



**Notice to Parents No: 2324/001**  
**Notes for the New School Year (2023-2024)**

1<sup>st</sup> September 2023

Dear Parents,

The new school year has begun. Please pay attention to the following points, sign the relevant reply slips and have them returned to your child's Homeroom teacher.

- (1) Arrangements for New Academic Year
- (2) New School Year Arrangement
- (3) Timetable
- (4) S1-4 Parent-Teacher Meeting
- (5) Financial Assistance Schemes (the School Textbook Assistance Scheme, Student Travel Subsidy and Subsidy Scheme for Internet Access Charges)
- (6) Permission to use students' creative work, photos and video clips taken during their learning activities
- (7) Parental Consent for Attending P.E. Lessons
- (8) Issues Related to Attendance
- (9) Student Code of Conduct, School Uniform & P. E. Uniform
- (10) Miscellaneous Fees
- (11) Homework Policy
- (12) Arrangements under Inclement Weather Conditions
- (13) Parent -- School Communication
- (14) Application for Activation / Renewal of "Student Status" on a Personalised Octopus
- (15) Guidelines on Prevention of Influenza and Communicable Diseases in School
- (16) Student Activities Support Grant
- (17) Student Health Service
- (18) Staying at School for Lunch (S1-2) (Applicable for whole-day school)
- (19) English Extensive Reading Programme: Self Reading Programme (S1-3)
- (20) Personal Data (Privacy) Ordinance
- (21) National Security Issue
- (22) Abiding Grace Lutheran Church Supporting Ministries
- (23) Student Health Record
- (24) Overview of Co-curricular Activities
- (25) Application for Student's Locker
- (26) Reply slip

Yours faithfully,

Mr. Lee Kin Lim Larry  
Principal

## Concordia Lutheran School - North Point

### (1) Arrangement for New Academic Year

At the beginning of the new school year, there are several important matters that we would like to bring to your attention.

a. Cooperation between parents and the School

With the aim of establishing a good image and reputation of our students in the community so as to increase our graduates' chances of university admission and job opportunities, the school will implement work on cultivating students' moral values. School rules will be enforced strictly, requiring students to pay attention to appearance, attend school punctually, get along well with others, be devoted to learning, hand in homework on time and do revision regularly. **It is highly appreciated that parents can cooperate with the school to cultivate students' self-discipline and sense of responsibility, and facilitate their personal growth.**

b. Enhancement of Self-directed Learning

In order to encourage students to study hard and learn actively, students must actively prepare for lessons, participate in lesson, and reflect and revise after lessons. Meanwhile, teachers will keep abreast of students' learning process, conduct assessment and follow up. Assessment includes student performance in class, classwork, homework, e-learning, group discussion, presentation, project learning, etc., aiming to help students make good use of time at both school and home.

c. Life Education and Student Leadership Training

As the school's new three-year theme is "Perseverance Nurture Leadership", Life Education Committee will help students explore their potentials, develop positive energy, enhance resilience and boarded global horizons. In addition, the school will cooperate with other organisations in coaching students in goal setting, and offering chances of leadership training and practices to students so that students' talents can be displayed. An example is diversified service learning for S1 students. Details are as follows:

d. Central Homework Collection Program (S1 to S6)

The aim of Central Homework Collection Program is to cultivate students' habit of handing in homework on time. Students should hand in their homework when they come to school in the morning. Those who cannot hand in their homework will need to redo their homework. S1-S5 students have to finish their homework during lunch period. If students don't follow the instructions, the academic department will take further action.

e. Co-curricular Activities

An activity for life:

We believe that co-curricular activities, a part of the school curriculum, can foster students' personal growth. To ensure students actively participate in various activities, S1 to S5 student must enrol ***at least one club and maximum three clubs***. Students who are absent in school team training or club activities are required to take leave and inform the teacher advisor concerned or else are subject to disciplinary actions. Teacher advisors of each club will award each committee member a grade every term; class teachers will also keep abreast of their performance in co-curricular activities. As the above information will be printed on academic records, parents are encouraged to pay more attention to their child's performance in co-curricular activities.

S1-S2 Uniform Groups & Chinese Culture Activities:

Unleashing students' multiple intelligences and catering for their diverse interests, our school offers a great variety of co-curricular activities. Under our 'One Life, One Activity' policy, each S1 and S2 student must join ONE uniform team and Chinese Culture Activities. Every S1 and S2 student is required to participate the activities after school every Monday for the following dates. We believe, through active participation in the activities, our students' self-discipline as well as generic skills can be enhanced. In addition, they will be able to enlarge their social circle and

their life experience would be further enriched. Our school can assist families in applying for subsidies (for buying uniforms) from the related organizations if there is a need.

S1 and S2 student must choose to become a member of one of the following uniform groups: Scout, Boys' Brigade or Flag Raising Team. Also, they must choose one of the Chinese Culture Activities, which include Lion Dance, Chinese Juggling, Chinese Kung Fu, Chinese Traditional Handicraft or Chinese Calligraphy. The "Preference Form of Co-curricular Activities" will be distributed and collected in September. Parents should notice that our school will try our best to arrange according to student's preference and the final decision will be made by our school. When the arrangement is confirmed, we will not accept further changes.

**Dates of Uniform Groups : (Monday)**

<b>1<sup>st</sup> Term (Odd Week)</b>	9 <sup>th</sup> of October; 6 <sup>th</sup> of November ( <b>Total 2 Lessons</b> )
<b>2<sup>nd</sup> Term (Odd Week)</b>	27 <sup>th</sup> of November; 11 <sup>th</sup> of December; 15 <sup>th</sup> , 29 <sup>th</sup> of January; 19 <sup>th</sup> of February ( <b>Total 5 Lessons</b> )
<b>3<sup>rd</sup> Term (Odd Week)</b>	25 <sup>th</sup> of March; 15 <sup>th</sup> , 29 <sup>th</sup> of April; 13 <sup>th</sup> of May ( <b>Total 4 Lessons</b> )

