

Dear Parents,

May I take this opportunity to welcome all students, especially the newcomers who join our big family at the commencement of the academic year. The main theme of our school in this academic year is 'Diligence and Retrospection – Making Right Choices in God's Grace'. Comprehensive programmes will be implemented to upgrade students' sense of responsibility, reinforce students' self-learning, enhancing their devotion to and satisfaction in learning. We will also nurture our students with different positive values such as diligence and cherishing our lives. All of these are attributes for a future leader in society.

Students are provided with a wide variety of learning experiences at school. Apart from being diligent and serious when studying, students should enthusiastically take part in different activities inside and outside the classroom. Their performance in the school will be observed and parents will regularly be informed of follow-ups.

To motivate our students to learn actively and encourage those who have performed outstandingly in different aspects, we have designed various award schemes. Meanwhile, to consolidate the foundation of lower achievers, those who fail to meet the requirements for promotion are required to repeat their studies.

To enhance learning and teaching, it is essential for our teachers to brush up on their professional knowledge. We will continue to arrange co-lesson planning sessions, professional development and training programmes every month. A special timetable will be adopted on specified days for this purpose. Please pay attention to the details on the monthly notice for parents. In order to train students to improve their sense of responsibility in terms of homework submission, the school will run detention classes on Tuesdays and Thursdays after school, starting from the 3rd week of September. Parents will receive letters of notice and instant messages from Parent App when their students are to attend the detention classes. Please sign the letters as acknowledgement. All students are to be at school by the preparation bells which chime at 7:55am and 1:40pm. Students who report to school after the bells are considered late. In addition, there is a reading period for F.1 and F.2 students every day from 3:30pm to 4:00pm. The dismissal time for F.1 and F.2 students is 4:00pm, while that for F.3 to F.6 students is 3:30pm.

Besides the above points, parents are kindly reminded of the following:

(1) School Opening Hours

In order to provide a safe environment for students, the school campus welcomes all students from 7:15a.m. to 5:30p.m. on schooldays. All students must leave the school campus before 5:30 p.m. except with teachers' company.

(2) Prevention of influenza and communicable diseases

According to the announcement of the Centre for Health Protection of the Department of Health, outbreaks of communicable diseases, like influenza (especially Human Swine Influenza), chickenpox, norovirus, and hand, foot and mouth disease may occur in institutions from time to time, especially after the summer vacation.

We have cleansed and disinfected our school premises during the Summer Holidays, and will urge our staff and students to pay attention to their personal and environmental hygiene. It is incumbent upon all of us to prevent the spread of communicable diseases. To safeguard students' health, parents are urged to maintain a hygienic household condition, and co-operate with us by reminding students to observe personal hygiene and keep school hygiene. In this connection, you are kindly requested to take the following measures:

1. Keep sick children at home when symptoms of cold, rash and fever occur. Medical consultation is advisable. Then, the children should rest for at least 2 more days and return to school only when the health conditions have improved and fever has subsided. Students can put on a mask when needs arise.
2. Co-operate with the school by picking up children not feeling well from school and consulting the doctor immediately.
3. Provide children with handkerchiefs or tissue paper and remind them not to share towels or tissue paper with others.
4. If children have influenza symptoms after travelling abroad, medical consultation should be sought immediately. Vaccinations could be considered for children with weaker body condition.
5. In case of any students being absent due to sickness, the School would provide learning support for them as far as possible so that their learning progress would not be affected.
6. Vaccinations could be considered for children with weaker body condition.

(3) Student Registration Form

All students have to complete the Student Registration Form and submit it to the Form Teacher **on 4th September (Mon)**.

(4) Collection of Parents' Signature

In order to collect Parents' signature samples for affirmation, the Form Teacher has already distributed the "Parent or Guardian signature sample" form to the students. Please complete the form and remind your child(ren) to return it to the Form Teacher **on 4th September (Mon)**. Parents are strongly advised to use the same signature on all correspondences with the school; please counter-sign if any amendment of information is made.

For school notices concerning information with an informative nature, reply slip and parents' signature would not be required; while notices concerning the safety of students, fee collection and other matters requiring parents' consent, parents' signature would be needed. Please visit the school website regularly for updated information.

(5) Student Health Record Form (For F.2 to F.6 students only)

Physical education is one of the core areas of the school curriculum. For children with any illnesses, advice must be sought from a physician whether they would be fit for receiving physical education.

For any case of temporal or long-term exemption from physical education, a medical certificate must be obtained from a registered physician. Parents should complete, sign and return the form to the Form Teacher **on 4th September (Mon)** for follow-up and records. Should there be any change in the health condition of your child(ren), please inform the Form Teacher immediately.

(6) Student Health Service

All students should complete the application and consent form and return it to the Form Teacher **on 4th September (Mon)**.

