



# ELCHK Lutheran Secondary School

Parent's Notice 23003 "School Opening Affairs"

1/9/2023

ELCHK Lutheran Secondary School ELCHK Lutheran Secondary School ELCHK Lutheran Secondary School ELCHK Lutheran Secondary School

Dear Parents,

With the grace of God, we cordially invite you and all members of LSS to receive "Endless gifts" this academic year. To understand how the school helps our students learn, grow, and make progress, parents are advised to study this circular thoroughly.

## 1 Results in the Hong Kong Diploma of Secondary Education (HKDSE) Examination

Thanks to the support and effort of our parents and students, our school's results in the 2023 HKDSE examination were marked with satisfactory performance. The percentage of our students attaining Level 2 or above in five subjects - inclusive or exclusive of Chinese and English - surpasses the average rate of Hong Kong.

In 14 subjects, specifically Chinese, English, Mathematics, Liberal Studies, Chinese History, History, Geography, Economics, BAFS, ICT, Physics, Biology, M2 and Visual Arts, the passing rate exceeds that of the Hong Kong average. In 7 subjects, namely Chinese History, History, BAFS, Geography, Physics, Biology and M2, 100% of our students attained Level 2 or above. In 12 subjects, namely Chinese, Liberal Studies, Chinese History, History, Geography, Economics, BAFS, Religious Studies, Physics, Biology, M2 and Visual Arts, more than 90% of our students attained Level 2 or above.

It is through the care and guidance of parents and teachers that students are able to grow and make academic progress. Through close liaison with parents, we are confident in helping our students reach new heights in future HKDSE examinations.

Should you have any enquiries, please contact Ms. Chan, the Vice Principal, at 2780 2291.

## 2 School Calendar and Timetable

2.1 The calendar and timetable of this school year will be distributed to S2 to S6 students during the class teacher period on 1st September. These documents have already been distributed to S1 students during their orientation day on 26th August.

2.2 Arrangements during the Adaptation Week (4/9 to 8/9)

Activities are held during the adaptation week from 4th to 8th September to prepare students for the new school year. Details are as follows:

2.2.1 04/09/2023 (MON)

Time	S1	S2	S3	S4	S5	S6
08:00 - 08:25 am	Campus TV					No need to attend school (See remarks)
08:25 - 09:00 am	Class Teacher Period					
09:00 - 09:35 am						
09:35 - 09:50 am	Recess					
09:50 - 10:25 am	Thematic Activity	Thematic Activity	Thematic Activity	Thematic Activity	Thematic Activity	
10:25 - 11:00 am	(1)	(2)	(3)	(4)	(5)	
11:00 - 11:15 am	Recess					
11:15 - 11:50 am	Introduction to Extra-curricular Activities					
11:50 am - 12:25 pm						
01:30 - 01:45 pm	Class Dismissal					
01:45 - 04:30 pm						Mock release of HKDSC results

Remarks: Opening Ceremony will be held on 1<sup>st</sup> Sept in the morning. Students are required to come to school at 8:30 a.m. and class dismissal at 12:00 n.n. If the Education Bureau announces class suspension under inclement weather conditions, the ceremony will be rescheduled on 4<sup>th</sup> September. S1 to S5 students are required to come to school at 8:30 a.m. and class dismissal at 12:00 n.n. while S6 students are required to come to school at 8:30 a.m. and class dismissal at 4:30 p.m.

2.2.2 05/09/2023-08/09/2023

Time	Event
08:00 - 08:25 am	Class Teacher Period
08:25 - 09:00 am	1 <sup>st</sup> period
09:00 - 09:35 am	2 <sup>nd</sup> period
09:35 - 09:50 am	Recess
09:50 - 10:25 am	3 <sup>rd</sup> period
10:25 - 11:00 am	4 <sup>th</sup> period
11:00 - 11:15 am	Recess
11:15 - 11:50 am	5 <sup>th</sup> period
11:50 am - 12:25 pm	6 <sup>th</sup> period
12:25 - 01:40 pm	Lunch
01:40 - 03:45 pm	GET SET GOAL or Class Teacher Period (5/9-7/9) LSS Life Education (8/9)

Should you have any enquiries, please contact Mr. Ng, the Vice Principal.

2.3 A1-A4, B1-B4 timetable (Except Adaptation Week, see 2.5):

Lessons begin: 8:00am

Lunchtime: 12:25pm – 1:40pm

Lessons end: 3:45pm

Note: If you have consolidate learning section, lessons end at 4:00 pm (see 2.5)

2.4 A5 and B5 timetable (Except Adaptation Week):

<b>A5, B5</b>	
Morning Assembly	08:00 - 08:25 am
1 <sup>st</sup> period	08:25 - 09:00 am
2 <sup>nd</sup> period	09:00 - 09:35 am
Recess	09: 35 - 09:50 am
3 <sup>rd</sup> period	09:50 - 10:25 am
4 <sup>th</sup> period	10:25 - 11:00 am
Recess	11:00 - 11:15 am
5 <sup>th</sup> period	11:15 -11:50 am
6 <sup>th</sup> period	11:50 am -12:25 pm
Lunchtime	12:25 -01:35 pm
Preparation bell	01:35 pm
Life Education	01:40 - 03:45 pm
Class Dismissal	



2.5 The school timetable is as follows ( Starting from 11/9/2023 ) :

A1-A4, B1-B4, A5/B5 (Except Friday)		Every Friday ( Except 10/5 )	
Morning Assembly	08:00 - 08:30 am	Morning Assembly	08:00 - 08:25 am
1 <sup>st</sup> period	08:30 - 09:25 am	1 <sup>st</sup> period	08:25 - 09:00 am
2 <sup>nd</sup> period	09:25 - 10:20 am	2 <sup>nd</sup> period	09:00 - 09:35 am
Recess	10:20 - 10:35 am	Recess	09:35 - 09:50 am
3 <sup>rd</sup> period	10:35 - 11:30 am	3 <sup>rd</sup> period	09:50 - 10:25 am
4 <sup>th</sup> period	11:30 am - 12:25 pm	4 <sup>th</sup> period	10:25 - 11:00 am
Lunch time	12:25 – 01:35 pm	Recess	11:00 - 11:15 am
Preparation bell	01:35 pm	5 <sup>th</sup> period	11:15 - 11:50 am
5 <sup>th</sup> period	01:40 - 02:35 pm	6 <sup>th</sup> period	11:50 am - 12:25 pm
6 <sup>th</sup> period	02:35 - 03:30 pm	Lunch time	12:25 - 01:35 pm
Class Teacher Period (Junior forms)	03:30-04:00 pm	Preparation bell	01:35 pm
Class Teacher Period (Senior forms)	03:30-03:45 pm	Life Education	01:40 - 03:45 pm
Class dismissal / Extended learning classes / Extra-curricular activities		Class dismissal	

Should you have any enquiries, please contact Ms. Chan, the Vice Principal.