**Dates of Chinese Culture Activities : (Monday)**

<b>1<sup>st</sup> Term (September)</b>	11 <sup>th</sup> , 18 <sup>th</sup> , 25 <sup>th</sup> of September ( <b>Total 3 Lessons</b> )
<b>1<sup>st</sup> Term (October Even week)</b>	16 <sup>th</sup> , 30 <sup>th</sup> of October ( <b>Total 2 Lessons</b> )
<b>2<sup>nd</sup> Term (Even week)</b>	4 <sup>th</sup> , 18 <sup>th</sup> of December; 8 <sup>th</sup> , 22 <sup>nd</sup> of January; 5 <sup>th</sup> , 26 <sup>th</sup> of February ( <b>Total 6 Lessons</b> )
<b>3<sup>rd</sup> Term (Even week)</b>	18 <sup>th</sup> of March; 8 <sup>th</sup> , 22 <sup>nd</sup> of April; 6 <sup>th</sup> , 20 <sup>th</sup> of May ( <b>Total 5 Lessons</b> )

f. Arrangements of After-school Activities

After-school activities are crucial platforms for students to cultivate self-learning and potentials. To ensure effective arrangement of after-school activities and participation in a wide range of activities, students have to arrange activities properly in accordance with the After-school Activity Priority Policy (see the table below).

<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
Co-curricular activities	Academic-related programmes	Christian fellowship	Academic-related programmes	Co-curricular activities

g. Charges on Re-issuance of Circulars

It is an intensifying trend that students request for re-issuance of circulars due to loss, wasting a large amount of paper for photocopying. In order to enhance students' sense of responsibility and environmental awareness, no re-issuance of circular is made free of charge. Students have to pay \$0.5 per page as copying charge.

h. Health Measures

Health is our greatest wealth. The school is committed to providing students with health information so as to help them develop healthy lifestyle.

The school has participated in 'QEF Thematic Network on Healthy Schools' established by Chinese University of Hong Kong and become a partner school, aiming at promoting health in school.

The school thereby formulated certain policies, such as:

1. Healthy Eating Policy - the school stipulates guidelines for the tuck shop and the lunch caterer, demanding them to make reference to the food pyramid principle "less meat, oil, salt and sugar plus plenty of vegetables" when providing lunch; as for snacks, 'Red Light Snacks' should be avoided and hence the school restricts students from bringing such kind of food to school.
2. The school will save and keep students' health records. (see P.21)

It is hoped that our students will become healthier through cooperation between parents and the school.

## (2) New School Year Arrangement

The arrangement of the first two weeks of school are as follows:

Date	Arrival Time	Dismissal Time
01/09/2023 (Friday)	8:05a.m.	10:30a.m.
04-08/09/2023 (Monday to Friday)	8:05a.m.	2:30p.m.

## (3) Timetable

Students are required to arrive to school on or before 8:05a.m. everyday. The School Opening week will be from 4<sup>th</sup> to 8<sup>th</sup> September 2023. Special timetable will be adopted and the school will be dismissed at 2:30p.m. Normal school time will resume from 11<sup>th</sup> September 2023. Details are as follows:

	Normal School Timetable	Special Timetable		Half-day Timetable
Preparatory Bell	8:00 a.m.	8:00 a.m.	Preparatory Bell	8:00 a.m.
Homeroom Period	8:05 - 8:15 a.m.	8:05 - 8:15 a.m.	Homeroom Period	8:05 - 8:15 a.m.
Morning Assembly/ Morning reading	8:15 - 8:35 a.m.	8:15 - 8:30 a.m.	Morning Assembly/ Morning reading	8:15 - 8:30 a.m.
First Period	8:35 - 9:30 a.m.	8:30 - 9:15 a.m.	First Period	8:30 - 9:10 a.m.
Second Period	9:30 - 10:25 a.m.	9:15 - 10:00 a.m.	Second Period	9:10 - 9:50 a.m.
Recess	10:25 - 10:50 a.m.	10:00 - 10:20 a.m.	Third Period	9:50 - 10:30 a.m.
Third Period	10:50 - 11:45 a.m.	10:20 - 11:05 a.m.	Recess	10:30 - 10:50 a.m.
Fourth Period	11:45 a.m. - 12:40 p.m.	11:05 - 11:50 a.m.	Fourth Period	10:50 - 11:30 a.m.
Lunch time	12:40 - 1:50 p.m.	11:50 a.m. - 12:50 p.m.	Fifth Period	11:30 a.m.- 12:10 p.m.
Fifth Period	1:50 - 2:45 p.m.	12:50 - 1:35 p.m.	Sixth Period	12:10 - 12:50 p.m.
Sixth Period	2:45 - 3:40 p.m.	1:35 - 2:20 p.m.	2 <sup>nd</sup> Homeroom Period	12:50 - 1:00 p.m.
2 <sup>nd</sup> Homeroom Period	3:40 - 3:50 p.m.	2:20 - 2:30 p.m.		
2 <sup>nd</sup> Recess	3:50 - 4:00 p.m.	--		
Seventh Period (S5, S6 only)	4:00 - 4:55 p.m.	--		
Eighth Period (S5, S6 only)	4:55 - 5:50 p.m.	--		

The school timetable is on a weekday basis. Only the seventh period of S6 students will adopt a 6-day cycle, students will have classes according to A-F day.

**(4) S1-4 Parent-Teacher Meeting**

In order to strengthen the collaboration and communication between home and school, and to collectively care for students' emotional well-being, as well as to update parents on students' current academic and behavioural performance at the beginning of the school year, we have scheduled the S1-4 Parent-Teacher Meeting for Secondary One to Secondary Four on September 16, 2023 (Saturday). All students are required to wear their neat school uniforms and accompany their parents to attend the event at 2:00 PM in the afternoon. Details are as follows:

Date: September 16, 2023 (Saturday)

Time: 2:00 p.m. - 3:30 p.m.

