



1st September, 2023

Dear Parents/Guardians,

Mark 10:27 "With man this is impossible, but not with God; all things are possible with God."

September Notice

The events and activities for September 2023-24 school year are listed below, please read carefully.

(1) School News, Payment of School Note Books and Incidental Expenses

Based on the school's comprehensive self-evaluation discussion in the previous school year, the school has formulated a long-term priority-based development plan for the coming year, with the goal of "making every student, parent and staff successful". We believe that everyone can succeed.

Our school has a group of teachers who are willing to devote themselves to educating the next generation and never give up. They will accompany your children like gardeners every day and carefully cultivate them, making Nam Wah a better school. I am confident that with the strong support of parents, this goal will be achieved. The overall focus for this school year is as follows:

1. Promote all-round self-directed learning, develop students' talents to enhance learning effectiveness
2. Cultivate positive values in students and actively plan their lives to give back to the country and society
3. Strengthen the teacher leadership community and build a school community to develop the education profession

To enhance students' learning effectiveness and enrich campus life, the regular operation structure of this school year will be improved accordingly, as follows:

1. **Five-day routine school day****Unified number of classes and time limit:** from Monday to Friday, there are 9 sections per day, 35 minutes per section, and school dismissal time will be at 3:50 pm.
2. **Class structure:** To improve students' academic level, there are Elite classes in every form, which provide additional English elements for students with higher academic ability.



At the beginning of the school year, parents are required to pay for school notebooks, incidental expenses, teaching material fees for some subjects and special-purpose fees. Please refer to the “**Each Form Student Incidental Expenses List**” below for details of the fees to be paid for each form. Please sign the electronic notice **on or before September 29, 2023 (Friday)** using the Eclass Parent App and settle the payment with Tap & Go. New students' Eclass Parent App login name and password will be distributed.

To prepare for the implementation of a comprehensive electronic notification in the future, notice will be distributed in both paper and electronic versions in the coming year. If the parent has responded through the electronic reply slip, there is no need to return the paper reply slip. Let's contribute to environmental protection and reduce paper consumption.

The success of education depends on the support of parents. Let everyone work together to build a high-quality environment suitable for the successful development of each child.



Each Form Student Incidental Expenses List

Note Book Fee	Price (Each)		F.1	F.2	F.3	F.4	F.5	F.6
1. Single line Note (Small) A0001	\$1.00		\$10.00	\$10.00	\$10.00	\$5.00	\$5.00	\$5.00
2. Single line Note (Big) A0002	\$2.30		\$4.60	\$4.60	\$4.60	\$4.60	\$4.60	\$4.60
3. Geography Note Book A0006	\$2.40		\$2.40	\$2.40	\$2.40	\$2.40	\$2.40	\$2.40
4. Dictation Book C0010	\$1.80		\$1.80	\$1.80	\$1.80	\$1.80	\$1.80	\$1.80
5. Single line Sheet E0001	\$13@100sheets					\$13	\$13	\$13
Total :			\$18.80	\$18.80	\$18.80	\$18.80	\$18.80	\$18.80

Teaching Material Fee		F.1	F.2	F.3	F.4	F.5	F.6
1.	Copy fee	\$ 50.00	\$ 50.00	\$ 50.00	\$ 50.00	\$ 50.00	\$ 50.00
2.	Student Handbook	\$23.00	\$23.00	\$23.00	\$23.00	\$23.00	\$23.00
3.	HE	\$ 18.00					
4.	RE—Prayer Book	\$12.00					
Total :		\$103.00	\$73.00	\$73.00	\$73.00	\$73.00	\$73.00

Fees for Specific Purposes		F.1	F.2	F.3	F.4	F.5	F.6
1.	Charges for non-standard items	\$450					
Total :		\$450	\$450	\$450	\$450	\$450	\$450

Others		F.1	F.2	F.3	F.4	F.5	F.6
1	Parent- Teacher Association Fees	\$40					
2	Extracurricular activities fee	\$30					
3	Student Union Fee	\$30					
4	Class dues	\$10					
5	Parent App (Eclass Parent App)	\$30					
Total :		\$140.00	\$140.00	\$140.00	\$140.00	\$140.00	\$140.00

