



Date: 1 Sep 2023



Dear parents

We will start recruiting parent volunteers for this year's field trips and in-school events.

Parent Volunteers must agree to the following:

- All parent volunteers must adhere to our [Parent Charter](#), and complete the declarations below. Details can be found in this document - [ESF Annual Declaration for Non-Staff Stakeholders](#).
 - Child Protection Declaration
 - Code of Conduct and Dignity at Work Protocol Declaration
 - Conflict of Interest and Acceptance of Advantage Declaration
 - Responsible Use of Personal Data and IT

Parents who sign up will be placed on our volunteer database and teachers will be in contact when they need extra help during the above-mentioned activities.

- All parent volunteers can only enter our campus after receiving a confirmation from teachers involved, and at the scheduled date and time.
 - Wear a badge for volunteer at all times
 - No lingering on campus after activities
- All parent volunteers will be supervised by our staff during the course of activities.
- In case of any upper respiratory infection symptoms i.e. fever, headache, diarrhoea or vomiting, parent volunteers are advised to stay home and be refrained from school for at least 48 hours until they are fully recovered. This helps prevent the spread of illness across the school.

Should you be interested to become our Parent Volunteer during this school year after reading the above information, please log in to the Gateway, sign the eNotice called "KJS Parent Volunteer 2023-2024" and submit your reply slip to us **on or before Monday 11 September 2023**. Once we verify your submitted record, your name and contact information will be shared with our teachers who





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may need your help. In case you wish to withdraw during the year, please email our HR & Finance Team at finance@kjs.edu.hk and we will remove your information from the database accordingly.

If you forget your password to Gateway, please refer to this [document](#). For other questions regarding your login, please contact our IT Team at ictsupport@kjs.edu.hk.

Best regards
Kowloon Junior School