Time	Content	Venue
2:00-2:15 p.m.	Registration and Sign-in	Hall
2:15-2:30 p.m.	PTA General Meeting	Hall
2:30-2:45 p.m.	School-based Curriculum Highlights	Hall
2:45-3:15 p.m.	Parent-Teacher Meeting	Hall /Homeroom
3:15-3:30 p.m.	Meeting with Class Teachers, Growth Report Classroom	Homeroom

**(5) Financial Assistance Schemes (the School Textbook Assistance Scheme, Student Travel Subsidy and Subsidy Scheme for Internet Access Charges)**

The School Textbook Assistance Scheme, Student Travel Subsidy and Subsidy Scheme for Internet Access Charges in 2023/2024 (including first time applicants / previous unsuccessful applicants) can be applied for through the following ways:

- (1) Download the electronic application form from SFO E-link “My Applications (Financial Assistance Schemes at Primary and Secondary Schemes)” website;
- (2) Download the application form from the Working Family and Student Financial Assistance Agency’s website; or
- (3) Obtain the paper-based application documents from District Offices. Applicants should submit the completed application forms by post or online (<https://ess.wfsfaa.gov.hk/espps>) to the Working Family and Student Financial Assistance Agency with the necessary supporting documents.

Applicants who have any enquiries may call the SFO enquiry hotline 28022345.

**(6) Permission to use students’ creative work, photos and video clips taken during their learning activities**

Our school often works with the Education Bureau, educational institutions and various government departments. In the collaborative process, our school will make a compilation of your child's learning and work. To share a range of excellent exemplars of learning and teaching with fellow colleagues in the education community, our school may disseminate selected exemplars on the website, in the Education Bureau publications, in newspapers and magazines, in teacher networking activities, exhibitions. Thus, we hereby ask for your consent to let us use the photos, video clips and work of your child.

**(7) Parental Consent for Attending P.E. Lessons**

Physical Education (PE) lessons are a part of the school curriculum and thus all students should attend. Parents should seek professional advice from doctors about whether their children can take part in PE lessons if they suffer from any health issues. If a temporary or long-term exemption from attending Physical Education lessons is needed, a valid medical certificate is required.

Please ask your child to return the reply slip (P.21) together with a medical certificate (if any) to the class teacher on 4<sup>th</sup> September 2023 (Monday). It is highly appreciated if you could inform the school of any changes to your child’s health condition immediately.

**(8) Issues Related to Attendance**

Late:

Students who are late will have detention on the same day. 1 black mark will be given for being late every 5 times.

Leave with Reasons:

- a. Sick leave: All students taking a sick leave have to inform the school office by phone (2570 0331) before 8:30 a.m. on that day. They should hand in a letter signed by their parents or guardians with a doctor's medical certificate to their homeroom teacher(s) when they return to school.
- b. Absence for personal reasons: Students should submit a letter signed by their parents or guardians to the homeroom teacher prior to the date of absence stating the reasons to obtain approval from school.
- c. Students absent without proper reasons will be considered as truancy.
- d. Early leave:
  - (i) If students feel unwell during school hours, homeroom teacher/the school office will notify the parent or guardian. The student should hand in a letter signed by the parent or guardian with a doctor's medical certificate to his/her homeroom teacher(s) when he/she returns to school.
  - (ii) No student is allowed to leave school during school hours without approval. If students request to leave school during school hours for personal reasons, they should submit a signed parent's or guardian's letter to the homeroom teacher stating the reasons before the date of early leave and obtain approval from school.

**(9) Student Code of Conduct, School Uniform & P.E. Uniform**

The School expects students to develop their personal morality and responsibility, as well as to get along with others and to maintain personal hygiene, which can be performed accordingly. It relies greatly on the support and encouragement from parents and their cooperation with the School.

Full preparation for lessons

The School strongly advises students to bring along textbooks and stationery which are necessary for classes every day. Students are also advised to bring textbooks home for revision.

Forbidden to bring non-academic materials to school

In view of students bringing school some non-academic materials such as comics and portable game consoles, which will affect their studies and even cause theft cases, the School strictly forbids students to bring non-academic materials to school. If such materials are discovered, they will be kept by the School and be collected at school by parents in person. Students are also bearing the responsibility by themselves if they report loss of such materials at school.

Cooperating with parents is vital in effective implementation of the School's Rules and Regulations. Hence, the School is keen to establish a close cooperation with parents in helping students' growth.

## General Requirements of School Uniform and Appearance

The following are the general requirements of school uniform and appearance. Students must adhere to them. Details can also be found on the school website i.e. [www.clnp.edu.hk](http://www.clnp.edu.hk).

- a. Students should be in full school uniform on the campus unless an announcement is made to the contrary.
- b. Students should maintain a plain, neat and healthy image at all times.
- c. Hairstyles should be neat and simple. No perming, dyeing or bleaching is allowed. Fancy appearance, nail polishing and make-up are prohibited. Accessories, such as ring, earring, ear-pin and/or other accessories are not allowed.

	Boys	Girls
Summer	Shirt: White short-sleeved point collar shirt with school badge, completely button up (except the top button). The shirt must be tucked in at all times. (Must wear white undershirt with no logos or patterns.)	Dress: Beige school dress with school badge embroidered on the left chest. The buckle must be fastened at all times. The dress should be long enough to cover the knees. (Undergarment must not be exposed or visible.)
	Trousers: Long straight beige trousers and a black belt. (Width of the leg opening should be from 16 inches to 18 inches.)	
School jacket and sweater : Black and purple school jacket and Grey V-shaped school sweater with school logo.		
Winter	Shirt: White long-sleeved point collar shirt and grey striped school tie, completely buttoned up. The shirt must be tucked in at all times. (Must wear white undershirt with no logos or patterns.)	Shirt: White long-sleeved point collar shirt and grey striped school tie, completely buttoned up.
	Trousers: Long light grey trousers and a black belt. (Width of the leg opening should be from 16 inches to 18 inches.)	Dress: Light grey school dress with school badge embroidered on left chest. The buckle must be fastened at all times. The dress should be long enough to cover the knees.
School jacket and sweater : <b>Black and purple school jacket and Grey V-shaped school sweater with school logo.</b>		
When the Hong Kong Observatory issues the cold weather warning, students are allowed to wear, in addition to school uniform, down outerwears, Chinese jackets or thick coats of plain grey, black or blue. Scarves in plain grey, black or blue can also be worn.		
Shoes	For normal school days, round-toe black leather shoes with no pattern. For school days with PE lessons, sport shoes mainly white in colour should be worn.	
Socks	School socks/ white socks with no logos or patterns. Ankle socks or footie socks are NOT allowed.	In Summer: School socks/ white socks with no logos or patterns. In Winter: Grey socks with no logos or patterns. Ankle socks or footie socks are NOT allowed.
Hairstyle	Hair should not reach eyebrows, ear and collar.	Hair longer than shoulder-length should be tied up with black/blue hair ties. Fringes should be kept off their faces and should not touch the eyebrows and the ears.
	Boys must be cleanly shaved.	---
Perming, dyeing and bleaching are not allowed. All hairdressing products, such as gel and mud, are not allowed.		

