



ELCHK Lutheran Secondary School

Parent's Notice 21004 'School Opening Affairs'

2/9/2021

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Dear Parents,

With God's gracious guidance, our school has made great strides in the past 60 years. In the new coming school year, we strike to work closely with parents like what we have been doing to help them grow, learn and adapt to the new school life.

1 Report on DSE Results

Thanks to all parents' and students' support and efforts, our school's DSE results in 2021 were satisfactory. The percentage of Level 3 to Level 5 improved significantly. The percentage of Level 2 or above in the five subjects of our school, whether including or excluding Chinese and English, is much higher than the average rate of Hong Kong. The passing rates of 10 subjects, including Chinese, English, Liberal Studies, Mathematics, History, Economics, BAFS, ICT, Religious Studies and Visual Arts are higher than the average passing rates of Hong Kong. There are 8 subjects with more than 90% or above obtaining Level 2, including Chinese, English, Liberal Studies, History (100%), Economics, BAFS, Religious Studies (100%) and Visual Arts (100%).

Our school would like to express our heartfelt thanks to the tireless teaching and caring of parents and teachers. Only with the concerted efforts of home-school cooperation can the exam result be further improved in the years ahead. Should you have any enquiries, please contact the Vice Principal, Ms. Chan at 2780 2291.

2 Information Collection of COVID-19 Vaccination for Students

According to the announcement issued on 2nd August, the Education Bureau (EDB) has decided that all schools will continue to have half-day face-to-face classes in the 2021/22 school year, after taking into account the latest development of the epidemic and the preparedness of schools. Schools are places where students study and engage in activities. Activities on campus are frequent. Teachers, school staff and students should proactively get vaccinated in order to strengthen the immune barrier, and create a healthy and safe school environment for students to study with peace of mind. Therefore, the school has collected statistics on the vaccinations of COVID-19 vaccines of all teachers and school staff including those teaching and non-teaching staff directly employed by schools, persons who provide on-campus services, and persons who frequently visit school campus, and regularly follows up on COVID-19 tests for those who have not been vaccinated.

When the teachers and school staff as well as the students of schools have achieved a high vaccination rate, an effective anti-epidemic barrier will be built. Such schools concerned may arrange more learning time for their students. For an individual student having received two doses of COVID-19 vaccine for more than 14 days, a school can arrange non-academic extra-curricular activities (e.g. music and physical activities) for such students on the other half-day. In order to help the school to follow up on the above arrangements effectively, we are now collecting the information about your child's vaccinations against COVID-19. If your child has been vaccinated, please submit a copy of the vaccination certificate together with the notice completed to the class teacher for collection. Should you have any enquiries, please contact the Vice Principal, Mr. Ng or Ms. Chak.

3 **Major Concerns for 2021-24**

Under the new normal, students' study and growth need to be modified and supported. Our teachers have set up the following major concerns and plans to take care of students appropriately:

Major Concern (1) Help students establish proper values and goals

Major Concern (2) Deepen students' self-regulated learning under the new normal

Major Concern (3) Create a favourable English learning environment and raise the English competency of students

For the above major concerns, our teachers are looking forward to closer home-school cooperation in order to achieve student's whole-person development. Should you have any enquiries, please contact the Vice Principal, Ms Chan.

4 **School Calendar and Timetable**

4.1 The school premises will be the DSE examination venue for core subjects from 25th to 27th April and 29th April to 3rd May. In order to reduce the negative impact on students' lesson time and allow most of our students to take the DSE exams at our school, the summer vacation will start from 20th July this year. From 26th April to 3rd May, there will be online self-learning sharing sessions for students to demonstrate the practical results of self-learning. Students will have online lessons, and they must be punctual and participate in the activities actively. The performance will be part of the daily marks. For details, please refer to the notice distributed at a later time.

4.2 The Education Bureau (EDB), after taking into account the latest development of the epidemic and the preparedness of schools, has decided that all kindergartens (KGs), primary and secondary schools (including special schools and schools offering non-local curriculum), and private schools offering non-formal curriculum (commonly known as 'tutorial schools') (PSNFCs) will continue to have half-day face-to-face classes in the 2021/22 school year. In order to ensure that students have sufficient time to study, our school will still maintain the similar mode of study (face-to-face classes in the morning and online lessons in the afternoon). Yet the online class teacher period will start from 3:00 p.m. for better after-school study class/extra-curricular activity arrangements. In addition, in order to help students face adversity and pressure actively, learn how to learn, consolidate and plan their learning progress, our school will conduct various activities on Friday afternoon – (1) life education classes with Christian values as the main focus; (2) other learning experience activities; (3) extended learning courses and after-school study classes for senior form students. The timetables are as follows:

Monday to Thursday (Each period lasts for 45 minutes)	
8:00 - 8:15 am	Morning Assembly
8:15 - 9:00 am	1 st Lesson
9:00 - 9:45 am	2 nd Lesson
9:45 - 10:00 am	Recess
10:00 - 10:45 am	3 rd Lesson
10:45 - 11:30 am	4 th Lesson
11:30 - 11:45 am	Recess
11:45 am - 12:30 pm	5 th Lesson
12:30 - 1:15 pm	6 th Lesson
1:15 - 2:55pm	Lunch and Go Home
2:55 - 3:00 pm	Log in to Google Meet and get prepared
3:00 - 3:30 pm	Class teacher period (Google Meet)
3:30 - 4:15 pm	S5 and S6 M1/M2 (Google Meet), Supplementary classes (Google Meet)

Friday (Each period lasts for 35 minutes)	
8:00 - 8:25 am	Morning Assembly
8:25 - 9:00 am	1 st Lesson
9:00 - 9:35 am	2 nd Lesson
9:35 - 9:50 am	Recess
9:50 - 10:25 am	3 rd Lesson
10:25 - 11:00 am	4 th Lesson
11:00 - 11:15 am	Recess
11:15 - 11:50 am	5 th Lesson
11:50 am - 12:25 pm	6 th Lesson
12:25 - 2:25 pm	Lunch and Go Home
2:25 - 2:30 pm	Log in to Google Meet and get prepared
2:30 - 3:45 pm	Life Education (Zoom / Google Meet)

If students need to apply for leave of absence due to illness or other special reasons, parents have to apply to the Discipline Committee according to school regulations. For on-campus activities, parents should apply to the instructors. Should you have any enquiries, please contact the Vice Principal, Ms. Chan, or the Mistress of Discipline Committee, Ms. Ho.

5 Activity Arrangements during the Adaptation Week (2/9 to 3/9)

To help students better get prepared for the new school year, due to the half-day face-to-face class arrangement, the activities of the adaptation week which were held in the afternoon for a week in the past will be conducted on 2nd and 3rd September respectively. The details are as follows:

• 2/9/2021 (Thu)

Time	S1	S2	S3	S4	S5	S6
08:00-08:25	Campus TV					
08:25-09:00	Class Teacher Period					Mock release of DSE result (Hall)
09:00-09:35						
09:35-09:50	Recess					
09:50-10:25	Education Day (Truth Lutheran Church)	Thematic Activity				
10:25-11:00						
11:00-11:15		Recess				
11:15-11:50	Introduction to Extra-curricular Activities					
11:50-12:25						
12:25	Dismiss of school					

• 3/9/2021 (Fri)

Time	Event
08:00-08:25	Campus TV
08:25-09:00	1 st Lesson
09:00-09:35	2 nd Lesson
09:35-09:50	Recess
09:50-10:25	3 rd Lesson
10:25-11:00	4 th Lesson
11:00-11:15	Recess
11:15-11:50	5 th Lesson
11:50-12:25	6 th Lesson
12:25	Dismiss of school
14:30-15:30	GET SET GOAL (1) and Class Teacher Period (ZOOM / Google Meet)

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

6 Academic Requirements

To enhance students' learning efficiency and performance in the class, the school has strict academic requirements:

6.1 Good learning attitude:

Students are supposed to be actively engaged in learning and serious about their homework. Parents are encouraged to remind their children to finish their homework, revise and consolidate what they have learnt in the lessons. To help students foster a good learning habit, the school has a 'Hand in Homework on Time' scheme for S1 to S3 (all subjects) and S4 to S6 (Chinese, English, Maths and Liberal Studies). For those students who fail to hand in homework for five times in a month, a demerit will be given and 2 demerits for 10 times in a month.

