the completed forms and attachments to:

**Island School PTA**

**20 Borrett Road,**

**Hong Kong**

**c/o Island School**

**20 Borrett Road, Hong Kong**

**c/o Island School**

**20 Borrett Road, Hong Kong**

We look forward to your support of the PTA and wish you and your family a successful year ahead at Island School.

Kind regards,

ISPTA Committee

**Island School PTA Membership Information Sheet 2016/17**

**Form A**

**PTA Membership Family Details**

Family Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Father :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Mother:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Tel: Home: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Mobile/Office: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student’s name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ School Ref No(if known) \_\_\_\_\_\_\_\_\_\_\_\_\_Year/House\_\_\_\_\_\_\_\_\_\_\_\_

Student’s name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ School Ref No(if known) \_\_\_\_\_\_\_\_\_\_\_\_\_Year/House\_\_\_\_\_\_\_\_\_\_\_\_

Student’s name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_School Ref No(if known) \_\_\_\_\_\_\_\_\_\_\_\_\_\_Year/House\_\_\_\_\_\_\_\_\_\_\_\_

If you would like to be included in the WhatsApp group for your year group(s), please provide mobile no(s). to be used:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Student Directory - 2016/2017**

One Free Student Directory is issued to all paid PTA members in Term 1.

**Note**: If you do **NOT** wish your family details\* to be included in the student directory, please tick here ☐

(\*All student names will appear in the relevant class list, family details will not appear in the directory)

**Payment Instructions**

PTA Membership per Family: **$600 (compulsory)**

**N.B Extra Student Directories can be purchased from the PTA office at $100 each.**

Cheque No:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Bank :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Total:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Cheque Payable to: “Island School PTA Ltd*”*. (Please write student’s name, form and phone no. on the back of the cheque)

Note 1: This form must be completed for all 2016/2017 students. Each parent automatically becomes a member of ISPTA and under the ESF Ordinance and Regulations, it is compulsory for all families to pay the relevant fee.

Note 2: For further information on the PTA or to download a copy of this form, please visit our website: http://island.edu.hk/pta-home/

Data Use Statement: Please note that the information you provide on this form will be used by Island School PTA to service your membership. This may include providing your information to third parties (for example, the company which runs the school bus service.) If you would like to access or change the information the PTA holds, please contact us at [pta@online.island.edu.hk](mailto:pta@online.island.edu.hk). For more information please go to: http://island.edu.hk/pta-home/

**Application for Annual School Bus Pass 2016/ 17**

**Form B**

**Parent Information:**

Passport Photo of student with name, ref# and year/house on back of photo

Parents’ Names: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tel:(H)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(M-Father): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(M-Mother): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Mob. No.: SMS contact for delay/emergency: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Student Information:**

Family Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Student name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Sex: M / F Sch Ref#\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Year\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. Student name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Sex: M / F Sch Ref#\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Year\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Bus Route No. :** \_\_\_\_\_\_\_\_\_\_\_ **Stop No.:**\_\_\_\_\_\_\_\_\_\_

Fee for period 1 (Aug – Jan) $\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **+** period 2 (Feb - June) $\_\_\_\_\_\_\_\_\_\_\_\_\_TOTAL$\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Bus Payment:**

1. The whole year’s bus fee must be paid in advance by **either:-**

1. **1 Cheque for entire year *or***
2. **2 Cheques: 1 current dated for 1st period *and* 1 post-dated till 15 January 2017 for 2nd period**

Cheques should be “crossed” and made payable to: **KWOON CHUNG MOTORS CO. LTD**.

NB: receipts will only be issued by special request

**NOTE**

**Year 13 students pay for 2 months of Period 2 (Feb-Mar). Year 11 students pay for 3 months of Period 2 (Feb - Apr)**

I accept that if my child(ren) is/are found traveling without a bus pass, the child(ren) will not be permitted to board.

I accept that if my child(ren) behave(s) badly on the bus, the bus pass(es) may be withdrawn without refund.

