



# ELCHK Lutheran Secondary School

Parent's Notice 24003 'School Opening Affairs'

2/9/2024

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

Dear Parents/Guardians,

With the grace of God, we cordially invite you and all members of LSS to be 'Walking Together, Seeking Footsteps', and let God 'Guard our heart' in 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 2024 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.

There are 16 subjects, specifically Citizenship and Social Development (CSD), Chinese, English, Mathematics, Chinese History, Geography, Economics, Business, Accounting and Financial Studies (BAFS), Ethics and Religious Studies, Physics, Chemistry, Biology, Visual Arts, Health Management, Social Care (HMSC), Tourism and Hospitality Studies (THS) and Physical Education, of which the passing rate exceeds that of the Hong Kong average. There are 6 subjects, namely Chinese History, Geography, Ethics and Religious Studies, Physics, Biology and HMSC, 100% of our students attained Level 2 or above. There are 15 subjects, namely CSD, Chinese, Chinese History, History, Geography, Economics, BAFS, Ethics and Religious Studies, Physics, Chemistry, Biology, M2, Visual Arts, HMSC and TIIS in which more than 90% of our students attained Level 2 or above. There are 10 subjects, namely Chinese History, History, Geography, Economics, BAFS, Ethics and Religious Studies, Physics, HMSC, THS, Physical Education attained Level 3 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, timetable, adaptation week, school time and extended learning classes (whole year)

2.1 School calendar and timetable will be distributed during the class teacher period on 2<sup>nd</sup> September (Mon).

2.2 Adaptation Week 3<sup>rd</sup> September (A2) to 6<sup>th</sup> September (A5)

2.2.1 School time on 3<sup>rd</sup> September (A2): 8:00 a.m. - 12:25 p.m.;

2.2.2 School time on 4<sup>th</sup> September (A3) to 6<sup>th</sup> September (A5): 8:00 a.m. - 3:45 p.m.

See attachment 1a for the arrangement of lessons and activities during adaptation week.

2.3 See attachment 1b for the arrangement of Extended learning classes (whole year).

2.4 Normal school timetable (Starting from 9<sup>th</sup> September (B1))

A1-A4, B1-B4, A5/B5 (Except Friday and special days)		Every Friday and special days	
Morning Assembly	8:00 a.m. - 8:30 a.m.	Morning Assembly	8:00 a.m. - 8:25 a.m.
1 <sup>st</sup> period	8:30 a.m. - 9:25 a.m.	1 <sup>st</sup> period	8:25 a.m. - 9:00 a.m.
2 <sup>nd</sup> period	9:25 a.m. - 10:20 a.m.	2 <sup>nd</sup> period	9:00 a.m. - 9:35 a.m.
Recess	10:20 a.m. - 10:35 a.m.	Recess	9:35 a.m. - 9:50 a.m.
3 <sup>rd</sup> period	10:35 a.m. - 11:30 a.m.	3 <sup>rd</sup> period	9:50 a.m. - 10:25 a.m.
4 <sup>th</sup> period	11:30 a.m. - 12:25 p.m.	4 <sup>th</sup> period	10:25 a.m. - 11:00 a.m.
Lunch time	12:25 p.m. - 1:35 p.m.	Recess	11:00 a.m. - 11:15 a.m.
Rollcall	1:35 p.m. - 1:40 p.m.	5 <sup>th</sup> period	11:15 a.m. - 11:50 a.m.
5 <sup>th</sup> period	1:40 p.m. - 2:35 p.m.	6 <sup>th</sup> period	11:50 a.m. - 12:25 p.m.
6 <sup>th</sup> period	2:35 p.m. - 3:30 p.m.	Lunch time	12:25 p.m. - 1:35 p.m.
Class Teacher Period (S1 - S3)	3:30 p.m. - 4:00 p.m.	Rollcall	1:35 p.m. - 1:40 p.m.
Class Teacher Period (S4 - S6)	3:30 p.m. - 3:45 p.m.	Life Education	1:40 p.m. - 3:45 p.m.
Class dismissal / Extended learning classes /ECA		Class dismissal	

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

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### **3. Academic Requirements**

To enhance learning efficiency and performance, students are required to fulfil specific academic requirements. For details, see attachment 2a.

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

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

To ensure that students adhere to discipline and cultivate good character, our school has strict requirements detailed in the handbook. See attachment 2b for the summary of school rules.

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

### **5. Borrowing Rules of Library**

See attachment 2c for the borrowing rules of the library.

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

### **6. Application for Bringing Mobile Phone and Wearing Accessories**

Students who wish to bring their mobile phone to school are required to submit an application beforehand and follow school regulations. See attachment 2d for the rules.

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. For details, please see attachment 2e.

Students who wish to bring their mobile phone to school or wear accessories should have their parents sign in the reply slip for application. School 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 Head of the Discipline Committee.

### **7. Application for Self-Renewal Scheme**

Our school is conducted according to the Christian spirit and attaches great importance to the moral cultivation of students. If students have been disciplined owing to violating the school regulations, they are encouraged to reflect on and positively face their mistakes. They should set goals and make positive changes. If students have any disciplinary records after the application deadline for the Self-Renewal Scheme on 6<sup>th</sup> May, the 2023-24 school year, they can apply to participate in the Self-Renewal Scheme and set goals for improvement before 13<sup>th</sup> September (Fri). The application form of the Self-Renewal Scheme is available in the school office and the Discipline Committee.