6.2 Promotion Requirements:

- 6.2.1 S1 to S3 students will not be allowed to be promoted if they cannot get passes in the overall results of Chinese, English and Math or they fail the Conduct.
- 6.2.2 S4 to S6 students will not be allowed to be promoted if they cannot get passes in the overall results of Chinese, English, Math and Liberal Studies or they fail the Conduct.
- 6.2.3 For those who cannot meet the promotion requirements, make-up exams may be arranged on the basis that their core subject results meet the additional assessment requirements. Students need to attend enhancement class before they take the make-up exam in July. Probationary promotion will only be granted if they pass the make-up exam.
- 6.2.4 The school reserves the right to demote students if their results in the probationary class are not up to the standard.

6.3 Arrangement of Make-up Assessment:

To help students build a solid foundation, additional assessment support will be provided for students who cannot meet the academic requirements after the exam of the second semester.

- 6.3.1 S1 to S3 make-up assessments (Chinese, English and Maths). Promotion will be granted if the result of the make-up assessment is up to the standard.
- 6.3.2 S4 to S5 make-up assessments (Chinese, English, Maths and Liberal Studies). Promotion will be granted if the result of the make-up assessment is up to the standard.
- 6.3.3 S4 to S5 make-up assessments (Electives). Students have to attend the enhancement courses to be held during summer holidays and next year if the result is not up to the standard.

6.4 Disqualification from Exam:

Students will not be allowed to sit for any exam if they are absent from school for over one-eighth of the school days in a semester (including casual leave and sick leave). 0 marks will be given for all subjects. Exception is applied to those with permission of the Principal.

6.5 Graduation Requirements:

- 6.5.1 Students have to finish all internal exams and have good conduct in order to graduate.
- 6.5.2 Students who cannot meet the graduation requirements will be awarded Certificate of Completion only.

Hopefully, under the cooperation of parents and the school, we can together cultivate a serious attitude towards learning among the students and ultimately, a better learning outcome. Should you have any enquiries, please contact the Vice Principal, Ms. Chan.

7 Summary of School Rules

To keep students disciplined with good moral characters, the school has strict rules that students need to follow, these rules and regulations are listed in the student handbook, and summarized as follows:

- 7.1 Students should wear school uniforms and school badges and bring along with them the student cards when they come to school.
- 7.2 Students should bring textbooks, reference books, exercise books as well as stationery needed.
- 7.3 Students should take good care of the school property and keep the campus clean. Students have to compensate for the damaged property and will receive punishment.
- 7.4 Students should behave themselves in the class, at recess, during the assembly and extra-curricular activities.
- 7.5 Students should come to school on time and attend all the tutorials, assemblies and extra-curricular activities required. Absence without reason will be considered as truancy. Students may receive a major demerit.
- 7.6 Students should not join any inappropriate gatherings or activities; offenders may receive major demerits.
- 7.7 For students who want to transfer to other schools or drop out, their parents or guardians need to inform the school in writing.
- 7.8 For students who violate the school rules, punishment will be meted out according to the seriousness of the violation. Cheating in the exam and stealing are considered as serious violations and offenders will be given major demerits.
- 7.9 Awards will be given to the students who have good performance in conduct, studies, activities or services.
- 7.10 Parents have to call the school office to apply for sick leave by 8 am if their children are sick. Students have to go through all the application procedures within two days after their return to school. For the students who want to apply for casual leave, they have to submit a parent's letter to explain the reason(s).

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

8 Application for Bringing Mobile Phone to School

Students can apply to the school for the permission to bring mobile phone to school and have to follow the following regulations:

- 8.1 The application should be applied by the parents.
- 8.2 Students are responsible for keeping their mobile phones safe; the school will not be responsible for any loss.
- 8.3 Students are not allowed to take out, turn on or use their mobile phones on the school campus. The school will confiscate mobile phones that emit sound in class or on campus. Parents have to come to school and get back the phones in person.
- 8.4 If repeated cases of disturbance to the class caused by mobile phone, the student will be deprived of the right to bring mobile phone to school.
- 8.5 To avoid accidents, parents should remind their children to be careful when using mobile phones on the street.
- 8.6 Under no circumstances should parents call their children during the school period; parents should call the school first and the message will be passed to the students by the school.

For the parents who want to apply for bringing mobile phone to school for their children, they should sign the reply slips of the application form and give them back to the class teachers. Should parents have any enquiries, please contact the Mistress of Discipline Committee, Ms. Ho.

9 Special Request for Wearing Accessories

School is for learning. Students need to dress properly and neatly under any circumstances. Accessories are therefore not allowed. If parents request their child to wear accessories to go to school for special reason, approval is needed by specifying the reason. Students will be breaking the school rule without the permission of school. Parents and students should pay special attention to the following regulations:

- 9.1 The school only accepts ornaments for auspicious purpose and other accessories are prohibited;
- 9.2 The style, color and size of accessories should be plain and simple;
- 9.3 Avoid wearing valuable accessories and students should keep them secure to prevent loss of valuables.

If parents have special request for wearing accessories, the attached application form should be signed and returned to the class teacher. The Discipline Committee will review the request or even meet the student if in need. Students are allowed to wear their accessories only with the approval from the school. Should parents have any enquiries, please contact the Mistress of Discipline Committee, Ms. Ho.

10 After-school Study Classes Arrangements

To enhance students' learning efficiency, consolidate their learning and prepare them for the public exam, the school will arrange after-school study classes for students. Please refer to Attachment 1 for the information of September after-school study classes. Attachment 2 is the timetable for the whole year after-school class arrangements. For the arrangements in the above, parent's notice will prevail. As after-school study classes are subject to changes, please pay attention to the information about after-school study classes in parent's notice.

Remarks: After-school Study Classes will be conducted via Google Meet during online learning period. Subject teachers will take attendance and follow up on the situation. Students are reminded to note the points of online learning at home. Should you have any enquiries, please contact the Vice Principal Ms. Chan.

11 Arrangements for HKDSE Category B – Applied Learning Subjects: Applied Psychology (Applicable to S4 Students)

In order to provide diversified courses, Applied Psychology is offered for S4 students this school year. The course and tutor are provided by Lingnan Institute of Further Education. To help students understand the course documents, lesson arrangements and assessments of the course concerned, parents and students are reminded to study the following information in detail.

11.1 Briefing Session on Curriculum

Date: 2nd September (Thu)

Time: 12:30 p.m.

Venue: RM 508

Target: All students studying Applied Psychology (Must be present) or Students who intend to transfer to Applied Psychology

11.2 Class Arrangements (Applicable to students studying Applied Psychology)

Since Lingnan Institute of Further Education can only arrange afternoon classes, and due to the arrangement guidelines of the Education Bureau, students studying Applied Psychology have the following class arrangements for A1/B1:

A1 / B1	
8:00 – 8:15 a.m.	Morning Assembly
8:15 – 9:00 a.m.	1 st period
9:00 – 9:45 a.m.	2 nd period
9:45 – 10:00 a.m.	Recess
10:00 – 10:45 a.m.	3 rd period
10:45 – 11:30 a.m.	4 th period
11:30 a.m. – 1:35 p.m.*	Lunch and Go Home
1:35 – 1:40 p.m.	Log in to Zoom and get prepared
1:40 – 3:40 p.m.	Applied Psychology (Zoom)

Remarks: * Due to changes in the lunch time, if parents are not able to arrange lunch or afternoon classes for students, parents are reminded to indicate the situation in the reply slip. Our school will arrange lunch for students in need (at their own expense) and stay in school for class.

11.3 Arrangements for After-school Classes

Date: 7/2, 25/4, 11/7, 18/7, 25/7, 15/8, 22/8, 29/8/2022 (Mon)

Time: 1:40 p.m. to 5:10 p.m.

Venue: School

For details, please refer to the parent's notices distributed at a later time.

