



8th August, 2024

Dear Parents / Guardians,

Vehicle Pick-up / Drop-off Permits (2024/2025)

As part of our plan to safeguard students and staff in the campus, we ask that parents and guardians who wish to pick up and drop off their children obtain a permit from the College. Having an expansive campus means that we need to make sure that every corner of our school is safe, and this permit ensures that your child is picked up by the right people.

For application, please read through the *Information and Regulations* regarding the use of the permit and fill in the application form.

We hope you understand our initiatives to protect the safety and wellbeing of your child and all people in the campus. The College strives to create a safe environment for our boys and girls to work and play.

Yours faithfully,

Mrs Julie Ma
Principal

敬啟者：

接送學生許可證 (2024/2025)

為確保接送學生之流程暢順及安全，校方將會限制訪客車輛進入校園。倘家長需駕車接送子女上學及放學，須向校方申請「接送學生許可證」，有關車輛方可駛入校園。申請人請細閱 *使用守則* 並於填妥表格。

本校致力營造寧靜及安全環境讓同學、宿生及住校老師能安心在校園內起居及學習。上述措施有賴各位家長配合及支持。是荷

此致

各位家長/監護人台鑒

馬李敏慧謹啟

二零二四年八月八日

Ref:23/24-471/JMA





Vehicle Pick-up / Drop-off Permits: Information and Regulations

Basic Regulations

- Only parents or guardians of students who are currently studying in St Stephen's College can register for this permit.
- The permit should be displayed on the front windscreen of your registered vehicle. Make sure that your permit can be seen clearly at all times. Drivers who do not display a permit will be asked to produce their proof of identity.
- The permit should only be used with the vehicles registered to the College. Please update the General Office on any changes to vehicles.
- **This is NOT a parking permit.** In normal circumstances, registered vehicles are only allowed to pick up or drop off students. Vehicles are NOT to wait on campus after drop-off.
- Only a maximum of TWO permits will be issued to one family, regardless of the number of children in the family who are currently studying in the College.
- Drivers should **NOT** wash or repair their vehicles in the campus.
- The permit is valid for one academic year and is usable after the student registration is complete. Permits have to be renewed in the next academic year.
- The permit expires on 31st August of every academic year or the following day of a student withdrawal.
- The permit can only be used by the registered parent / guardian and is not transferrable. Please update the General Office on any changes to personal particulars.
- All drivers entering the campus must fulfill the latest vaccination requirements of 'Vaccine Pass'.

The College reserves the right to terminate the permit if regulations are breached or if instructions given by College staff are not followed.

Pick-up / Drop-off Periods

1. Regular School Days: Morning Drop-off (7:30am – 8:30am)
 - Vehicles enter from the College Main Gate (Tung Tau Wan Road).
 - No waiting is allowed in the campus.



2. Regular School Days: Afternoon Pick-up (3:30pm – 6:00pm)

- Vehicles enter from the College Main Gate (Tung Tau Wan Road) and may wait at the Central Square.
- Engines must be switched off and no vehicle should be left unattended.
- Vehicles are only allowed to enter the campus 10 minutes before school ends.

3. Boarders Return (Sundays or the last day of school holidays, 3:00pm – 6:00pm)

- Vehicles enter from the College Main Gate (Tung Tau Wan Road) and may wait at the Central Square.
- College House boarders may enter from the Wong Ma Kok Gate and vehicles may wait outside the hostels.
- Engines must be switched off and no vehicle should be left unattended.

4. Extra-Curricular Activities on School Holidays

- Vehicles enter from the College Main Gate (Tung Tau Wan Road).
- Vehicles must leave the campus **immediately** after drop-off / pick-up after the activity is over.
- Please note that parking spaces are limited during greater special events.

5. Other Purposes

- Parents or guardians visiting the College on official business (such as to meet with a member of staff) may park on College grounds. The security guards on duty will designate a parking space.
- Vehicles must leave the campus **immediately** after official business is over.