	F.1	F.2	F.3	F.4	F.5	F.6
Total :	\$711.80	\$681.80	\$681.80	\$689.80	\$689.80	\$689.80



(2) School Lunch Plan for F.1-3 Students

All students from F.1-3 of our school are required to stay in school for lunch. The lunch will be provided by our school's commissary contractor [Vitaland Services Limited]. The plan is briefly described as follows:

1. Objective:

- 1.1 Make good use of lunchtime;
- 1.2 Provide appropriate space for students to build friendships and socialize;
- 1.3 Provide an environment for students to learn self-discipline, group life and build a sense of belonging;
- 1.4 Increase opportunities for teachers and parents to be in touch and care for students;
- 1.5 Provide a nutritionally balanced and hygienic lunch to ensure the healthy growth of teenagers.

1. Lunch Plan

- a. All F.1-3 students are required to participate, starting from **5th September, 2023 (Tuesday) until 4th June, 2024 (Tuesday)**. Students should fill in the lunch order form every month. The lunch supplier provides four choices every day. There is no pre-selection, first come first served. Daily meal fee of \$20.
- b. Students must bring their own drinking water or beverages. (There are water machines in the school-covered playground and on the 2/F of the old wing.)
- c. The supplier will distribute the order form at the designated time of each month (about the first half of each month), students need to pay according to the provided method, including:

1. **Cross cheque (payee name: 維他天地服務有限公司)**

2. **7-11 convenience store (additional 7-11 handling fee of \$5)**

3. **Bank deposit (Bank of China – 012-875-0-024073-4, Bank of East Asia – 514-40-33204-6)**

4. **Cash (except F.1)**



Please write down the school name, student name, class and contact number on the back of the check, bank slip or 7-11 receipt. F.1 student **must** submit the order form and fee to the head teacher, while F.2-3 students can directly return it to the tuck shop.

a. If students are absent, please notify the school office **before 8:30 a.m.** to cancel the meal on the same day. The money will be refunded directly by the school tuck shop.

b. Students can also choose to **bring their own lunch**, but parents must apply to the school in written form.

2. After lunch, students are free to participate in various learning activities.

Note: If students have ordered lunch in September, the supplier will keep the money and deduct it when full-day classes resume.

(3) Physical Education Department Notice

Physical education (PE) is a compulsory subject in our school, and the grades will be calculated into the total and average marks in the report card according to the actual marks obtained from each semester's assessment. The assessment of PE will be based on students' skills, physical fitness, attendance, class performance and participation in activities (such as school sports meetings, etc.) in each semester. Students must wear school-designated PE uniforms to class. On the day of the PE lesson, students can choose to wear PE uniforms (including sports trousers) or return to school in neat school uniforms. Those who return to school not wearing PE uniforms should go to the changing room and change into PE uniforms as arranged by the PE teacher before class. Dressed inappropriately or absent without notice will be considered an "unexcused absence". This move, in addition to affecting the attendance and grades of PE lessons in the semester, "unexcused absences" for three times or above will affect their conduct scores, those who are seriously absent will be considered truancy. Generally, students who are injured or sick must have a notice of leave signed by their parents, and those who are absent from PE lessons for three weeks or more due to injury, or who want to be exempt from PE lessons for a long time must attach a valid medical certificate, otherwise, they will also be regarded as "unexcused absence" or "truancy".



Regular participation in appropriate physical activity is of great benefit to students' physical and mental health, it can also enable students to achieve a balanced development of morality, intelligence, physique, social development, beauty and spirituality. However, parents must pay attention to their child's physical condition. If your child is suffering from diseases such as cardiovascular disease, high blood pressure, heart disease, asthma, kidney disease, liver disease, etc., you should check with a registered doctor whether your child's health is suitable for PE lessons. If parents want the school to exempt their child from physical education for a long time or temporarily, please state the reasons on the reply slip and attach a registered medical certificate for processing.