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

12 Arrangements for HKDSE Category C –Other Language Subjects: Japanese Language (Applicable to S4 Students)

In order to provide diversified courses, Japanese Language is offered for S4 students this school year. The course and tutor are provided by Academy of the Baptist Convention of Hong Kong. To help students understand the course documents, lesson arrangements and assessments of the course concerned, parents and students are reminded to study the following information in detail.

12.1 Briefing Session on Curriculum

Date: 2nd September (Thu)

Time: 12:30 p.m.

Venue: RM 509

Target: All students studying Japanese Language (Must be present) or Students who intend to transfer to Japanese Language

12.2 Class Arrangements (Applicable to students studying Japanese Language)

Since Academy of the Baptist Convention of Hong Kong can arrange both morning and afternoon classes, and due to the arrangement guidelines of the Education Bureau, students studying Japanese Language have the following class arrangements for A1/B1:

A1 / B1	
8:00 – 8:15 a.m.	Morning Assembly
8:15 – 9:00 a.m.	1 st period
9:00 – 9:45 a.m.	2 nd period
9:45 – 10:00 a.m.	Recess
10:00 – 10:45 a.m.	3 rd period
10:45 – 11:30 a.m.	4 th period
11:30 – 11:45 a.m.	Recess
11:45 a.m. – 12:30 p.m.	5 th period (Japanese Language)
12:30 - 1:15 p.m.	6 th period (Japanese Language)
1:15 – 2:55 p.m.	Lunch and Go Home
2:55 – 3:00 p.m.	Log in to Zoom and get prepared
3:00 – 4:30 p.m.	Japanese Language (Zoom)

12.3 Collection of Fees for Learning Materials and Textbooks

For the smooth implementation of the classes, our school will collect the fees for learning materials and textbooks on behalf of the academy. The details are as follows:

Learning Materials prepared by the academy: \$500 (required materials)

Textbook: \$270

12.4 Arrangements for After-school Classes

Date: 31/1, 7/2, 25/4, 11/7, 18/7, 25/7/2022 (Mon)

Time: 9 a.m to 12:30 p.m.

Venue: School

For details, please refer to the parent's notices distributed at a later time.

Parents are reminded to complete the reply slip. Should you have any enquiries, please contact the Mistress of Careers Committee, Ms. Ng.

13 S5 Applied Learning Course Arrangement

The school has join 2021-2023 Applied Learning Courses organized by EDB, Courses taken by students are listed as follows:

	Class	No.	Name	Subject Code	College
1	5A	2	CAO SIYI	665 Child Care and Education	VTC
2	5A	6	CHIU MAN YING	691 Practical Psychology	HKBU(SCE)
3	5A	11	LEE HO YIN	669 Computer Game and Animation Design	VTC
4	5A	16	PURACHATHAMMANG NATTHAMON	660 Medical Laboratory Science	HKU(SPACE)
5	5A	26	YEUNG WAI KEE VICTORIA	691 Practical Psychology	HKBU(SCE)
6	5B	16	LI JIAHAO	627 Exercise Science and Health Fitness	HKBU(SCE)
7	5C	8	HUANG HING HIU	716 English for Service Professionals	HKU(SPACE)
8	5C	10	KAN WAI SHING	681 Marketing and Online Promotion	CityU(SCOPE)
9	5C	15	LEE KIN HONG	647 Exercise Science and Health Fitness	HKCT
10	5C	25	XIE TUNG CHUN	660 Medical Laboratory Science	HKU(SPACE)
11	5D	3	CHAU TSZ KI	618 Health Care Practice	CICE
12	5D	5	CHEUNG TSZ YAN	681 Marketing and Online Promotion	CityU(SCOPE)
13	5D	10	HUI WAI LAM	681 Marketing and Online Promotion	CityU(SCOPE)
14	5D	17	NG YING TUNG	618 Health Care Practice	CICE
15	5D	21	SIU TSZ WING	681 Marketing and Online Promotion	CityU(SCOPE)
16	5D	22	TANG LONG YING	618 Health Care Practice	CICE
17	5D	28	YU SHUN	660 Medical Laboratory Science	HKU(SPACE)

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

14 **Special Arrangements for Application for Changing Language Version, and Dropping M1/M2**

To better cater the needs of students, application can be made in following periods ONLY:

Form Application Month	S4	S5	S6
Sep 2021	Changing Language Version	Changing Language Version Dropping M1/M2	Changing Language Version Dropping M1/M2 (Apply before 13th Sep)
Feb 2022	Changing Language Version	Changing Language Version Dropping M1/M2	/
Jul 2022	Changing Language Version	Changing Language Version Dropping M1/M2	/

Students may contact the subject teachers for further information and support.
Should you have any enquiries, please contact the Deputy of Study, Mr. Ko.

15 **Application for S4 Adding and Dropping Elective Subjects**

The school will distribute the Adding/Dropping Elective Subjects Form to S4 students on 8th September. The elective subjects include elective subjects offered by our school, Japanese Language, Applied Psychology and DSE Physical Education. Students who want to apply to add/drop subjects have to submit the form to Ms. Fuk (Rm 301) in person before 13th 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;
- The vacancy of that subject is another criterium. If there is an excess of adding subject applications, there will be 1-2 discretionary places for each subject, and the subject teachers will select the applicants according to the following criteria:

Students' S3 Overall Academy 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 Ms Fuk.

16 **Arrangements for 2021/22 S4 Students Dropping Elective Subjects**

Starting from the year 2021/22, S4 students will take three elective subjects (including school-based curriculum). To help students fully understand the learning situation and study as hard as possible, there will be no application to drop elective subjects. To help students meet the university admission requirements, if they want to apply to drop an elective subject due to individual reasons, each student is only allowed to drop one elective subject either in S5 or in S6. The application periods are as follows:

Application period for 2021/22 S4 students applying to drop elective subject for the next school year (S5)	Feb to Apr, Jul 2022
Application period for 2022/23 S5 students applying to drop elective subject for the next school year (S6)	Feb, Jul 2023

To consolidate the results of core subjects, S5 students who have dropped an elective subject are required to attend the designated course during the period of the elective subject dropped. The details are as follows:

Students apply to drop elective subject in S5 during Feb – Apr 2022	Students must apply to take on-site vocational English programmes which are recognized by the universities, and taking Chinese, English and Mathematics enrichment courses. (Remarks: Students may apply for taking Applied Learning courses offered by external organizations on Saturdays.)
Students apply to drop elective subject in S5 during July 2022	Students must apply to take on-site vocational English programmes which are recognized by the universities (if vacancies are still available), and taking Chinese, English and Mathematics enrichment courses.

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

17 **Student Health Service**

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. However, the venues, classes and health check items are subject to change due to the latest development of COVID-19. 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. Should you have any enquiries, please contact the Mistress of Discipline Committee, Ms. Ho.

18 **Collection of Medical Records of Students**

In order to look after your child in the aspect of health and safety, our school collects the personal information and medical history of S.1-6 students. Personal information collected from your child is only used for handling matters relating to his / her health and safety. Though the provision of such data is done entirely on a voluntary basis, insufficiency of information may make the school unable to have a clear picture of your child's medical history. We may not be able to provide proper assistance to him / her in case of accident.

Please fill in and sign on the MEDICAL HISTORY OF STUDENT (Attachment 5, STUDENT PROFILE and reply slip attached. Should you have any enquiries, please contact the Vice Principal, Ms. Chan.

19 **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 and the measures are as follows:

- 19.1 All the students (including graduate students) (and their parents / guardians) have to provide the school with information needed when they apply for school places or request for education service / other services.