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

### **8. Lost and Found**

Our students have always been honest and disciplined. When they find lost items, they will hand in the items to the Discipline Committee. The committee keeps lost items such as watches, wallets, headphones, etc. If students have lost their personal belongings and have not yet claimed the items through the Discipline Committee, they are reminded to claim the items on or before 13<sup>th</sup> September (Fri). Lost items that are not claimed by the due date will be dealt with by the school.

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

### **9. Detention Class Arrangements**

"Rectify Mind, Cultivate Person" is our school motto. We always stress the importance of students' discipline. We hope to work with parents together in establishing positive school ethos that is appreciated by the society. To further enhance students' self-reflection and self-discipline, the school has 'Self-reflection lesson' from 4<sup>th</sup> September (Wed)

onwards. The venue is Geography Room. For details, please see attachment 2f.

Should you have any enquiries, please contact Ms. Ho, the Head of the Discipline Committee Mr. Lee, the Deputy Head of the Academic Affairs Committee.

**10. Lunchtime Arrangements (Applicable to S.1 to S.3)**

S.1 to S.3 students have to stay at school for lunch starting from 4<sup>th</sup> September (Wed). For the arrangement, please see attachment 2g.

For choosing option 1 (Catering service), students need to pay the lunch box fee by 5<sup>th</sup> September (Thu) and submit the Lunch Box Ordering Form to their class teachers. Additionally, 'Asia Pacific Catering Corporation Limited-Luncheon Star' will provide a set of cutleries to each student by ordering lunch boxes in September. Students will be responsible for washing and keeping their own set.

For choosing option 2 (Bring their own lunchboxes) or option 3 (Parents' delivery), please also provide the contact telephone number. Our school will make sure all students have lunch properly and behave themselves during lunchtime.

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

**11. 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. For details, please see attachment 2h.

The aforementioned arrangements aim to help NCS 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. Fung, Special Educational Needs Coordinator (SENCO), or Ms. Au Yeung, the Deputy Head of Student Support Committee.

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

In compliance with the requirements of the Personal Data (Privacy) Ordinance, the school is committed to protecting the personal data privacy of students. For the measures, please see attachment 3.

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 4), Student Information Profile and the reply slip attached.

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

**13. 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. For details, please see attachment 5.

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

**14. Special Arrangements for Application for Changing Language Version and Elective Subject (Applicable to S4 to S6)**

**14.1 Application for Changing Language Version**

To better cater to the needs of students, the school will allow senior students to apply to change the language version of their elective subjects. The deadline of application is 16<sup>th</sup> September (A1) before 4 p.m. For the application details and method, please see attachment 6a.

**14.2 Application for Changing Elective Subject**

In order to help S.4 students fully understand the learning situation and study to the best of their ability, there will be no applications for dropping elective subjects for S.4 students. However, S.4 students can apply for changing the elective subject to the designated curriculum for the next school year (S.5).

For S.5 and S.6 students, each student is only allowed to drop one elective subject and attend the designated curriculum either in S.5 or in S.6 due to individual reasons, such that they can meet the university admission requirements. The deadline of application is 6<sup>th</sup> September (A5) before 4 p.m. For the application details and method, please see attachment 6b.

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

**15. S.4 Adding and Dropping Elective Subjects**

The school will distribute the Adding/Dropping Elective Subjects Form to S.4 students on 9<sup>th</sup> September (B1). Options on the form include elective subjects offered by the school, and HKDSE Physical Education. The deadline of application is 16<sup>th</sup> September (A1) before 4 p.m. The result will be released between the end of September and early October. For the application details and method, please see attachment 6c.

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

**16. Order of Learning Materials and Newspaper Subscription**

To enhance the learning efficiency of students and develop the habit of reading newspaper, broaden their horizons and improve their language proficiency, students are highly recommended to subscribe to newspapers. For details, please see attachment 7.

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

**17. Application for the Student Financial Assistance**


For the details of various financial assistance and subsidies, please refer to the following attachments:

17.1 ‘Application for Student Financial Assistance’ and ‘Notification of Result’: Student Travel Subsidy Scheme / School Textbook Assistance Scheme / Subsidy Scheme for Internet Access Charges, please see attachment 8a;

17.2 ‘LSS Subsidy Table 2024-25’, please see attachment 8b.

Students are reminded to submit the following documents on time to avoid delay in processing the application:

5/9 (Thu)	Class teachers collect the “Eligibility Certificate” of Student Travel Subsidy / School Textbook Assistance (applicable to eligible applicants), photocopy of the “Notification of Result” of Student Travel Subsidy / School Textbook Assistance (eligible S.1 and S.6 students)
By 9/9 (Mon)	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 (Mon)	<p>“MTR Student Travel Application Form”</p> <p>S.1 to S.6 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; align-items: center; justify-content: center;">  <p>Instructional Video for MTR Student Travel Scheme Application</p> </div>
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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 the School Development Committee.

#### **18. CLP Student E-learning Support Scheme 2024**

To help students in need, CLP Power Hong Kong has launched the ‘CLP Student E-Learning Support Scheme 2024’. This program will donate 9 iPads to eligible students in 2024/2025. For details, please see attachment 8c.

Due to a limited number of iPads, the school will review applications and notify successful applicants later.

Should you have any enquiries, please contact Mr. Ng, the Vice Principal or Ms. Liu, the Deputy Head of School Development Committee.

#### **19. Arrangements for the briefing session on HKDSE Category B - Applied Learning Subjects (Applicable to S.5 and S.6 Students)**

To help students understand the course documents, lesson arrangement and course assessments, a briefing session is arranged for those who have taken Applied Learning Courses. The details are as follows:

Date: 5<sup>th</sup> September (Thu)      Time: 4:00 p.m. – 4:50 p.m.

