

RCHK Parent Handbook

2025-26

RCHK Primary

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Dear Parents, Guardians and Students,

It is our pleasure to welcome all families to the 2025-2026 school year at Renaissance College Hong Kong!

We have established a strong sense of community and belonging at the school, within which we share the responsibility with you to maintain and nurture a caring, family atmosphere.

The philosophy of the school is firmly student-centred and we encourage close and open communication with parents in supporting the development of your children.

To assist you with the transition process, we have prepared some basic information as part of our induction process. Please review the information carefully but do not hesitate to contact our Primary Office via email at primary.office@rchk.edu.hk or phone at +852 3556 3308.



Have a wonderful summer and see you at RCHK soon!

A handwritten signature in blue ink that reads "Jason Doucette". The signature is fluid and cursive, with a long horizontal stroke extending from the end of the name.

Jason Doucette

Head of Primary

School hours

	Lower Primary (Years 1 - 3)	Upper Primary (Years 4 - 6)
Session 1	8:30am - 9:30am	8:30am - 9:50am
Break	9:30am - 9:50am	9:50am - 10:10am
Session 2	10:10am - 11:50am	10:10am - 12:10pm
Lunch	11:50am - 12:35pm	12:10pm - 1:00pm
Session 3	12:35pm - 3:00pm	1:00pm - 3:00pm

- School hours are from 8.30am to 3.00pm.
- No students should be on campus before 7.50am.
- The school bell rings at 8.20am.
- Students should arrive at school before 8.25am. This is a safety precaution that allows our faculty to identify who is on-site (and not yet in class) at the start of the school day.
- Primary students board buses by 3.15pm. They depart each day at 3:20pm.
- The Primary library is open from 8.15am to 4.30pm (8.15am to 3pm on Fridays).
- Students should leave campus immediately after 3pm unless they are involved in after-school activities. Students staying on campus for after-school activities must be supervised by parents/guardians or your designees. This also applies to students using the library.

Parent-school communication

Office hours

Our Primary Office is open for parent enquiries:

Operating hours	Contact
Monday-Friday, 8:00 am to 5:00 pm on regular school days	+852 3556 3308 primary.office@rchk.edu.hk
Monday-Friday, 9:00 am to 4:00 pm on school holidays	

Open Door Policy

With relationships at the heart of who we are at Renaissance College, we have an 'open door' policy: parents can contact teachers and members of the senior leadership team whenever they wish in person, by telephone and/or via email. For more details about how we support communication between home and school, please see our [Communication Policy](#) .

Parent University

Our educators, along with members of the wellbeing and counselling teams and our PTA (RAPT), regularly host Parent University sessions. These sessions aim to familiarise parents and caregivers with the curriculum, wellbeing, offer parenting support, and provide in-depth knowledge about various aspects of education at RCHK. Parents will be notified about upcoming sessions via the ESF App.

Three-Way Conferences

Three-Way Conferences (3WC) are individual, in-person meetings held twice during the school year. These 20-minute sessions provide a valuable platform for parents, teachers, and students to meet together and share insights. Students attend their conference with their parents and their class teacher. The aim of 3WC is to understand your child as a lifelong learner, to discuss knowledge, skills, and understanding and the application of that learning through evidence.

Additionally, 3WC is an opportunity to visit specialist learning spaces (Visual Arts, Music, Physical Education [PE], and Chinese) with your child. The purpose of these

visits is to discuss the goals your child is working towards in these subject areas. During these visits, specialist teachers will not lead the discussion; instead, your child will guide the conversation using the environment and visual prompts available.

Back-to-School Listening Conferences

Back-to-School Conferences happen at the beginning of each school year. They are an opportunity for the parent/guardian to meet the class teacher and share information about their child. Strengthening the collaboration between home and school, Back-to-School Listening Conferences offer the parent the chance to share insights into their child, including strengths, stretches, interests, personal learning goals, and the like. Parents are encouraged to share their hopes for their child as they begin a new school year.