- 19.2 The personal information collected from students, parents and guardians will be used for the following purposes:
- 19.2.1 student record;
 - 19.2.2 academic and teaching and learning affairs (including careers and counselling);
 - 19.2.3 student quality nurturing and potential development affairs (discipline, counselling, moral and civic education, leadership training, extra-curricular activity, invitational education and other learning experiences, etc.);
 - 19.2.4 religious education;
 - 19.2.5 student welfare;
 - 19.2.6 parents / family education;
 - 19.2.7 parents and teachers association communication and administration;
 - 19.2.8 alumni communication and administration;
 - 19.2.9 other education related purposes (e.g. teaching and learning services provided by education institutes)
 - 19.2.10 school news on the school intranet, class allocation information on the school bulletin boards;
 - 19.2.11 school publications, leaflets and school website for promoting the school and enhance the communication between the school and community;
 - 19.2.12 positive messages / good news which may involve students personal information (e.g. name, class, awards and excellent results);
 - 19.2.13 students' works like homework, drawings, school life highlights (including videos and photos) may be used for classroom learning purpose or published in school magazines, exhibitions and on the school website.
- 19.3 The school will keep students, parents and guardians' personal information confidential. Only authorized entities, like class teachers and school secretary, can provide the information to the following organizations (when needed):
- 19.3.1 Education Bureau and the affiliated departments like Regional Education Offices and Careers Team;
 - 19.3.2 Examination and Assessment Authority;
 - 19.3.3 Health Institutions like Intensive Care Unit, Health Department and Centre for Health Protection
other related departments / institutions like Hong Kong Police Force, Fire Services Department, Social Welfare Department, Student Financial Assistance Agency and scholarship related offices.
- 19.4 According to Personal Data (Privacy) Ordinance, all students in the school or graduate students have (and their parents / guardians)
- 19.4.1 the right to investigate and check if the school holds their personal information;
 - 19.4.2 the right to revise the information if they find it inaccurate;
 - 19.4.3 the right to check the school's policy with the use of information and the right to be informed of what types of information the school is holding.
- 19.5 The school will take good care of all the personal information, students' works, videos and photos safe and confidential. 'Notes to School Personal Data (Privacy) Policy' and Collection of Personal Information and Medical Records of Students, Parents and Guardians' is applicable to the time the students are studying in the school. Parents / guardians are advised to read them carefully 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 the Vice Principal, Ms. Chan.

20 **Students' Personal Accident Insurance**

Given that the Block Insurance Policy (BIP) of the Education Bureau provides compensation only in respect of permanent disablement or accidental death, our school has decided to purchase "Students' Personal Accident Insurance" for all students so as to extend the coverage to accidental injuries sustained by students taking part in school activities. To avoid posing a financial burden to students, no extra cost will be incurred or charged to students. After the process of quotation and evaluation, Assicurazioni Generali S.p.A. will be the insurer. Details are as follows:

20.1 Particulars:

20.1.1 Premium: \$9 (each student) (It will be allocated from the Fee for Special Purposes 2021-2022, no extra cost will be charged to students)

20.1.2 '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

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

20.1.3.1 School-time and inside the school campus;

20.1.3.2 Participating in all kinds of activities arranged/ organized/ endorsed by the Insured;

20.1.3.3 Traveling with vehicles owned by or rented by the Insured;

20.1.3.4 Covering Food/ Drink Poisoning provided or arranged by the Insured;

20.1.3.5 Covering Gas Poisoning inside school campus or all kinds of activities arranged/ organized/ endorsed by the Insured;

20.1.3.6 The course of traveling directly from home to the school campus for the purpose of attending classes or participating in activities organized by the Insured.

20.2 Procedures of claim(s):

A written report should be handed in to the class teachers or the general office within a week and all documents should be handed in within 2 weeks after the student is injured in school activities. The relevant documents include:

20.2.1 Filled Personal Accident Claim Form (Can be obtained from the General Office or downloaded from the school website_school information)

20.2.2 A photocopy of student card or student handbook (On the page of student information);

20.2.3 Official receipts of the medical costs; name of the Insured Person and description of the injury should be stated clearly on the receipts;

20.2.4 A medical certificate is needed in addition to the receipts without description of injuries.

20.3 Remarks:

20.3.1 The above information is provided by Ablemex Financial & Insurance Services Ltd, insurance claims will be underwritten by Assicurazioni General 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 apply and prevail.

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

21 IT Helper Training

An IT training workshop will be organized to equip students with IT skills and have them help with classroom IT learning. The details are as follows:

21.1 Target: S1 to S5 students

21.2 Date: 10/9/2021 (Fri)

21.3 Time: 12:30 p.m. to 12:50 p.m.

21.4 Venue: RM 506

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.

22 Order for Learning Materials

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

Subject	Item	Publisher/Editor	Form	Fee
Calculator	Casio fx-50FH II	---	S1	\$188
History Reading Material	Egypt, Nubia & Kush	Benchmark	S1	\$78
	Who was Christopher Columbus?	Grosset and Dunlap	S2	\$46
IS	New Mastering Science Workbook 1A (Loose- chapters binding)	Oxford University Press (China) Ltd	S1 (1A, 1B)	\$82
	New Mastering Science Workbook 1B (Loose- chapters binding)	Oxford University Press (China) Ltd	S1 (1A, 1B)	\$82
	新編基礎科學 作業 1A (單元裝) (Chinese Version Only)	Oxford University Press (China) Ltd	S1 (1C, 1D)	\$82
	新編基礎科學 作業 1B (單元裝) (Chinese Version Only)	Oxford University Press (China) Ltd	S1 (1C, 1D)	\$82
	New Mastering Science Workbook 2A (Loose- chapters binding)	Oxford University Press (China) Ltd	S2 (2A, 2B)	\$82
	New Mastering Science Workbook 2B (Loose- chapters binding)	Oxford University Press (China) Ltd	S2 (2A, 2B)	\$82
	新編基礎科學 作業 2A (單元裝) (Chinese Version Only)	Oxford University Press (China) Ltd	S2 (2C, 2D, 2E)	\$82
	新編基礎科學 作業 2B (單元裝) (Chinese Version Only)	Oxford University Press (China) Ltd	S2 二 (2C, 2D, 2E)	\$82
Life and Society	校本《新世紀生活與社會》(基礎部份第二版)(2019年更新版)(內包括單元 13, 21, 22, 23, 29) (Chinese Version Only)	Ling Kee	S2	\$128

Students will be using the materials mentioned above in the class. They can buy them through the school by cash or cheque (Payable to: The Incorporated Management Committee of ELCHK Lutheran Secondary School). Or buy them on their own. Should you have any enquiries, please contact Ms. Au Yeung.

23 Newspaper Subscription

To help students develop the habit of reading newspaper, broaden horizons and enhance their language ability, the school highly recommends parents to subscribe to newspaper for their children:

23.1 Sing Tao Daily - \$1 Reading Scheme

23.1.1 Content includes:

- ☒ Hong Kong news ☒ International news ☒ Education ☒ Parents Section
- ☒ University Section ☒ English current affairs materials
- ☒ S-File (Topics: Citizenship and Social Development/ Liberal Studies, Chinese Language, STEM/ Science Subjects, History)

23.1.2 Subscription Code:

Form	Distribution Dates (Excluding unified test or exam)	Price	Total	Code	Gift
S1 to S5	20/9/2021 to 20/5/2022 (84 school days)	\$1	\$84	「ST 1」	*
S6	20/9/2021 to 14/12/2022 (50 school days)	\$1	\$50	「ST 2」	
S1 to S5	20/9/2021 to 16/5/2022 (Every Monday) (25 school days)	\$1	\$25	「ST 3」	
S6	20/9/2021 to 13/12/2022 (Every Monday) (13 school days)	\$1	\$13	「ST 4」	

* If the number of subscription days in the whole academic year is 70 days or more, you can get a gift 《DSE 中文科 16 篇範文應試攻略 2022 增潤版》 (Chinese only).

23.1.3 Number of Copies Subscribed

23.1.3.1 At least 15 copies every day per school

23.1.3.2 \$0.2 service charge per copy for 50 copies or less

23.2 Ming Pao

“Love Language” is published by Ming Pao, which the Chinese teacher will discuss issues with students. It cannot be bought from the newspaper stands outside. Each student must have one copy. Students can subscribe to one copy if they have brothers or sisters studying in the school.