Please refer to P.8 for details.

#### 4. PE uniform

	Boys	Girls
T-Shirt	The T-shirts are in four house colors: yellow, red, green, and blue, representing the four houses of Matthew, Mark, Luke, and John. Students are asked to wear the T-shirt for PE in the colour of their house.	
Sports trousers	Black school sport pants with school logo. Shorts: white sport shorts. (self-arranged)	Black school sport pants with school logo. Shorts: blue sport shorts. (self-arranged)
Sport shoes	Mainly white in colour.	
Students should wear the PE uniform only on days with PE lessons		

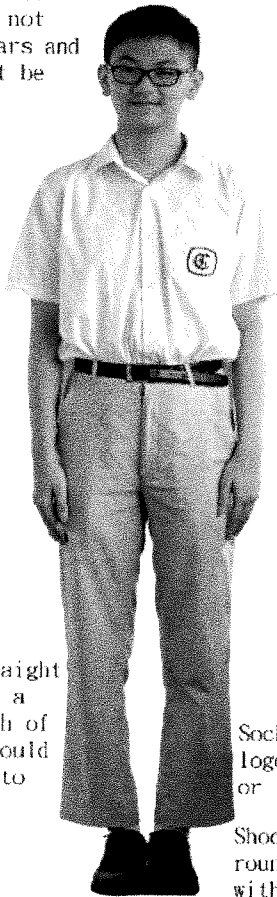
Students should wear school uniform or school PE uniform when attending school activities. On occasions when students are allowed to have casual wear for their activities, they should adhere to the following casual dress guidelines:

- a. All clothes should be plain and neat;
- b. T-shirt or shirt, long jeans or long pants (black/blue) and sports shoes are advised;
- c. Do not wear vest, leggings, hot pants or short skirts; do not wear sandals, high-top shoes or high heels; do not wear accessories;
- d. No make-up will be allowed;
- e. Students must adhere to the 'General Requirements of School Uniform and Appearance' for hair style requirement.



Concordia Lutheran School - NP  
General requirements of school uniform and appearance

Hair styles should be tidy. Hair should not reach eyebrows, ears and collar. Boys must be cleanly shaved.



Shirt: White short sleeved point collar shirt with school badge, completely button up (except the top button). The shirt must be tucked in at all times. (Must wear white undershirt with no logos or patterns.)

Trousers: Long straight beige trousers and a black belt. (Width of the leg opening should be from 16 inches to 18 inches.)

No dyeing or bleaching is allowed. All hairdressing products, such as gel and mud, are not allowed.

School sweater: Grey V-shaped school sweater with school logo.

Socks: White socks with no logos or patterns. Ankle socks or footie socks are NOT allowed.

Shoes: For normal school days, round-toe black leather shoes with no pattern. For school days with PE lesson, sport shoes mainly white in colour should be worn.

Hair styles should be tidy. Hair longer than shoulder-length should be tied up. Fringes should be kept off their faces and should not touch the eyebrows and the ears.



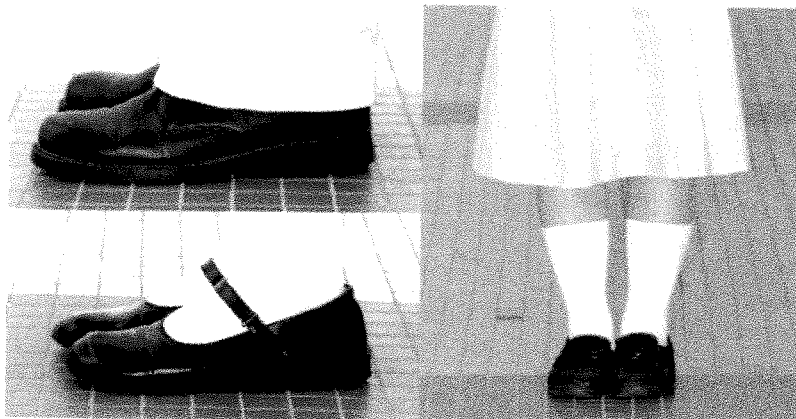
Dress: Beige school dress with school badge embroidered on the left chest. The buckle must be fastened at all times. (Undergarment must not be exposed or visible.)

The dress should be long enough to cover the knees.



For boys: Hair should not reach eyebrows, ears and collar. Boys must be cleanly shaved.

For girls: Hair longer than shoulder-length should be tied up. Fringes should be kept off their faces and should not touch the eyebrows.



For normal school days, round-toe black leather shoes with no pattern.

The dress should be long enough to cover the knees.

**(10) Miscellaneous Fees**

New students of 2023-2024 have to pay for the Student ID Card.

\*To avoid any loss or theft, students should avoid bringing too much cash to school and the School encourages parents to pay by cheque. Please make it payable to "The IMC of Concordia Lutheran School - North Point" and put down student's name and class at the back of the cheque.