(4) Instructions for Bringing Mobile Phones and Intelligent Electronic Devices to School

Procedures for students returning to school with mobile phones and Intelligent Electronic Devices:

According to the Students' Rules, students are not allowed to use mobile phones on campus. If students bring their mobile phones and intelligent electronic devices back to school, the students' mobile phones and smart devices must be handed over to the school for safekeeping during the morning class teacher session and can be retrieved during the afternoon class teacher session. (For Wednesday electronic devices will be distributed by the teacher on the 8th period.)

If you need to contact parents in an emergency, students can borrow the phone from the school office.

If a student needs to go out for activities, the teacher in charge of the activity shall apply to the school to send back the student's mobile phone in advance.

If students bring mobile phones and intelligent electronic devices back to school but do not take the initiative to hand them over to the school for safekeeping, they will be dealt with in violation of regulations once found.

Students who violate the rules shall bear the following consequences:



Violations	Consequences		
1 time	Warning, conduct adjustment	Students' mobile phones/ intelligent electronic devices will be kept by the school until after they are detained on the same day.	Students who violate the rules will go to Room 111 of the detention class to reflect for 30 minutes on the same day.
2 times	Notify parents		
3 times	Meeting with form teacher and class teacher, receiving warning letter	Students who violate the rules will go to the school office to sign for their mobile phones/ intelligent electronic devices after being detained.	
4 times	Class teacher and discipline teacher will meet parents , receive one demerit	The student's mobile phone/smart device will be kept by the school until the parents pick it up at the school.	
5 times or above	receive one demerit each time and suspended from class		

(5) Introduction to School Attendance Policy

The government provides 12 years of free and universal primary and secondary education with equal opportunities for children of all school-age groups. Therefore, children under the age of 15 must attend school. In order to comply with this universal education policy, our school needs to provide full-day school education for school-age students. In order to cater for the individual differences and special needs of students, the school must pool resources, use appropriate strategies to develop multiple intelligences, establish life goals, and ensure that students can take responsibility and serve the community through words and deeds.

Students have the opportunity to receive education, it is their right. The school also pays attention to a balanced development of morality, intelligence, physique, social development, beauty and spirituality. For this reason, students must have the right attitude of returning to school, they must be punctual, responsible and proactive. If students can have hope for themselves and change their habits, they can have control over their destiny. Parents and schools are like partners; the school sincerely hopes to achieve home-school cooperation. In addition to participating in school activities to help their children grow, parents must also exchange information with the school, to express their love for their children and not forget to adhere to reasonable requirements, so as to set goals for their children and take responsibility.

Under the universal education system, individual students vary greatly, and there are many students with inferior grades. Therefore, the school's [Attendance Policy] is based on "Conduct", "Attendance" as the second, and "Achievement" as the third. Consider three criteria for selecting transfer students and classmates for promotion and retention. After students are enrolled, the school will provide adequate support to parents and students. All aspects of prevention, intervention and follow-up must be taken into account. Under any circumstances, the school will not expel students based on academic performance. However, when a student's behaviour deviates and has serious violations of rules, teachers must take the initiative to inform parents, and the school must also activate a crisis management mechanism and develop all available resources to provide students with special training/referral opportunities. If students perform well in



receiving referrals from outside the school, they can apply to return to school according to the "Orderly Class Resumption Plan" (see point 5 below).

After reviewing the attendance status of students in previous years, the school found that if students are absent from class or the number of absenteeism is enormous, the opportunities for learning are reduced, and their academic performance will be seriously affected. The school pays great attention to students' academic and moral growth. Studying is inseparable from diligence. If students are seriously late or absent from class, it will definitely affect their studies. Therefore, an **[Attendance Policy]** must be formulated. The goal is to reduce the number of students being late and to ensure students attend 85% or above of the school days, so as to cultivate students to abide by school rules and develop good habits of being punctual and responsible. The details of the "Attendance Policy" are as follows:

1. Handling of students who are late

1.1 Students who are late must follow the instructions of teachers, prefect, guards or

janitor to go through the registration procedures, collect and fill in the lateness form.