23.2.1 Content includes:

☒ Hong Kong news ☒ China ☒ International news ☒ Education
☒ English ☒ Perspectives ☒ Supplement ☒ Education supplement “Love Language” comprehension and integrated skills and discussion of paper IV

23.2.2 Subscription Code:

Form	Distribution Dates (Excluding unified test or exam)	Price	Total	Code
S4 to S5	20/9/2021 to 27/5/2022 (Every Friday) (13 school days)	\$2	\$26	ML

23.2.3 Number of Copies Subscribed: At least 20 copies every day per school

23.3 Digital Online Newspaper - Junior Standard and Student Standard

All S1 to S6 students **must** subscribe to the digital online newspaper - Junior Standard or Student Standard.

S1 to S3 students are required to subscribe to Junior Standard (Code: “Stand 1”).

S4 to S6 students are required to subscribe to Student Standard (Code: “Stand 2”).

Students can subscribe to the captioned newspapers by themselves or through the school. They must ensure that they can purchase the above-mentioned teaching materials and use them for learning purposes.

23.3.1 Subscription Code:

Form	Distribution Dates (Excluding unified test or exam)	Price	Total	Code
S1 to S3	13/9/2021 to 30/5/2022 (Every Monday, Wednesday, Friday)	\$88	\$88	「Stand 1」
S4 to S6	14/9/2021 to 31/5/2022 (Every Tuesday, Thursday)	\$48	\$48	「Stand 2」

- 23.4 Subscription of HKEJ-i know (Printed version and online learning account (student version))
To train students' critical thinking skill and enhance their sense towards current affairs, the Liberal Studies Department will subscribe HKEJ-i know hard copy and e-learning platform, students may order via school or other channels, please ensure that students have the above-mentioned materials for lesson. If they have siblings studying in the same school, one copy is enough.

23.4.1 Subscription Code:

Form	Distribution Dates (Excluding unified test or exam)	Price	Total	Code
S5	27/9/2021 to 10/6/2022 (94 school days) (Every Monday, Wednesday, Friday)	\$1	\$94	「HKEJ 1」
S6	27/9/2021 to 4/3/2022 (57 school days) (Every Monday, Wednesday, Friday)	\$1	\$57	「HKEJ 2」

23.5 Hong Kong Economic Times: 'Campus Economics' Magazine

To equip S4 and S5 students with economics principles and knowledge, the Economics Department will subscribe Hong Kong Economic Times: 'Campus Economics' Magazine, students may order via school or other channels, please ensure that students have the above-mentioned materials for lesson.

23.5.1 Content includes:

- ☒ Cover Story ☒ Feature ☒ Economics Issues ☒ Maths and Economics
☒ HKDSE/DRQ Challenge Station ☒ Others

23.5.2 Subscription Code:

Form	Distribution Dates (Excluding unified test or exam)	Price	Total	Code
F.4	23/9, 10/10, 8/12/2021; 16/2, 23/3, 4/5/2022 (6 sets per year)	\$8	\$48	EB 1
F.5	29/9, 24/10, 15/12/2021; 23/2, 6/4, 18/5/2022 (6 sets per year)	\$8	\$48	EB 2

Students can buy 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, Ms. Au Yeung.

24 Borrowing rules of library

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

- 24.1 All students can use the valid student ID card or the student handbook with a student photo to borrow books in the library. Each person can borrow up to 5 books at a time.
- 24.2 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.
- 24.3 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.
- 24.4 If the book is lost or damaged, students have to purchase a new book or compensate according to the price of the book.
- 24.5 Students who leave school due to graduation or drop out of school should return the borrowed books to the library.
- 24.6 The library will issue a record to each class teacher every month. The class teacher will notify the student(s) who owed the book(s) for more than 20 days or the amount owed more than \$15. If students ignore it, the school will contact the parents to find out the difficulties and reasons. Should parents have any enquiries, please contact Ms. Au Yeung.

25 Education services 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 need for NCS students to learn Chinese as a second language, which in return facilitates 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:

25.1 External Chinese teacher classes

The school will employ an external professional instructor to the school to hold Chinese interest classes for NCS students once a week (Tentative Day: Tuesdays after school). The programme aims to enhance students' interest in learning Chinese, and get well prepared for public examinations like GCSE. Occasional extra-curricular activities will be held. Another Parents' Notice will be issued to clarify the details. The course starts from October.

25.2 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.

25.3 Tests and examinations adjustment

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

The arrangements mentioned aim to help Non-Chinese speaking students learn Chinese and integrate into the community. Parents' support is indispensable. Please remind your children to attend the classes on time. Should you have any enquiries, please contact the Mistress of the Inclusive Education Committee, Ms. Tsang or Deputy of Inclusive Education Committee, Ms. Au Yeung.

26 Arrangements for Electronic Parent's Notice

For the past two years, our school has used the eClass Parent App as the electronic backup for the parents' notice. Parents and our school could contact more directly under the epidemic, and the effectiveness was satisfactory. In order to strengthen home-school cooperation, our school will adopt the following practices to issue notices from 6th September, 2021:

Type of Notice	Way of Issuing	Parent's Reply
Important Notice	Paper-based Notice	Parents have to sign in the reply slip and ask the students to return it to the class teachers.
General Notice	Electronic Notice	Parents can sign via eClass Parent APP as acknowledgement.

Remarks:

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





26.2 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 eClass Parent APP.

26.3 For the parents of newly admitted S1 students and transfer students, they will receive a letter "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 can visit our school website, find the icon "Campus Info" and select "Latest News" for understanding the installation and log-in procedure of eClass Parent APP. Our school website: www.lss.edu.hk
Should you have any enquiries, please contact the Master of IT Education Committee, Mr. Cheng.

27 Application for the Student Financial Assistance

For the details of various financial assistance and subsidies, please refer to the attachments. 'Application for Student Financial Assistance' and 'Notification of Result': Student Travel Subsidy Scheme/School Textbook Assistance Scheme / Subsidy Scheme for Internet Access Charges (Attachment 3); 'LSS Subsidy Table 2021-22' (Attachment 4).

Please remind your child to submit the following documents on time to avoid delay in processing the application.

6/9	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 S1 and S6 students)
By 10/9	For those who want to apply for the Grantham Maintenance Grants, they need to submit the documents to the General Office. (it takes time for the school to process the application, please submit the documents on time)
On or before 30/9	<p>'MTR Student Travel Application Form'</p> <p>i. S1 to S6 students can apply for their first-time or renewal of MTR Student Travel Scheme applications 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;"> Instructional Video for MTR Student Travel Scheme Application</div><div style="text-align: center;"> English Version</div><div style="text-align: center;"> Chinese Version</div><div style="text-align: center;"> Via MTR Mobile</div></div>

Students will be informed of other assistance applications via either school notices or school intranet in due course. Should you have any enquiries, please contact the Deputy of School Development Committee, Ms. Liu.

Please ask your child to submit the reply slip and fee to the class teacher by 6th September, 2021 (Fri).

Yours faithfully,



Mr. Liang Kwun Fan
(Principal)

ELCHK Lutheran Secondary School
Parent Notice 21004 School Opening Affairs [Reply Slip]
(Please submit the replay slip and the fee to the class teacher by 6/9.)

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 Information Collection of COVID-19 Vaccination for Students

- ☐ My child has had the first and second dose of COVID-19 vaccines. The date of the second dose: _____
- ☐ My child has had the first dose of COVID-19 vaccines and is now waiting for the second dose.
The date of the second dose expected: _____
- ☐ My child has booked for the first dose of COVID-19 vaccines. The date of the first dose expected: _____; the date of the second dose expected: _____
- ☐ My child has not had any dose of COVID-19 vaccines.
(Please attach a photocopy of the vaccination certificate with the reply slip to class teachers for collection.)

2 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 ☐ agree / ☐ disagree to the school using the personal information of my child (including parents / guardians) for purposes as mentioned in the notice.

3 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 going to apply for the permission to bring mobile phone to school for my child.
(Student's contact number: _____ Model of the phone: _____)
- ☐ I am going not to apply for permission to bring mobile phone to school for my child.

4 Special Request for Wearing Accessories

I have read the notice of 'Special Request for Wearing Accessories' and will cooperate with the school to remind my child of the rules of school uniform.

- ☐ I am applying to allow my child to wear accessories to the school. (Watch is not regarded as accessory)

Style : _____ Shape: _____ Colour: _____

Reasons : _____

- ☐ I am NOT applying to allow my child to wear accessories to the school.