Book (A)	Price (\$)	Quantity	S. 1 (\$)	S. 2 (\$)	S. 3 (\$)	S. 4 (\$)	S. 5 (\$)	S. 6 (\$)
Single line exercise book	3.50	14/17	49.00	49.00	59.50	49.00	49.00	49.00
<b>Subtotal(\$)</b>			\$49.00	\$49.00	\$59.50	\$49.00	\$49.00	\$49.00
Textbook (B)	Price (\$)	Quantity	S. 1 (\$)	S. 2 (\$)	S. 3 (\$)	S. 4 (\$)	S. 5 (\$)	S. 6 (\$)
Student Handbook	26.00	1	26.00	26.00	26.00	26.00	26.00	26.00
Yearbook#	80.00	1	80.00	80.00	80.00	80.00	80.00	80.00
Lutheran Education (S1 to S6)	20.00	2	40.00	40.00	40.00	40.00	40.00	40.00
Praise - Lutheran Song Book	78.00	1	78.00	----	----	----	----	----
New Treasure Plus (S1/S2/S3)	326.00	1	326.00	326.00	326.00	----	----	----
Connecting Chinese	144.00/162.00	1/2	288.00	----	288.00	----	----	162.00
Finding Your Colours of Life	15.00	1	----	----	15.00	----	----	----
Career Mapping	30.00	1	----	----	----	30.00	----	----
<b>Subtotal(\$)</b>			\$838.00	\$472.00	\$775.00	\$176.00	\$146.00	\$308.00
Administration Fee (C)	Price (\$)	Quantity/ Period	S. 1 (\$)	S. 2 (\$)	S. 3 (\$)	S. 4 (\$)	S. 5 (\$)	S. 6 (\$)
Smart Card	40.00	3yrs	40.00	----	----	40.00	----	----
Student Union Fee	25.00	1	25.00	25.00	25.00	25.00	25.00	25.00
PTA Fee	50.00	1	50.00	50.00	50.00	50.00	50.00	50.00
Air-conditioning Fee	300.00/200.00	1	300.00	300.00	300.00	300.00	300.00	200.00
Tong Fai	340.00	1	----	----	----	340.00	340.00	340.00
<b>Subtotal(\$)</b>			\$415.00	\$375.00	\$375.00	\$755.00	\$715.00	\$615.00
Others (D)	Price (\$)	Quantity	S. 1 (\$)	S. 2 (\$)	S. 3 (\$)	S. 4 (\$)	S. 5 (\$)	S. 6 (\$)
Art Fee (PTA Sponsor)	100.00	1	100.00	----	----	----	----	----
eClass iPortfolio Account	60.00	1	----	----	----	60.00	----	----
Printing Fee	50.00	1	----	----	----	----	50.00	----
Sport Shirt (F.1)	*75.00	1	75.00	----	----	----	----	----
Newspaper: Posties / Standard	60.00	1 yr	60.00	60.00	60.00	60.00	60.00	60.00
Plastic File (English)	3.00	3	9.00	9.00	9.00	9.00	9.00	9.00
Plastic File (IH/CS/LS)	3.00	3	9.00	9.00	9.00	9.00	9.00	9.00
Clear holder (40 Pages/Chinese)	12.00	2	24.00	24.00	24.00	24.00	24.00	24.00
Clear holder (40 Pages /IH/CS)	12.00	1	12.00	12.00	12.00	12.00	12.00	12.00
<b>Subtotal(\$)</b>			289.00	114.00	114.00	174.00	164.00	114.00
<b>Total\$(A+B+C+D)</b>			\$1,591.00	\$1,010.00	\$1,323.50	\$1,154.00	\$1,074.00	\$1,086.00

\*The price for size 46 is \$100 .

#If the student has brother(s) or sister(s) studying in the School, they can just buy one yearbook and pay only one portion of Parent-Teacher Association Fee.

**(11) Homework policy**

Academic excellence is one of our school's main concerns. In addition to the regular lessons and supplementary tutorials, appropriate homework given to the students can play a very important role in learning.

Homework can strengthen the regular lesson learning, inspire self-directed learning and foster the family and school relationship.

In order to provide our parents' better understanding of our school homework policy, the homework requirement of each subject is denoted in the appendix. Parents are urged to help the students to develop a good learning habit to finish the homework every day. The homework details can be checked every day using eClass Parent App.

**Homework Requirement (Junior Form)**

Subject	Type of Homework	Frequency
English	Lesson preparation, online learning & post-lesson exercises (e.g. reading aloud, grammar exercises, reading comprehension, etc.)	Every day / after each lesson
	Vocabulary	At least once for each unit
	Free writing & writing	At least once for each unit
	Newspaper journal / newspaper reading test	2 times per term
	Grammar quizzes / dictation / other tests	At least once for each unit
	Listening & integrated skills (Parts A & B)	At least once for each unit
	Project learning (S1-2)	Once an academic year
Chinese	Lesson preparation / post-lesson exercises / dictation / quiz / reading aloud / presentation	Everyday / at least once a week
	Unit assessment	At least once for every unit
	Writing	At least once for every unit
	Worksheet	After every activity
Mathematics	Homework (checked by teachers)	After every lesson
	Homework (marked by teachers)	3 times every 2 weeks
	Quiz or test	About once for each unit
Chinese	Worksheet	Each term 2-3 worksheets
History	Test	Each term 2 test
Geography	Worksheet (Lesson preparation & post-lesson exercises)	At least 1 for 1-2 units
	Quizzes	After 1-2 units (at least 1 time per term)
	Reading Project (Written/Oral)	Once an academic year
History	Worksheet (Lesson preparation & post-lesson exercises)	At least 1 for 1-2 units
	Quizzes	After 1-2 units (at least 2 times per term)
	Worksheet (Reading Project)	Once an academic year
Citizenship, Economics and Society	Worksheet (Lesson preparation & post-lesson exercises)	At least 1 for 1-2 units
	Quiz	After 1-2 units (at least 1 time per term)
	Reading Project (Written/Oral)	Once an academic year
I.S.	Workbook / Web-based learning/ Worksheet	Once after each section (4 times in each term) *S3 Integrated Science is divided into Physics, Chemistry and Biology. Each Subject will have 2 times per term.
	Lesson preparation: Pre-lesson exercise / worksheet	Once before each new section (4 times per term) *S3 Integrated Science is divided into Physics, Chemistry and Biology. Each Subject will have once per term.
	Learning diary	Once per week (4 times per term)

	Learning diary	Once per week (4 times per term) *S3 Integrated Science is divided into Physics, Chemistry and Biology. Each Subject will have once every 4 weeks.
	Project/ Reading reports/ Experiment Worksheet	Once per term *S3 Integrated Science is divided into Physics, Chemistry and Biology. Each Subject will have one time per year
Computer Literacy	Online Exercises(Application & Theory)	Complete classwork during class time; students may finish their exercises at home. At least twice for each unit (2 times in each term)
Visual Arts	Artwork appreciation and creation	Complete classwork during class time; students may finish their artwork at home or stay after school to conduct extended learning activities in the Visual Arts Room.
Ethics & Religion	Workbook	Once for each unit (Around 3 times per term)
Music	Workbook	Once for each unit (Around 3 times per term)

In addition to the basic homework requirements mentioned above, students are required to have daily revision and regular library books reading to broaden their knowledge and increase their self-learning abilities.