Revised in May 2024



接送學生許可證：使用守則

基本規則：

- 本許可證只供就讀本校之學生家長申請及使用
- 許可證須張貼於已登記車輛之車頭擋風玻璃上，以供查閱；如未能展示許可證，校方人員可要求駕駛者出示身份證明文件，以資識別
- 駕駛者與許可證之登記人須為同一人，如有任何資料更新，需即時通知校方
- 本許可證只供已登記車輛進入校園接送學生之用，**並非准許停泊車輛之證件**
- 每一家庭只可申請最多**兩張**接送學生許可證；如有多於一名子女就讀本校，亦只當作一個家庭計算
- 在學校範圍內，駕駛者**不得**為車輛進行清洗、維修等任何活動
- 本許可證有效期為一學年及於學生註冊手續完成後方可使用，並需每年更新
- 本許可證於每年八月三十一日屆滿，或於學生退學翌日失效
- 本許可證只可由申請人使用及不得轉讓他人，如有任何資料更新，需即時通知校方
- 所有進入校園之駕駛者必須符合「疫苗通行證」之最新接種疫苗要求。

如駕駛者違反上述任何規則或不遵從校方工作人員之指示，校方有權終止該學生家長之許可證

接送時段：

1. 常規上課日 (接載上學：上午 7:30 至上午 8:30)

車輛須經東頭灣道正門進出，學生須於正門大閘下車；學生下車後，車輛不可停留等候。

2. 常規上課日 (接載放學：下午 3:30 至下午 6:00)

所有車輛只可於放學前十分鐘駛入校園等候接載學生。

車輛須經東頭灣道正門進入，並於中央廣場範圍內等候，**期間必須關掉引擎及有人看管。**

3. 宿生入宿 (適用於星期日/假期前上學日下午 3:00 至下午 6:30)

車輛經東頭灣道或黃麻角道出入口(宿生)進出校園，可於中央廣場及學生宿舍外短暫停留，**期間必須關掉引擎及有人看管。**

4. 學校假期舉行之課外活動

車輛須經東頭灣道正門進入，接送學生及活動完結後須**立即離開**。請注意：如星期六、日有特別活動舉行，屆時或未能提供車位等候。

5. 其他時間之停泊安排

家長於辦公時間到訪書院與職員會面，應依照當值保安人員指示，將車輛停泊於指定位置；會面完結後須**立即離開**。





Application Form for Vehicle Pick-up / Drop-off Permits

接送學生許可證申請表 (2024 - 2025)

Personal Particulars 個人資料	
Name of Student: 學生姓名	Class (2024/2025): 班別
Name of Parent / Guardian: 家長/監護人姓名	Parent's Contact (Mobile): 家長/監護人聯絡電話
Relationship with Student: <input type="checkbox"/> Father 父親 與學生關係 <input type="checkbox"/> Mother 母親	<input type="checkbox"/> Others (please specify): 其他(請註明)
Vehicle and Driver Information 車輛及駕駛者資料	
First Vehicle License Plate Number: 第一輛汽車車牌	
Second Vehicle License Plate Number (if any): 第二輛汽車車牌(如適用)	
Name of Driver 1: 駕駛者 1 姓名	Driver's Contact (Mobile Phone): 聯絡電話 (手提電話)
Name of Driver 2: 駕駛者 2 姓名	Driver's Contact (Mobile Phone): 聯絡電話 (手提電話)

The information collected will be used for this application only.

上述資料只會用於本年度之接送車輛登記

I have read and understand the clauses in the 'Information & Regulations' and will follow the instructions given by the College personnel.

我已細閱及明白「使用守則」之條文，並願意依從校方人員指示及安排。

Signature of Parent / Guardian 家長/監護人簽署

Date 日期

FOR OFFICE USE ONLY		
Permit 1 no.:	Issue Date:	Handled by: Date:
Permit 2 no.:	Issue Date:	