Venue: Room 605      Target: All students who have taken Applied Learning Courses (must be present)

Should you have any enquiries, please contact Mr. Ho, the Deputy Head of the Careers Guidance Committee.

#### **20. IT Assistant (ITA) Training**

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

Date: 6<sup>th</sup> September (Fri)      Time: 4:00 p.m. – 4:50 p.m.

Venue: Room 604      Target: S.1 to S.5 ITA

(A separate parents’ notice will be given to class representatives.)

Should you have any enquiries, please contact Mr. Cheng, the Head of Information Technology in the Education Committee or Ms. Lam, the teacher-in-charge.

#### **21. Arrangements for Parents’ Notice**

Based on environmental principles, our school mainly use eClass Parent App as the electronic platform for distributing parents’ notices. Parents can required to sign via eClass Parent App as acknowledgement. For details and eClass Parent App account, please see attachment 9.

Should you have any enquiries, please contact Ms. Ng, the Vice Principal, or Mr. Cheng, the Head of Information Technology in the Education Committee.

#### **22. Arrangement of After-school Extended Learning Classes**

To facilitate learning, Extended Learning Courses will be provided to students during the after-school period. Please refer to the Overview of the Extended Learning Classes (Monday to Friday) (Attachment 1b) and Extended Learning Classes in September (Attachment 10).

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

**23. LSS Life Education Classes (September)**

To cater for students' needs in learning and growth, the school will provide different learning opportunities through various programmes and activities. For details, please see Attachment 11.

Should you have any enquiries, please contact Mr. Ng, the Vice Principal, or Ms. Chak, the Head of the Healthy School Committee at 27802291.

**24. September Special School Day**

24.1 Opening Ceremony will be held on 2<sup>nd</sup> September (Mon). Students are required to come to school at 8:30 a.m. and class dismissal is at 12:00 n.n. If the Education Bureau announces class suspension under inclement weather conditions, the ceremony will be rescheduled to the morning of 3<sup>rd</sup> September (Tue). The school time remains unchanged.

24.2 Adaptation Week will be held from 3<sup>rd</sup> September (Tue, A2) to 6<sup>th</sup> September (Fri, A5). The school time is as follows:

Date	School time
3/9 (Tue, A2)	8:00 a.m. to 12:25 p.m.
4/9 (Wed, A3) - 6/9 (Fri, A5)	8:00 a.m. to 3:45 p.m.

24.3 21<sup>st</sup> September is S.4 Saturday Activity Day. The school time is from 8:45 a.m. to 12:00 n.n.

24.4 The fourth week of this month (23/9 (Mon) - 27/9 (Fri)) is a special cycle. The cycle day arrangement is as follows:

	Monday	Tuesday	Wednesday	Thursday	Friday
Date (Day)	23/9 ( <b>B3</b> )	24/9 (B2)	25/9 ( <b>BI</b> )	26/9 (B4)	27/9 (B5)

In the afternoon of 25<sup>th</sup> (Wed) and 27<sup>th</sup> (Fri) September, Life Education will be held. On these days, each morning period will be shortened to 35 minutes. The school time is from 8:00 a.m. to 3:45 p.m.

24.5 ELCHK Teachers' Development Day will be held on 30<sup>th</sup> September (Mon) which is a school holiday for S.1 to S.5 students. For S.6, the Mock Result Releasing Activity will be held. The school time is from 8:45 a.m. to 12:30 p.m.

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

Please submit the reply slip to the class teacher by 4/9 (Wed).

Yours faithfully,



A handwritten signature in blue ink, appearing to read '梁國文', is written over a horizontal line.

Mr. Liang Kwun Fan  
Principal

**ELCHK Lutheran Secondary School**  
**(Reply Slip) Parent's Notice 24003 'School Opening Affairs'**  
**[Submit the Reply Slip to class teacher by 4/9]**

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 will 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 S.1 to S.3 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).

S.4:

	ML (\$100)	EB 1 (\$66)
Order, please ✓		

S.5:

	ML (\$100)	EB 2 (\$66)
Order, please ✓		

**Chinese:**

For S.4 to S.5 students who do not wish to subscribe to “ML” through the school, please state your means of subscription: \_\_\_\_\_

**Economics:**

For S.4 to S.5 students who do not wish to subscribe to “EB 1/2” through the school, please state your means of subscription: \_\_\_\_\_

**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).
S.1	Calculator Casio fx-50FH II (1A, 1B, 1C, 1D, 1E)	\$295		
	History Reading Materials (1A, 1B, 1C, 1D, 1E)	\$81		
	IS (workbook 1A+1B) (1A, 1B, 1C, 1D, 1E)	\$204		
	CS.1B - Safety eyewear	\$18		
S.2	History Reading Materials (2A, 2B, 2C, 2D)	\$46		
	IS (workbook 2A+2B) (2A, 2B, 2C, 2D)	\$204		
	Life and Society (2A, 2B, 2C, 2D)	\$132		

\* 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** (Please “✓” as appropriate)

- 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 S.1 and S.6 student)

Student’s Name: \_\_\_\_\_

Parent’s Signature: \_\_\_\_\_

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

Parent’s Name: \_\_\_\_\_



**Adaptation Week**

3/9/2024 (Tue)

Time	S.1	S.2	S.3	S.4	S.5	S.6
8:00 a.m. - 8:25 a.m.	Campus TV					
8:25 a.m. - 9:00 a.m.	Class Teacher Period					
9:00 a.m. - 9:35 a.m.						
9:35 a.m. - 9:50 a.m.	Recess					
9:50 a.m. - 10:25 a.m.	Thematic Activity (1)	Thematic Activity (2)	Thematic Activity (3)	Thematic Activity (4)	Thematic Activity (5)	Thematic Activity (6)
10:25 a.m. - 11:00 a.m.	Introduction to Extra-curricular Activities					
11:00 a.m. - 11:15 a.m.						
11:15 a.m. - 11:50 a.m.						
11:50 a.m. - 12:25 p.m.	Class Dismissal					
12:25 p.m.						

