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Date: 22th August, 2024

Dear Parents,

Reminders for the New School Year

1. Introduction Session

To allow parents and students to have a more comprehensive understanding of the school's policies, courses, and teachers in the new school year, the school will arrange an online briefing session for you before the start of the school year. We hope that parents and students can make time to attend. The schedule of each class is as follows :

29 / 8 (Thursday)		
Class	Time	Steps to login ZOOM
P1	1 : 00p.m. – 1 : 30p.m.	(1) On 28/8, a ZOOM link will be given to parents via eclass. Please enter the meeting on time on 29/8 . (2) Students, please show the class and full name on the Zoom name For example : 1A Chan Tai Man
P2		
P3	1 : 45p.m. – 2 : 15p.m.	
P4		
P5	2 : 30p.m. – 3 : 00p.m.	
P6		

2. Class time for the first three days

Time	2/9	3/9	4/9
8:30-8:45	Morning assembly		
8 : 45-9 : 40	Distribute student handbooks and circulars	Class affairs and collect circulars	Class affairs
9 : 40-9 : 55	recess		
9 : 55-10:50	Establish classroom routines	Distribute books	Unwanted textbooks and class affairs
10 : 50-11 : 05	Recess		
11 : 05-12 : 00	Queuing practice	Book check	Handling classroom books
	After school		

3. Starting from 5th September (Thursday) according to the timetable

The class schedule of each class will be distributed on 2nd September, and the remedial tutoring classes will be held in the 4th week, from 8:00 am to 8:30 am. The remedial tutoring classes are only applicable to individual students. Please return to school on or before 8:30am, and finish at 3:10pm. The self-study class will be started on 16/9, and the finishing time is 4:30 p.m. Class times for this year are as follows:

Time	Mon	Tue	Wed	Thur	Fri
08:00 – 08:30	The remedial tutoring class				
08:30 – 08:45	Morning assembly				
08:50 – 09:25	Lesson 1				
09:25 – 10:00	Lesson 2				
10:00 – 10:35	Lesson 3				
10:35 – 10:50	Recess 1				
10:50 – 11:25	Lesson 4				
11:25 – 12:00	Lesson 5				
12:00 – 12:45	Lunch				
12:45 – 13:00	Recess 2				
13:00 – 13:35	Lesson 6	Multiple Intelligences Class (Please wear sports uniforms)	Lesson 6		
13:35 – 14:10	Lesson 7		Lesson 7		
14:10 – 14:25	Recess		Recess 3		
14:25 – 15:00	Lesson 8		Lesson 8		
15:00 – 15:10	Class teacher period		Class teacher period		

4. Student Health Service and School Dental Care Service

The Department of Health will provide the Student Health Service and School Dental Care Service as usual. The Student Health Service is free of charge and it provides a physical examination and a health assessment. The School Dental Care Service provides basic and preventive dental care. Students who want to apply for the school dental care service need to pay an annual fee of \$36. There is a joint enrolment form for these two services. The enrolment form will be distributed on 2nd September. If you wish for your child to join these services, please kindly return the completed enrolment form to his/her class teacher on or before 6th September. Parents can directly pay the fee through the E-class ParentApp system using AlipayHK. If parents do not use the ParentApp system for payment, they should hand the payment to the class teacher. You need to complete and submit the form to the class teacher even if you do not want to apply for the services for your child.

5. School Textbook Assistance Scheme

The School Textbook Assistance Scheme (2024/25) administrated by the Student Finance Office (SFO) is still open for applications in September. New applicants or applicants in the previous school year may obtain a qualification assessment application form (Form A) from Miss Kwok Siu Fan or from any teaching assistants. The application form together with all the necessary supporting documents (e.g. photocopy of identity card and proof of family income, etc) must be completed and sent to the SFO by parents. In order to get the application results promptly, parents should submit the application forms as soon as possible. The SFO will send the results to the applicants directly. Successful applicants should submit documents to the class teachers or Miss Kwok Siu Fan. The school will then submit the documents to the SFO for further processing. If you have any enquiries, please contact Miss Kwok Siu Fan after school hours the first two weeks of term.

Successful applicants should have already received a notification letter from the SFO during the summer holiday. The letter will indicate the level of assistance (full grant or half grant) and the financial assistance itself will be released to the successful applicants through bank autopay.