1.2 On a normal school day, students who return to school after 7:55 am are already late,

but different return times are handled differently:

Half Day Class

Late time	Consequences
7:55---8:00	For one week, if students are late for more than one time between 7:55-8:00, they must attend the 30-minute detention class each subsequent lateness.
After 8:01	Detention for 30 minutes after school

Full Day Class

Late time	Consequences
7:55---8:00	<ul style="list-style-type: none"> ➤ Penalty to stand until the end of the morning assembly ➤ Based on one week, if students are late for more than one time between 7:55--8:00, they must attend the 30-minute detention class for each subsequent lateness.
8:01---8:20	Detention for 30 minutes after school
8:21---9:00	Detention for 30 minutes after school
After 9:00	Detention for 60 minutes after school is counted as serious lateness and the form teacher and the class teacher will interview the classmates.

Violations	Consequences
5 times	Warning Letter



10 times	Receive 1 demerit
After receiving 1 demerit every 5 times subsequent Violations	Receive 1 demerit

*3 demerits equal to 1 minor demerit

1.3 Students can apply to the form teacher for an improvement plan, such as returning to school on time for 20 consecutive school days, one demerit record can be offset.

1.4 If the student is not late every semester, one of the attendance merits can be recorded.

2. Handling of students leaving early

2.1 Go through the early departure procedures and submit a supplementary leave letter or fill in the "Parents and Teachers Correspondent" in the Student Handbook when returning to school. In order to ensure the personal safety of students, all students are not allowed to leave the school during class hours. For incidents (such as follow-up visits, etc.) who need to leave the school during school hours, the parent or guardian must notify the class teacher in written form, and the parent will accompany the child to leave the school.

2.2 In case of emergencies, those who need to leave the campus in the middle of the school will be notified by the school office to the parents or guardians to complete the formalities at the school before they can leave and return home. Leaving the school without informing the teacher will be regarded as truancy and the school will impose penalties.

2.3 If a student needs to leave early due to illness or other reasons, the school office will call to notify the parents to go through the procedures of leaving early for the student.

3. Handling of Student Absences

3.1 "**Sick Leave**": When a student asks for leave due to illness, parents must call 2741-1174 from **7:30 to 8:00 in the morning** to notify the school office to ask for leave for the student. When students return to school, they must submit a leave letter to the class teacher or fill in the student handbook "Parents and Teachers Correspondent". A medical certificate is required for sick leave of two days or above, and a medical certificate is required for one day of sick leave during the examination period.

3.2 "**Personal leave**": Students who need to take personal leave due to the marriage,



funeral, participation in public examinations or special circumstances of their immediate family members must submit a parent-signed leave letter to the class teacher in advance (or fill in the "Parents and Teachers Correspondent" in the Student Handbook) before taking leave to avoid affecting students' studies.

3.3 "**Truancy**": If a student is absent without notifying the school office, the school office will contact the parents by phone and note the reason for the absence. If a student is absent from school for two consecutive days, the class teacher must contact the parent the following day. If it is found that the student is absent from school or truancy not due to illness, it will be treated as a truancy. Absenteeism is a serious violation, students must bear the following consequences:

truancy days	Consequence
3 days	Receive truancy warning letter
5 days	Receive 1 minor demerit
10 days	Receive 2 minor demerit

4. Handling of students' school uniforms and grooming violations

4.1 Violations of student uniforms and grooming will be recorded and the following consequences will be borne:

Violations	Consequence
5 times	Receive warning letter
10 times	Receive 1 demerit
Every 5 times subsequent Violations	Receive 1 demerit

*3 demerits equal 1 Minor demerit

4.2 Every 5 times for school uniform and grooming violations, students need to go to the detention class to reflect for 30 minutes.

4.3 The student may apply to the form teacher for an improvement plan, if there are no uniform and grooming violations for 20 consecutive school days, a demerit record can be offset.