*Remarks: Opening Ceremony will be held on 2<sup>nd</sup> September (Mon) in the morning. Students are required to come to school at 8:30 a.m. and class dismissal is at 12:00 n.n. If the Education Bureau announces class suspension under inclement weather conditions, the ceremony will be rescheduled on 3<sup>rd</sup> September (Tue). S.1 to S.6 students are required to come to school at 8:30 a.m. and class dismissal at 12:00 n.n..*

4/9/2024 (Wed) - 6/9/2024 (Fri)

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

## Overview of the Extended Learning Classes (Monday to Friday) (Tentative)

Month	Monday		Tuesday		Wednesday		Thursday		Friday	
Sep	9	B1	10	B2	11	B3	12	B4	13	B5
									<i>F5</i>	<i>Eng/Chi</i>
									<i>F6</i>	<i>Chi/Eng</i>
	16	A1	17	A2	18	⊗	19	A4	20†	A5
	F6	X1	F6	X2			F6	X3		
	23	B3	24	B2	25#	B1	26	B4	27	B5
									<i>F5</i>	<i>CSD /Math</i>
								<i>F6</i>	<i>Math /CSD</i>	
Oct			1	⊗	2	A3	3	A4	4†	A5
							F6	Eng and Chi		
	7	B1	8	B2	9	B3	10	B4	11	⊗
	F6	Chi and Eng	F6	Math and CSD	F6	CSD and Math				
	14	A1	15	A2	16	A3	17	A5	18	⊙
	F6	X1	F6	X2						
	28	A3	29	A2	30	A1	31	A4		
F6	Eng and Chi	F6	Chi and Eng			F6	X3			
Nov	4	B1	5	B2	6	B3			8	*
	F6	Math and CSD	F6	CSD and Math						
	11	A1	12	A2	13#	A3	14	A4	15†	A5
	18	B1	19	*	20	*	21	⊗	22	B5
									<i>F5</i>	<i>X1</i>
									<i>F6</i>	<i>Chi/Eng</i>
	25	A1	26	A3	27	A2	28	A4	29	A5
F1	English enrichment	F2	English enrichment	F5	X3	F6	Eng and Chi			
F2	MOI enrichment	F1	MOI enrichment	F6	Math /CSD					

(Extended Learning Classes held in Life Education period are marked in Italic)

Month	Monday		Tuesday		Wednesday		Thursday		Friday	
Dec	2	B1	3	B2	4	B3	5	B4	6	B5
	F6	Math and CSD			F6	CSD and Math	F6	X1		
	F1	English enrichment								
	F2	MOI enrichment								
	9	A1	10	A2	11	A3	12	A4	13	A5
	F6	Eng and Chi	F6	Chi and Eng	F6	X2	F6	X3		
			F2	English enrichment						
			F1	MOI enrichment						
Jan					1	⊗	2	A4	3(e)	A5
									F6	X1
	6e	B1	7e	B2	8e	B3	9e	B4	10e	B5
									F6	X2
	13e	A1	14e	A2	15e	A3	16e	A4	17e	A5
								F6	X3	
Feb	3	⊗	4	⊗	5	⊗	6	⊗	7(e)	A5
									F5	Eng/Chi
	10(e)	B1	11(e)	B2	12(e)	B3	13(e)	B4	14(e)	B5
					F5	CSD /Math				
	17(e)	A1	18(e)	A2	19(e)	A4	20	A3	21 <del>†</del>	A5
									F5	X1 / X3
24	B1	25	B2	26#	B4	27	B3	28	B5	
						F5	Math and CSD			
Mar	3	A1	4	A2	5	A3	6	A4	7 <del>†</del>	A5
	F5	CSD and Math	F5	X1			F5	X2		
	10	B1	11	B2	12	B3	13	B4	14	*
	F5	Eng and Chi	F5	Chi and Eng	F5	X3				
	F1	English enrichment	F2	English enrichment						
	F2	MOI enrichment	F1	MOI enrichment						
	17	A3	18	A2	19	A1	20	A4	21	A5
	F1	English enrichment	F2	English enrichment						
	F2	MOI enrichment	F1	MOI enrichment						
	24	B1	25	B2	26	B3	27	B4	28	B5
								F5	X2	

Month	Monday		Tuesday		Wednesday		Thursday		Friday	
April			1	A2	2	A3	3	B5	4	⊗
	7	B1	8	B2	9	B3	10	B4	11†	B5
			F5	X2	F5	Eng and Chi	F5	Chi and Eng		
	14	A1	15	A2	16# †	A3	17	⊗	18	⊗
	21	⊗	22	⊗	23	⊗	24	⊗	25	⊗
28	A1	29	A2	30	A4					
		F5	Math and CSD	F5	CSD and Math					
May	5	⊗	6	B2	7	B3	8	B4	9	B5
					F5	Eng and Chi	F5	Chi and Eng		
	12	A1	13	A2	14	A3	15	A4	16	A5
	F5	X1	F5	X2			F5	X3		
	F1	English enrichment	F2	English enrichment						
	F2	MOI enrichment	F1	MOI enrichment						
	19	B5	20	B2	21#	B3	22	B4	23	B5
	F1	English enrichment	F2	English enrichment						
	F2	MOI enrichment	F1	MOI enrichment						
	26	A1	27	A3	28	A2	29	A4	30	*
June	2	B1	3	B2	4	B3	5	B4		
July	F4-F5 Special days lessons Tutorial of individual subjects									
August	21-29/8/2025 Promotion to S6 Tutorial									

## Academic Requirements

Attachment 2a

### 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 S.1 to S.3 - and for Chinese, English, Mathematics and Citizenship and Social Development in S.4 to S.6. 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 to meet homework deadlines ten times in a month.