5 Arrangements for HKDSE Category B – Applied Learning Subjects: Applied Psychology (Applicable to S4 Students)

- ☐ My child can have ZOOM lessons at home on time.
- ☐ I cannot arrange lunch or afternoon classes for my child, so my child will stay in school for lunch and have ZOOM lessons afterwards.

6 Arrangements for HKDSE Category C –Other Language Subjects: Japanese Language (Applicable to S4 Students)

I agree to pay the learning materials (\$500), and I ☐ will / ☐ will not order the textbooks through the school (\$270).

Student Name: _____

Parent's Signature: _____

Class: _____ ()

Parent's Name: _____

ELCHK Lutheran Secondary School
Parent Notice 21004 School Opening Affairs [Reply Slip]
(Please submit the replay slip and the fee to the class teacher by 6/9.)

7 Newspaper Subscription

I would like the school to subscribe to the following newspaper(s) (you can '✓' more than one item)

S1:

	ST 1 (\$84)	ST 3 (\$25)	Stand 1 (\$88)
Order, please ✓			

S2:

	ST 1 (\$84)	ST 3 (\$25)	Stand 1 (\$88)
Order, please ✓			

S3:

	ST 1 (\$84)	ST 3 (\$25)	Stand 1 (\$88)
Order, please ✓			

S4:

	ST 1 (\$84)	ST 3 (\$25)	Stand 2 (\$48)	ML (\$26)	EB 1 (\$48)
Order, please ✓					

S5:

	ST (\$84)	ST 3 (\$25)	Stand 2 (\$48)	ML (\$26)	EB 2 (\$48)	HKEJ 1 (\$94)
Order, please ✓						

S6:

	ST 2 (\$50)	ST 4 (\$13)	Stand 2 (\$48)	HKEJ 2 (\$57)
Order, please ✓				

English:

For those S1 to S3 students who are not going to subscribe to Stand 1, please state how you are going to get the newspaper: _____

For those S4 to S6 students who are not going to subscribe to Stand 2, please state how you are going to get the newspaper: _____

Chinese:

For those S4 to S5 students who are not going to subscribe to ML, please state how you are going to get the newspaper: _____

Economics:

For those S4 to S5 students who are not going to subscribe to EB1/2, please state how you are going to get the newspaper: _____

Liberal Studies:

For those S5 to S6 students who are not going to subscribe to HKEJ 1/2, please state how you are going to get the newspaper: _____

ELCHK Lutheran Secondary School
Parent Notice 21004 School Opening Affairs [Reply Slip]
(Please submit the replay slip and the fee to the class teacher by 6/9.)

8 Order for Supporting Learning Materials

I learn of the school policy of ordering materials on behalf of students and the school-based materials.
 My orders are as follows (you can '√' more than one item)

Form	Subject	Price	Please '√' if you want to order; Please 'x' if you do NOT want to order	Please state the method how you are going to buy the item(s) you do not tick.
S1	Calculator Casio fx-50FH II (1A, 1B, 1C, 1D)	\$188		
	History Reading Materials (1A, 1B, 1C, 1D)	\$78		
	IS (workbook 1A+1B) (1A, 1B, 1C, 1D)	\$164		
S2	History Reading Materials (2A, 2B, 2C, 2D, 2E)	\$46		
	IS (workbook 2A+2B) (2A, 2B, 2C, 2D, 2E)	\$164		
	Life and Society (2A, 2B, 2C, 2D, 2E)	\$128		

Items 7 and 8 can be paid by cash or cheque (Payable to: The Incorporated Management Committee of ELCHK Lutheran Secondary School).

*7 & 8 Total amount: \$ _____

9 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 Name: _____

Parent's Signature: _____

Class: _____ ()

Parent's Name: _____

After-school Study Classes in September

Please refer to the following table for the details of after school learning arrangements in September.

Date	Day	Class	Subject	Subject	Teacher-in-charge	Venue/Google Meet	Time
4/9/2021	Sat	S5	Elective	BIO	CKM	605	9:00am-12:30pm
8/9/2021	Wed	S5	MATH	M1	LKM	Google Meet	3:30pm-4:15pm
				M2	CKT	Google Meet	
		S6	MATH	M1	FKM	Google Meet	
				M2	KCC	Google Meet	
11/9/2021	Sat	S6	ENG	6A	LKY	402	9:00am-12:30pm
				6B	HCY	403	
				6C	KV	404	
				6D	KFY	Hall	
				6E	KFY	Hall	
				6BCD	CYM	405	
13/9/2021	Mon	S5	MATH	M1	LKM	Google Meet	3:30pm-4:15pm
				M2	CKT	Google Meet	
		S6	MATH	M1	FKM	Google Meet	
				M2	KCC	Google Meet	
14/9/2021	Tue	S6	中文	6A	LSY	Google Meet	3:30pm-4:15pm
				6B	LHM	Google Meet	
				6C	LKL	Google Meet	
				6D	HYC	Google Meet	
				6E	LHM	Google Meet	
				6BCD	LSY	Google Meet	
15/9/2021	Wed	S5	MATH	M1	LKM	Google Meet	3:30pm-4:15pm
				M2	CKT	Google Meet	
		S6	MATH	M1	FKM	Google Meet	
				M2	KCC	Google Meet	
16/9/2021	Thu	S6	LS	6A	LML	Google Meet	3:30pm-4:15pm
				6B	NWY	Google Meet	
				6C	LML	Google Meet	
				6D	CYK	Google Meet	
				6E	CYK	Google Meet	
				6BCD	CWSJ	Google Meet	
18/9/2021	Sat	S5	Elective	BIO	CKM	605	8:30am-12:30pm
		S6	MATH	6A	LYT	Hall	
				6B	CKT	Hall	
				6C	KCC	Hall	
				6D	LYT	Hall	
				6E	CKT	Hall	
20/9/2021	Mon	S5	ENG	5A	KV	Google Meet	3:30pm-4:15pm
				5B	LCY	Google Meet	
				5C	LPC	Google Meet	
				5D	LCY	Google Meet	
				5BC	CPK	Google Meet	

Date	Day	Class	Subject	Subject	Teacher-in-charge	Venue/Google Meet	Time
20/9/2021	Mon	S6	Elective Subjects 1	ICT B	NKN	Google Meet	3:30pm-4:15pm
				BAFS B	CYN	Google Meet	
				ECON B	YCS	Google Meet	
				CHEM	LWK	Google Meet	
				GEOG	CMC	Google Meet	
				VA	CHK	Google Meet	
				RS	CSL	Google Meet	
23/9/2021	Thu	S6	ENG	6A	LKY	Google Meet	3:30pm-4:15pm
				6B	HCY	Google Meet	
				6C	KV	Google Meet	
				6D	KFY	Google Meet	
				6E	KFY	Google Meet	
				6BCD	CYM	Google Meet	
25/9/2021	Sat	S6	LS	6A	LML	402	9:00am-12:30pm
				6B	NWY	403	
				6C	CWSJ	404	
				6D	CYK	405	
				6E	WYT	408	
27/9/2021	Mon	S5	MATH	M1	LKM	Google Meet	3:30pm-4:15pm
				M2	CKT	Google Meet	
		S6	MATH	M1	FKM	Google Meet	
				M2	KCC	Google Meet	
28/9/2021	Tue	S5	ENG	5A	KV	Google Meet	3:30pm-4:15pm
				5B	LCY	Google Meet	
				5C	LPC	Google Meet	
				5D	LCY	Google Meet	
				5BC	CPK	Google Meet	
		S6	MATH	6A	LYT	Google Meet	3:30pm-4:15pm
				6B	CKT	Google Meet	
				6C	KCC	Google Meet	
				6D	LYT	Google Meet	
				6E	CKT	Google Meet	
29/9/2021	Wed	S5	MATH	M1	LKM	Google Meet	3:30pm-4:15pm
				M2	CKT	Google Meet	
		S6	MATH	M1	FKM	Google Meet	
				M2	KCC	Google Meet	