4.4 If the student does not violate the school uniform and grooming rules every semester,



he may record one of the merits of a neat and clean school uniform.

*One demerit is recorded for every three unexcused absences from detention classes.

5. **"Orderly Class Resumption Plan"**: It is designed to assist students who are absent from school or absent for a long time or have serious violations to return to school. Since these students are absent from school for a long time, their learning attitude is disorganized and their self-discipline is insufficient, it is necessary to change their study attitude and rebuild their confidence before they return to school.

5.1 **Phase 1**: Participate in "Class Resumption Counseling" on weekends. In this phase, the school selects some current news related to students' growth process for students to reflect on. Students must return to school on time and complete their homework. The frequency of this stage varies from two to four, depending on student performance.

Unexcused absences or poor performance will have to be made up.

5.2 **Phase 2**: Return to school after school every week and complete the main subject assignments under the supervision of the library director. The number of days in this stage depends on the performance of the student, ranging from 5 days to 10 days. If there is an unexcused absence or poor performance, the number of times must be made up. Return to school is possible after completion of both phases. If there are special circumstances, or students perform well, they can directly return to school after completing the first stage upon the advice of the discipline department.

6. After meeting with the class teacher and the vice-principal, the student's parents refuse to participate in the "Orderly Class Resumption Plan" or fail to complete the "Orderly Class Resumption Plan", and continue to be late/truancy from class, the school discipline department will issue warning letter again; if the student's attendance rate does not reach 85% of the school day, he will have to face serious consequences and the school will handle it severely.

(6) Personal Information Collection and Privacy Policy (only for new students)

Catholic Diocese of Hong Kong has formulated a "Personal Data Collection and Privacy Policy" for its schools with reference to the Personal Data (Privacy) Ordinance. Parents are requested to fill in



the "Personal Information Collection and Privacy Policy (Students and Parents)" consent form on the back page and return it to the class teacher when returning to school.

(7) Consent for Filming

During the course of the activities held by the school, the staff of the school may take photos and/or video recordings for future activity review or activity promotion. Respectfully, if parents and students agree to this move, please **fill in the consent form on the back page** and return it to the class teacher for future records. If you have any enquiries, please call our school to contact the co-curricular activity director, Mr. Chan Chi Ming.

(8) Investigation of Students Receiving Financial Aid

Starting from the last school year, the Education Bureau has provided schools with the "Life-wide Learning Grant" to subsidize all school students to participate in different types of life-wide learning activities and reduce the related burden on students. For students with special financial difficulties, the Education Bureau will issue an additional "Student Activity Support Grant" to subsidize the cost of students participating in activities. In order to make good use of resources and reduce the administrative work of applying one by one, parents are requested to **fill in the reply slip on the back page** and return them together with the photocopies of the relevant documents to the class teacher, for use in the allocation of related subsidies for the school year. All information will be kept confidential, used only for funding application purposes and will be destroyed after the semester ends.

(9) 4th September Opening Ceremony

The school opening ceremony will be held on the 4th September, 2023. Students should return to school at or before 7:55 am. Dismissal time will be at 12:30 pm.

(10) S6 Students After School supplementary classes

In order to help high school students to achieve good results in the HKDSE, the school has arranged after school supplementary class for the S6 students, starting from 5th September, 2023 until 8th March, 2024, arrangements are as follow:



F.6(face to face)	Monday		Tuesday		Wednesday	Thursday		Friday	
15:55-17:00	X2	CS	MATH	Chi	To be confirm	X3	Bio	X1	ENG

(11) Subscription to Chinese and English Newspapers

The school will provide students with a group newspaper subscription service in the last semester to cultivate students' habit of reading newspapers and expand their knowledge. The types of newspapers available for subscription, the number of issues and the charges are as follows:

Sing Tao Daily 「E-newspaper」 :

Year plan (365 days)	Total \$ 248.00
School Year (Monday to Friday)plan (216 days)	Total \$ 118.00

South China Morning Post(Young post + SCMP) : (Every Monday \$10.0 per News Paper)

(18 September 2023 to 4 June 2024,122 days, \$5.0 each)	1year \$ 730.00
(18 September 2023 to 24 January 2024, 62 days, \$5.0 each)	half year \$ 370.0

Ming Pao Student Version:

(18 September 2023 to 4 June 2024, 122 days , \$5.0 each)	1year \$ 610.0
(18 September2023 to 24 January 2024, \$5.0 each)	half year \$ 310.0

*F.6 students' subscription period is half a year and a total of 62 days.