### 3 Academic Requirements

To enhance learning efficiency and performance, students are required to fulfil specific academic requirements:

#### 3.1 Good learning attitude:

Students are expected to actively engage in schoolwork. Parents are encouraged to remind students to complete their homework, as well as revise, and consolidate knowledge acquired in class. To help students foster good learning habits, the “Hand in Homework on Time” scheme has been introduced for all subjects in S1 to S3 - and for Chinese, English, Mathematics and Citizenship and Social Development in S4 to S6. A demerit will be given to those who fail to hand in homework on time five times in a month. An additional demerit will be given should a student fail meet homework deadlines ten times in a month.

#### 3.2 Promotion requirements:

3.2.1 S1 to S3 students will not be promoted if they do not receive a passing grade in Chinese, English, Mathematics, or Conduct. The passing grade is 50 marks.

3.2.2 S4 to S5 students will not be promoted if they do not receive a passing grade in Chinese, English, Mathematics, Citizenship and Social Development, or Conduct. The passing grade of internal tests / examinations is 40 marks.

3.2.3 Students on probation may be subject to grade retention should they fail to meet the school’s academic requirements in the coming year.

#### 3.3 Arrangements of enrichment classes and make-up assessment:

For further consolidation of learning, students with unsatisfactory grades and those repeating will be required to attend enrichment classes and make-up assessment in July. Students on probation with unsatisfactory performance will not be promoted. Subjects for enrichment



classes and make-up assessment include:

S1 to S3	Chinese, English and Mathematics
S4 to S5	Chinese, English, Mathematics and Citizenship and Social Development

Remarks: S4 to S5 students must attend the enhancement courses during summer holidays and the next school year if their results in elective subjects are not up to standard.

3.4 Disqualification from Examination:

Students will not be allowed to sit for any examination if they are absent from school for over one-eighth of the school days in one semester (including casual leave and sick leave). The student will receive 0 marks in all subjects. Exceptions may apply to those with the Principal's approval.

3.5 Graduation Requirements:

3.5.1 Students must complete all internal examinations and have good conduct in order to graduate.

3.5.2 Students who cannot meet the graduation requirements will only be awarded a "Certificate of Completion".

With the collective effort of parents and the school, it is hoped that students can develop an earnest attitude towards learning and the achievement of academic goals.

Should you have any enquiries, please contact Ms. Chan, the Vice Principal.

#### **4 Summary of School Rules**

For the sake of student's discipline and character development, students are required to observe school rules and regulations listed in the student handbook. They are summarised as follows:

- 4.1 Students should wear the school uniform and the school badge and bring along with them their student card when they come to school.
- 4.2 Students should bring textbooks, reference books, exercise books as well as the necessary stationery items.
- 4.3 Students should take good care of school property and keep the campus clean. Offenders are required to compensate for any damaged property and are subject to punishment.
- 4.4 Students should behave themselves during class, recess, assembly and extra-curricular activities.
- 4.5 Students should arrive at school on time and attend all the tutorials, assemblies and extra-curricular activities required. Unapproved absence will be considered truancy, and the student may receive a major demerit.
- 4.6 Students should not engage in any inappropriate gatherings or activities. Offenders may receive a major demerit.
- 4.7 Should students wish to withdraw from the school or transfer to another school, their parents or guardians are required to inform the school in writing.
- 4.8 Should students violate the school rules, punishment will be meted out according to the severity of the violation. Cheating during examinations and theft are considered serious violations. Offenders may receive a major demerit.
- 4.9 Awards will be given to students who achieve a good performance in conduct, academics, activities or service.



- 4.10 To apply for sick leave, parents must contact the school office by 8 am. Students must undergo all necessary procedures of the application within two days after returning to school. Should students wish to apply for casual leave, they are required to submit a parent's letter to explain the reason(s).

Should you have any enquiries, please contact Ms. Ho, the Mistress of the Discipline Committee.

## **5 Application for Bringing Mobile Phone to School**

Students who wish to bring their mobile phone to school are required to submit an application beforehand and observe the following regulations:

- 5.1 The application should be submitted by the parents.
- 5.2 Students are responsible for keeping their mobile phones safe. The school will not be responsible for any loss or damage.
- 5.3 Students are not allowed to take out, turn on or use their mobile phones on campus. The school will confiscate mobile phones that emit sound in class or on campus. Should a confiscation occur, parents are required to visit the school to retrieve the student's mobile phone.
- 5.4 Should a student's mobile phone cause repeated disturbance to the classroom, the student will be prohibited from bringing their mobile phone to school.
- 5.5 To avoid any accident, parents are advised to remind their children to use mobile phones with care in public spaces.
- 5.6 Parents should not call their children during school time. To communicate with students during school time, parents are advised to contact the school first and the message will be passed to the student accordingly.

Students who wish to bring their mobile phone to school should have their parents sign an application form and submit it to the class teacher.

Should you have any enquiries, please contact Ms. Ho, the Mistress of the Discipline Committee.

## **6 Special Request for Wearing Accessories**

Students are required to dress properly and neatly at school. Accessories are not allowed. Parents who require their child to wear accessories at school should provide relevant reasons and seek the school's approval beforehand. Without the school's permission, the wearing of accessories will be considered a violation of the school rules. Parents and students are advised to make note of the following regulations:

- 6.1 Only ornaments for traditional, auspicious purposes are allowed. Any other accessory is prohibited;
- 6.2 Accessories should be of modest style, colour and size;
- 6.3 Students should avoid wearing valuable accessories and should handle their personal accessories with care. To request the wearing of accessories, the relevant application form should be signed and returned to the class teacher. The Discipline Committee will review the request and meet with the student should the need arise. Students are allowed to wear their accessories only when the school has approved the request.

Should you have any enquiries, please contact Ms. Ho, the Mistress of the Discipline Committee.

## **7 Arrangements for the briefing session on HKDSE Category B - Applied Learning Subjects (Applicable to S5 Students)**

To help students understand the course documents, lesson arrangement and course assessments, a briefing session is arranged.

The details are as follows:

Date: 6th September (Wed)

Time: 3:50 – 4:15 p.m.

Venue: Rm 605

Target: All students studying Applied Learning Courses (must be present)

Should you have any enquiries, please contact Ms. Ng, the Mistress of the Careers Committee.