### 2. Promotion requirements:

2.1 S.1 to S.3 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.

2.2 S.4 to S.5 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.

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. 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:

S.1 to S.3	Chinese, English and Mathematics
S.4 to S.5	Chinese, English, Mathematics and Citizenship and Social Development

Remarks: S.4 to S.5 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.

### 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.

### 5. Graduation Requirements:

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

5.2 Students who cannot meet the graduation requirements will only be awarded a “Certificate of Completion”.

## Summary of School Rules

Attachment 2b

They are summarized as follows:

1. Students should wear the school uniform and the school badge and bring along with them their student card when they come to school.
2. Students should bring textbooks, reference books, exercise books as well as the necessary stationery items.
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. Students should behave themselves during class, recess, assembly and extra-curricular activities.

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.
6. Students should not engage in any inappropriate gatherings or activities. Offenders may receive a major demerit.
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.
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.
9. Awards will be given to students who achieve a good performance in conduct, academics, activities or service.
10. To apply for sick leave, parents must contact the school office by 8:00 a.m. 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).

### **Borrowing Rules of Library**

Attachment 2c

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.
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.
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.
4. If the book is lost or damaged, students have to purchase a new copy or compensate according to the price of the book.
5. Students who leave school due to graduation or withdrawal should return the borrowed books to the library.
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.

### **Application for Bringing Mobile Phone**

Attachment 2d

1. The application should be submitted by the parents.
2. Students are responsible for keeping their mobile phones safe. The school will not be responsible for any loss or damage.
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.
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. To avoid any accident, parents are advised to remind their children to use mobile phones with care in public spaces.
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.

### **Regulations for Wearing Accessories**

Attachment 2e

1. Only ornaments for traditional, auspicious purposes are allowed. Any other accessory is prohibited.
2. Accessories should be of modest style, colour and size;

3. Students should avoid wearing valuable accessories and should handle their personal accessories with care.

### **Detention Class Arrangements**

Attachment 2f

1. Arrangements of 'Self-reflection lesson' for students who are late

Students are supposed to be in school on time. If a student is late for school for the first time, the discipline teachers will ask about the reason and the office staff will call his/her parents. If the student is late for school for two or more times, he/she must attend the detention class on that day unless there is an after-school tutorial class. Detention classes will be arranged every day after school, starting from 4:00 p.m. Parents are encouraged to work with the school to teach students the importance of punctuality.

Should parents have any enquiries, please contact Ms. Ho, the Head of the Discipline Committee.

2. Arrangements of 'Self-reflection lesson' for students with late submission of homework

Awards will be given to the students who submit homework on time; on the contrary, students who fail to submit homework in time need to go for detention class. S.1-S.3 students need to go for detention lesson on the same day of failing to submit homework.

### **Lunchtime Arrangements (Applicable to S.1 to S.3)**

Attachment 2g

Option 1	Ordering lunch box through the school. 'Asia Pacific Catering Corporation Limited-Luncheon Star' is the service provider. They will provide 4 options of lunch box every day. Each lunch box costs \$28. 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 can deliver lunch boxes to the school vice hall (ground floor below school hall) from 12:00 n.n. 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 them 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 followings:</p> <ul style="list-style-type: none"> <li>• Parents should prepare a nutritionally balanced lunch for their children, with less meat and more vegetables, low sugar, low salt, low fat and high fibre.</li> <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>

1. External Chinese teacher classes

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.

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.

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.



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.
2. The personal information collected from students, parents and guardians will be used for the following purposes:
  - 2.1 student record;
  - 2.2 academic and teaching and learning affairs (including careers and counselling);
  - 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.);
  - 2.4 religious education;
  - 2.5 student welfare;
  - 2.6 parents/family education;
  - 2.7 communication and administration in the Parents and Teachers Association;
  - 2.8 alumni communication and administration;
  - 2.9 other education-related purposes (e.g. teaching and learning services provided by educational institutions);
  - 2.10 school news on the school intranet and class allocation information on the school bulletin boards;
  - 2.11 school publications, leaflets, Instagram. and school website for promoting the school and enhancing communication between the school and the community;
  - 2.12 positive messages/good news which may involve personal information of students (e.g. name, class, awards and excellent results);
  - 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.
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):
  - 3.1 The Education Bureau and affiliated departments such as the Regional Education Offices and Careers Team.;
  - 3.2 The Examination and Assessment Authority;
  - 3.3 Health Institutions such as the Intensive Care Unit, the Health Department and the Centre for Health Protection;
  - 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.
4. According to Personal Data (Privacy) Ordinance, all students or graduates (and their parents/guardians) reserve:
  - 4.1 the right to investigate if the school holds their personal information;
  - 4.2 the right to revise the information if inaccurate;
  - 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.
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.

**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>	<b>Details of Disease</b>	<b>Current Condition</b>
<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 (e.g. 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: \_\_\_\_\_

## 1. Particulars:

1.1 Premium: \$12 (each student) (It will be allocated from the Fee for Special Purposes 2024-2025. Students will not be charged an additional cost.)