*If classes are suspended due to the epidemic, the printed version will be replaced by an electronic version, and no refunds will be issued.

To place an order, please complete the order form on the following page and return it with the payment to the library director on Wednesday, September 6th. The order date will be uploaded on the library website. For enquiries, please contact the librarian, Miss Sin.

(12) Taking Student Photos

The school arranged for a photography company to come to the school on the morning of September 7 (Thursday) to take student photos (sticker photos) for students. The fee is \$15 for 12 photos and \$30 for 24 photos. If students want to purchase, they only need to hand over the payment to the staff of the photography company when taking pictures. All student photos will be distributed in mid-September. (Note: The purchase of student photos is voluntary)

(13) School Sports Day

This year school Sports Day will be Held on the 13th – 14th September (Wednesday and Thursday). Details are as follow:



Date	13 th , 14 th September, 2023 (Wednesday and Thursday)
Time	8:00 am – 4:00 pm
Venue	Sham Shui Po Sport Ground
Reporting Time	8:00 am (Should use student ID card to take attendance)

Students Notice:

1. The annual Sports Day is a school-wide event with profound educational significance and all students **must** attend.
2. If a student asks for leave due to personal business, one must have a parent's letter and apply to the class teacher at least one day before. Those who are absent due to illness are required to submit a sick leave certificate. Those who do not follow the above procedures and are absent will be considered as truancy.
3. When students enter the venue, they must show their **student ID** cards to the staff to take attendance. Hand over mobile phones (if any) to the teacher for safekeeping during the assembly.
4. Students' uniform and grooming requirements should be the same as normal school days. All students (including cheerleaders) must wear school uniforms or the school's sports uniforms (cheerleaders should change their uniforms after entering the stadium). Coats that do not conform to the regulations will be prohibited from being brought into the venue and will be detained for violations.
5. Cameras (except staff), radios, tape recorders, turntables, comics, magazines, newspapers, MP3 players, electronic gaming devices and all items not related to the day are not allowed to enter the venue. If found, it will be kept by the school.
6. It is forbidden to bring or chew gums (chewing gums) in the venue. Gambling, drinking, smoking, playing and chasing are strictly prohibited.
7. The order in the venue is maintained by the school's uniformed troops and prefects. All students must obey the instructions of the staff.
8. Students should keep the venue clean and tidy. Assist in the cleaning of the stands before leaving the venue.
9. Cherish the school's reputation, respect yourself and pay attention to personal words and deeds.

Do not carry valuables or large amounts of money and cross the road carefully to avoid accidents.

(14) Day Off after School Sports Day

15th September, 2023 will be the school holiday after the sports day, students do not need to go to school.



(15) District Based Homework Tuition Class

The school is working with the Tung Wah Group of Hospitals Yu Mak Yuen Service Centre to provide Homework Tuition Class for all F.1 students. Details are as follow:

Date: 1st Semester (Every Tuesday and Thursday)

September 26th, 28th

October 3rd, 5th, 12th, 17th, 19th

November 7th, 9th, 14th, 21st, 23rd, 28th, 30th

December 5th, 7th, 12th, 14th, 19th

2nd Semester (Every Tuesday and Thursday)

February 27th, 29th

March 5th, 7th, 12th, 14th

April 16th, 18th, 23rd, 25th, 30th

May 2nd, 7th, 9th, 14th, 16th, 21st, 23rd

Time: 3:50 pm- 5:20 pm

Venue: Classroom

Fee: Free (Covered by the school)

Teacher in Charge: Miss Chu Ka Yi and Mr. Weng Songchuan

Remark:

- 1) If students are absent due to other school activities, students should fill in an absent form the day before the class starts, and hand in the form to Miss Chu Ka Yi on the 3/F (Students can get the absent form from their class teacher.)
- 2) If students have to attend the lateness detention class on the same day, students must finish the detention class first and then attend the homework Tuition Class.

