



14th September, 2025

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 2025-26 school year are listed below, please read carefully.

(1) Operation of the school year

The focus for this school year is as follows:

1. Enhance teaching effectiveness to strengthen students’ motivation and the quality of their learning.
2. Foster a positive, proactive, and self-disciplined attitude in students, helping them to recognize the value of life.

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 "2025-2026 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, 2025 (Monday)**, and pay with AlipayHK.

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

2025-2026 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	\$1.70	\$1.70	\$1.70	\$1.70	\$1.70	\$1.70	\$1.70
5. Single line Sheet E0001	\$8@100 pc				\$8.00	\$8.00	\$8.00
Total :		\$17.70	\$17.70	\$17.70	\$20.40	\$20.40	\$20.40

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	\$25.00	\$25.00	\$25.00	25.00	25.00	25.00
3.	HE	\$20.00					
4.	RE—Prayer Book	\$12.00					
5.	PE- Online Teaching Materials	\$48.00	\$48.00	\$48.00	\$48.00	\$48.00	\$48.00
Total :		\$155.00	\$123.00	\$123.00	\$123.00	\$123.00	\$123.00

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
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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	AlipayHK Service Annual Fee	\$14					
7	Class dues (High school students' has already collected in July)	/			\$340.0 0	\$340.0 0	\$340.0 0
Total :		\$174.00	\$174.00	\$174.00	\$514.0 0	\$514.0 0	\$514.0 0

Total :	F.1	F.2	F.3	F.4	F.5	F.6
	\$796.40	\$764.40	\$764.40	\$1,107.40	\$1,107.40	\$1,107.40

Payment Collected in September (Deducted high school class dues) :	\$796.40	\$764.40	\$764.40	\$767.40	\$767.40	\$767.40
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(3) School Lunch Plan for F.1-2 Students

All students from grades S1-S2 are required to remain in school for lunch, which will be provided by our school's commissary contractor, Luncheon Star. The plan is briefly described as follows:

1 Lunch Ordering Procedures:

1.1 For first-time orders, please use the paper menu since students do not yet have their individual accounts. Once a personal account is created, students can place lunch orders electronically starting from the following month.

1.2 As we have fully adopted electronic ordering, paper menus are no longer provided. Parents are required to place orders through the “Luncheon Star” app within the deadline. Late submissions will need to be arranged directly with Luncheon Star staff by requesting a backup paper menu. After ordering and completing payment, parents must submit both the receipt and the order form to Luncheon Star staff.

1.3 Students must order lunch for the entire month (partial ordering of individual days is not allowed), except for students in Secondary 3 and above.

1.4 The lunch provider offers six menu choices each day. Daily meal costs range from \$26–\$38.

1.5 Electronic Ordering Instructions

- Search for “Luncheon Star” on the App Store or Play Store.
- Account login: 9-digit personal ID provided by Luncheon Star.
- Log in to your account and follow the instructions to select meals.
- Choose a payment method. (Payment must be completed within 24 hours. Otherwise, the account will be suspended and you will need to call the supplier to reactivate it. Hotline: 2147 5722.)

*Once payment is confirmed, the system will automatically send a “Payment Confirmation Notice” to your registered email.

*Parents must ensure that push notifications in the app are enabled in order to receive monthly reminders for placing lunch orders.



2 Student Leave, Early Dismissal, and Lunch Cancellation Procedures

- 2.1 If a lunch cancellation is needed, parents may: call Luncheon Star between 8:30 a.m.–9:30 a.m. on the same day (Tel: 2147 5722), OR Submit the cancellation through the self-service function in the Luncheon Star app between 12:00 a.m.–9:30 a.m. on the same day. Requests made after the deadline will not be processed. Refunds will be automatically deducted from the following month's order. If classes are cancelled due to bad weather, the company will arrange the refund directly, and parents do not need to apply.
- 2.2 If a student needs to withdraw from lunch due to attending an extracurricular activity, the student should inform the teacher in charge of the activity.

If a student does not order lunch for a given month, the remaining balance will be deducted from the following month's order. After the term ends, refunds will be made by automatic bank transfer.

(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.
- The student will attend a 30-minute reflection detention on the same day. The mobile phone or smart device will be kept by the school office until after the detention, at which point the student may sign for and collect it.

Students who violate the rules shall bear the following consequences:



(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.

On a normal school day, students who return to school after 7:55 am are already late, but different return times are handled differently:

Late time	Consequences
7:55---8:00	➤ 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

1.2 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.

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"**: If a student needs to apply for personal leave due to special circumstances (e.g., attending funerals or wedding ceremonies), parents must submit a written request to the class teacher at least five school days in advance (except under special circumstances). The application requires approval by the Vice Principal. Afterwards, the class teacher will call the parent to confirm. Absence without approval will be regarded as truancy.

*Students may not apply for leave on the grounds of handling personal documentation (e.g.,



ID/passport processing).