Portals

Gateway

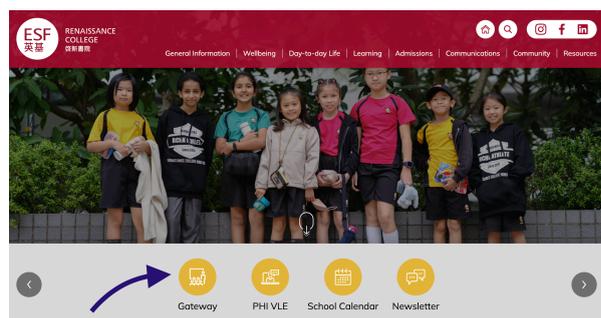
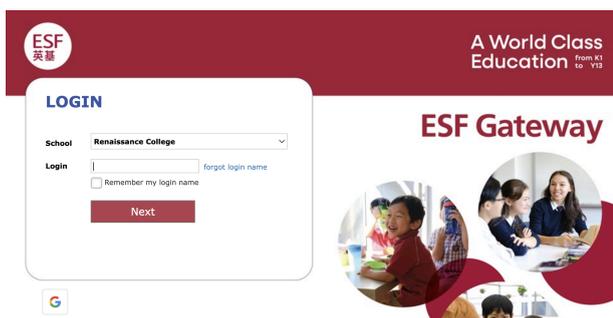
Gateway is Renaissance College's online **student data management system**. Gateway can be accessed via the following links:

Gateway link:

<https://rc.tg.esf.edu.hk>

School website (parent site):

<https://rchk.esf.edu.hk/parent/>



Activation of the Gateway account

Our IT department, better known as the **Red Door Centre**, sends new families a **username and password** to activate their Gateway access.

Parents with a child already studying at RCHK will continue using their existing

Gateway account to access the new student's information. If you require technical assistance, please contact our Red Door Helpdesk at helpdesk@rchk.edu.hk or on +852 3556 3390.

Family Information and Medical Conditions

Please use the Gateway to update **your family data** (names, primary caregivers' contacts, residential addresses, etc.) as well as the student's **medical conditions**.

If your child has a **medical condition** (i.e. epilepsy, history of serious allergic reactions, long-term medical condition, etc.) that the school should know about, *please email the Primary Office at primary.office@rchk.edu.hk and the School Nurse (nurse@rchk.edu.hk) before the start of school.*

Gateway eNotice

Announcements that require action or confirmation from parents/guardians will be posted on Gateway; these include information about the Primary Extra-Curricular Activities (ECAs) or requests for parental consent. Most field trips need parental consent; if consent is required, an eNotice will pop up on the screen upon logging into the Gateway.

ePayment Account

Each student has a personal ePayment account, which is used to pay various fees, such as PTA membership, overseas trips, insurance, and special events. Please note that the **ePayment Wallet account is different from the School Tuition Fee account**, in which you deposit the school fees by direct debit.

[ePayment user guides](#) 

ePayment Account Balance and top up

We advise that parents make an **initial deposit of HK\$500**.

Parents will be notified by email if there is an outstanding invoice. Payments can be made using funds in your ePayment eWallet. If the eWallet balance is insufficient, you can add funds using a **credit card, PayPal, or PPS**.

Any unused balance will be carried forward to the next academic year. When graduating or leaving school, parents can either transfer the remaining amount to the account of a younger sibling in school or get a refund.

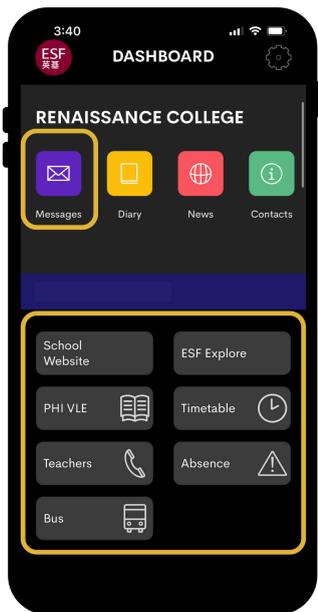
VLE - PHI



Each ESF school operates under a **Virtual Learning Environment (VLE)**. At RCHK, VLE is also known as **PHI**. VLE provides quick access to a wealth of student-focused information, such as reports and curriculum documentation, and also enables you to book parents' evening appointments. Access to PHI VLE is possible via our [website \(parent portal\)](#) and ESF App.

ESF App

The **ESF App** is a **user-friendly mobile platform** through which RCHK parents receive all school announcements, can access students' academic results or send messages to the school.



It is **absolutely essential** for effective communication between the school and families that all parents/guardians have the **ESF App downloaded on their mobile devices**. The application for new users will be *activated 7 days before the first day of school*.