Table of Tutorial Class in Year 2020-21

		MON	TUE	WED	THU	FRI	SAT
S E P T E M B E R				1 *	2 *	3 A5	4
							Form Subject
							F5 BIO (9:00-12:30)
		6 B1	7 B2	8 B3	9 B4	10 B5	11
				Form Subject			Form Subject
				F5 M1/M2 (3:30-4:15)			F6 ENG (9:00-12:30)
				F6 M1/M2 (3:30-4:15)			
		13 A1	14 A2	15 A3	16 A4	17 A5	18
		Form Subject	Form Subject	Form Subject	Form Subject		Form Subject
		F5 M1/M2 (3:30-4:15)	F6 CHI (3:30-4:15)	F5 M1/M2 (3:30-4:15)	F6 LS (3:30-4:15)		F5 BIO (9:00-12:30)
		F6 M1/M2 (3:30-4:15)		F6 M1/M2 (3:30-4:15)			F6 MATH (8:30-12:30)
		20 B1	21 B2	22 ☉	23 B4	24 B5	25
		Form Subject			Form Subject		Form Subject
		F5 ENG (3:30-4:15)			F6 ENG (3:30-4:15)		F6 LS (9:00-12:30)
		F6 Electives 1 (3:30-4:15)					
		27 A1	28 A2	29# A3	30 ☉		
		Form Subject	Form Subject	Form Subject			
		F5 M1/M2 (3:30-4:15)	F5 ENG (3:30-4:15)	F5 M1/M2 (3:30-4:15)			
		F6 M1/M2 (3:30-4:15)	F6 MATH (3:30-4:15)	F6 M1/M2 (3:30-4:15)			
O C T O B E R						1 ☉	2
							Form Subject
							F6 ENG (9:00-12:30)
		4 B1	5 B2	6 B3	7 B4	8 B5	9
		Form Subject	Form Subject	Form Subject	Form Subject		Form Subject
		F6 Electives 2 (3:30-4:15)	F5 ENG (3:30-4:15)	F5 M1/M2 (3:30-4:15)	F6 LS (3:30-4:15)		F5 BIO (9:00-12:30)
			F6 CHI (3:30-4:15)	F6 M1/M2 (3:30-4:15)			F6 Electives 1 (9:00-12:30)
		11 A1	12 A2	13# A5	14 ☉	15 ☉	16
		Form Subject	Form Subject	Form Subject			
		F5 M1/M2 (3:30-4:15)	F6 MATH (3:30-4:15)	F6 ENG (3:30-4:15)			
		F6 M1/M2 (3:30-4:15)					
		18 B1	19 B2	20 B3	21 B4	22 B5	23
N O V E M B E R		25 A1	26 A2	27 A3	28 A4	29 A5	30
							Form Subject
							F5 BIO (9:00-12:30)
							F6 Electives 1 (9:00-12:30)
		1 B1	2 B2	3 B3	4 B4	5 B5	6
		Form Subject	Form Subject	Form Subject	Form Subject		
		F6 Reading class	F5 ENG (3:30-4:15)	F5 M1/M2 (3:30-4:15)	F6 Electives 2 (3:30-4:15)		
		F6 CHI (3:30-4:15)	F6 Electives 1 (3:30-4:15)	F6 M1/M2 (3:30-4:15)			
				F6 Reading class			
		8 A1	9 A2	10# A3	11 A4	12 *	13
		Form Subject	Form Subject	Form Subject	Form Subject		Form Subject
		F5 M1/M2 (3:30-4:15)	F5 LS (3:30-4:15) (if necessary)	F5 M1/M2 (3:30-4:15)	F5 CHI (3:30-4:15) (if necessary)		F6 LS (9:00-12:30)
		F6 M1/M2 (3:30-4:15)	F6 CHI (3:30-4:15)	F6 M1/M2 (3:30-4:15)	F6 ENG (3:30-4:15)		
		F6 Reading class		F6 Reading class			
		15 B1	16 B2	17 B3	18 B4	19 B5	20
		Form Subject	Form Subject	Form Subject	Form Subject		Form Subject
		F5 ENG(3:30-4:15)	F5 MATH (3:30-4:15) (if necessary)	F5 M1/M2 (3:30-4:15)	F5 Electives 1 (3:30-4:15) (if necessary)		F5 BIO (9:00-12:30)
		F6 Electives 2 (3:30-4:15)	F6 Electives 1 (3:30-4:15)	F6 M1/M2 (3:30-4:15)	F6 LS(3:30-4:15)		
				F6 Reading class			
		22 A1	23 A2	24 A3	25 A4	26 A5	27
		Form Subject	Form Subject	Form Subject	Form Subject		
		F5 M1/M2 (3:30-4:15)	F5 Electives 2 (3:30-4:15) (if necessary)	F5 M1/M2 (3:30-4:15)	F5 ENG(3:30-4:15)		
		F6 M1/M2 (3:30-4:15)	F6 MATH (3:30-4:15)	F6 M1/M2 (3:30-4:15)	F6 CHI (3:30-4:15)		
		F6 Integrated skills class		F6 Integrated skills class			
		29 B1	30 B2				
		Form Subject	Form Subject				
		F6 Integrated skills class	F5 CHI (3:30-4:15) (if necessary)				
			F6 ENG (3:30-4:15)				

		MON	TUE	WED	THU	FRI	SAT
2021	D E C E M B E R			1 B3	2 B4	3 B5	4
				Form Subject	Form Subject		Form Subject
				F5 M1/M2 (3:30-4:15)	F5 <i>LS (3:30-4:15) (if necessary)</i>		F6 CHI (9:00-12:30)
				F6 M1/M2 (3:30-4:15)	F6 Electives 1 (3:30-4:15)		
				F6 Integrated skills class			
		6 A1	7 A2	8# A3	9 A4	10 A5	11
		Form Subject	Form Subject	Form Subject	Form Subject		
		F5 M1/M2 (3:30-4:15)	F5 <i>Electives 2 (3:30-4:15) (if necessary)</i>	F5 M1/M2 (3:30-4:15)	F5 <i>Electives 1 (3:30-4:15) (if necessary)</i>		F6 Electives 2 (9:00-12:30)
		F6 M1/M2 (3:30-4:15)	F6 MATH(3:30-4:15)	F6 M1/M2 (3:30-4:15)	F6 LS (3:30-4:15)		
				F6 Integrated skills class			
		13 B1	14 B2	15 B3	16 B4	17† B5	18
		Form Subject	Form Subject	Form Subject			Form Subject
		F5 <i>MATH (3:30-4:15) (if necessary)</i>	F5 <i>CHI (3:30-4:15) (if necessary)</i>	F5 M1/M2 (3:30-4:15)			F6 MATH(8:30-12:30)
		F6 Electives 2 (3:30-4:15)	F6 LS (3:30-4:15)	F6 M1/M2 (3:30-4:15)			
		20 ⊗	21 A2	22 *	23 ⊗	24 ⊗	25 ⊗
					Form Subject		
2022	J A N U A R Y				F6 M1/M2 (9:00-12:30)		
		27 ⊗	28 ⊗	29 ⊗	30 ⊗	31 ⊗	
						Form Subject	
						F6 BIO (9:00-12:30)	
	F E B R U A R Y	3 A1	4 (e) A2	5 e A3	6 e A4	7 e A5	1 ⊗
		Form Subject	Form Subject	Form Subject	Form Subject		8 (e)
		F6 M1/M2 (3:30-4:15)	F6 ENG (3:30-4:15)	F6 M1/M2 (3:30-4:15)	F6 Electives 1 (3:30-4:15)		F6 Electives 2 (9:00-12:30)
		10 e B1	11 e B2	12 e B3	13 e B4	14 e B5	15 (e)
		Form Subject	Form Subject	Form Subject	Form Subject		
		F6 MATH(3:30-4:15)	F6 LS(3:30-4:15)	F6 M1/M2 (3:30-4:15)	F6 Electives 2 (3:30-4:15)		
		17 e A1	18(e) A2	19(e) A3	20(e) A4	21(e) A5	22 (e)
				Form Subject			
				F5 M1/M2 (3:30-4:15)			
		24(e) B1	25(e) B2	26(e) B3	27(e) B4	28 ⊗	29 ⊗
				Form Subject		Form Subject	
				F5 M1/M2 (3:30-4:15)		F6 BIO (9:00-12:30)	
		31 ⊗					
	M A R C H		1 ⊗	2 ⊗	3 ⊗	4 ⊗	5 ⊗
		7 ⊗	8 ⊗	9 ⊗	10(e) B4	11(e) B5	12 (e)
		14(e) A1	15(e) A2	16 A3	17 A4	18 A5	19
		Form Subject	Form Subject	Form Subject	Form Subject		Form Subject
		F5 M1/M2 (3:30-4:15)	F5 CHI (3:30-4:15)	F5 M1/M2 (3:30-4:15)	F5 ENG (3:30-4:15)		F5 BIO (9:00-12:30)
		21 B1	22 B2	23# B3	24 B4	25† B5	26
		Form Subject	Form Subject	Form Subject	Form Subject		
		F5 Writing class	F5 MATH (3:30-4:15)	F5 M1/M2 (3:30-4:15)	F5 Electives 1 (3:30-4:15)		
				F5 Writing class			
		28 A1					
		Form Subject					
		F5 M1/M2 (3:30-4:15)					
		F5 Writing class					
			1 A2	2 A3	3 A4	4 A5	5
			Form Subject	Form Subject	Form Subject		Form Subject
			F5 LS (3:30-4:15)	F5 M1/M2 (3:30-4:15)	F5 Electives 2 (3:30-4:15)		F5 BIO (9:00-12:30)
				F5 Writing class			
		7 B1	8 B2	9# B3	10 B4	11 *	12
		Form Subject	Form Subject	Form Subject	Form Subject		
		F5 MATH (3:30-4:15)	F5 ENG (3:30-4:15)	F5 M1/M2 (3:30-4:15)	F6 LS (3:30-4:15)		
				F5 Writing class			
		14 A1	15 A2	16 A3	17 A4	18 A5	19
							Form Subject
							F5 BIO (9:00-12:30)
		21 B1	22 B2	23 B3	24 B4	25 B5	26
		28 A1	29 *	30 ⊗	31 A4		