## **8 Arrangement of After-school Extended Learning Classes**

To facilitate learning, Extended Learning Courses will be provided to Senior form students during the after-school period. Please refer to the Overview of the Extended Learning Classes (Monday to Thursday) (see details in Attachment 1) and S6 Extended Learning Classes in September and October (see details in Attachment 2).

Should you have any enquiries, please contact Ms. Chan, the Vice Principal.

## **9 Special Arrangements for Application for Changing Language Version**

To better cater to the needs of students, the school will allow S4, S5 and S6 students to apply to change the language version of their elective subjects. The application details are as follows:

### 9.1 Application period

Application Month \ Form	S4	S5	S6
Sep 2023	Changing Language Version (Apply before 15 <sup>th</sup> Sep)	Changing Language Version (Apply before 15 <sup>th</sup> Sep)	Changing Language Version (Apply before 15 <sup>th</sup> Sep)
Feb 2024	Changing Language Version	Changing Language Version	/
Jul 2024	Changing Language Version	Changing Language Version	/

### 9.2 Application method

Interested students may contact the subject teachers for further information and support. This application should be handed to Mr. Ko at Room 301 before 12:00 noon on 15th September.

Late applications will not be accepted.

Should you have any enquiries, please contact the Deputy Head of the Academic Committee, Mr. Ko.

## **10 Changing Elective Subject Arrangement**

In order to help students in Form 4 fully understand the learning situation and study to the best of their ability, there will be no applications for dropping elective subjects for S4 students. However, S4 students can apply for changing the elective subject to the designated curriculum for the next school year (S5). For S5 and S6 students, each student is only allowed to drop one elective subject and attend the designated curriculum either in S5 or in S6 due to individual reasons, such that they can meet the university admission requirements. The application details are as follows:

### 10.1 Application period

#### 10.1.1 2023-24 S5 students

Applying for changing elective subject to the school-based curriculum in First Term of this school year (S5)	1 <sup>st</sup> to 8 <sup>th</sup> September 2023
Applying for changing elective subject to the designated curriculum in Second Term of this school year (S5)	February 2024
Applying for changing elective subject to the designated curriculum for the 2024/25 school year (S6)	2 <sup>nd</sup> to 15 <sup>th</sup> July 2024, 2 <sup>nd</sup> to 6 <sup>th</sup> September 2024



10.1.2 2023-24 S4 students :

Applying for changing elective subject and attending the designated curriculum for the next school year (S5)	February 2024
Applying for changing elective subject to the designated curriculum in First Term for the 2024/25 school (S5)	2 nd to 15th July 2024, 2 nd to 6 th September 2024

10.2 Application method

For S5 students applying for changing an elective subject to the school-based curriculum in First Term of this school year, applicants are required to make contact with teachers of the elective subject involved, and submit the parent’s letter to Mr. Ko in Room 301 before 8th September 2023. Later application will not be processed.

Should you have any enquiries, please contact the Deputy Head of the Academic Committee, Mr. Ko.

**11 S4 Adding and Dropping Elective Subjects**

The school will distribute the Adding/Dropping Elective Subjects Form to S4 students on 8th September. Options on the form include elective subjects offered by the school, and DSE Physical Education. Students who wish to add/drop subjects are required to submit the form to Ms. Fuk (Rm 301) in person before 15th September. The result will be released between the end of September and early October. The criteria for adding/dropping are as follows:

- Applicants can only add/drop subjects from the same elective subject group.
- If the adding applications of the chosen subject exceeds the quota, 1-2 applicants will be selected at the discretion of the subject teachers according to the following criteria:

Students’ S3 Overall Academic Results OR Students’ S3 Overall Results and the Results of Subjects Concerned	Interview OR Interview and Written Assessment
Weighting: 50%	Weighting: 50%

Should you have any enquiries, please contact the teacher-in-charge, Ms. Fuk.

**12 Student Health Service Provided by Department of Health**

The Student Health Service is a health promotion and disease prevention programme provided for all Hong Kong students by the Department of Health. For details, please refer to the relevant notice distributed by the class teachers. No matter if your child is going to sign up for the programme or not, s/he needs to fill in the form and submit it to the class teacher by 8th September. Also, the department will provide hearing tests for all S2 students in 2023-2024.

Should you have any enquiries, please contact the Deputy Head of School Development Committee Ms. Chak.

**13 Collection of Medical Records of Students**

For the sake of your child’s health and safety, the school will collect the personal information and medical history of all students. Personal information collected from your child is only used in matters pertaining to his/her health and safety. Despite the voluntary basis of the provision of such data, insufficient information may make it less possible for the school to have a comprehensive understanding of your child’s medical history. We may therefore not be able to provide proper assistance to him/her in case of an accident.

Please fill in and sign the Student Health Declaration Form (Attachment 3) and the reply slip attached. Should you have any enquiries, please contact Ms. Chan, the Vice Principal.



#### **14 Notes to School Personal Data (Privacy) Policy and Collection of Personal Information of Students, Parents and Guardians**

In compliance with the requirements of the Personal Data (Privacy) Ordinance, the school is committed to protecting the personal data privacy of students. The measures are as follows:

- 14.1 All students and graduates (and their parents/guardians) must provide the school with necessary information when applying for school places or requesting educational and other services.
- 14.2 The personal information collected from students, parents and guardians will be used for the following purposes:
  - 14.2.1 student record;
  - 14.2.2 academic and teaching and learning affairs (including careers and counselling);
  - 14.2.3 character and potential development affairs (including discipline, counselling, moral and civic education, leadership training, extra-curricular activities, invitational education, other learning experiences, etc.);
  - 14.2.4 religious education;
  - 14.2.5 student welfare;
  - 14.2.6 parents/family education;
  - 14.2.7 communication and administration in the Parents and Teachers Association;
  - 14.2.8 alumni communication and administration;
  - 14.2.9 other education-related purposes (e.g. teaching and learning services provided by educational institutions);
  - 14.2.10 school news on the school intranet and class allocation information on the school bulletin boards;
  - 14.2.11 school publications, leaflets, Instagram and school website for promoting the school and enhancing communication between the school and the community;
  - 14.2.12 positive messages/good news which may involve personal information of students (e.g. name, class, awards and excellent results);
  - 14.2.13 works of students such as homework, drawings, and school life highlights (including videos and photos) which may be used for classroom learning purposes or published in school magazines, exhibitions, and on the school website.
- 14.3 The school will keep the personal information of students, parents and guardians confidential. Only authorised entities, such as class teachers and the school secretary, can provide the information to the following organisations (when needed):
  - 14.3.1 The Education Bureau and affiliated departments such as the Regional Education Offices and Careers Team;
  - 14.3.2 The Examination and Assessment Authority;
  - 14.3.3 Health Institutions such as the Intensive Care Unit, the Health Department and the Centre for Health Protection;
  - 14.3.4 Other related departments/institutions such as the Hong Kong Police Force, the Fire Services Department, the Social Welfare Department, the Student Financial Assistance Agency and scholarship related offices.
- 14.4 According to Personal Data (Privacy) Ordinance, all students or graduates (and their parents/guardians) reserve:



- 14.4.1 the right to investigate if the school holds their personal information;
  - 14.4.2 the right to revise the information if inaccurate;
  - 14.4.3 the right to check the school policy with the use of information and the right to be informed of the types of information held by the school.
- 14.5 The school will ensure the safety and confidentiality of all personal information, works of students, and videos and photos. “Notes to School Personal Data (Privacy) Policy” and “Collection of Personal Information and Medical Records of Students, Parents and Guardians” are applicable to students attending the school. Parents/guardians are advised to read them thoroughly and submit the reply slip to the class teacher. Please inform the school in writing if any changes are needed.

Should you have any enquiries, please contact Ms. Chan, the Vice Principal.

## 15 **Students’ Personal Accident Insurance**

Given that the Block Insurance Policy (BIP) of the Education Bureau provides compensation only in respect to permanent disability or accidental death, the school has purchased “Students’ Personal Accident Insurance” for all students so as to extend the coverage to accidental injuries. Students are not required to submit any payment. After the process of quotation and evaluation, Assicurazioni Generali S.p.A. has been selected as the insurer. Details are as follows:

### 15.1 Particulars:

- 15.1.1 Premium: \$10 (each student) (It will be allocated from the Fee for Special Purposes 2023-2024. Students will not be charged an additional cost.)
- 15.1.2 “School Group Personal Accident” particulars and compensations include:

Schedule of Benefits	Maximum limit (HK\$) (per accident)
1. Accidental Death & Permanent Total or Partial Disablement (E.g. loss of limbs, deafness, blindness)	\$120,000
2. Accidental Medical Expenses Chinese Bonesetter and acupuncturist, HK\$200 per day per visit, up to HK\$1000 per accident and HK\$2500 per policy year	\$6,000 (per accident)
3. Burns Benefit (Medical expenses applicable for Second-degree or Third-degree burns)	\$30,000 (Whole year)
4. Funeral Expenses Benefit	\$5,000

### 15.2 The insurance shall only apply to 6 events which happen to the Insured Person within the territory of Hong Kong Special Administrative Region during:

- 15.2.1 School-time and inside the school campus;
- 15.2.2 Participation in all kinds of activities arranged/organised/endorsed by the Insured;
- 15.2.3 Travel with vehicles owned or rented by the Insured;
- 15.2.4 Food/drink poisoning from food/drink provided or arranged by the Insured;
- 15.2.5 Gas poisoning inside the school campus or during all activities arranged/organised/endorsed by the Insured;
- 15.2.6 The course of travelling directly from home to the school campus for the purpose of attending classes or participating in activities organised by the Insured.

### 15.3 Procedures of claim(s):

A written report should be handed in to the class teachers or the general office within a week



of the student's accident during school activities and all documents within 2 weeks. The relevant documents include:

- 15.3.1 Filled Personal Accident Claim Form (can be obtained from the General Office or downloaded from the school website\_school information)
- 15.3.2 A photocopy of student card or student handbook (on the page of student information);
- 15.3.3 Official receipts of the medical costs (name of the Insured Person and description of the injury should be stated clearly on the receipts);
- 15.3.4 A medical certificate if the receipts do not specify the accidental nature of the injury.

15.4 Remarks:

- 15.4.1 The above information is provided by Ablemex Financial & Insurance Services Ltd. Insurance claims will be underwritten by Assicurazioni Generali S.p.A.. Should there be any discrepancies between the version of this parent notice and the policy issued by the insurance company, the latter shall be considered final.

Should you have any enquiries, please contact Ms. Chan, the Vice Principal.

## 16 IT Helper Training

An IT training workshop will be organised to equip students with technology skills and enhance classroom learning through information and technology. Details are as follows:

Target: S1 to S5 students

Date: 8/9/2023 (Fri)

Time: 4:00 p.m. to 4:30 p.m.

Venue: RM 604

A separate parents' notice will be given to class representatives.

Should you have any enquiries, please contact the Master of IT Education Committee, Mr. Cheng or Ms. Lam.

## 17 Order for Learning Materials

To enhance the learning efficiency of students, the school will place an order for learning materials on behalf of students. Details are as follows:

Subject	Item	Publisher/Editor/Agent	Form	Fee
Calculator	Casio fx-50FH II	---	S1	\$225
History Reading Material	Egypt, Nubia & Kush	Benchmark	S1	\$79
	Who was Christopher Columbus?	Penguin Workshop	S2	\$51
IS	CS1B - Safety eyewear	Yik Fung Scientific Co.	S1	\$18 # Remark
	Junior Secondary Science Mastering Concepts and Skills Workbook 1A (Loose- chapters binding)	Oxford University Press (China) Ltd	S1 (1A, 1B)	\$96
	Junior Secondary Science Mastering Concepts and Skills Workbook 1B (Loose- chapters binding)	Oxford University Press (China) Ltd	S1 (1A, 1B)	\$96
	初中科學 基礎概念與技能 作業 1A (單元裝)	Oxford University Press (China) Ltd	S1 (1C, 1D)	\$96
	初中科學 基礎概念與技能 作業 1B (單元裝)	Oxford University Press (China) Ltd	S1 (1C, 1D)	\$96
	Junior Secondary Science Mastering Concepts and Skills Workbook 2A	Oxford University Press (China) Ltd	S2 (2A, 2B)	\$96



Subject	Item	Publisher/Editor/Agent	Form	Fee
	(Loose- chapters binding)			
	Junior Secondary Science Mastering Concepts and Skills Workbook 2B (Loose- chapters binding)	Oxford University Press (China) Ltd	S2 (2A, 2B)	\$96
	初中科學 基礎概念與技能 作業 2A (單元裝)	Oxford University Press (China) Ltd	S2 (2C, 2D, 2E)	\$96
	初中科學 基礎概念與技能 作業 2B (單元裝)	Oxford University Press (China) Ltd	S2 (2C, 2D, 2E)	\$96
Life and Society	中二級生活與社會	名創教育	S2	\$126
Citizenship and Social Development	新領域公民與社會發展 主題 3 互聯相依的當代世界	名創教育	S6	\$184

Students will be using the aforementioned materials in class. They may choose to purchase their own copy or place an order through the school by cash or cheque (Payable to: **The Incorporated Management Committee of ELCHK Lutheran Secondary School**).