As an RCHK parent/guardian, you will have access to various services through the App:

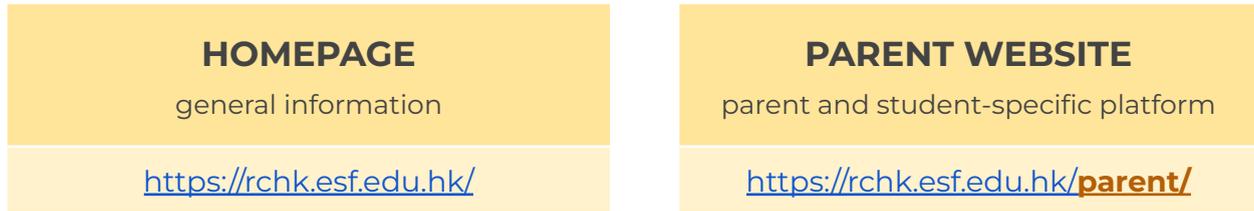
- All notifications from RCHK and ESF
- Student academic reports
- Timetable and teacher information
- Payment system
- Bus service information
- Option to forward messages to your email account
- Recording absence

[Guides to ESF App features](#)



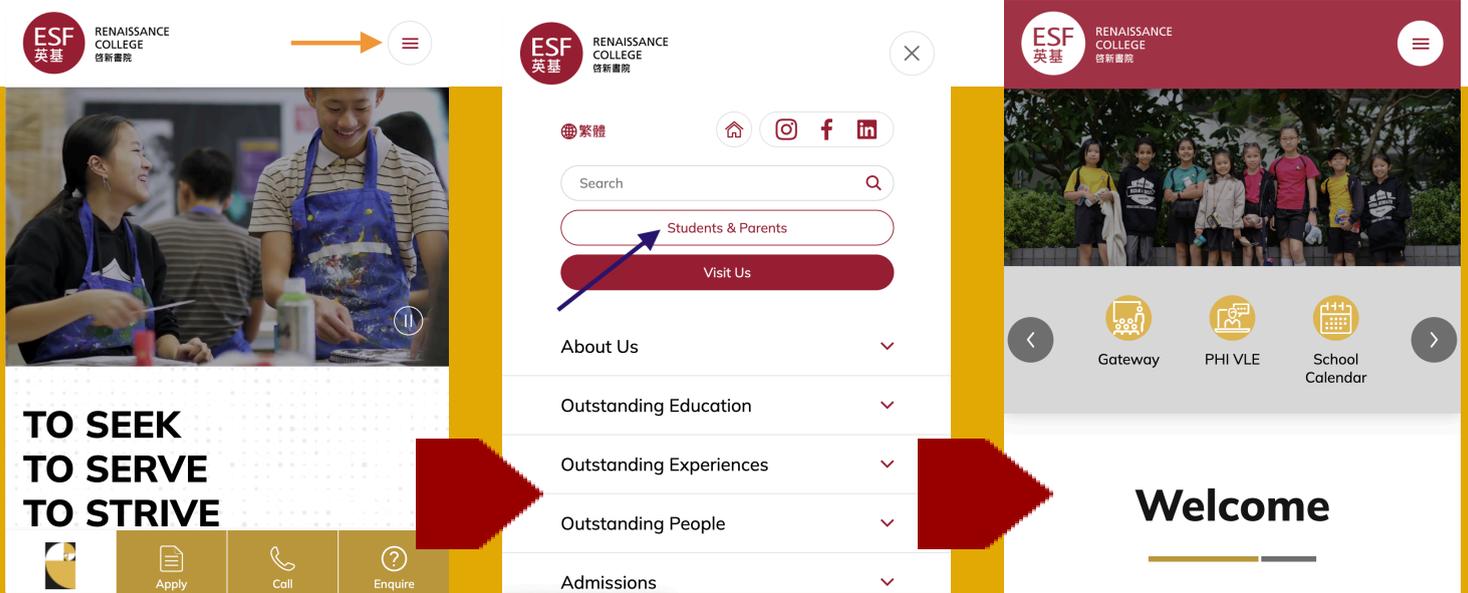
Website

RCHK is operating on a domain that is divided into **two main platforms**:



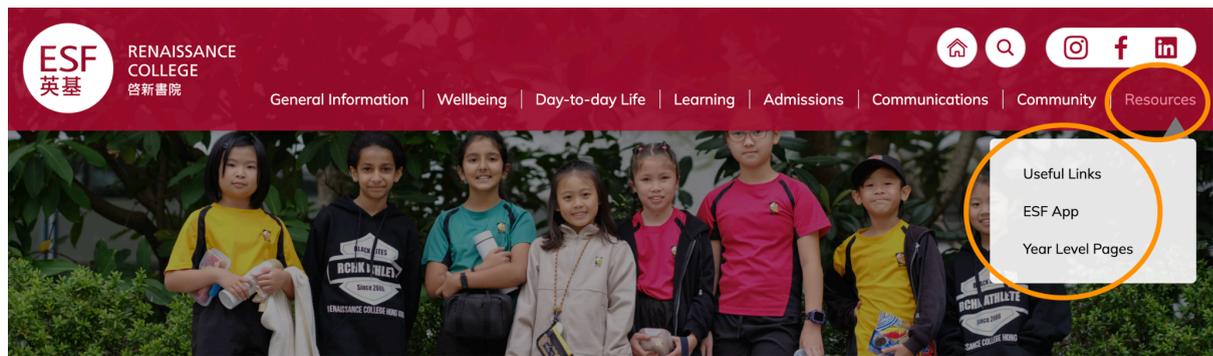
To access the parents' and students' site through a homepage, please follow these steps:

Open <https://rchk.esf.edu.hk/> >>> Click on the menu >>> Select "Students & Parents".



Resources on the website

The [website \(parent portal\)](#) has been designed in a way to provide quick access to the most important information from a parent and student perspective. You will find here curriculum information, links to our newsletters, the college-wide calendar and the monthly lunch menu, among others.



Getting to and from school

Public transport (No Car Policy)

All RCHK students are expected to use public transport or bus services to arrive at and leave the school. Renaissance College is lucky to have its own MTR exit (Tuen Ma Line – **Heng On Station – exit A**). We encourage the use of these transport facilities and discourage the use of private cars for student drop-off/pick-up.

Bus service (optional)

Kwoon Chung Motors Co. Ltd. is a third-party service provider offering bus services (optional) to students of Renaissance College. RCHK parents are advised to contact the bus company directly for information related to the bus service, booking, payment and timetables. More details are also available on our [website \(parent portal\)](#) .

Absence and late arrival

Late arrival or early departure

Students are required to arrive at school before 8.25am. This is a safety precaution that allows our faculty to identify who is on-site (and not yet in class) at the start of the school day. If a student is late, they must sign in at the front gate (with assistance from a parent or guardian).

The Parent Security Card will be ready for **collection at the Stationery Shop** one week after the submission of the form. Your HKID card will be required for identification purposes. The first application is free of charge, and we will charge HK\$20 for card replacement.

Student SmartCard

The **RCHK SmartCard** is issued to all students **from Year 4 onwards** and is an important identification and security tool. The SmartCard can also be used to **borrow library books, print, and photocopy**.

Cards for Years 4-6 students are issued at the Stationery Shop; here, students will take their card photo in a school uniform. SmartCards are distributed to students by the Primary Office.

Students in Years 1 through 3 are not required to have a Student SmartCard as it is not needed for the purposes shared above.

Uniforms and Stationery

RCHK Parents can purchase uniforms, stationery and souvenirs at the **Stationery and Uniform Shops**, which are both located **on our campus**. You may find more information on our website:

[Uniform Shop](#)

[Stationery Shop](#)

Shops operating hours

	Uniform Shop	Stationery Shop
Contact	Ms. Venus Yip – Uniform Shop Administrator yip15@rchk.edu.hk 3556 3456	Ms. May Lam – Stationery Shop Administrator lamm3@rchk.edu.hk 3556 3466

Regular opening hours	Monday – Friday: 8:10 am – 10:10 am 10:40 am – 1:30 pm 3:00 pm – 3:30 pm	Monday – Thursday: 8:00 am – 1:30 pm 3:00 pm – 3:30 pm Friday: 8:00 am – 1:30 pm
	<i>Closed on weekends, public holidays and school breaks</i>	

Ordering uniforms

Parents can make an appointment to purchase uniforms directly at the RCHK Uniform Shop, and for that purpose, we have set aside dates for parents to manage necessary arrangements before the beginning of the school year. We highly recommend that you **reserve your visiting time slot via the online form**.

Uniform Shop appointment booking 

If you have questions, please contact our shop administrators directly.

Payment methods

Cash	Cheque
HK\$1,000 banknotes are not accepted	Cheques should be crossed and made payable to "Renaissance College" with <u>the student's name, year/class and telephone number written on the back of the cheque</u>

Purchase from the supplier

Alternatively, uniforms may also be purchased directly from our uniform supplier, **Uniform Station**, online or in their Lai Chi Kok store.

8/F, China Pacific Industrial Building,
10 Wing Hong Street, Lai Chi Kok, Kowloon
九龍荔枝角永康街10號中太工業大廈8樓全層

WhatsApp: +852 95402814
Website: <https://www.rchk.ufsonline.com.hk/>
Email: ufsonline@midasitd-hk.com

Regular opening hours
Monday to Saturday: 10am - 6pm
Closed on Sundays and public holidays

August opening hours
Monday to Saturday: 10am - 6.30pm
Sunday: 11am - 6pm

Uniform size reference and fitting

Uniform size chart is available on our [website \(parent portal\)](#) . Parents are advised to order one size larger, given that children will continue to grow over the summer holidays.