		MON	TUE	WED	THU	FRI	SAT
A P R I L						1 A5	2
							Form Subject
							F5 BIO (9:00-12:30)
		4 B1	5 ☒	6# B3	7 B4	8⚡ B5	9
		Form Subject		Form Subject	Form Subject		Form Subject
		F5 CHI (3:30-4:15)		F5 M1/M2 (3:30-4:15)	F5 ENG (3:30-4:15)		F5 BIO (9:00-12:30)
		11 A1	12 A2	13 A3	14 ☒	15 ☒	16 ☒
		Form Subject	Form Subject	Form Subject			
		F5 M1/M2 (3:30-4:15)	F6 LS (3:30-4:15)	F5 M1/M2 (3:30-4:15)			
		18 ☒	19 ☒	20 ☒	21 ☒	22 ☒	23 ☒
		25 ☒	26 ☒	27 ☒	28 *	29 ☒	30
M A Y		2 ☒	3 ☒	4 B3	5 B4	6⚡ B5	7
				Form Subject	Form Subject		Form Subject
				F5 M1/M2 (3:30-4:15)	F5 Electives 1 (3:30-4:15)		F5 BIO (9:00-12:30)
		9 ☒	10 A2	11# A3	12 A4	13 *	14
				Form Subject	Form Subject		
				F5 Electives 2 ((3:30-4:15)	F5 M1/M2 ((3:30-4:15)		
		16 B1	17 B2	18 B3	19 B5	20 *	21
		Form Subject	Form Subject	Form Subject			
		F5 MATH (3:30-4:15)	F5 ENG (3:30-4:15)	F5 M1/M2 (3:30-4:15)			
		23 A1	24 A2	25 A3	26 A4	27 A5	28
		Form Subject	Form Subject	Form Subject			Form Subject
F5 M1/M2 (3:30-4:15)	F6 LS (3:30-4:15)	F5 M1/M2 (3:30-4:15)	F5 BIO (9:00-12:30)				
30 B1	31 B2						
Form Subject							
F5 Electives 1 (3:30-4:15)							
J U N E				1 B3	2 B5	3 ☒	4
				Form Subject	Form Subject		
				F5 M1/M2 (3:30-4:15)	F5 Electives 2 (3:30-4:15)		
		6 A5	7 A2	8# A3	9 A4	10 A5	11 (e)
		Form Subject	Form Subject	Form Subject	Form Subject		
		F5 MATH (3:30-4:15)	F5 ENG (3:30-4:15)	F5 M1/M2 (3:30-4:15)	F5 CHI (3:30-4:15)		
		13 e	14 e	15 e	16 e	17 e	18 (e)
		20 e	21 e	22 e	23 e	24 e	25 (e)
27 B1	28 B2	29 B3	30 B4				
J U L Y						1 ☒	2
		4 A1	5 A2	6 A3	7 A4	8 A5	9
		11 *	12 *	13 *	14 *	15 *	16
		18 *	19 *	20 ☒	21 ☒	22 ☒	23 ☒
		Remedial class & exam	Remedial class & exam	Remedial class & exam	Remedial class & exam	Remedial class & exam	Remedial class & exam
		25 ☒	26 ☒	27 ☒	28 ☒	29 ☒	30 ☒
		F5 Specific subject	F5 Specific subject	F5 Specific subject			
A U G U S T		1 ☒	2 ☒	3 ☒	4 ☒	5 ☒	6 ☒
		8 ☒	9 ☒	10 ☒	11 ☒	12 ☒	13 ☒
		15 ☒	16 ☒	17 ☒	18 ☒	19 ☒	20 ☒
		22 ☒	23 ☒	24 ☒	25 ☒	26 ☒	27 ☒
		S5 to S6 Tutorial class		S5 to S6 Tutorial class	S5 to S6 Tutorial class	S5 to S6 Tutorial class	
		29 ☒	30 ☒	31 ☒			
		S5 to S6 Tutorial class	S5 to S6 Tutorial class				

‘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 <u>6/9 (Mon)</u> . It will then be passed onto Ms. Lao at the School Office.	The application will be immediately dealt with 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 Ms. Lao at the School Office as soon as possible.	The School Development Committee will deal with 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 Ms. Lao at 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 S1 and S6 students who 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 Ms. Lao at the School Office.

2021-22 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 3 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 6/9/2021	All-year
02	Travel Subsidy Scheme	Residing beyond 10 minutes walking distance from school				
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: http://www.wfsfaa.gov.hk/ Return the completed form to Ms Lao at the School Office.	Subsidy to be granted according to family income	10/9/2021 <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 item 01-03. Students who want to apply should act immediately.

Note 2 : Item 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.

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 relating to his / her health and safety. Though the provision of such data is done entirely on a voluntary basis, insufficiency of information may make the school unable to have a clear picture of your child's medical history. We may not be able to provide proper assistance to him / her in case of accident. According to Personal Data (Privacy) Ordinance, you have the right to access and correct the data supplied. Please contact the school if necessary

Name of Student: (CHI) _____

(ENG) _____

Class: _____ Class No.: () Sex: _____

Date of Birth: _____

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

	Illness	Age detected	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,			
<input type="checkbox"/>	depression, anxiety disorder,			

2. If the student is considered not suitable for participation in any type of school activities, please specify and submit a medical certificate for school's reference. Should you have any enquiries, please contact the Master of Extra-curricular Activities Committee, the Vice Principal, Mr.Ng.
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Remarks: Should there be any change 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. Every student must participate in PE lessons. However, if your child has any illness, you should seek medical advice on whether your child is suitable 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 must be produced. If there are any changes in your child's health conditions, please notify the class teacher of PE teacher immediately. Please provide the following information. Should you have any enquiries, please contact the Master of Physical Education, Mr. Sze, at 27802291.

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

- ☐ My child is suitable for participating in PE lessons
- ☐ My child is not suitable for participating 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 suitable for participating in the types of activities recommended by his/her doctor. Relevant medical recommendation is attached.

4. Emergency Contact (Name): _____ (either parent or guardian)

Contact Number of Parent or Guardian: _____