I accept responsibility for any damage to the bus(es) caused by my child(ren) and my share of collective damage caused by Island School students where the actual culprit cannot be identified.

Signature of Parent/Guardian:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Late Fee Payment**

A **$350 LATE** **FEE** is payable to ‘**Island School PTA Ltd’** for bus applications, from existing students, posted **after the 20th June 2016 deadline**.

**NOTE:** The bus application will not be processed until this payment is received.

 Bus Pass & PTA membership applications, with separate cheques should be sent to: Island School PTA, 20 Borrett Road, Hong Kong

*To avoid delay in processing the application, please check you have included the following:*

## For office use:-

Chq: 1/ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Chq: 2/\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Cheque(s) for bus fees for entire year

Cheque for PTA membership fee

$350 late fee payment for applications posted after 20th June 2016

Passport sized photo for each student with name on back of photo

Stamped Addressed Envelope (used to post the bus pass to you in mid July)

NOTES FOR USERS OF ISLAND SCHOOL BUS SERVICE

PLEASE KEEP THIS AND THE BUS SCHEDULE HANDY FOR FUTURE REFERENCE

1. Application for PTA membership must be made at the same time as the bus application. Failure to fill in the forms correctly will lead to a delay in processing. A bus place cannot be allocated until **ALL** the relevant documentation, cheque(s), photo etc., have been received. In view of the volume of applications, we are unable to accept e-mailed applications.
2. All bus passes are issued on a first come, first served basis. One pass is issued to cover the whole *academic* year. **There is no provision for one-way journeys**.
3. Payment should be made by either one cheque covering the bus fee for the whole year, or by or two cheques (one current and one post-dated **15th January 2017)**.
4. Should you decide to stop using the bus, the unused portion of the bus fee will be refunded or un-presented cheques returned in exchange for the bus pass.
5. **Cancellation** is on monthly pro-rata basis, with 1 month’s advance written notice required. For refund processing, please provide the name of the student, termination date, plus the exact bank account name and number. The bus pass MUST BE returned the next school day after the termination date.
6. If cheques are dishonoured for any reason, the pass will be invalid and the student may not travel on the bus until payment is made.
7. Students should be at the designated pick-up point **5 minutes before** the scheduled time in the morning due to density and fluctuations in traffic flow. The bus driver **cannot wait** for anyone who is late.
8. If the bus fails to arrive, please call Kwoon Chung on **29 798 798** to trace its location and obtain instructions on how to proceed. If Kwoon Chung is unable to provide a replacement bus, they will advise the student to take a taxi. Students are expected to group together to share taxis. They must obtain a taxi receipt and submit it to PTA office, who will liaise with the bus company regarding any refund. In the event that students are late to school due to bus delays, Kwoon Chung will inform Island School and the concerned students will not have a late record
9. If a bus pass is lost parents must send an e-mail notifying the PTA office. A new pass will be issued on payment of HK$20 and production of a passport sized photograph. Until a replacement pass has been issued, the student may not use the bus.
10. It may be necessary to combine some routes, create new routes or adjust pickup times after the school year has started depending on demand. Students will be notified as soon as possible of any changes to the bus schedule.
11. Students who used the bus in the previous academic year will **not** automatically be allocated a place.

***The Following Bus Rules Must be Observed:***

1. Students may not use the bus until they have received a bus pass. **Students without a bus pass will NOT be permitted to board.**
2. Students may not take friends on the school bus without prior notification from parents to the PTA **and** written permission from the PTA Manager. If the bus is full with students with designated passes for that particular route on the day, the friend must be prepared to find alternative transport even if permission has been given. If there are more than the legal number of students on board, insurance would be invalid in the case of an accident and/or injury.
3. Students are asked to ensure their schoolbags and sports equipment do not occupy an empty seat or block the aisles.
4. Students who misbehave on the bus in any way may have their passes withdrawn without refund. Parents will be held responsible for any damage to a school bus caused by their child (or the children on the school bus, collectively, if the individual culprit cannot be identified).