Fitting is not possible at the on-campus Uniform Shop, but it is possible at the supplier's shop* ([Uniform Station in Lai Chi Kok](#) ).

Uniform exchange and refund

Uniforms can be exchanged for different sizes only **within 7 days of purchase**. The purchase receipt must be presented at the time of exchange. Uniforms to be exchanged should be in new, unwashed and unused condition (should not be worn, named, tagged, damaged or altered). All items must be returned with the original tags attached and in the original plastic bag. To ensure the availability of sizes for exchanges, please reserve the right item(s) before your visit to avoid disappointment. For personal hygiene reasons, **hats, socks, and swim caps cannot be exchanged**.

We do not give refunds under any circumstances.

Stationery

Each Primary student will have a complete **stationery kit prepared by the school**, included in the school fee. There is no need to purchase any additional stationery for your children in Primary school.

Textbooks

Learning and teaching in Primary school are provided through learning a diverse range of materials, and textbooks are not required.

Laptop Programme and learning support through other devices

All RCHK students have access to individually allocated internet-enabled devices. RCHK has **Apple-certified service technicians on site** who provide support for students and staff during school hours.

Devices for students in Years 1 to 5	Laptops for students in Year 6
<p>Students in Years 1-3 have access to an iPad, whilst students in Years 4-5 have access to a MacBook.</p> <p>These devices are <u>owned by the school</u> and kept on-site.</p>	<p>Students in Years 6 to Year 13 are required to own a MacBook laptop.</p> <p>Parents <u>purchase laptops for students</u> in Years 6 and above. These devices are owned by them and are everyday learning tools for students in Years 6-13.</p>

Getting a laptop (Year 6 and above)

Parents have the option to purchase laptop devices, which are everyday learning tools for Year 6 students, through one of the channels:

A	1:1 Laptop Programme (Senco Masslink through RCHK)	B	Purchase from other retailers
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Whilst we do not “ban” non-Apple computers, our network infrastructure (printing, projection), as well as software licensing and technical support, are all set up to support MacBook and iPad technology.

Laptop purchase options and benefits

	Warranty*	Insurance	IT Support	Backup computer (repair)	USB-C to USB converter
1:1 ESF Laptop Programme	✓	✓	✓	✓	✓
Other dealers	✓	✗	✗	✗	✗

* 3-year warranty for a laptop purchased through 1:1 ESF Laptop Programme and 1-year warranty under Apple Protection Plan (APP) for a new device purchased from other retailers.

Purchase through ESF 1:1 Laptop Programme

The Apple-appointed and ESF-approved supplier is [Senco-Masslink Technology Ltd.](#) Laptops can be purchased using an **online portal EduOffer**: <http://www.eduooffer.com/esf/>:

- Please create an account using the parent's email address for verification purposes.
- For new students who do not yet have an RCHK email, please upload a copy of your child's RCHK offer letter so Senco can verify his/her identity.
- **Please purchase under the correct child's name** (not a sibling) as it makes it hard for Senco and us to track records.

Purchase from other retailers

Students can use new or second-hand MacBook laptops purchased outside the ESF 1:1 Laptop Programme if they meet the following criteria.

- Minimum technical specifications:
**MacBook 13" M1 CPU
8GB RAM, 256 GB SSD**
- Recommended technical specifications:
**MacBook 13" M4 or higher CPU,
16GB RAM, 256 GB SSD**

Warranty & Repairs

A standard Apple warranty **covers repairs** due to a manufacturing fault for 1 year. AppleCare+ or the Senco Care package both extend this to 3 years and cover unlimited incidents of accidental damage (subject to a fee) but do not cover theft.

All laptops purchased through the ESF 1:1 Laptop Programme managed by Senco Masslink are covered with a **3-year** Senco Care Protection Plan as well as additional custom benefits. Laptops can be brought to the RedDoor Centre, where our on-site Apple technician will carry out the necessary repairs.

During the repair period, students will use a **replacement** device.

Laptops purchased through retailers, including the Apple Store, come with a **1-year Apple Protection Plan** (APP) as a default. Families can purchase AppleCare+ for new laptops bought from other retailers, which will offer 3 years of accidental damage coverage. The terms and conditions for AppleCare+ are available here:

<https://www.apple.com/hk/en/support/products/mac/>

Parents are responsible for taking laptops to the Apple Store for repair, and while we have some loan laptops, we can not always guarantee loan laptop availability.