Should you have any enquiries, please contact Teacher-librarian, Ms. Au Yeung.

# Remarks

17.1 Students who wish to buy the eyewear on their own should ensure that the eyewear provides the proper level of protection in a laboratory (I.e. ANSI Z87.1 standard).

17.2 Purchasing eyewear through the school is on a voluntary basis. Students are allowed to borrow eyewear from the school should the need arise.

Should you have any enquiries, please contact Mr. Lo, the Subject Panel Head of the Science Department.

## 18 Newspaper Subscription

To help students develop the habit of reading newspaper, broaden their horizons and improve their language proficiency, students are highly recommended to subscribe to newspapers:

### 18.1 Ming Pao

“星笈中文 (Tue)” and “Love Language (Wed and Fri)” are published by Ming Pao. As content in “Love Language” will be discussed during Chinese lessons, students are required to subscribe to the publication. Students may place an order through the school or by themselves such that they have the publication ready during class. For students with siblings in other forms of the school, only one copy is required.

#### 18.1.1 Content includes:

Hong Kong news  China  International news  Education  English  Perspectives  Supplement  Education supplement “星笈中文” and “Love Language”: comprehension and integrated skills of Classical Chinese and Modern Chinese.

Subscription Code:

Form	Distribution Dates (Excluding unified test or exam)	Price	Total	Code
S4 to S5	School days from 12/9/2023 to 14/6/2024 (Every Tuesday, Wednesday and Friday) (33 times)	\$98	\$98	ML

## 18.2 “Hong Kong Economic Times (Biweekly Magazine)”:

To equip S4 and S5 students with economics principles and knowledge, the Economics teachers will use the materials from Hong Kong Economic Times: “Biweekly Magazine” for discussions. Students may place an order through the school or by themselves such that they have the publication ready during class.

18.2.1 Content includes:

- Cover Story and Special Topics    Feature    Economics Issues  
 HKDSE/DRQ Challenge Station    Mathematical Economics    Others

Subscription Code:

Form	Distribution Dates (Excluding unified test and exam)	Price	Total	Code
S.4	6 sets per year	\$11	\$66	EB 1
S.5	6 sets per year	\$11	\$66	EB 2

Students may purchase them through the school by cash or cheque (Payable to: **The Incorporated Management Committee of ELCHK Lutheran Secondary School**).

Should you have any enquiries, please contact Teacher-librarian, Ms. Au Yeung.

## 19 **Borrowing Rules of Library**

Students have to pay attention to the following rules of the library:

- 19.1 All students can use the valid student ID card or the student handbook with a student photo to borrow books in the library. Each student can borrow up to 5 books at a time.
- 19.2 The borrowing period is 14 days. If no one else has reserved the book, it can be renewed twice. Students can renew the book online or bring the book to the library for renewal.
- 19.3 Those who fail to return the books are required to pay a fine of \$0.5 for every school day. The maximum fine is HK\$100.
- 19.4 If the book is lost or damaged, students have to purchase a new copy or compensate according to the price of the book.
- 19.5 Students who leave school due to graduation or withdrawal should return the borrowed books to the library.
- 19.6 The library will issue a record to each class teacher every month. The class teacher will notify the student(s) whose book(s) has not been returned for more than 20 days or whose amount owed exceeds \$15. If students do not follow up, the school will contact the parents to investigate potential difficulties and reasons.

Should you have any enquiries, please contact Teacher-librarian, Ms. Au Yeung.

## 20 **Support for Non-Chinese Speaking (NCS) students**

The 2014 Policy Address has enforced the enhancement of effective support for Non-Chinese Speaking students (NCS) since the 2014/15 academic year. The Education Bureau (EDB) provides the Chinese Language Curriculum Second Language Learning Framework (LEARNING ARCHITECTURE) for Second Language Learning in secondary schools. This is to further take into account the needs of NCS students to learn Chinese as a second language, which helps facilitate their integration into the mainstream Chinese classroom. In accordance with the relevant guidelines, the school will provide support to NCS students and local peers in learning Chinese as well as building an inclusive school community. Details are as follows:



### 20.1 External Chinese teacher classes

The school will employ an external professional instructor to hold Chinese interest classes for NCS students once a week (face-to-face or Zoom classes after school on Tuesdays (Tentative)). The programme aims to enhance students' interest in learning Chinese and prepare students for public examinations such as the GCSE. Occasional extra-curricular activities will be held. Another Parents' Notice will be issued to clarify the details. The course starts in October.

### 20.2 Teaching adjustment

In subjects such as Chinese, Chinese History and Putonghua, the elements of language proficiency, pedagogical content, homework requirements and test content will be adjusted by subject teachers to ensure that the students will integrate into the mainstream gradually.

### 20.3 Tests and examinations adjustment

Chinese, Chinese History and Putonghua teachers will be responsible for making adjustments in tests and examinations. Students' grades are shown as rankings.

The aforementioned arrangements aim to help Non-Chinese speaking students learn Chinese and integrate into the community. Please remind your children to attend the classes on time.

Should you have any enquiries, please contact Ms. Yiu Ping Wah, Special Educational Needs Coordinator (SENCO), or Ms. Au Yeung, the Deputy Head of Student Support Committee.

## 21 Arrangements for Electronic Parents' Notice

For the past two years, the school has used the eClass Parent App as the electronic backup for parents' notices. By doing so, parents and the school could make contact more directly amidst the epidemic, and the effectiveness was satisfactory. In order to strengthen home-school cooperation, the school will adopt the following practices to issue notices starting from 6th September, 2023:

Type of Notice	Way of Issuing and Replying
Paper-based Notice	Parents must sign the reply slip and ask the students to return it to the class teachers.
Electronic Notice	Parents can sign via eClass Parent APP as acknowledgement.

Remarks:

21.1 All notices will be uploaded to the school website. Parents can also refer to all the notices via eClass Parent App.

21.2 Parents of S2 to S6 students can use the existing eClass Parent APP and account information to log in. It is **not necessary** to re-install the app and log in to the eClass Parent APP.

21.3 Parents of newly admitted S1 students and transfer students will receive a letter on the "eClass Parent APP Account" on the day of school commencement. The information of the account name and password can be found in the letter. Parents of new students may visit our school website and select "Latest News" to learn about the installation and log-in procedure of eClass Parent APP. Our school website: [www.lss.edu.hk](http://www.lss.edu.hk)

Should you have any enquiries, please contact Mr. Cheng, the Head of Information Technology in Education Committee.