### Homework Arrangement (Senior Form)

Subjects	Type of Homework	Frequency
English Language	Lesson preparation, online learning & post-lesson exercises (e.g. reading comprehension, vocabulary building, group discussion, etc.) Reading practice Writing (Parts A & B) Newspaper journal / newspaper reading test Reading & SBA programme (print / non-print)  Listening & integrated skills (Parts A & B) Short quizzes / dictation	Everyday / after each lesson  At least 4 texts per term At least once for each unit respectively 2 times per term Follow teacher's instructions S4: 1 time per year S5: 2 times per year S6: 1 time per year At least 4 tasks per term respectively Once every 2 weeks
Chinese Language	Lesson preparation / post-lesson exercises / dictation / quiz / reading aloud / presentation Unit assessment / (reading and listening) Writing Worksheet	Everyday / at least once a week  At least once for every unit At least once for every unit After every activity
Mathematics	Homework (checked by teachers) Homework (marked by teachers) Quiz or test	After every lesson Once every week About once for each unit
M1	Homework (checked by teachers) Homework (marked by teachers) Quiz or test	After every lesson Once every 2 weeks At least once for each unit (around 3 times per term)
Citizenship and Social Development	Quizzes Exercise Project Learning	Once after 1-2 units / at least 2 times per term Once after each unit Once (S5)
History	Data-based questions / Essay Reflections (for lessons / controversial topics) Book Report	Once for each chapter (3-4 times per topic) One for each sub-topic (2-3 times per term) First or Second Term
Geography	Lesson preparation / note taking Worksheet Short quiz Issue-based questions / newspaper journal Field study report Book report	Every day/ after each lesson Once a week 2 times for each unit (3 times per term) After each unit (Once per term) After field study (Once in an academic year) Once in an academic year
Economics	Lesson preparation worksheets/Post-lesson worksheets or exercises Tests Project Book report	Once a week  2-3 times per term Once an academic year (S4 and S5) Once an academic year (S4 and S5)
BAFS	Lesson preparation Exercise/ worksheet Quizzes Book report	Once or twice a week Once or twice a week Once after each Chapter Once in an academic year (S4)
Physics	Experiment report Homework exercise/ worksheet Online Self learning exercise  Project/ book report	Once after each chapter (3 times per term) Once a week Once after each chapter (approx. twice each term) Once a year

Chemistry	Experiment report/ exercise Homework exercise/ worksheet Self-learning/ Google Classroom exercise Project/ book report/ reading report	Once every two weeks Once a week Once after each chapter (approx. 4 times each term) Once a year
Biology	Experiment report Homework exercise / worksheet Self-learning / Google classroom exercise Project / book report	Once for each unit (twice per term) Once a week Once for each unit (twice in each term) Once a year
Tourism & Hospitality	Homework Short quizzes Projects Menu design Book report	Once a week 2 - 4 times per term Once an academic year (S4 & S5 only) Once an academic year (S5 only) Once an academic year (S4 & S5 only)
Visual Arts	S4 - Classwork and exploration of various forms of visual arts S5 - SBA: 2 pieces of artwork and Critical studies and research workbook S6 - SBA: 2 pieces of artwork and Critical studies and research workbook	3 times a year Once a year Once a year
Integrated Arts	Movie Appreciation and Criticism	3 times per term
ICT	Lesson preparation Book exercises/Worksheets Quizzes Project	Once for each unit (5 times per term) Twice for each unit (10 times per term) Once for each unit (5 times per term) Once an academic year (S4 only)
Ethics & Religion	Workbook	Once after each unit (2 times per term)
Physical Education	Fitness training Book exercises / Worksheets Quizzes	Once a week Once for each unit At least once after every unit

In addition to the basic homework requirements mentioned above, students are required to have daily revision and regular library books reading to broaden their knowledge and increase their self-learning abilities.

**(12) Arrangements under Inclement Weather Conditions**

**A. Radio and television announcements**

Before 6:15 a.m., you should refer to radio and television announcements in respect of schools and public examinations.

**B. Tropical cyclones**

1. When Tropical Cyclone Warning Signal Pre-No. 8 / No. 8 or above is issued, the school will be closed.
2. When the school is in session in time of Tropical Cyclone Warning Signal No. 1 or No. 3 but adverse situation is likely to develop quickly, EDB will announce suspension of classes accordingly. Students should be kept in the school until safe and proper arrangements have been made for them to return home.
3. When classes resume following the lowering of typhoon signals, EDB will make appropriate public announcement accordingly. If parents consider that local weather, road or traffic conditions at that time have yet to resume normal and hence refrain from sending their children to school, allowance will be given to their children for absence from school.

**C. Heavy persistent rain**

1. When Red or Black Rainstorm Warning Signal is in force, attention is drawn to the following arrangements:
  - a. Before the school starts - classes will be suspended. Students should stay home.
  - b. When students have already set out for school - students should normally proceed to the school if road or traffic conditions ahead are safe. There will be staff at school looking after the students. Students should remain in school until conditions are safe for them to return home.
  - c. When the school is in session - students should remain in school until the end of school hours and conditions are safe for them to return home.
2. During heavy persistent rain and thunderstorm, the school may remain in session. If parents refrain from sending their children to school taking into account of local road or traffic conditions, allowance will be given to their children for absence from school.

**(13) Parent - School Communication**

All letters issued to parents by the school are **printed with newsprint paper**. If there is any enquiry about the content of the parent-letter, please contact the school (Tel: 2570 0331). Parent letters can be found on school website (<http://www.clsnp.edu.hk>) or can be checked through eClass Parent App.

**(14) Application for Activation / Renewal of "Student Status" on a Personalised Octopus**

From the new academic year onwards, MTR has launched a new measure. Students can renew or apply for a Personalised Octopus with student status in just a few simple steps. These include submitting an online application on the MTR Mobile app or the MTR website and then launching the "Student Status" completion process on the Octopus App. The relevant electronic platform will be launched from 9:00 a.m. on the "Back-to-School Day" on September 1.