For general technical support and advice, Red Door staff are always available to help, regardless of where a laptop was purchased.

Insurance

Insurance covers accidental damage and loss. When a laptop is purchased through the ESF 1:1 Laptop Programme, **Zurich Insurance** makes a policy offer. Details on the insurance coverage:

<https://www.zurich.com.hk/en/products/home/laptop-all-risks-insurance-plan>

Parents are responsible for arranging insurance coverage on their own if the laptop was purchased outside of the 1:1 ESF Laptop Programme.

Accessories: USB-C to USB Adapter

USB-C-to USB converter is included.

If you do not have the USB-C to USB converter, please purchase one as some equipment such as data loggers or robotics, requires a USB port.

Purchase through ESF 1:1 Laptop Programme

Purchase from other retailers

Software

School provides all required software. Parents may consider purchasing and installing parental control software such as Qustodio: <http://www.qustodio.com/en/>.

Setup and registration

All laptops, whether purchased through the ESF Laptop Programme or elsewhere, must be set up and registered for use on our Renaissance College network under the student's name.

Accessories (Year 6 and above)

USB-C to USB adapter

Please purchase a USB-C to USB converter as some equipment, such as data loggers, robotics, requires a USB port. If you are buying through the official ESF 1:1 Laptop Programme (through Senco), the adapter is automatically included.

Headphones

All students need to bring to school headphones with a built-in microphone. We suggest more sturdy "over the ear" headphones, especially for students in Years 7 to 9.

Backup

Students are responsible for their own data backup. We recommend storing files on our school's Google Drive. If students wish to back up their entire laptop, then an external drive is recommended.

Protection and identification

We recommend that all students use covers/cases to protect their laptops from damage as well as help with quick identification. We also recommend a soft bag with handles to carry laptops safely on and outside of the campus. To avoid loss as well as for quick identification of one's device, students should have their name tags visible on their bags and the device.

Personal belongings

Student lockers and cubbies

Cubbies and **lockers** are provided for purposes of the storage of school bags and lunch boxes, and to support the self-management skills of students in Primary. In the interests of security and punctuality, students are expected to access their cubbies/lockers during the following times: before school, morning break, lunch and after school. Additional access requirements should be negotiated with the class teacher.

Cubbies for Years 1 to 5	Lockers for Years 6
Cubbies are for students in Years 1 to 5 . Cubbies are located outside the hub areas on Levels 1, 2 and 3 of the Primary building.	Students in Year 6 will be allocated a lockable locker located outside the hub areas on Level 3 of the Primary building.

General expectations

- All student belongings need to be labelled with the student's name and class.
- Nothing may be attached/written on the cubbies/lockers.
- The school cannot be held responsible or liable for the loss, theft or damage of valuables or personal effects brought to school.
- Students should take all their belongings home at the end of each day.

Lost & Found

Lost personal belongings, books or uniform items are often found around the school. If your child loses something during school hours, they may try to retrieve it from outside the **Primary Office**.

Security

- School officials may search a student's bag where there exist reasonable grounds to do so and without prior notice in order to comply with the conditions of use and other school policies and rules. Every effort will be made to ensure that the student and an additional staff member will be present when a bag is searched, except in an emergency.

- If a student has reason to believe that any cubby, locker or bag contains material that may threaten the safety of other persons, that student is expected to immediately report the information to a teacher or the school administration. The name of the student making the report will be kept confidential.

Cafeteria

Food services

All food services at Renaissance College, including operations of the cafeteria, coffee shop and salad bar, are managed by **Sodexo**.



EATERY+

In the main canteen, enjoy a variety of Western and Asian dishes including a selection of Daily Chef's Specials and Carvings station.

📍 MAIN CANTEEN G/F

NOODLE & CO
Ramen & More

Relish an array of noodle assortment & toppings, along with local HK BBQ specialties.

📍 MAIN CANTEEN 1/F

OSTERIA
— pizza & pasta —

Daily homemade pizzas and à la minute pasta cooking with your choice of sauce and pasta.

📍 OUTSIDE

SUBlicious
where flavor meets satisfaction

Make your own sandwich or poke bowl with fresh and diverse seasonal ingredients.

📍 OUTSIDE

FRESH market

Craft your meal from an array of greens and proteins, homemade dressings and condiments.

📍 OUTSIDE

ASPETTO

Premium coffee & beverages which can be best enjoyed with our home baked pastries.