*Students may not leave school early or extend school holidays on their own.

3.3 **"Truancy"**: Any absence — including make-up classes arranged by the school — without a parent's written leave request will be regarded as truancy, and one demerit point will be recorded.

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

4.2 Students may apply to the Head Prefect for an Improvement Plan. If they maintain a clean record with no uniform or grooming violations for 20 consecutive school days, one demerit point may be cancelled.

If a student records no uniform or grooming violations for the entire term, the student will be awarded one merit point for uniform tidiness.

(7) Personal Information Collection and Privacy Policy (All parents are requested to complete the updated version of the form. 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) Ordering of Ethics Subject Teaching Materials

The Ethics subject teaching materials for this school year will be collectively ordered to support students' learning needs throughout the year. The materials include the following:

Form	Content	Price
4	2 units (including printing fee)	\$30.00
5	2 units (including printing fee)	\$15.00
6	1 units (including printing fee)	\$15.00

Organization: Catholic Education Office – Religious and Moral Education Section

Responsible Teacher: Ms. Cheung Sze Man

A payment notice will be issued on **1 September 2025**. Parents are kindly requested to complete the payment via **Alipay HK** on or before **Friday, 12 September 2025**. For enquiries, please contact the responsible teacher at **2741 1174**.



(11) Opening Ceremony and Class management Day

The school opening ceremony will be held on the 1st September, 2025. 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.

(12) 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 student arrangements are as follow:

F.6 (If needed)		Monday		Tuesday		Wednesday		Thursday		Friday	
Odd Week	Even Week	Odd Week	Even Week	Odd Week	Even Week	Odd Week	Even Week	Odd Week	Even Week	Odd Week	Even Week
15:55-16:30		X1	CS	MAT H	/	/		X1	CHI	X2	ENG

F.5 (base on needs)		Monday		Tuesday		Wednesday		Thursday		Friday	
15:55-16:30		CHI	Math	X2	CS	/		Math	X1	X3	/

Remark:

1.	S6	X1: CHEM/ GEO/ ICT/ E&RS/ CHI HIS X2: PHY/ HIS/ ECON/ VA/ BIO X3: M1
	S5	X1: PHY/ HIS/ ECON/ VA/ BIO X2: CHEM/ GEO/ ICT/ E&RS/ CHI HIS



	X3: M1
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2. 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.
3. Venue: Class room
4. Students must play by the current electronic device rules, teacher will not collect students' phone, students should behave themselves.

(13) Study techniques training lesson

The school has arranged for a photography company to come on Tuesday, 2 September to take student photos (sticker photos). 12 photos: \$15, 24 photos: \$30. Students who wish to purchase only need to hand the payment directly to the company staff at the time of photography. All student photos will be distributed in mid-September. (Note: Purchasing student photos is voluntary.)

(14) 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>

(15) Arrangements for Submitting Various Application Forms

15.1 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

Application link:	https://eenrol.clinical.dh.gov.hk/OnlineBookingWeb/#/stdhs-eeenrol/spa/spa-eeenrol/form/e4723bfe83f14ccace5bc102a2737fde72ce10a46e6c6d600243268a72116b1e	
QR code:		Parents may refer to the online registration guide [廣東話版] https://youtu.be/wYiZrVxqXE [英文版] https://youtu.be/LdWd7KBTSfU [普通話版] https://youtu.be/FO1mPVPJ4bQ

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>.

15.2 "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.

15.3 Student Health Service of the Department of Health: Starting from 2025/2026 school year, students must apply the student health service online. Application starting from **8th September to 21st 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:**



15.4Grantham Maintenance Grants (for high school only): The form must be returned to the School

Office before 19th September,2025 (Friday).

(18) Student Award Record

Event	Award	Class/ Student name
2024–2025 4th International Youth Chinese Writing Competition	Third Prize, Senior Secondary Native Language Group, Hong Kong–Macao– Taiwan Division	5C KE JINGYU 5C LI PEARL
	Merit Award, Senior Secondary Native Language Group, Hong Kong–Macao– Taiwan Division	5C XIE ANQI 5C ZHOU ZIHAN
	Merit Award, Junior Secondary Native Language Group, Hong Kong–Macao– Taiwan Division	3B CHAN KA KUEN KARSON
2024–2025 Chinese Secondary School Students Essay Competition (Hong Kong Division)	Bronze Award, Senior Secondary Group	(Graduates of 2024–2025) LU XIAPING
2025 National Youth Orienteering Championship	Second Place, Short-distance Relay	6D CAI XINYI 6D LEUNG YUK YAN 6D LI ZHUOHANG
Song Yue Yuen Evergreen Care Home Scholarship Scheme		6C WONG LOK MAN 6C KAN HEI O 5C XIE ANQI



~ End of the notice ~

Please **sign the reply slip on eClass parent app** on or before 4th September 2025. 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)