Application Steps :

1. Turn on MTR Mobile to select "Student Travel Scheme" or go to "MTR Student Travel Scheme" Website
2. Select "New Application" or "Renewal Application"
3. Read the relevant Personal Information Collection Statement and other terms and conditions
4. Fill in the school information, personal information, etc
5. Upload a photo of the student identity card to verify identity (if Secondary One students have not received the student ID card, they can submit the photos later)
6. New applicants are required to upload a colour passport-sized photograph
7. If you are under the age of 18, you need to fill in the guardian information

**MTR Student Travel Scheme 2023/24**

It's School Time! Install the Mobile Apps and prepare your Student Identity Card (ID) / Handbook\*

Easy Steps for Application

\*or other Student Identity Proof

**Renewal Application / New Application**  
**WITH** a Personalised Octopus with photo

step 1 Successfully Approved

- Submit application & upload Student ID/ Handbook\* via MTR Mobile

step 2

- Receive confirmation email
- Pay \$20 application fee & activate "Student Status" via Octopus App

**New Application**  
**WITHOUT** a Personalised Octopus with photo

step 1 Successfully Approved

- Submit application & upload Student ID/ Handbook\* via MTR Mobile
- Pay \$90 application fee via MTR Mobile

step 2

- Receive letter from Octopus Card Ltd. with new Octopus
- Activate new Octopus via Octopus App

Accept multiple e-payments

**Aug 15** Start accepting online applications!



**(15) Guidelines on Prevention of Influenza and Communicable Diseases in School**

According to the announcement of the Centre for Health Protection (CHP) of the Department of Health (DH), some Communicable Diseases such as dengue fever, seasonal influenza, chickenpox, hand, foot and mouth disease (HFMD) and scarlet fever may occur in institutions and schools from time to time.

1. Before the commencement of the new school year, we have thoroughly cleaned and disinfected the school premises. We would urge all students/staff members to pay attention to their personal hygiene and environmental hygiene of the school.
2. To safeguard students' health, parents are urged to maintain a hygienic household, and co-operate with us by reminding students to observe personal hygiene and keep schools hygienic. In this connection, you are kindly requested to take the following measures:
  - Seek medical advice as soon as possible if your children develop symptoms of diarrhoea, vomiting and skin rash. If symptoms such as fever, sore throat or cough are developed, they should put on a mask immediately and seek medical care from doctors as soon as possible. Please also notify the school and let the children stay at home for rest until symptoms have improved and fever has subsided for at least 2 days, or follow the medical advice on sick leave, whichever is longer.
  - Students with HFMD should be excluded from schools until fever has subsided and all the vesicles have dried and crusted. As an extra precaution, students with EV71 infection are advised not to go to school for another two weeks after all symptoms subsided.
  - Inform school immediately if children are sick or have been admitted to hospital for surveillance.
  - Co-operate with schools by picking up children not feeling well from school and consulting the doctor immediately.
  - Provide children with handkerchiefs or tissue papers and remind them not to share towels or tissue papers with others.
  - Remind children to keep hands clean, cover nose and mouth while sneezing or coughing and dispose used tissue paper properly.
  - Before sending children to school, parents should ensure children have taken body temperatures and undergone RAT, and bring the "Record Sheet for Body Temperature and Rapid Antigen Test" signed by parents which should be handed to the school every day.
3. In case of any students being absent due to sickness, we would provide learning support for them as far as possible so that their learning progress would not be affected.
4. We would like to appeal to parents for collaboration in order to maintain a clean and healthy living environment. Please also remind your children to pay attention to personal hygiene and to take Communicable Diseases preventive measures.

**(16) Student Activities Support Grant**

To support students with financial needs to participate in life-wide learning activities organised or recognised by schools, the Education Bureau (EDB) set up the Student Activities Support Fund. Application is now open to students who can meet any one of the following criteria:

- (a) Receiving the Comprehensive Social Security Assistance (CSSA)
- (b) Receiving full-grant under the School Textbook Assistance Scheme (STAS full grant)
- (c) Receiving half-grant under the School Textbook Assistance Scheme (STAS half grant)
- (d) Family has financial difficulties

For support and accounting purposes, the attached reply slip should be filled in and handed in with relevant supporting document(s) to the Homeroom Teacher. If you have any enquiries, please contact Mr. Wong Chung Wai, the Academic Master. All information will be kept confidential.

✂-----  
Dear Principal,

Application for the 2023-2024 Student Activities Support Grant

- I would like to apply for the captioned grant, and is now under the following information (Supporting documents should be provided):
  - Receiving "Comprehensive Social Security Assistance" (CSSA,), or
  - Receiving full grant under School Textbook Assistance Scheme (STAS full grant), or
  - Receiving half grant under School Textbook Assistance Scheme (STAS half grant), or
  - Applying for School Textbook Assistance Scheme, and the result is unknown (Please submit the approval letter to the school office ASAP), or
  - Family has genuine financial difficulties (such as unemployment, drastic reduced income etc. Please provide supporting documents. The school would consider on individual basis.)
- I would not apply for the captioned grant.

Parent's Signature: \_\_\_\_\_

Parent's Name: \_\_\_\_\_

Student's Signature: \_\_\_\_\_

Student's name: \_\_\_\_\_

Class: \_\_\_\_\_ No: \_\_\_\_\_

Date: \_\_\_\_\_

***For Homeroom teacher's use***

If the student has financial difficulties, please review student's family background and give appropriate recommendation.

- Accepted
- Not accepted

Reason : \_\_\_\_\_

Homeroom teacher's signature: \_\_\_\_\_

Date: \_\_\_\_\_

***For School use***

- Accepted
- Not accepted

Reason : \_\_\_\_\_

Teacher-in-charge's signature: \_\_\_\_\_

Date: \_\_\_\_\_

(17) **Student Health Service**

The following 2 documents will be distributed on 4<sup>th</sup> September 2023 (Monday). Please complete the form and return it on or before 7<sup>th</sup> September 2023 (Thursday) via your child.

1. Notes to Parents / Guardians from The Department of Health
2. The Form for Participating Students' Health Services and Consent Form.

(18) **Staying at School for Lunch (S1-2) (Applicable for whole-day school)**

S1 & S2 students should stay at school for lunch. Students can place order for lunch boxes in school, or bring their own lunch.