(7) Cycling to school

Students who need to ride bicycles to school have to complete the application form which are available from the General Office. Completed form must be returned to the General Office **on or before 7th September (Thu)**. Applicants have to take the cycling test on **8th September (Fri)** after school in order to get the permit.

(8) School Entrance Permit

In order to ensure the safety of the school, a permit to enter the school campus is required during lunch time. Application forms are available from the General Office. Completed forms must be returned to the General Office **on or before 8th September (Fri)**.

(9) **Study Room Arrangements** (For F.5 & F.6 students only)

In order to support students in their studies, the School will arrange a Study Room (G10) for Form 5 and 6 students. The opening hours are as follows:

School days : 4:00 p.m. – 8:00 p.m.

School holidays & public holidays : 9:00 a.m. – 5:45 p.m. (except Lunar New Year)

Students who are interested should make their applications at the General Office and return the form **before 8th September (Fri)**.

(10) **MTR Student Travel Scheme**

Our school is participating in the MTR Student Travel Scheme online application. Students can apply for a Personalised Octopus with "Student Status", or activate or renew the "Student Status" on their existing Personalised Octopus through the MTR page. Otherwise students can obtain an application form from the General Office. The completed application form must be returned to the General Office for endorsement. Students are to submit the endorsed application form and fee to any MTR Customer Service Centre within 14 days.

(11) **Use of Lockers**

Lockers are allocated to students of all forms. Two students are to share one locker, except those from Forms 3 to 6. Students have to bring their own lock (no combination lock is allowed). You are requested to remind your child(ren) to follow the instructions of using lockers. Please refer to the Student Handbook for details.

(12) **Financial Assistance Schemes**

Students who meet the following criteria can apply for the Schemes:

- i) Children from families that can pass the 2017/18 means test; and
- ii) Children who have been issued the Eligibility Certificates (EC)

Applicants must select the appropriate Scheme(s) in the EC they want to apply for their children and submit the completed EC to the Form Teacher **on 4th September (Mon)**. Keep a photocopy of the EC for personal reference. In general, the SFAA will not accept any EC submitted beyond the deadline. The School will verify the student-applicants' status and attendance and then forward the ECs to the SFAA

Other families who wish to apply for student financial assistance may obtain the application documents from the General Office.

(13) **Collection of fees for specific purposes**

A broad consensus for the collection of fees for specific purposes has been achieved and approved by the Incorporated Management Committee. From 2017-2018 onwards, \$310 will be collected from each student (\$155 from F.6 students) annually to facilitate students' learning. Students with financial difficulties are welcome to submit a written application by 8th September (Fri) to waive part of the fee. Each application will be considered on an independent basis by the Principal.

(14) **Publication of students' photographs**

Photographs of students are taken during lessons, activities, and performances. These photographs are to be shown or published in school journals, presentation slides, or on the school website. We would like to seek permission from parents to utilise the photographs of your child(ren) for the above purposes.

(15) **Application for the Hong Kong Jockey Club Life-wide Learning Fund**

Students who wish to apply for the Hong Kong Jockey Club Life-wide Learning Fund in this academic year (2017-2018) may obtain an application form from the General Office and submit the reply letter on **or before 15th September (Fri)**. All information pertaining to the application is only accessible to the Principal or her appointee.

Students of 2016-2017, who wish to apply for the above fund for the last academic year, should submit their application form to Mr. Chan Tak Wang (Vice-principal) on or before **8th September (Fri)**. The application form can be downloaded from the school website.

(16) **Grantham Maintenance Grants** (For F.4 to F.6 students only)

The grants provide assistance for F.4 to F.6 students who are in financial need. The application guide and the application form can be downloaded from the school website. The completed form with copies of supporting documents should reach the General Office on or before **13th September (Wed)**.

Please go to the website : <http://www.wfsfaa.gov.hk/sfo/tc/other/grantsloans/grantham/9.1.10.htm> for more information.

(17) **Apple Daily Fund**

The fund provides subsidies for students and families in Hong Kong with financial difficulties. All secondary and primary school students, including those whose families are receiving the Comprehensive Social Security Assistance can apply. The application guide and the application form can be downloaded from the school website. The completed form should reach the General Office on or before **13th September (Wed)**.

Please go to the website : <http://charity.appledaily.com.hk> for more information.

May I wish all the students a fruitful year ahead!

Yours sincerely,

Ms. Mok Kit Yue
Principal

✂ **✂Biblical Quote:** *There is only One who is good. If you wish to enter into life, keep the commandments.* (Matthew 19:17)

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*Please return the reply slip to the Form Teacher on or before 4th September (Mon).

Class No. _____

Reply Slip

I, parent of _____ (name of student) of _____ (class)

acknowledge the receipt of the Parents' Letter regarding all the arrangements for the academic year 2017/18, and

* **agree** / **disagree** the school to utilise the photographs of my children for the above purposes.

Signature of Parent : _____

* Delete if inapplicable

Date : _____