📍 OUTSIDE

[Lunch menu and pricing](#)

Meals in Primary

Lunch

Breakfast and snacks

Years 1 - 3	<p>Students in Years 1-3 cannot purchase lunch at the cafeteria.</p> <p>For students who are not bringing lunch from home, parents can pre-order meals via the Sodexo app. If you would like to purchase lunch from Sodexo, please email</p>	<p>Morning snacks <u>brought from home</u> will be consumed by students in classrooms during a designated snack time.</p> <p>Years 1-3 students cannot purchase breakfast/snacks at</p>
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	Lunch	Breakfast and snacks
	<p>RCHK Sodexo unit manager at unit.rchk.hk@sodexo.com with the following information:</p> <ul style="list-style-type: none"> ● Parent’s full name, email address and phone number ● Student’s full name, Year level and class. <p>The deadline to register is Friday, 27 June.</p> <p>Sodexo will oversee the order process and communicate with parents directly.</p> <div style="background-color: #800000; color: white; padding: 5px; text-align: center; margin: 10px 0;"> <p>Meal Order App User Guide ↗</p> </div> <ul style="list-style-type: none"> ● Parents should ensure their child knows what set lunch they will have each school day. ● Cutlery is provided, but students may bring and be responsible for their own cutlery if preferred. In this case, please make sure that it is named. 	<p>the cafeteria.</p> <p>We encourage parents and guardians to promote balanced eating habits among our students and avoid bringing in consistently unhealthy items.</p>
<p>Years 4 - 6</p>	<p>In Years 4-6, students can purchase lunch at the cafeteria and select one of three sets offered daily.</p>	<p>Year 4-6 students are encouraged to bring snacks from home. They may purchase morning snacks from the school caterer before school.</p>

Lunch from home

Home lunches should be brought into the college by students in the morning; it is not permissible for students to leave RCHK premises to have lunch, nor is it permissible for students to have lunch delivered to the school from home or an outside food provider.

Education Outside the Classroom (EOTC)

EOTC for students in Years 4 through 6

EOTC is a fundamental aspect of experiential and authentic learning at Renaissance College. As part of our EOTC programmes in **Years 4 to 6**, we involve our students in yearly residential/local (overnight) camps.

All camps run in the first semester. The costs vary depending on factors such as location and travel charges, external provider rates, and the types of activities integrated into the camp experience.

At Renaissance College, we firmly believe that our EOTC experiences provide students with opportunities to apply their learning in real-world contexts and build potentially life-changing and long-lasting relationships.

Medical care

The Nurse Room (Room AB004) is on the ground floor of the Administration Block, next to the main reception. The nurse attends to students with sickness and general medical complaints and with minor injuries. In an emergency situation, the nurse refers students to the Prince of Wales Hospital or the ambulance service.

Medicines

The procedures for administering medicines are outlined in the **Medication Authorisation Form** available on the Medical Centre section of our website: https://rchk.esf.edu.hk/parent/day-to-day_life/medical_centre/.

If applicable, please complete and return the form to the Nurse Room as soon as possible. For questions, please call or email the Nurse's Office at nurse@rchk.edu.hk or 3556 3505.

**Medication administration
and authorisation forms** 

We rely on parents to notify us of any updates to their children's medical conditions. Please ensure that the school is informed of:

- any known medical condition of the student,
- any changes in emergency contacts to parents or carers.

Insurance

Campus activities

ESF insures all students against accidental death and permanent disability when they are participating in or attending activities organised by the school.

Renaissance College and ESF **do not** cover **medical expenses** or **personal property losses, or damages** (e.g. laptops, mobile phones, glasses). Parents are encouraged to take out personal insurance to cover medical expenses and property damage/loss for their children in the event of an accident on the school campus.

Sports games or tournaments are **not covered**.

Off-campus activities

For **off-campus, single-day activities/camps/overseas trips**, students will be enrolled for additional accidental death/permanent disability coverage, including medical expenses coverage. This insurance will be either deducted from the ePayment account or included in the camp/activity fee.

Parents and Teachers Association

Renaissance Association of Parents and Teachers (RAPT) is RCHK's Parents and Teachers Association (PTA) and exists as a non-profit volunteering association to bring together parents and the teaching and support staff of Renaissance College to support college projects. More information can be found on our website: <https://rchk.esf.edu.hk/parent/community/rapt/>.

Welcome letter from RAPT

The updates, upcoming and past events organised by RAPT are posted on RAPT's social media, and in the bi-weekly newsletter, RAPT Bytes newsletter (see page 22).

