

## SCHOOL RULES 校規 校規

1. We are very grateful to SJB for allowing Woking Chinese School the use of their school premises which allows us to continue teaching your children every Saturday.  
感谢 SJB 让和景中文学校租用学校设备，每周六你们的孩子因此可以继续学习中文  
感謝 SJB 讓和景中文學校租用學校設備，每週六你們的孩子因此可以繼續學習中文
2. With this in mind we must keep the school clean and tidy at all times. This includes reporting any damage to Chinese school staff immediately.  
大家应该时刻保持学校干净整洁，如有发现破损，请立即报告中文学校的工作人员。  
大家應該時刻保持學校乾淨整潔，如有發現破損，請立即報告中文學校的工作人員。
3. From time to time maintenance work is carried out in the school on Saturdays. Some areas of the school may be closed. Everyone should keep out of areas indicated by signs or warning tape.  
学校的维修工作有时候在周六进行，可能需要关闭部分地方，请大家留意标语提示，不得进入维修地方。  
學校的維修工作有時候在周六進行，可能需要關閉部分地方，請大家留意標語提示，不得進入維修地方。
4. No smoking inside the school buildings or anywhere in the school grounds.  
校園內禁止吸烟。  
校園內禁止吸煙。
5. Although we recognise that this cannot be guaranteed, we are a Nut-Free school. Please don't bring any nuts or nut products to school.  
虽然我们无法保证，但是我们仍是一所执行无坚果政策的学校。请禁止携带任何坚果或坚果产品到学校。  
雖然我們無法保證，但是我們仍是一所執行無堅果政策的學校。請禁止攜帶任何堅果或堅果產品到學校。
6. No pets are allowed inside the school or anywhere in the school grounds. This includes parking within school grounds then walking pets through the school areas to leave the school grounds. Please park outside the school if there is pet in the car.  
禁止携带宠物到学校。这包括不能停车在校园内，再把宠物带离。如有宠物在车里，请把车停在校园外。  
禁止攜帶寵物到學校。這包括不能停車在校園內，再把寵物帶離。如有寵物在車裡，請把車停在校園外。
7. During lesson time, parents/guardian cannot enter the teaching building but they can stay in the canteen to wait for the children.  
上课期间，家长/监护人不准进入教学楼，但可以留在食堂等候孩子。  
上課期間，家長/監護人不准進入教學樓，但可以留在食堂等候孩子。
8. Parents of students doing afternoon activities may wait for them in the canteen or in the area immediately outside the canteen. Other family members not doing afternoon activities must stay with their parents in this area.  
参加下午活动课的学生家长们，可以留在食堂或食堂外的空地等候。其他没有下午课的家庭成员，请和家长一起在上述地方等候。

參加下午活動課的學生家長們，可以留在食堂或食堂外的空地等候。其他沒有下午課的家庭成員，請和家長一起在上述地方等候。

9. Students 11 years old or under must be collected by their parents or a responsible adult from the canteen at the end of the lesson.  
下课后，未滿 12 周歲的学生必须由家长或者监护人从食堂接走。  
下課後，未滿 12 周歲的學生必須由家長或者監護人從食堂接走。
10. Except for drinking water, eating and drinking in the classrooms or corridors is strictly forbidden. Students attending afternoon activities should have their lunch in the canteen before lesson.  
不可在教室和樓道內飲食，喝水例外。參加下午活動課的學生應該在課前在食堂用午膳。  
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11. Students should not use or handle computers, projectors or any other equipment in the classrooms. Students are liable for any damage to Chinese school or SJB property.  
學生不能動用教室內的電腦，投影機或其他設備。損壞學校公物要賠償。  
學生不能動用教室內的電腦，投影機或其他設備。損壞學校公物要賠償。
12. Students are only allowed in a classroom when a teacher or other responsible adult is there.  
沒有教師或者其他負責人在場，學生不許留在教室。  
沒有教師或者其他負責人在場，學生不許留在教室。
13. All school notices are sent via email, please keep an eye on your email for messages from the school.  
學校的所有通告都以電子郵件的方式發出去，請家長和學生們留意。  
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14. If necessary, special rules and procedures may be published, as during the Covid pandemic; such rules and procedures take precedence over the above rules and should be followed at all times.  
學校在需要時會發布特殊規則和程序，例如在新冠病毒的高峯期。如果這些規則和程序與以上的校規不一致，則以前者為準。  
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