(16) Co-curricular Activities

One Man One Post

In order to meet the goals of service learning and leadership training, F.3-5 students must participate in at least one service within the school (other than the Class Committee). To facilitate school coordination, students must log in to the following link by using their school email before September 7. According to personal interests and ability to select the positions that you want to serve. The actual allocation will be announced at a later date. Let us become responsible, daring, and voluntary Nam Wah people together!

<https://bit.ly/3sr9njin>



(17) Arrangements for Submitting Various Application Forms

17.1 Book Allowance and Travel Allowance: Students who have submitted the application form at the end of the school year should receive the "Certificate of Eligibility" before the start of the school year. The class teacher will collect the Certificate and hand it to the school office. If the student did not apply in the last school year, the class teacher must count the number of applicants and obtain an application form from the school affairs office after class. Students can also submit their applications through the online electronic form at <http://ess.wfsfaa.gov.hk/espps>.

17.2 "Student Status" Personalized Octopus Card Application: Starting this year, students can apply for, activate or renew their student identity personal Octopus card through MTR Mobile or MTR website http://www.mtr.com.hk/eng/customer/tickets/student_travel_scheme.html. The new Personalized Octopus card will be sent to the address you provided by post, please fill it in and make sure it is correct in English. Students must fill in a contact email to receive confirmation. For a paper application, please go to any MTR station customer service centre to obtain the application form. The completed application form must be submitted to the school office for stamping. After completion, students must go to any MTR station customer service centre (except Airport Express) to apply for and activate their personal Octopus card "Student Status". Application fee: The fee for a new personalized Octopus card application is \$90, including a \$50 deposit.

17.3 Student Health Service of the Department of Health: The "Instruction for Parents/Guardians to Participate and Consent Form" must be returned to the class teacher on or before September 8, 2023.

17.4 Grantham Maintenance Grants (for high school only): The form must be returned to the School Office before September 20, 2023 (Wed).



(18) Student Award Record

活動/比賽名稱	獎項	班別/學生姓名
香港文化保育元宇宙創作比賽 2022-23	中學組優異獎	4C 陳俊龍、4D 陳煒堯、 4C 胡港生、4B 伍家俊
	中學組優良獎	5D 鄭朗賢、5A 陳鈞堯
「潤莘·圓夢」U購 select 獎學金計劃		4C 黃樂文

~ End of the notice ~

Please return the reply slip to the class teacher on or before 15 September 2023. For enquiries, please contact Vice-Principal Mr. Shum Ho Yin at 2741 1174.

Thank you for your kind attention.

Yours,

(Cheng Suk Mei)
Principal



Reply Slip

(Please return the reply slip to the class teacher on or before 9 September 2023)

Dear Principal,

- (1) School News and Payment of School Note Books and Incidental Expenses (Please fill in the reply slip below)**
- (2) School Lunch Plan for F.1-3 Students**
- (3) Physical Education Department Notice (Please fill in the reply slip below)**
- (4) Instructions for Bringing Mobile Phones and Intelligent Electronic Devices Back to School (Please fill in the reply slip below)**
- (5) Introduction to School Attendance Policy**
- (6) Personal Information Collection and Privacy Policy (only for new students) (Please fill in the reply slip below)**
- (7) Consent for Filming Please fill in the reply slip below)**
- (8) Investigation of Students Receiving Financial Aid (Please fill in the reply slip below)**
- (9) 4th September Opening Ceremony**
- (10) S6 Students After School supplementary classes**
- (11) Subscription to Chinese and English Newspapers**
- (12) Taking Students Photos**
- (13) School Sports Day**
- (14) Day Off after School Sports Day**
- (15) District Based Homework Tuition Class**
- (16) Co-curricular Activities**
- (17) Arrangements for Submitting Various Application Forms**
- (18) Awards**