6. Student grant

To alleviate the financial burden on parents regarding educational expenses, the Government will continue to provide a one-off student allowance of \$2,500 for secondary, primary, and kindergarten students in the 2024-2025 school year.

1. At the beginning of September, parents can submit electronic application forms for their children using the online platform “iAM Smart+.” They can also check the application status, update, or modify information on the platform. Parents need to download the relevant application (“iAM Smart”) and complete the registration process for “iAM Smart+.”
2. At the end of September, the Education Bureau will notify schools to collect the “Paper application forms.” After completing the online application, schools will immediately distribute the forms to students who choose the “Paper application.” Parents are requested to fill out the application form as soon as possible and return it to the school by the specified date. After verifying the student’s identity and stamping the school seal, the school will return all “Paper application forms” to the Education Bureau. For more details, please refer to the student notice to be issued later.

7. ‘Free Lunch at Schools’ Scheme

The “Free Lunch at Schools” program for the 2024-2025 school year remains a regular government subsidy, welcoming all eligible students to participate. The guidelines and details of the program are as follows:

1. **Eligibility:** Students who receive full textbook subsidies and need to order lunch boxes

for school lunch in the 2024-2025 school year are eligible to participate.

2. **Implementation Period:** From September 2024 to June 2025.
3. **Participation Procedure and Reimbursement of September Lunch Subsidy:**
 1. Students or parents must bring the notification letter or certificate of eligibility for the full textbook subsidy issued by the Student Financial Assistance Agency, along with the receipt for ordering September lunch boxes from the restaurant, to the class teacher for registration and verification between September 2 and September 9. The school will reimburse the September lunch subsidy to parents in October.
 2. For students who have registered and verified, the school will distribute lunch vouchers for the next month to them between the 20th and 22nd of each month. Students must complete the menu and order lunch boxes from the selected restaurant by the 26th of each month and fill out the E-notice - "Student Lunch" parent reply slip for the respective month. This way, lunch boxes will be supplied every month, following the same procedure.
 3. Please register as soon as possible, as the subsidy is not retroactive. If students fail to submit the eligibility certificate to the school by the 20th of each month, they will not receive the lunch subsidy for the following month. Students who receive full textbook subsidies at any month during the school year and need to order lunch boxes can immediately register and verify to participate in the free school lunch program.
 4. Eligible students only need to submit the eligibility certificate once and complete the registration and verification process. There is no need to resubmit it in the following months.

8. Ordering school uniforms

The school uniform supplier "Tong Wui Clothing Co., Ltd will visit the school in both semesters to tailor winter/summer uniforms for students. The exact dates will be announced later. If you have any questions, please contact Ms. Kwok Siu Fan. Additionally, to facilitate parents in purchasing additional uniforms, the uniform supplier will be at the school on the first Friday of each month (from 11:30 AM to 2:30 PM) to handle uniform matters. Therefore, we kindly ask parents to take advantage of the supplier's visit to purchase or order the necessary uniforms. Further details will be announced later.

9. Payment of Textbook Fees

For this school year's textbook fees, parents can directly use the E-class ParentApp system to pay electronically via AlipayHK. If parents do not pay through the ParentApp system, the class teacher will distribute a "Textbook and Teaching Material Payment Record" paper. Parents should take this paper to the Cheung Chau branch of the Bank of China to make the payment.

When paying, ask the bank for a customer receipt and attach it to the “Textbook and Teaching Material Payment Record” paper.

The textbook fees for each grade are as follows:

- P1: \$2,204.20
- P2: \$2,271.90
- P3: \$2,329.10
- P4: \$2,594.20
- P5: \$2,307.60
- P6: \$2,621.40

Parents are requested to pay the fees before Tuesday, September 17, 2024. For parents paying through the ParentApp system, the school will directly check the relevant records in the system. For parents paying at the bank, please return the ‘**Book payment record sheet**’ with the attached customer receipt to the class teacher. If parents need a copy for their records, please make a photocopy.

10. The Use of Student Smart Cards

Students must carry their student smart cards when they come to school. They must tap in using their student smart cards every day when they enter school, and parents will also be able to check their children’s arrival time. Class teachers will distribute the student smart cards on the 2nd September. All students should carry the smart cards from that day onwards. To replace a lost smart card, a student has to pay replacement fee of \$10 and submit a parent’s letter to the class teachers in order to process an application for replacement.