## 22 CLP Student E-learning Support Scheme 2023

To help students in need, CLP Power Hong Kong has launched the "CLP Student E-Learning Support Scheme 2023". This program will donate 10 laptops, 5 Internet data cards and mobile wifi eggs to eligible students in 2023/2024.



Requirements:

22.1 Laptop

22.1.1 S1 to S5 students in 2023/2024

22.1.2 In 2020-2023, students who did not participate in the programme “Community Care Fund Assistance Programme”; or the programme “Provision of Subsidy to Needy Primary and Secondary Students for the Purchase of Mobile Computer Devices to Facilitate the Practice of E-Learning” (including IPAD and laptops).

22.1.3 During this year, students have obtained aid through the School Textbook Assistance Scheme (full grant or half grant); or have been supported under the Comprehensive Social Security Assistance (CSSA) Scheme.

22.1.4 Students who do not participate in the programme CLP Student E-learning Support Scheme 2022 are preferred.

22.2 Internet data cards and mobile wifi eggs

22.2.1 S1 to S5 students in 2023/2024

22.2.2 During this year, students have obtained assistance through the School Textbook Assistance Scheme (full grant or half grant); or have been supported under the Comprehensive Social Security Assistance (CSSA) Scheme.

22.2.3 Live in a suburban area, tenement house or partitioned flat (experiencing difficulty in accessing a telecommunications network).

22.2.4 Students who do not participate in the programme CLP Student E-learning Support Scheme 2022 are preferred.

22.3 Application Procedures:

Parents and students who wish to apply for the above support please fill in the Google form by using the link below on or before 6<sup>th</sup> Sep 2023: <https://forms.gle/cw9rca3vxdTm6RyR7>



22.4 Remarks:





Due to a limited number of laptops and wifi eggs, the School Development Committee will review applications and notify successful applicants at a later date.

Should you have any enquiries, please contact Mr. Ng, the Vice Principal or Ms. Liu.

**23 Application for Student Financial Assistance**

For the details of various financial assistance and subsidies, please refer to “Application for Student Financial Assistance” and “Notification of Result” (Attachment 4): Student Travel Subsidy Scheme/School Textbook Assistance Scheme/Subsidy Scheme for Internet Access Charges (Attachment 4); “LSS Subsidy Table 2023-24” (Attachment 5). Students are reminded to submit the following documents on time to avoid delay in processing the application:



5/9	Class teachers collect the “ <u>Eligibility Certificate</u> ” of Student Travel Subsidy/School Textbook Assistance (relevant to eligible applicants), photocopy of the “Notification of Result” of Student Travel Subsidy/School Textbook Assistance (applicable for <u>S1</u> and <u>S6</u> students).
By 9/9	Those who wish to apply for the Grantham Maintenance Grants should submit the documents to the General Office. (It takes time for the school to process the application. Please submit the documents on time).
Before 30/9	<p>“MTR Student Travel Application Form”</p> <p>i. S1 to S6 students may apply for or renew their MTR Student Travel Scheme online or via the MTR Mobile App. Students who apply for the scheme may scan the following QR codes.</p> <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;">  <p>Instructional Video for MTR Student Travel Scheme Application</p> </div> <div style="text-align: center;">  <p>English Version</p> </div> <div style="text-align: center;">  <p>Chinese Version</p> </div> <div style="text-align: center;">  <p>Via MTR Mobile</p> </div> </div> <p><u>Remarks:</u> As the MTR Corporation has not updated the QR code for 2023-2024, students are advised to refer to the QR code used last year (as shown above). For more information, please visit the MTR website.</p>

Students will be informed of other assistance applications via either school notices or the school intranet in due course.

Should you have any enquiries, please contact Ms. Liu, the Deputy Head of School Development Committee.

#### 24 Lunchtime Arrangements (Applicable to S1 to S3 students only)

Normal school days start from 5<sup>th</sup> September (Tue). S1 to S3 students have to stay at school for lunch.

The arrangement is as follows:

Option 1	Ordering lunch box through the school. Danny Catering Service Limited is the service provider. They will provide 4 options of lunch box every day. Each lunch box costs \$29. Students have to fill in the monthly Lunch Box Ordering Form and pay the money (Payment: PPS, 7-ELEVEN or Circle K). Parents can refer to the Lunch Box Ordering Form for methods of payment.
Option 2	Students bring their own lunch boxes. Students are not encouraged to bring lunch boxes that need to be reheated or stored in the fridge. Fast food is not a healthy option either.
Option 3	<p>Parents are allowed to deliver lunch boxes to the school vice hall (ground floor below school hall) from 12:00 to 12:20 p.m. and students will pick up meals at the school vice hall by themselves during lunchtime. All lunch boxes must be placed in a storage bag, and the name and the class of the students must be clearly marked on the bag. Parents do not need to collect the lunch containers after lunchtime as students can take it home after school. Parents are requested to deliver meals on time, so as not to delay students' mealtime.</p> <p>Students who bring their own lunch or parents who send lunch, please note the following:</p> <ul style="list-style-type: none"> <li>· Parents should prepare a nutritionally balanced lunch for their children, with less meat</li> </ul>



	<p>and more vegetables, low sugar, low salt, low fat and high fibre.</p> <ul style="list-style-type: none"> <li>· Please do not prepare liquid food such as soup, cup drinks or porridge for students to bring to school, so as to avoid accidents due to spillage.</li> <li>· Parents should avoid buying fast food or arranging delivery from off-campus snack bars, or buying meals from off-campus snack bars.</li> <li>· Students prepare their own cutlery (the school does not provide back-up cutlery) and wet towels (in plastic boxes), which must be taken home to clean after meals.</li> <li>· All tableware should be safe. Glassware and glass-lined rice pots should not be used to avoid accidents due to breaking these containers.</li> </ul>
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To ensure the good health of the students, for parents who choose option 2 or 3, they need to state it in the reply slip and provide the telephone number; the school will make sure the students have lunch and behave themselves during lunchtime. S1 to S3 students who will order the lunch box need to pay the lunch box fee by 4<sup>th</sup> September (Mon) and submit the Lunch Box Ordering Form to their class teachers. Additionally, Danny Catering Service Limited will provide a set of cutlery to each student if s/he orders lunch boxes in September. Students will be responsible for washing and keeping their own set.

Should you have any enquiries, please contact the teacher-in-charge, Ms. Cheng.