**IMPORTANT NOTE:** If there is heavy rain or the likelihood of Hong Kong being affected by a typhoon (usually after #3 signal has been hoisted) please check the HK Observatory prior to sending your child to school. Announcements regarding school closures due to inclement weather are normally broadcast from approximately 5 a.m. onwards on all local radio and TV channels. All applications, correspondence, queries and complaints should be addressed to: Island School PTA, 20 Borrett Road, Hong Kong.

**FAQs for Bus Users**

**Q 1: Why do the buses all target to arrive at school by 7:30am?**

A: Borrett Road is a congested area with a long and winding access to Island School.  In order to accommodate the needs of residents, other schools and charities, there are staggered start times for the schools.  As requested by the police, Island School's buses ascent of Borrett Road must be completed by 7:30am.

**Q 2: What happens if the bus arrives earlier than the designated time and my child is not there yet?**

A: Due to the unpredictability of traffic, bus users are expected to be at the designated pick-up point **at least 5 minutes** prior to the specified time. If the bus fails to arrive, contact Kwoon Chung Motors on **29 798 798** for further instructions.

**Q 3: Why do the buses not turn left up Borrett Road when travelling westward on Kennedy Road?**

A: Vehicles over 7 meters cannot turn left onto Borrett Road from Kennedy Road.  Westward-traveling buses must access Borrett Road via Garden Road and then travel back eastward on Kennedy Road to turn right onto Borrett Road.

**Q4:** **Why are the fees so high?**

There are limited bus licences issued in Hong Kong and operating student buses is costly due to insurance, driver qualifications, maintenance, fuel and scheduling.  Kwoon Chung has offered the most competitive rate to Island School for more than a decade and, for 2016/17, the fee increase is less than 5%.  This favourable position is obtainable because ISPTA arranges buses as a service to the students and parents. No profit is earned from the bus operation.

**Q5: There is no bus service to my area, how does my child travel to school?**

 Students without ideal bus stops, or who live outside the catchment area, usually use public transport to Central or Admiralty where they can then use the following buses:

9 - Central Pier 3, 9A - Admiralty, 9B – General Post Office

**Q6: Why are there no bus mothers?**

Island School is a secondary school and the students should be sufficiently mature to conduct themselves in an appropriate manner while travelling to and from school.  Bus mothers would significantly increase the bus fees.

**Q7: What happens if a bus breaks down with students on board?**

Parents will be contacted by SMS and a replacement bus will be arranged to complete the journey.

**Q8: What happens if my child loses his/her bus pass?**

The PTA office can issue a new bus pass. A replacement fee of $20 is charged, a new photograph is also required.

**Q9: Can I get a refund if my child stops using the bus during the year?**

Yes, Kwoon Chung will require one month’s notice in writing and details of the exact bank account name and number so a refund can be arranged. Please see the Notes on page 4.

**Q10: What happens if our home address changes during the year and my child needs to use a different bus route?**

Please email the PTA office with the request for change of bus service. If the new bus route has available space, then your child will need to return the old bus pass before a new pass can be issued. The new pass will only be issued once the difference in bus fees (if any) has been paid.

**ISPTA Volunteer Form 2016/ 17**

**Form C**

We always need parents to help with functions and the fairs. If you are able to help in any of the ways listed below, please fill out this form and return it to the PTA office. For more information, please contact us at 2140 6806 or e-mail [pta@online.island.edu.hk](mailto:pta@online.island.edu.hk)

You will be contacted in due course by either PTA office staff or Committee Members.

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Child’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Year/House: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mobile: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PLEASE TICK WHERE YOU MAY BE ABLE TO HELP**

1. ☐ Acting as a Parent Representative
2. ☐ Selling stationery at the PTA Bookshop
3. ☐ Hospitality – we need volunteers to help the ‘**Welcome Committee’** at PTA and school events
4. ☐ School Fairs (help organise/volunteer on a stall at the event – please delete as appropriate)
5. ☐ Join the PTA Committee and take up a functional role