11. Multiple Intelligences Class

This year's Multiple Intelligences class will start on 25th September. The relevant notice will be issued on Wednesday, September 6. Parents are requested to complete the Multiple Intelligences class selection reply slip for their children in the E-class system by 11th September. On 11th September, during the Multiple Intelligences class period, the school will arrange for an assembly or main subject classes. Parents, please take note.

12. Arrangements for self-study classes

Self-study classes allow students to complete their homework after school. Each self-study class is supervised by a teacher or an assistant who answer students' homework questions. These classes run every Monday, Tuesday, Thursday, and Friday from 3:10 p.m. to 4:30 p.m. (in the case of school exams or full-day academic activities, self-study classes will be suspended). If your child would like to register, parents are requested to fill in the self-study class reply slip. If your child is unable to attend the self-study classes, parents are requested to ask for leave for their children. The classes start on 16/9.

13. "ParentsApp" electronic notices

If parents have not yet downloaded eclass's ParentsApp, please download it as soon as possible since the school will fully implement electronic notifications. If you encounter any technical problems, you can contact the school's IT coordinator, Mr. Ho Yau Kit.

14. Opening hours of the school's central library and the "One Card for Life" program

(1) The opening schedule of the school's central library this year is as follows:

Day	Time	
Mon to Fri	Morning	8 : 00 -- 8 : 25
	Recess 1	10 : 35 -- 10 : 50
	Recess 2	14 : 20 -- 14 : 25
Wed (open only 8 : 00 -- 8 : 25)		

(2) Morning Light Story Time:

To enhance students' interest in reading, the library will have a "Morning Light Story Time" every morning from 8:00 to 8:25. Students can go back to school during the above sessions to listen to stories told by teachers, aunts, and uncles and get stickers. We hope that parents can encourage students to take part in it.

(3) The Education Bureau and the Leisure and Cultural Services Department jointly launched the "One Card for a Lifetime" scheme to encourage students to make good use of the resources from the Hong Kong Public Library. Our school will help assist students apply for the card. The application takes about two months and is free of charge. (Application form will be distributed later). Parents can also accompany your child to visit any public libraries along with identification documents and proof of address to process the application. If your child wants to apply for a public library card, please select the appropriate box in the reply slip items and add to the box

15. Afterschool Pick-up Arrangements (applicable to P.1 – 2 students)

To ensure lower primary level students will get home safely and to facilitate our arrangements for the after-school pick-up, parents of lower level students are kindly requested to fill in the reply slip to provide us with information about afterschool pick-up arrangement of the students.

16. P.1 passport photo arrangements

At the end of each term, the school will hire a photography company to take passport photos of the students. Newly-enrolled P1 students, however will be photographed by our school staff first. The photos will be used for report cards, student card etc. So students need to wear school

uniforms in the photos. The photos will be sent to the photography company for printing. The price is \$16 for 12 photos.

17. P.1 Submission of Student Photos

Parents are requested to remind their children to submit 6 passport-sized photos in full school uniform to the class teacher by 3rd September. These photos will be used for report cards and other purposes.

Parents should complete the reply slip for their children. If there are any questions regarding the notice, please feel free to contact the class teacher.



Mr. Lo Wan Kai (Supervisor)
Ms. Kwok Yuen Ki (Principal)

(Please tick ✓ in the appropriate box ☐)

(1) Public Libraries "One Card for Life" Program

I am aware of information related to the " 1 Card for a Lifetime" program

- Agree with the school to help in applying for a public library card.
- Already have a public library card.
- I will bring my own child to the public library to process the application.

(2) Afterschool Pick-up Arrangements (applicable to P.1 – 2 students)

I opt for the following arrangement for afterschool pick-up:

- I will pick up my child after school.
- My child will go home by himself/herself after school.

(3) Lunch Arrangement for September

Please tick regarding lunch arrangements for September.

- Having lunch at school – ordering from (restaurant: _____).
- Having lunch at school – parents bring in lunch.
- Having lunch at school – students bring their own lunch.
- Going home for lunch.

(4) Self-study classes (starting on 16/9)

- I need to apply for the self-study classes.
- I do NOT need to apply for the self-study classes.

I have read the contents of this circular and ticked the appropriate boxes.

Name of Student : _____

Class : _____ Class No : _____

Signature of Parent : _____

Date: _____

Contact Phone No. : _____