

## Past Student Campus Visits

The School always welcomes past students to return. However, in view of the school hours and many other activities taking place on campus, and the need to safeguard the campus and the school community, we recommend alumnae to observe the following guidelines when planning a visit.

### 1. Visiting hours

The School is normally open for visits on school days and Saturdays, but closed on Sundays and public holidays. In case there are special activities or repair works, the campus may also be closed for visits. The opening hours are as follows:

| <i>Day</i>      | <i>Time</i>            |
|-----------------|------------------------|
| Monday - Friday | 9:30 a.m. – 4:30 p.m.  |
| Saturday        | 9:30 a.m. – 12:30 p.m. |

### 2. Appointment making prior to visits

Unannounced visits will not be entertained. When planning a visit, you are to make an appointment by filling out an online application form at <https://forms.gle/qG3b1pv7PLWmDMUG6> or by scanning the QR code provided, at least 7 working days in advance. You will be notified through email whether your request can be accommodated. To ensure you will have a pleasant return, a 'past student visit guideline' will be attached in the reply email for successful applicants.



### 3. Procedures at the school gate

- a. Register at the Kimberley Road Entrance by completing a form with your name pre-printed. You may be requested by the door guard to produce identity proofs for verification purposes.
- b. Sign out at the Kimberly Road Entrance as you leave.

### 4. Friendly reminders

- a. Except for essential visits such as collecting documents (e.g. transcripts, testimonials and public exam certificates, etc.) and school-initiated services (e.g. academic sharing and assisting in activities, etc.), you are strongly advised to come back on Saturdays. If it deems necessary to visit on weekdays, please approach a teacher who can escort you throughout in advance.
- b. You may take photos during your visit. For courtesy and privacy reasons, do not take photos of other students, unless you have their explicit consent to do so. Please note that photos taken cannot be used for any commercial purposes and should not be posted on public social networks.
- c. Parking facilities are not provided due to space and safety concerns. You may use public carparks nearby if necessary.
- d. Only past students will be received. If you would like to come with your family members, look out for the announcement of homecoming activities organized by the Past Students Association.

We are aware that the above procedures may cause some inconveniences, and therefore we highly appreciate your understanding and cooperation. Should you have further enquiries, please contact Ms. Wynsie Tang of the General Office at 2724 2771 or email to [info@smcc.hk](mailto:info@smcc.hk). Thank you!