## 25 September Special School Day

25.1 Opening Ceremony will be held on 1st Sept in the morning. Students are required to come to school at 8:30 a.m. and class dismissal at 12:00 n.n. If the Education Bureau announces class suspension under inclement weather conditions, the ceremony will be rescheduled on 4th September. S1 to S5 students are required to come to school at 8:30 a.m. and class dismissal at 12:00 n.n. while S6 students are required to come to school at 8:30 a.m. and class dismissal at 4:30 p.m.

25.2 Adaptation Week Arrangement:

Adaptation Week will be held from 4<sup>th</sup> September to 7<sup>th</sup> September. On 4<sup>th</sup> September, S1 to S5 school time is from 8:00 a.m. to 12:25 p.m.; S6 is from 1:30 p.m. to 4:30 p.m. From 5<sup>th</sup> September to 7<sup>th</sup> September, the school time is from 8:00 a.m. to 3:45 p.m.

25.3 Teachers' Sports Day will be held on 28<sup>th</sup> September in the afternoon. School will be dismissed at 12:25 p.m. (35 minutes/lesson).

25.4 ELCHK Teachers' Development Day will be held on 29<sup>th</sup> September which is a school holiday.

Please advise your child to submit the reply slip and fee to the class teacher by 5th September, 2023 (Tue).

Yours faithfully,



Mr. Liang Kwun Fan  
Principal



**“Students Financial Assistance Application” and “Students Financial Assistance Notification Letter”: Application procedures of School Textbook Assistance Scheme / Travel Subsidy Scheme / Subsidy Scheme for Internet Access Charges**

For parents who plan to apply for the above mentioned financial assistance, please note that the application forms have already been given out in the last school term. Some qualified students have already received “School Textbook Subsidy” and “Subsidy for Internet Access Charges” starting from mid-August. Students who did not submit their applications earlier or failed to submit all documents required will only receive the subsidy upon the completion of the application procedures.

Upon receiving the “Eligibility Certificate” (EC), parents should complete it by choosing the subsidy schemes and return it to the school. The school will then pass the EC onto the Student Financial Assistance Agency (SFAA).

	Application procedures	Notes
(A) Already applied and received the EC	Fill in the information required on the EC and return it to the class teacher by 5/9 (Tue). It will then be passed to the School Office.	The application will be immediately processed by the School Development Committee. SFAA will transfer the subsidy into the account of the applicant around November.
(B) Already applied but have not yet received the EC	Once you receive the EC, submit it directly to the School Office as soon as possible.	The School Development Committee will process the application as soon as possible, but applicants may experience a delay in receiving the subsidy. The effective date will be determined by SFAA.
(C) Plan to apply by/after September	Please obtain the application form from District Offices or the School Office. Once you receive the EC, submit it to the School Office as soon as possible.	

*Note 1: EC is a very important piece of documentation. Before submitting it to the school, applicants should **keep a photocopy** of it for future reference.*

*Note 2: For families experiencing special financial difficulties (e.g. if the breadwinner passed away or left the family recently), please write a parents’ letter to the Principal to seek discretionary approval or an increase in assistance level.*

Enquiry: Working Family and Student Financial Assistance Agency - Student Finance Office

Phone number: 2802 2345

Website: <http://www.wfsfaa.gov.hk/>

**“Students Assistance Notification Letter” (For qualified S1 and S6 students)**

For parents of S1 and S6 students who have already received the notification letter (regarding School Textbook Assistance Scheme and Subsidy Scheme for Internet Access Charges) sent by the Student Financial Assistance Agency (SFAA), please return a **photocopy of the document** to the class teacher. The class teacher will then pass it to the School Office.

**2023-24 Lutheran Secondary School Student Subsidies**

Code	Items	Eligibility Criteria	Application procedures	Subsidy	School Deadline	Result release date
01	School Textbook/ Internet Access Charges Subsidy	-----	Students submit the “Application for assessment of eligibility” to SFAA themselves; Submit to school for assessment once you receive the EC.	SFAA will assess, according to family income, whether the applicant is to receive “Full-grant” or “Half-grant”	All-year  First batch of EC to be returned by <b>5/9/2023</b>	All-year
02	Travel Subsidy Scheme	Residing beyond 10 minutes walking distance from school	( See Attachment 3 for details )			
03	Grantham Maintenance Grants	S4 or above	Students may obtain the forms from the Grantham Scholarships Fund Committee, 34/F, Wu Chung House, 213 Queen’s Road East, Wanchai, Hong Kong or download the application form from: <a href="http://www.wfsfaa.gov.hk/">http://www.wfsfaa.gov.hk/</a> Return the completed form to Ms. Lao at the School Office.	Subsidy to be granted according to family income	<b>8/9/2023</b>  <i><u>Important reminder</u> : It takes time for the school to process the application, so please submit the application on time.</i>	To be announced
04	MTR Student Travel Scheme	-----	S1 to S6 students can apply for their first-time or renewal applications online or via MTR Mobile App.	MTR concessionary fares	All-year	All-year
05	LSS Life-wide Learning Fund	S1 to S6	School letter to be given out in early-Oct. Return the reply slip for school to process.	Based on the number of activities participated, subsidy to be granted at the end of school term.	Mid-October	---
06	PTA Scholarship	S1 to S6	Teacher recommendation or self-recommendation	Scholarship	To be announced	
07	Public Examination Fee Remission	S6	Details to be announced by the Academic Affairs Office	Based on number of subjects	To be announced by the Academic Affairs Office	

*Note 1 : Application is already open for items 01-03. Students who want to apply should act immediately.*

*Note 2 : Items 01-03 are not available for those who are already receiving Comprehensive Social Security Assistance.*

*Note 3 : Please refer to related authorities for final details of the above subsidy schemes.*



**ELCHK Lutheran Secondary School**  
**Parent Notice 23003 School Opening Affairs [Reply Slip]**  
**(Please submit the reply slip and the fee to the class teacher by 5/9. )**

Dear Principal,

I understand the information detailed in this notice and I will urge my child to follow the rules and regulations. My applications are as follows: (Please “√” as appropriate)

**1 Notes to School Personal Data (Privacy) Policy and Collection of Personal Information and Medical Records of Students, Parents and Guardians**

I have read and understand the notes and  consent /  do not consent to the school’s use of the personal information of my child (including parents / guardians) for purposes as mentioned in the notice.

**2 Application for Bringing Mobile Phone to School**

I have read the notice of “Application for Bringing Mobile Phone to School” and remind my child to follow the rules.

I am requesting permission for my child to bring his/her mobile phone to school.

(Student’s contact number: \_\_\_\_\_ Model of the phone: \_\_\_\_\_)

I am not requesting permission for my child to bring his/her mobile phone to school.

**3 Special Request for Wearing Accessories**

I have read the notice of “Special Request for Wearing Accessories” and will remind my child of the rules on school uniform.

