

IMMACULATE HEART OF MARY COLLEGE

3 September, 2018

Dear Parents,

May I take this opportunity to welcome all students, especially the newcomers who join our big family at the commencement of this academic year. The main theme of our school in this academic year is 'Shoulder your Responsibilities with Diligence and Innovation.' I hope all students can strive hard and indulge themselves in every learning activity, aiming at reaching advancement and excellence with humility. Students should pick up good habits so that they can become responsible citizens who contribute to the community.

At the beginning of the school term, parents are kindly reminded of the following:

(1) School Opening Hours

The school campus welcomes all students from 07:15 to 18:00 on schooldays. For safety reason all students must leave the school campus before 18:00 except when in teachers' company.

(2) School Time (2018 – 2019)

To optimize reading cultivation in school, there is a slight alteration in school time.

	Start Time	Lunch Time	End Time
Regular timetable	07:55	12:50 – 13:55	15:45
Special timetable	07:55	12:20 – 13:25	15:00

The arrangement of special timetable on certain days is for teachers' professional development to enhance learning and teaching. In September, the days adopting special timetable are 10/9 (Mon) and 18/9 (Tue). Please pay attention to our further notice on other days of such adoption.

(3) 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 children 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.
5. Vaccinations could be considered for children with weaker physical conditions.
6. In case of any students being absent due to sickness, the School will provide learning support for them as far as possible so that their learning progress will not be affected.

(4) Homework Detention Class

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 third week of September, parents will receive school notice and instant message from eClass Parent App when their children are to attend the detention classes. Please sign the reply slips as acknowledgement and return them on the following day.

(5) Study Room Arrangement (For F.5 & F.6 Students Only)

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

School days : 16:00 – 18:00
 School holidays & public holidays : 09:00 – 17:30 (except Lunar New Year)

Students who are interested should make their applications at the General Office **on or before 5/9 (Fri)**.

(6) 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 padlock (no combination lock is allowed). Parents are requested to remind their child(ren) to follow the instructions for using lockers. Please refer to the Student Handbook for details.

(7) School Entrance Permit

In order to ensure the safety of students, a permit to enter the school campus is required for visitors during lunch time. Application forms are available from the General Office. Completed forms must be returned to the General Office **on or before 7/9 (Fri)**.

(8) Cycling Permit

Students who need to ride bicycles to school have to apply for a permit. Application form is available in the General Office. Completed forms must be returned to the General Office **on or before 6/9 (Thur)**. Applicants have to pass a cycling test on **7/9 (Fri)** after school in order to get the permit.

(9) Student Registration Form

All students have to complete the Student Registration Form and submit it to the Form Teacher on or **before 5/9 (Wed)**. The photo on the Form should be taken in summer school uniform. Parents are reminded to sign on the Form to confirm the content.

(10) 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 or before 5/9 (Wed)**. Parents are strongly advised to use the same signature on all correspondence with the school. Please counter-sign on any amendment of information in future correspondence.

For school notices concerning information of 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 will be needed. Please visit the school website regularly for latest information.

(11) 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) to facilitate students' learning. Students with financial difficulties are welcome to submit a written application by **7/9 (Fri)** to waive part of the fee.

(12) Publication of students' photographs

Photo-taking and video-recording are done during lessons, activities, and performances. These photographs and videos 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 and videos of your child(ren) for the above purposes.

(13) 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 or before 5/9 (Wed)** for follow-ups and records. Should there be any change in the health condition of your child(ren), please inform the Form Teacher immediately.

(14) Student Health Service of the Department of Health

All students should complete the Application and Consent Form and return it to the Form Teacher **on or before 5/9 (Wed)**.

(15) Financial Assistance Schemes

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

- i) Children from families that can pass the 2018/19 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 or before 5/9 (Wed)**. You are advised to 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.

(16) 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 (2018-2019) may obtain an application form from the General Office and submit the reply slip **on or before 12/9 (Wed)**. All information pertaining to the application is only accessible to the Principal or her appointee.

Students who wish to apply for the above fund for the last academic year (2017-2018) should submit their application form to Mr. Chan Tak Wang **on or before 7/9 (Fri)**. The application form can be downloaded from the school website.

(17) 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 14/9 (Fri)**.

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

(18) Apple Daily Fund

The fund provides subsidies for students and families in Hong Kong with financial difficulties. All primary and secondary 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 19/9 (Wed)**.

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

(19) MTR Student Travel Scheme

Students aged over 12 can apply for a Personalised Octopus with "Student Status", 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.