1.2 "School Group Personal Accident" particulars and compensations include:

Schedule of Benefits	Max. Amount Insured Per Person Per Accident (HK\$)
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

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:

2.1 School-time and inside the school campus;

2.2 Participation in all kinds of activities arranged/organised/endorsed by the Insured;

2.3 Travel with vehicles owned or rented by the Insured;

2.4 Food/drink poisoning from food/drink provided or arranged by the Insured;

2.5 Gas poisoning inside the school campus or during all activities arranged/organized/endorsed by the Insured;

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.

## 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:

3.1 Filled Personal Accident Claim Form (can be obtained from the General Office or downloaded from the school website\_school information)

3.2 A photocopy of student card or student handbook (on the page of student information);

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);

3.4 A medical certificate if the receipts do not specify the accidental nature of the injury.

## 4. Remarks:

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.

**Application for Changing Language Version**

Attachment 6a

## 1. Application period

Form Application Month	S.4	S.5	S.6
Sep 2024	Changing Language Version (Apply <b>before 16<sup>th</sup> Sep</b> )	Changing Language Version (Apply <b>before 16<sup>th</sup> Sep</b> )	Changing Language Version (Apply <b>before 16<sup>th</sup> Sep</b> )
Feb 2025	Changing Language Version	Changing Language Version	/
Jul 2025	Changing Language Version	Changing Language Version	/

## 2. Application method

Interested students may contact the subject teachers for further information and support. This application should be handed to Mr. Ko in Room 301 before 4:00 p.m. on 16<sup>th</sup> September (Mon). Late applications will not be accepted.

**Application for Changing Elective Subject**

Attachment 6b

## 1. Application period

## 1.1 2024/25 S.6 students

Applying for changing elective subject to the designated curriculum for the 2024/25 school year (S.6)	2 <sup>nd</sup> to 6 <sup>th</sup> September 2024
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## 1.2 2024/25 S.5 students

Applying for changing elective subject to the school-based curriculum in 2024/25 <b>First Term</b> of this school year (S.5)	2 <sup>nd</sup> to 6 <sup>th</sup> September 2024
Applying for changing elective subject to the school-based curriculum in 2024/25 <b>Second Term</b> of this school year (S.5)	February 2025
Applying for changing elective subject and attending the designated curriculum for the 2025/26 school year (S.6)	July 2025, early September 2025

## 1.3 2024/25 S.4 students

Applying for changing elective subject to the designated curriculum in 2025/26 school year (S.5)	February, July 2025, early September 2025
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## 2. Application method

For S.5 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 6<sup>th</sup> September 2024 (Fri). Later applications will not be processed.

**S.4 Adding and Dropping Elective Subjects**

Students who wish to add/drop subjects are required to submit the form to Ms. Fuk (Rm 301) in person before 16<sup>th</sup> September 2024 (Mon). The criteria for adding/dropping are as follows:

1. Applicants can only add/drop subjects from the same elective subject group.
2. 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' S.3 Overall Academic Results OR Students' S.3 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 Ms. Fuk, the teacher-in-charge.

**Order of Learning Materials**

Attachment 7

Subject	Item	Publisher/Editor/Agent	Form	Fee
Calculator	Casio fx-50FH II	---	S.1	\$295
History Reading Material	Egypt, Nubia & Kush	Benchmark	S.1	\$81
	Who was Christopher Columbus?	Penguin Workshop	S.2	\$46
IS	CS.1B - Safety eyewear	Yik Fung Scientific Co.	S.1	\$18 # Remark
	Junior Secondary Science Mastering Concepts and Skills Workbook 1A (Loose- chapters binding)	Oxford University Press (China) Ltd	S.1 (1A, 1B)	\$102
	Junior Secondary Science Mastering Concepts and Skills Workbook 1B (Loose- chapters binding)	Oxford University Press (China) Ltd	S.1 (1A, 1B)	\$102
	初中科學 基礎概念與技能 作業 1A (單元裝)	Oxford University Press (China) Ltd	S.1 (1C, 1D, 1E)	\$102
	初中科學 基礎概念與技能 作業 1B (單元裝)	Oxford University Press (China) Ltd	S.1 (1C, 1D, 1E)	\$102
	Junior Secondary Science Mastering Concepts and Skills Workbook 2A (Loose- chapters binding)	Oxford University Press (China) Ltd	S.2 (2A, 2B)	\$102
	Junior Secondary Science Mastering Concepts and Skills Workbook 2B (Loose- chapters binding)	Oxford University Press (China) Ltd	S.2 (2A, 2B)	\$102
	初中科學 基礎概念與技能 作業 2A (單元裝)	Oxford University Press (China) Ltd	S.2 (2C, 2D)	\$102
	初中科學 基礎概念與技能 作業 2B (單元裝)	Oxford University Press (China) Ltd	S.2 (2C, 2D)	\$102
Life and Society	中二級生活與社會	名創教育	S.2	\$132

# Remarks

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

## Newspaper Subscription

### 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.

#### 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:

<b>Form</b>	<b>Distribution Dates (Excluding unified test or exam.)</b>	<b>Price</b>	<b>Total</b>	<b>Code</b>
S.4 to S.5	School days from 10/9/2024 (Tue) to 13/6/2025 (Fri) (Every Tuesday, Wednesday and Friday) (33 times)	\$100	\$100	ML

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

To equip S.4 and S.5 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.

#### 2.1 Content includes:

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

Subscription Code:

<b>Form</b>	<b>Distribution Dates (Excluding unified test and exam)</b>	<b>Price</b>	<b>Total</b>	<b>Code</b>
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**).



