



2nd September, 2024

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 2024-25 school year are listed below, please read carefully.

(1) Operation of the school year

The 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

1. Five-day school routine day

2. **Teaching hours:** Monday to Friday, 9 lessons each day, 35 minutes each lesson, dismissal at 3:50 PM.
3. **Class structure:** To improve the academic level of students, the school has elite classes at all levels to provide students with higher academic abilities with additional English elements. For Form 1 to Form 4, there is an upgrading (elite class and ordinary class) mechanism when upgrading according to the ranking of the whole grade.
4. **Parents notice:** Starting from this school year all notices will be distributed through the eClass Parent App, parents will be signing the reply slip on the app. Paper form notice will still be distributed, however, parents should **sign the electronic reply slip.**

(2) Fees of School Note Books and Incidental Expenses

At the beginning of the school year, parents are required to pay notebook fees, teaching material fees, and special purpose fees for each student.

For specific details of the fees, please refer to the "2024-2025 School Year S1-S6 Incidental Expenses List" on the next page. Please **sign the electronic payment notice** using the eClass Parent App **on or before September 30, 2024 (Monday)**, and pay with Tap&Go. (Please note that Tap&Go will charge a 0.5% handling fee for the payment.)

*The login name and password for the eClass Parent App for new students will be distributed separately.



2024-2025 School Year S1-S6 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	\$1.90	\$3.80	\$3.80	\$3.80	\$3.80	\$3.80	\$3.80
3. Geography Note Book A0006	\$1.90	\$1.90	\$1.90	\$1.90	\$1.90	\$1.90	\$1.90
4. Dictation Book C0010	\$2.00	\$2.00	\$2.00	\$2.00	\$2.00	\$2.00	\$2.00
5. Single line Sheet E0001	\$7@100sheets				\$7	\$7	\$7
Total :		\$17.70	\$17.70	\$17.70	\$19.7	\$19.7	\$19.7

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	\$60					
2	Extracurricular activities fee	\$30					
3	Class Union	\$30					
4	Student Union Fee	\$10					
5	Parent App (Eclass Parent App)	\$30					
6	Class dues (High school students' has already collected in July)	/			\$340.00	\$340.00	\$340.00
Total :		\$160.00	\$160.00	\$160.00	\$500.00	\$500.00	\$500.00



Total :	F.1	F.2	F.3	F.4	F.5	F.6
	\$730.70	\$700.70	\$700.70	\$1042.70	\$1042.70	\$1042.70

Payment Collected in September (Deducted high school class dues) :						
	\$730.70	\$700.70	\$700.70	\$702.70	\$702.70	\$702.70

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

All students from grades S1-S3 are required to remain in school for lunch, which 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.

2 Lunch Plan

- 2.1 All F.1-3 students are required to participate, starting from **4th September, 2024 (Tuesday) until 5th June, 2025 (Thursday)**. Students should fill in the lunch order form every month.
- 2.2 The lunch supplier provides four choices each day. There is no pre-selection, first come first served. Daily meal fee of \$20.
- 2.3 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.)
- 2.4 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:
 - Cross cheque (payee name: Vitaland Service Limited)
 - 7-11 convenience store (additional 7-11 handling fee of \$5)
 - Bank deposit (Bank of China – 012-875-0-024073-4, Bank of East Asia – 514-40-33204-6)
 - Cash



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Please write down the school name, student name, class and contact number on the back of the check, bank slip or 7-11 receipt.

2.5 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.

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

3 After lunch, students are allowed to participate in various activities.

(4) Physical Education Department Notice

Physical education (PE) is a compulsory subject in our school. The grades obtained in PE will be factored into the overall and average marks on the report card based on the actual marks received from each semester's assessments. The assessment of PE will take into account students' skills, physical fitness, attendance, class performance, and participation in activities (such as school sports meetings) during each semester.

Students must wear school 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 their regular 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. Failure to dress appropriately or being absent without notice will be considered an "unexcused absence." This can impact students' attendance and grades for PE lessons in the semester. "Unexcused absences" three times or more will also affect their conduct scores, and students with frequent unexcused absences may be considered truant. Students who are injured or sick must provide a leave notice signed by their parents. Students who are absent from PE lessons for three weeks or more due to injury, or who seek long-term exemption from PE lessons, must provide a valid medical certificate. Otherwise, their absences will also be considered "unexcused" or "truant."

If your child has conditions such as cardiovascular disease, high blood pressure, heart disease, asthma, kidney disease, or liver disease, please consult a registered doctor to determine if your child's health is suitable for physical education (PE) classes. If parents wish to request an exemption from PE for their child, whether temporarily or for an extended period, please provide the reasons on the reply slip and attach a registered medical certificate for processing.

(5) 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 school rules, students are not allowed to use mobile phones on campus. If students bring their mobile phones and smart devices to school, they must hand them over to the school for safekeeping during the morning class and can retrieve them in the



afternoon. and can be retrieved during the afternoon class teacher session. S3 and high school students' devices will be distributed during lunch, and collected on the 7th lesson after lunch.

- In case of an emergency, students can borrow a phone from the school office.
- During school outing activities, teachers will give the devices back to the students before the activity.
- If a student needs to use electronic devices during class, 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		

(6) School Attendance Policy

1. Handling Lateness

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:

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 If a student needs to leave the school during class hours for any reason, the parent or guardian must notify the class teacher in writing. Additionally, the parent should accompany the child when leaving the school. All students are not allowed to leave the school during class hours, except for necessary incidents such as follow-up visits. In such cases, written notification from the parent or guardian is required.