(20) Activities for students in September**(a) Religious Activities**

Date	Time	Events	Venue	Participants
7/9 (Fri)	17:00 – 20:15	Mass for the Sacred Heart of Jesus	Franciscan House	Committee Members of Catholic Students Association
13/9 (Thu)	16:00 – 17:00	Our Lady of Sorrows' Feast Day and School Year Opening Mass (Rehearsal)	School Hall	Students Involved
14/9 (Fri)	07:55 – 09:30*	School Year Opening Ceremony	School Hall	All Students
	10:30 – 11:45	Our Lady of Sorrows' Feast Day and School Year Opening Mass	St. Alfred's Church	All Catholic Students
24/9 (Mon)	15:30 – 16:45	Catholic Students Association Orientation	Room 105	All Catholic Students

*Catholic students will then take part in the Eucharist at St. Alfred's Church which will end at around 11:45.

(b) Activities Team (Related Students Only)

Date	Time	Events	Venue	Participants
10/9 (Mon)	15:15 – 16:00	Meeting with all Chairpersons of Clubs, Interest Classes & Houses	Room 105	Related Students
28/9 (Fri)	16:00 – 17:00	Leadership Training Workshop I	Room 105	Related Students

(c) Student Union Election & House Annual General Meetings

Please note that the timetable is re-scheduled during Student Union Consultation Meeting (17/9, 19/9) and the House Annual General Meetings (24/9, 26-28/9). Details are as follows:

08:00 – 08:25	Morning Assembly
08:25 – 09:15	Student Union Consultation Meeting / House Annual General Meeting
09:15 – 09:45	1st Period
09:45 – 10:15	2nd Period
10:15 – 10:35	Recess
10:35 – 11:05	3rd Period
11:05 – 11:35	4th Period
11:35 – 11:50	Recess
11:50 – 12:20	5th Period
12:20 – 12:50	6th Period
12:50 – 13:55	Lunch Break
14:00 – 14:35	7th Period
14:35 – 15:10	8th Period
15:10 – 15:45	9th Period

The Student Union Election will be held on 21/9 (Fri) and votes will be counted in the Covered Playground from 16:00 to 17:00. All students are welcome.

(d) Careers Team Activities (For F.6 Students Only)

Date	Time	Event	Venue	Participants
19/9 (Wed)	15:10 – 16:15	JUPAS Talk	School Hall	All F.6 Students

(e) Guidance and Counselling Team Activities (For F.1 Students Only)

Date	Time	Events	Venue	Fee*	Participants	Remark
20/9 Thu)	15:45 – 16:45	Training Camp (Briefing Session)	School Hall	-	All F.1 Students	-
28/9(Fri) – 29/9(Sat)	07:55 (28/9) – 14:00 (29/9)	Training Camp	School Hall and Lady MacLehose Holiday Village	\$200		Assembly & Dismissal at School

*Students can apply for Life-Wide Learning Fund if necessary.

(f) Sharing on Studying Skills from Alumni (For F.6 Students Only)

A number of alumni are invited to share their experience in preparing for HKDSE on 28/9 (Fri) in the School Hall. All F.6 students should attend the event from 15:10 – 16:10.

(g) F.6 Parents' Night (For F.6 Students Only)

F.6 Parents' Night will be held on 28/9 (Fri) from 19:30 to 21:30 in the School Hall. Information on university entrance requirements, prospects for graduates and ways to relieve stress will be included in the meeting. Parents' attendance is appreciated. All F.6 students must arrive in proper school uniform by 19:20 (Monitors and Monitresses should report for duty at 19:00).

(h) Study Skill Workshop (For F.1 and F.2 Students Only)

Date	Time	Event	Venue	Participants
5/9 (Wed)	15:10 – 16:10	Study Skill Workshop (1)	200-207	All F.1 Students
5/9 (Wed)	15:10 – 16:10	Study Skill Workshop (1)	300-307	All F.2 Students

(21) Day after Chinese Mid-Autumn Festival

Day after Chinese Mid-Autumn Festival holiday is on 25/9 (Tue). School will resume on 26/9 (Wed), which is DAY 3.

Yours sincerely,

Ms. MOK Kit Yue
Principal

※Biblical Quote : "Since we have gifts that differ according to the grace given to us, let us exercise them." (Romans 12:6a)

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(Ref:1819-0001A)

*Please return the reply slip to the Form Teachers on 5/9 (Wed).

Class No.: _____

(Reply Slip)
〈 For F.6 Students Only 〉

I, parent of _____ (Class) _____ (Name), acknowledge the receipt of the notice about Parents'

Night and *will / will not attend it with my child. (No. of parents: _____)

Signature of Parent : _____

Date: _____

*delete the inappropriate

✂

(Ref:1819-0001B)

*Please return the reply slip to the Form Teachers on 5/9 (Wed).

Class No.: _____

(Reply Slip)
〈 For All Students 〉

I, parent of _____ (Class) _____ (Name), acknowledge the receipt of the notice regarding all the

arrangements for the academic year 2018/19, and the arrangements of the school in September;

and * agree / disagree the school to utilise the photographs of my children for publication.

Signature of Parent : _____

Date: _____

*delete the inappropriate