- Facebook: <https://www.facebook.com/RCHKRAPT/>
- Instagram: <https://www.instagram.com/rchkrapr/>

Social media

Renaissance College appreciates a well-established parent community. We share and celebrate the richness and diversity of learning at our school. Social media presence allows our community to stay up-to-date with school activities. Parents are welcome to follow us on social media and leave comments under our posts.

School's official social media accounts

Account	Account name	Accessibility	Link
Instagram	Renaissance College	public	https://www.instagram.com/rchkschool/
Facebook	ESF Renaissance College Hong Kong	public	https://www.facebook.com/RenaissanceCollegeHK/
LinkedIn	Renaissance College Hong Kong	public	https://hk.linkedin.com/company/renaissance-college-hong-kong
X	Renaissance College	public	https://twitter.com/RCHKschool/

Appropriate behaviour on social media

An ethical presence on social media is crucial for the wellbeing of our students, parents and staff. Older students who, by law, are eligible to use social media accounts should always follow our [Code of Conduct](#) , [Positive Relationships Guidelines](#)  and [Anti-Bullying Guidelines](#) .

Cyberbullying will not be tolerated and may result in disciplinary action. Cyberbullying includes using social media, blogs, chat room texts or instant messaging to intimidate someone. We should also respect the privacy of others and not tag them in photos or places, or share their posts, without their permission.

If we notice inappropriate social media behaviour from any user, we will block unwanted messages and posts on social media sites, delete or block the person who is behaving this way, and keep evidence of the behaviour.

Use of student photos and videos

RCHK reserves the right to put the students' photos, taken during school hours and school activities, in the official publications, websites, and social media without seeking specific parental permission. However, **students' full names will not be published** on official RCHK social media pages or websites without the permission of a parent or guardian. This policy may be subject to change during the 2025-26 school year in line with the new ESF Safeguarding policy, of which parents will be notified in due course.

[Student Photo Usage Policy](#) 

Whilst we understand that taking/having personal photos of your child(ren) in school is important to many people, we ask that people do not take photos/videos of other children where permission by/for that child has not been given.

For questions, please contact RCHK Communications Team: editor@rchk.edu.hk, +852 3556 3537.

eNewsletter

As an RCHK parent, your email is automatically subscribed to our weekly eNewsletters: **Black Kite** and **RAPT Bytes** alternate every Friday of the week. Parents can [view all archived editions on our website](#) .

Glossary

A quick reference to the most commonly used terms and acronyms at RCHK.

Black Kite	Name of RCHK's weekly eNewsletter	IBDP	International Baccalaureate Diploma Programme
Black Kites	RCHK students' athletic team	IS	Individuals & Societies (integral part of IBDP)
CAS	Creativity, Activity, Service (an essential element of the IBDP)	LE	Learning Enhancement
CPD	Continuing Professional Development	LET	Learning Enhancement Team
CPL	Curriculum Project Leader	LIRC	Library Information & Resources Centre
CW	College-Wide (Primary + Secondary)	MYP	IB Middle Years Programme designed for students aged 11 to 16 years
EA	Educational Assistant	PAC	Performing Arts Centre
ECA	Extra-Curricular Activities	PU	Parent University - information and educational sessions organised by RCHK faculty for parents/guardians
EDB	Education Bureau of Hong Kong	PHI	Name of RCHK's VLE
eNotice	Notification sent to parents via Gateway, usually requiring response	POI	Programme of Inquiry (in Primary)
EMB@RC	Exploration, Motivation and Boundlessness @Renaissance College	PP	Personal Project (in Secondary)
EOTC	Education Outside the Classroom	PYP	IB Primary Years Programme designed for students aged 3 to 12
ESF	English Schools Foundation	RAPT	Renaissance Association of Parents and Teachers (Ltd.) - RCHK's PTA
ESF App	ESF mobile application used to send regular notifications to parents	RAPT Bytes	Name of RCHK's weekly eNewsletter
FE	Further Education (refers to the department at RCHK)	RCHK	ESF Renaissance College Hong Kong
Gateway	Student data management system	RDC	Red Door Centre
HOD	Head of Department	3WC	Three-Way Conference (Parent-Teacher-Student meeting)
HOUSE	House of Ming, Qing, Song or Tang	TOK	Theory of Knowledge (an essential element of the IBDP)
HOY	Head of Year (in Secondary)	UOI	Unit of Inquiry in IB PYP
IB	International Baccalaureate	VLE	Virtual Learning Environment
IBCP	International Baccalaureate Career-related Programme	WOW	World of Work programme for Year 11 students