**“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 (Thur). 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 document. 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 S.1 and S.6 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.

**2024-25 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. ( See Attachment 4 for details )	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>5/9/2024</b> (Thu)	All-year
02	Travel Subsidy Scheme	Residing beyond 10 minutes walking distance from school				
03	Grantham Maintenance Grants	S.4 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 Chiu at the School Office.	Subsidy to be granted according to family income	<b>9/9/2024</b> (Mon) <b><i>Important reminder</i></b> : It takes time for the school to process the application, so please submit the application on time.	To be announced
04	MTR Student Travel Scheme	-----	S.1 to S.6 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	S.1 to S.6	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	S.1 to S.6	Teacher recommendation or self-recommendation	Scholarship	To be announced	
07	Public Examination Fee Remission	S.6	Details to be announced by the Academic Affairs Committee	Based on number of subjects	To be announced by the Academic Affairs Committee	

**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 authorities related for final details of the above subsidy schemes.

**CLP Student E-learning Support Scheme 2024**

## 1. Requirements:

- 1.1 S.1 to S.5 students in 2024/2025
- 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)
- 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.
- 1.4 Students who do not participate in the programme CLP Student E-learning Support Scheme 2022 or 2023 are preferred.

## 2. Application Procedures:

Parents and students who wish to apply for the above support please fill in the Google form by clicking the link below or scan the QR code on the right on or before 6<sup>th</sup> September 2024 (Fri):

<https://forms.gle/YubpMy2WfTmfrZ2a7>



## 3. Remarks:

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

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:

1. All notices will be uploaded to the school website. Parents can also refer to all the notices via eClass Parent App.
2. Parents of S.2 to S.6 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.
3. Parents of newly admitted S.1 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).

**Extended Learning Classes in September**

Please refer to the details of “Extended Learning Classes in September and October” in the following table:

Date	Day	Class	Subject	Time	Group	Venue	Teacher
7/9/2024	Sat	S.6	Biology	9:00 a.m. -12:30 p.m.	Biology	Room 605	NYS
13/9/2024	Fri	Life Education					
		S.5	English	1:40-2:40 p.m.	5A	Room 505	LKY
			English		5B	Room 504	LMKB
			English		5C	Room 503	CWK
			English		5D	Room 502	LCY
			中文		5E	Room 508	HYC
			English		5BCD	Room 509	LPC
		S.5	中文	2:45-3:45 p.m.	5A	Room 505	TML
			中文		5B	Room 504	YYM
			中文		5C	Room 503	LHM
			中文		5D	Room 502	LSS
			English		5E	Room 508	LMKB
			中文		5BCD	Room 509	HYC
		S.6	中文	1:40-2:40 p.m.	6A	Room 410	LKL
			中文		6B	Room 705	LHM
			中文		6C	Room 703	LSS
			English		6D	Room 706	KFY
			中文		6BC	Room 510	TML
		S.6	English	2:45-3:45 p.m.	6A	Room 410	WPK
			English		6B	Room 705	WHC
			English		6C	Room 703	HCY
			中文		6D	Room 706	LHM
			English		6BC	Room 510	LWKK
		14/9/2024	Sat	S.6	Physics (SBA)	9:00 a.m. -12:30 p.m.	Physics (SBA)
16/9/2024	Mon	S.6	Electives 1	3:50-4:50 p.m.	Bio	Room 605	NYS
					Econ group A	Room 410	YCS
					Geog	Room 606	LKT
					VA	Room 701	LSF
					M1	Room 705	LKM
M2	Room 703	KCC					

Date	Day	Class	Subject	Time	Group	Venue	Teacher
17/9/2024	Tue	S.6	Electives 2	3:50-4:50 p.m.	Chem	Room 603	LWK
					Econ group B	Room 410	YCS
					History	Room 705	HCM
					BAFS group B	Room 703	CYN
					HMSC	Room 706	CYK
					ICT group B	Room 101	CCS
19/9/2024	Thu	S.6	Electives 3	3:50-4:50 p.m.	Phy	Room 602	HWS
					中史	Room 410	LSK
					Ethics	Room 705	CSL
					THS	Room 706	LML
					BAFS group C	Room 703	LYL
					ICT group C	Room 101	CLM
21/9/2024	Sat	S.6	Physics (SBA)	9:00 a.m. -12:30 p.m.	Physics (SBA)	Room 602	HWS
		S.6	M1	9:00 a.m. -12:30 p.m.	M1	Room 302	LKM
27/9/2024	Fri	Life Education					
		S.5	CSD	1:40-2:40 p.m.	5A	Room 505	WFC
			Math		5B	Room 504	WKH
			CSD		5C	Room 503	LML
			CSD		5D	Room 502	CWSJ
			Math		5E	Room 508	CCY
		S.5	Math	2:45-3:45 p.m.	5A	Room 505	WKH
			CSD		5B	Room 504	CWSJ
			Math		5C	Room 503	CCY
			Math		5D	Room 502	CCM
			CSD		5E	Room 508	LML
		S.6	Math	1:40-2:40 p.m.	6A	Room 410	CCM
			CSD		6B	Room 705	NWY
			Math		6C	Room 704BC	FKM
			Math		6D	Room 704BC	FKM
		S.6	CSD	2:45-3:45 p.m.	6A	Room 704BC	NWY
			Math		6B	Room 705	FKM
			CSD		6C	Room 703	WFC
			CSD		6D	Room 704BC	NWY
		28/9/2024	Sat	S.6	Chemistry (SBA)	9:00 a.m. -12:30 p.m.	Chemistry (SBA)