2.2 In the event of emergencies requiring a student to leave the campus during school hours, the school office will notify the parents or guardians. They must complete the necessary formalities at the school before the student can leave and return home. Leaving the school without informing the teacher will be considered 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 and guide them through the early departure procedures for the student.

2.4 **Please sign the electronic reply slip**, to suggest the option of students' early leave

3. Handling of Student Absences

3.1 **"Sick Leave"**: If a student needs to take a sick leave, parents should call 2741-1174 between 7:30 and 8:00 in the morning to inform the school office. When the student returns to school, they must provide a leave letter to the class teacher or fill in the "Parents and Teachers Correspondent" section of the student handbook. A medical certificate is required for sick leave of two days or more, and during the



examination period, a medical certificate is required for a single day of sick leave.

3.2 **"Personal leave"**: Students who need to take personal leave for special circumstances, must submit a leave letter signed by a parent to their class teacher in advance.

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 considered as truancy. For 5 times truancy students will receive 1 minor demerit.

3.4 If students' attendance is under 85%, it will affect their discipline ranking and the arrangement of their promotion.

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 on their behavior 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.

(7) Personal Information Collection and Privacy Policy (for S1 students only, the document will be distributed separately)

The 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 printed "Personal Information Collection and Privacy Policy (Students and Parents)" consent form** and return it to the class teacher when returning to school.



(8) Consent for Filming (for S1 students only, the document will be distributed separately)

During school activities, the staff may take photos and/or video recordings for future activity review or promotion. Please **fill in the printed consent form** and return it to the class teacher.

If you object, please submit a written report to the school before September 13, 2025. If you have any inquiries, please contact the co-curricular activity director, Mr. Chan Chi Ming.

(9) 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 electronic reply slip** 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.

(10) Opening Ceremony and Class management Day

The school opening ceremony will be held on the 2nd September, 2024. Students should return to school at or before 7:55 am. Dismissal time will be at 12:30 pm.

3rd September will be the Class Building Day; students should return to school at or before 7:55 am. Dismissal time will be at 12:30 pm.

(11) 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, 2024 until 27th February, 2025, arrangements are as follow:

F.6(compulsory)	Monday		Tuesday		Wednesday	Thursday		Friday	
15:55-16:30	X1	CS	MATH	Chi	CHI/ ENG/ MATH	X3	/	X2	ENG

F.5 (base on needs)	Monday		Tuesday		Wednesday	Thursday		Friday	
15:55-16:30	X1	CS	MATH	Chi	/	Math	/	x3	/



Remark:

- | | |
|----|--|
| S6 | X1: PHY/ HIS/ ECON/ VA/ BIO
X2: CHEM/ GEO/ ICT/ BAFS/ E&RS/ CHI HIS
X3: M1 |
| S5 | X1: CHEM/ GEO/ ICT/ E&RS/ CHI HIS
X2: PHY/ HIS/ ECON/ VA/ BIO
X3: M1 |
- All the students must attend the after school supplementary classes, absent will be consider as truancy, one will be follow up by the discipline team.
- Venue: Class room
- Students must play by the current electronic device rules, teacher will not collect students' phone, students should behave themselves.

(12) Study techniques training lesson

To enhance students' study technique, the school has arranged students to participate in a study techniques training lesson, the dismissal time will be at 4:55 pm. Arrangement are as follow :

Date: 17th September, 2024 Tuesday (S1- S4)

25th September, 2024 Wednesday (S5-S6)

Time: 2:55 PM - 4:55 PM

(13) Celebrity Talk

The school has invited Mr. Lam Ka Dong through Project WeCan to share his life experiences on the 11th September, 2024 (Wednesday). The dismissal time on the day will be at 4:20 PM.

(14) 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:

News Paper	Fee
Sing Tao Daily 「E-newspaper」 School Year plan	\$248.00
South China Morning Post Posties Students Reading Programme – Secondary ePaper + Digital Subscription	\$245.00 per login
YP & YP Spark sub form (HK Secondary	\$499.00 per login



School) (Full year access from 1 sept 2024 - 31 Aug 2025)	
Ming Pao Student Version 「E-newspaper」 : Student Version 「E- newspaper」 one year Subscription	\$390.00

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

(15) Taking Student Photos

The school arranged for a photography company to come to the school on the morning of 6th September (Friday) 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)

(16) Co-curricular Activities

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 3rd September. 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/3S0xYp4>



(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" on or before 9th September. 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: Starting from 2024/2025 school year, students must apply the student health service online. Application starting from 1st September to 17th September. For the online application process, please read the letter from the Department of Health. Parents must apply through the link or the QR code below:

Application link:	https://www.clinical.dh.gov.hk/OnlineBookingWeb/#/stdhs-eeenrol/spa/spa-eeenrol/form/1d75953d3de9a851aa158e2289649027002699e4dfbcffd005a82aac3aa0c2ec
QR code:	

17.4 Grantham Maintenance Grants (for high school only): The form must be returned to the School Office before 20th September, 2024 (Friday).

(18) Student Award Record

Event	Award	Class/ Student name
23/24 Hong Kong Secondary School Mandarin Speaking Competition		4D 謝安琪、4D 林美珊



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Please **sign the reply slip on eClass parent app** on or before 6th September 2024. For enquiries, please contact Vice-Principal Mr. Shum Ho Yin or Ms. So Yat Kwan at 2741 1174. Thank you for your kind attention.

Yours faithfully,

(Cheng Suk Mei Carmen)
Principal