Student Name : _____ (Class _____ Class no. _____)

Parent/Guardian Name (In Block Letters) : _____

Parent/Guardian signature : _____

Parent/Guardian emergency contact number : _____

Student contact number : _____

Date : _____



School News and Payment of School Note Books and Incidental Expenses Reply Slip

(Please return the reply slip to the class teacher on or before 15th September, 2023)

Dear Principal,

I have noticed (1) School News and Payment of School Note Books and Incidental Expenses of the September Notice °

Student Name : _____ (Class _____ Class no. _____)
Parent/Guardian Name (In Block Letters) : _____
Parent/Guardian signature : _____
Date : _____

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Physical Education Department Notice Reply Slip

(Please return the reply slip to the class teacher on or before 15th September, 2023)

Dear Principal,

My Child,

- * No special medical records, student can participate in school's PE lessons and sports activities.
- * Suffering from the following diseases, but still can participate in the school's PE lessons and activities (must fill in the medical records and matters needing attention).
- * Those who suffer from the following diseases cannot participate in the school's PE lessons and activities, and wish to apply for long-term exemption from PE lessons (must fill in the medical record and attach a doctor's certificate).

Medical records :

Matters needing attention:

Student Name : _____ (Class _____ Class no. _____)
Parent/Guardian Name (In Block Letters) : _____
Parent/Guardian signature : _____
Date : _____



2023-24 School Year Instructions for Bringing Mobile Phones and Intelligent Electronic Device Back to School Reply Slip

(Please return the reply slip to the class teacher on or before 15th September, 2023)

Dear Principal,

I have read the "Notices for Bringing Mobile Phones and Intelligent Electronic Device Back to School " and I would like to urge my students to abide by the above rules. The signing below of our children also shows their willingness and commitment to abide by the above rules.

Student Name : _____ (Class _____ Class no. _____)
Parent/Guardian Name (In Block Letters) : _____
Parent/Guardian signature : _____
Date : _____

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2023-24 Investigation of Students Receiving Financial Aid Reply Slip

(Please return the reply slip to the class teacher on or before 15th September, 2023)

Dear Principal,

I have read the Investigation of Students Receiving Financial Aid Notice and my child receives financial aid

- Comprehensive Social Security Assistance (CSSA) Scheme
(file number : _____)
- Students Financial Assistance Agency full grant
- Students Financial Assistance Agency half grant
- others (please list: _____)
- not receiving any financial aid

Student Name : _____ (Class _____ Class no. _____)
Parent/Guardian Name (In Block Letters) : _____
Parent/Guardian signature : _____
Date : _____



Nam Wah Catholic Secondary School

2023-24 Consent for Filming

(Please return the reply slip to the class teacher on or before 15th September, 2023)

Dear Principal,

I agree / disagree of my child name: _____ (Class _____), is to be filmed during school activities and to be use for activity review, reports and advertising.

Student Name : _____ (Class _____ Class no. _____)

Parent/Guardian Name (In Block Letters) : _____

Parent/Guardian signature : _____

Date : _____



Newspaper Order Form

Sing Tao Daily 「E-newspaper」 order form Name: _____() Class: _____ payee name: 「星島有限公司」	Ming Pao Student version order form Name: _____() Class: _____ payee name: 「明報報業有限公司」
South China Morning Post order form Name : _____() Class : _____ payee name: 「South China Morning Post Publishers Ltd」	
Noted : 1. Please wrap the payment properly or put it in an envelope then paste the order form on the envelope. Students should submit it to the library director <u>on or before 1:00 p.m. on September 6</u> . Overdue payment will not be accepted. 2. Return the reply slip to the head teacher and then forward it to Teacher Sin 3. If the number of print orders is insufficient, it will be cancelled and refunded.	