**LSS Life Education Classes (September)**

1. Date: 6/9/2024 (Fri) (A5)

Form	S.1	S.2	S.3	S.4	S.5	S.6
Activity	Religious Education Day	Get Set Goal (Chapter 1)	Get Set Goal (Chapter 1)	Get Set Goal (Chapter 1)	Get Set Goal (Chapter 1)	Get Set Goal (Chapter 1)
Duration	1:45 p.m. - 3:45 p.m.	1:45 p.m. - 3:45 p.m.	1:45 p.m. - 3:45 p.m.	1:45 p.m. - 3:45 p.m.	1:45 p.m. - 3:45 p.m.	1:45 p.m. - 3:45 p.m.
Venue	Truth Lutheran Church	Classroom	Classroom	Classroom	Classroom	Classroom
Time of Arrival	1:40 p.m.	1:40 p.m.	1:40 p.m.	1:40 p.m.	1:40 p.m.	1:40 p.m.
Time of Dismissal	3:45 p.m.	3:45 p.m.	3:45 p.m.	3:45 p.m.	3:45 p.m.	3:45 p.m.

2. Date: 13/9/2024 (Fri) (B5)

Form	S.1	S.2	S.3	S.4	S.5	S.6
Course/ Activity	1) Get Set Goal (Chapter 1) 2) Activity by Social Worker	Activity about Sex Education	Rich Kid, Poor Kid Programme	School Outing about Chinese Opera	Chinese or English Tutorial Class	Chinese or English Tutorial Class
Duration	1:45 p.m. - 3:45 p.m.	1:45 p.m. - 3:45 p.m.	1:45 p.m. - 3:45 p.m.	1:35 p.m. - 3:45 p.m.	1:45 p.m. - 3:45 p.m.	1:45 p.m. - 3:45 p.m.
Venue	Classroom	Classroom	704BC	Ko Shan Theatre	Classroom	Classroom
Time of Arrival	1:45 p.m.	1:45 p.m.	1:45 p.m.	1:35 p.m.	1:45 p.m.	1:45 p.m.
Venue for Arrival	---	---	---	Truth Lutheran Church	---	---
Time of Dismissal	3:45 p.m.	3:45 p.m.	3:45 p.m.	3:45 p.m.	3:45 p.m.	3:45 p.m.
Venue for Dismissal	---	---	---	Ko Shan Theatre	---	---

3. Date: 20/9/2024 (Fri) (A5)

Form	S.1	S.2	S.3	S.4	S.5	S.6
Activity	Science Education	Cross-subject STEAM Curriculum – PROJECT SPACE	Co-Walker Scheme with Scout	1) Civil Education Activity about National Security 2) Class Teacher Period	Unique Goal Project	1) Artificial Intelligence Workshop about Civic Education 2) Class Teacher Period
Duration	1:45 p.m. - 3:45 p.m.	1:45 p.m. - 3:45 p.m.	1:45 p.m. - 4:45 p.m.	1:45 p.m. - 3:45 p.m.	1:45 p.m. - 3:45 p.m.	1:45 p.m. - 3:45 p.m.
Venue	Classroom	Classroom	Classroom	Classroom	Hall	704BC
Time of Arrival	1:45 p.m.	1:45 p.m.	1:45 p.m.	1:45 p.m.	1:45 p.m.	1:45 p.m.
Time of Dismissal	3:45 p.m.	3:45 p.m.	4:45 p.m.	3:45 p.m.	3:45 p.m.	3:45 p.m.

4. Date: 25/9/2024 (Wed) (B1)

Form	S.1	S.2	S.3	S.4	S.5	S.6
Time	PRE TIM CAMP	1) Discipline Activity (Anti-drugs) 2) Class Teacher Period	Co-Walker Scheme with Scout	Deep Rest Workshop	1) Civil Education Activity about National Security 2) Class Teacher Period	Class Teacher Period
Duration	1:45 p.m. - 3:45 p.m.	1:45 p.m. - 3:45 p.m.	1:45 p.m. - 4:45 p.m.	1:45 p.m. - 3:45 p.m.	1:45 p.m. - 3:45 p.m.	1:45 p.m. - 3:45 p.m.
Venue	Hall	Classroom	Classroom	Rm 704BC	Classroom	Classroom
Time of Arrival	1:45 p.m.	1:45 p.m.	1:45 p.m.	1:45 p.m.	1:45 p.m.	1:45 p.m.
Time of Dismissal	3:45 p.m.	3:45 p.m.	4:45 p.m.	3:45 p.m.	3:45 p.m.	3:45 p.m.

5. Date: 27/9/2024 (Fri) (B5)

Form	S.1	S.2	S.3	S.4	S.5	S.6
Activity	1) Activity by Discipline Committee (Anti-smoking) 2) Class Teacher Period	Cross-subject STEAM Curriculum – PROJECT SPACE	1) A Talk related to National Security 2) Class Teacher Period		Liberal Studies or Mathematics Tutorial Class	Liberal Studies or Mathematics Tutorial Class
Duration	1:45 p.m. - 3:45 p.m.	1:45 p.m. – 3:45 p.m.	1:45 p.m. -3:45 p.m.		1:45 p.m. - 3:45 p.m.	1:45 p.m. - 3:45 p.m.
Venue	Classroom	Classroom	Hall		Classroom	Classroom
Time of Arrival	1:45 p.m.	1:45 p.m.	1:45 p.m.		1:45 p.m.	1:45 p.m.
Time of Dismissal	3:45 p.m.	3:45 p.m.	3:45 p.m.		3:45 p.m.	3:45 p.m.