I am requesting to allow my child to wear accessories to school. (Watches are not considered accessories)

Style: \_\_\_\_\_ Shape: \_\_\_\_\_ Colour: \_\_\_\_\_

Reasons: \_\_\_\_\_

I am NOT requesting to allow my child to wear accessories to school.

**4 New Arrangements of Distributing Electronic Parents’ Notice**

Parents who cannot receive an electronic parents’ notice are required to tick in the box for a paper-based parents’ notice.

I wish to apply for a paper-based parents’ notice.

**5 Lunch box arrangements (applicable to S1 to S3 students)**

I will choose on behalf of my child (please ‘√’ as appropriate)

Option 1 I would like to order lunch boxes through the school and my child will order monthly

Option 2 I will prepare a lunch box for my child to bring

Option 3 I will deliver a lunch box to my child at lunchtime

(For option 2 or 3, please provide parent’s contact number: \_\_\_\_\_)

## 6 Newspaper Subscription

I would like to subscribe to the following newspaper(s) through the school (you can “√” more than one item).

S4:

	ML (\$98)	EB 1 (\$66)
Order, please ✓		

S5:

	ML (\$98)	EB 2 (\$66)
Order, please ✓		

### **Chinese:**

For S4 to S5 students who do not wish to subscribe to “ML” through the school, please state your means of subscription below: \_\_\_\_\_

### **Economics:**

For S4 to S5 students who do not wish to subscribe to “EB 1/2” through the school, please state your means of subscription below: \_\_\_\_\_

## 7 Order for Supporting Learning Materials

I acknowledge the school policy of ordering materials on behalf of students and the school-based materials. My orders are as follows: (You may tick “√” more than one item)

Form	Item	Price	Please tick “√” if you wish to order; Please cross “x” if you do NOT wish to order.	If you do NOT wish to order, please state your means of acquiring the item(s).
F1	Calculator Casio fx-50FH II (1A, 1B, 1C, 1D)	\$225		
	History Reading Materials (1A, 1B, 1C, 1D)	\$79		
	IS (workbook 1A+1B) (1A, 1B, 1C, 1D)	\$192		
	CS1B - Safety eyewear	\$18		
F2	History Reading Materials (2A, 2B, 2C, 2D, 2E)	\$51		
	IS (workbook 2A+2B) (2A, 2B, 2C, 2D, 2E)	\$192		
	Life and Society (2A, 2B, 2C, 2D, 2E)	\$126		
F6	Citizenship and Social Development (6A, 6B, 6C, 6D, 6E)	\$184		

\* Students may purchase items 6 and 7 through the school by cash or cheque (Payable to: **The Incorporated Management Committee of ELCHK Lutheran Secondary School**).

Items 6 and 7 Total .

## 8 Other documents and applications

- My child has submitted the Eligibility Certificate (Student Financial Assistance) (eligible applicant)
- My child has submitted the photocopy of the Notification of Result (Student Financial Assistance) (eligible S1 and S6 student)

(Please “√” as appropriate)

Student’s Name: \_\_\_\_\_

Parent’s Signature: \_\_\_\_\_

Class: \_\_\_\_\_ ( )

Parent’s Name: \_\_\_\_\_



**Student Health Declaration Form**

(Filled out by Parent/Guardian)

(Restricted - The information provided will only be used for the purpose of the student's health reference)

Collection of Personal Data

Personal data collected from your child is only used for handling matters pertaining to his/her health and safety. Despite the voluntary basis of the provision of such data, insufficiency of information may make it less possible for the school to have a comprehensive understanding of your child's medical history. We may not be able to provide proper assistance to him/her in case of an accident. According to the Personal Data (Privacy) Ordinance, you have the right to access and correct the data supplied. Please contact the school if necessary.

Student Name: (CHI) \_\_\_\_\_

(ENG) \_\_\_\_\_

Class: \_\_\_\_\_ Class No.: \_\_\_\_\_ Gender: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

1. If the student has ever had the medical condition(s) below, please put a "✓" in the appropriate box(es) and provide details:

	<b>Illness</b>	<b>Age detected</b>	Details of Disease	Current Condition
<input type="checkbox"/>	G6PD deficiency			
<input type="checkbox"/>	Bronchial asthma			
<input type="checkbox"/>	Epilepsy			
<input type="checkbox"/>	Fits due to fever			
<input type="checkbox"/>	Kidney disease			
<input type="checkbox"/>	Heart disease			
<input type="checkbox"/>	Diabetes mellitus			
<input type="checkbox"/>	Hearing defect			
<input type="checkbox"/>	Haemophilia			
<input type="checkbox"/>	Anaemia			
<input type="checkbox"/>	Other blood disease			
<input type="checkbox"/>	Allergy to drugs			
<input type="checkbox"/>	Allergy to vaccines			
<input type="checkbox"/>	Allergy to food			
<input type="checkbox"/>	Other allergies (Please specify: _____)			
<input type="checkbox"/>	Tuberculosis			
<input type="checkbox"/>	Minor operation			
<input type="checkbox"/>	Major operation			
<input type="checkbox"/>	Mental problems (eg. psychosis, depression, anxiety disorder, obsessive-compulsive disorder etc)			
<input type="checkbox"/>	Others			

2. If the student is considered not suitable for participation in any type of school activities, please specify and submit a medical certificate for the school's reference. Should you have any enquiries, please contact Mr. Ng, the Vice Principal and Master of the Extra-curricular Activities Committee.
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Remarks: Should there be any amendment to the information, please contact the class teacher immediately.

### 3. Parental Consent on Participation in Physical Education Lessons

Physical Education (PE) is an integral part of the school curriculum. All students must participate in PE lessons. However, if your child has any illness, you should seek medical advice on whether your child is able to participate in PE lessons. If your child needs to be temporarily or perpetually exempted from PE lessons, a medical certificate from a registered doctor is required. If there are any changes in your child's health conditions, please notify the class teacher or the PE teacher immediately. Please provide the following information. Should you have any enquiries, please contact the Master of Physical Education, Ms. Wong at 27802291.

(Please put a "✓" in the appropriate box)

- My child is able to participate in PE lessons.
- My child is not able to participate in PE lessons. Relevant medical certificate is attached.
- Please exempt my child from participating in PE lessons from \_\_\_\_\_ to \_\_\_\_\_. Relevant medical certificate is attached.
- My child is only able to participate in the types of activities recommended by his/her doctor. Relevant medical recommendation is attached.

4. Emergency Contact (Name): \_\_\_\_\_ (parent / guardian)

Contact Number of Parent / Guardian: \_\_\_\_\_