Regarding bringing your own lunch, the school provides a "Reheating lunch box" service. Students who bring their own lunch must use a metal container clearly labeled with their class and name on the surface. Plastic and glass containers should not be used. The school will deliver reheated lunch boxes to the classrooms during lunchtime.

The School has chosen Danny Catering Service Limited. as the vendor of lunch boxes, and each lunch box is **charged at \$26.**

(19) **English Extensive Reading Programme: Self Reading Programme (S1-3)**

The School strives to enhance students' English proficiency and encourages students to learn through reading. Therefore, the School implements the English Extensive Reading Programme, requiring students to borrow English books (with CD-ROM) at the library on a regular basis, or conduct online reading programme.

Teachers from S1 to S3, at least once a week, will accompany students for borrowing books at the library or conduct online reading programme. Students are required to finish the learning portfolio and related exercises after finishing the books (with listening CD-ROM) or electronic reading sources. If it is necessary, students can return the original books and pick another set of books for the programme.

The School expects the programme can encourage students to cultivate reading habits, as well as provoking students' interest in English and learning more vocabulary. English teachers will give students marks, those students reading the most number of books read and having excellent performance will be awarded with a certificate as encouragement.

Commencement of the extensive reading programme: 22<sup>nd</sup> September 2023 (Friday)

(20) **Personal Data (Privacy) Ordinance**

In order to better understand the needs of students and strengthen support for them, our school will collect students' personal information as reference for the use of counseling and discipline. Data collected includes text records (counseling case records and interview records) or videos (CCTV), etc. and will only be used by the Discipline and Guidance Department for student development affairs and will be discarded at the end of the academic year according to the Personal Data (Privacy) Ordinance. If the personal data has to be recorded in the Secondary Education Management Information System (SEMIS) of the Education Bureau, or has to be transferred to other schools or organizations, the school will inform the parents separately. If parents have any opinion on the data collection issue, please contact Ms. Rebecca Wong via 2570 0331.

(21) **National Security Issue**

According to EDB Circular 9/2023, the School should step up the prevention and suppression of teaching or other school activities that are in breach of the Basic Law, the National Security Law and all laws applicable to Hong Kong; as well as to prevent political or other illegal activities from permeating the School and handling such matters so that schools' normal operation and students' learning are not affected. If there is any rule-breaching behaviour, the School will follow up promptly on rule-breaching behaviours and notify EDB and related departments if necessary.

**(22) Abiding Grace Lutheran Church Supporting Ministries**

Dear Parents/ Guardians,

Abiding Grace Lutheran Church is devoted to support Concordia Lutheran School – North Point in delivering the Whole Person Christian Education by providing different Christian Faith Supporting Ministries. We trust that the enlivened and enriched learning experiences and the opportunities to apply what students have learned will not only enhance their interest in learning, but also help them develop positive values and attitudes, enhance their spirit to serve and sense of responsibility, and foster positive thinking and good character.

**1. Learning and Support Classes**

Aim : To give additional supports/“add on” interventions for students with persistent learning or adjustment difficulties through small group tutoring.

Date : Every Sunday  
Time : 9:30 – 10:30a.m.  
Fee : Free

**2. Christian Life Planning Small Group Activities**

Aim : In the Life planning process, through the Christian Faith Small Group and other activities, cultivating students’ ability to know themselves, to plan, to set goals and to reflect and to recognize and link up the various paths of further study and employment according to the will of the Lord.

Date : Every Saturday  
Time : 5:00 – 6:00p.m.  
Fee : Free

**3. Community Care Program**

Aim : Make good use of the time after lessons, under the guidance of church teachers, lead students to become big brothers and sisters of kindergarten and primary students, follow the example of Christ, turn love into action, and care for children’s physical, mental and spiritual growth.

Date : Every Saturday  
Time : 3:00–5:00p.m.  
Fee : Free



Abiding Grace Lutheran  
Church Website  
( Scan the QR Code  
to discover more. )

**4. Sunday Worship Service**

Aim : Christians worship the Lord in spirit and truth, through the Word and Sacrament, the faith is then renewed and deepened.

Date : Every Sunday  
Time : 11:00a.m. – 12:15p.m.  
Fee : Free

We welcome Christians and not yet Christians to participate. For enquiries, please contact Ms. Libby CHAN. (Tel: 2570 0331)  
May the blessings of God be with you and your family!

Rev. KWAN Ying Leong, Simon  
Chaplain of Concordia Lutheran School – North Point  
Senior Pastor of Abiding Grace Lutheran Church

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( Reply Slip )

Dear School Chaplain Rev. KWAN :

I \*have/ do not have the interest to take part in the activities below (Please tick below, may more than one, if applicable):

- 1 Learning and Support Classes
- 2 Christian Life Planning Small Group Activities
- 3 Community Care Program
- 4 Sunday Worship Service
- 5 Other Church Gatherings

\*Please delete where appropriate

Name of Student : \_\_\_\_\_

Signature of Parent/ Guardian : \_\_\_\_\_

Name of Parent/ Guardian : \_\_\_\_\_

Contact Telephone Number : \_\_\_\_\_

Date : \_\_\_\_\_

The information provided by you will be used on the above activities. Any data access request or data correction request may be made to us at info@abidinggrace.hk .

**(23) Student Health Record**

Student Health Record  
(To be Filled by the Parent / Guardian)

RESTRICTED – All information provided will be used for school record only.  
In case of emergency, I agree to pass the following information to the medical officers so that my child can receive proper medical treatment.

Name of Student: \_\_\_\_\_ Class: \_\_\_\_\_ ( ) Gender: M / F

DOB: \_\_\_\_/\_\_\_\_/\_\_\_\_ (dd/mm/yy) Name of Parent / Guardian: \_\_\_\_\_

Emergency Contact No.: \_\_\_\_\_

1. If the student has suffered from the following illnesses, please put a tick in the box on the left of the related illness and provide relevant information.

Please √	Name of illness	Age at the onset of disease	Relevant information
	G6PD deficiency 六磷酸葡萄糖脫氫酵素缺乏症		
	Bronchial asthma 哮喘		
	Epilepsy 腦癇症		
	Fits due to fever 高熱引致抽搐		
	Kidney disease 腎病		
	Heart disease 心臟病		
	High blood pressure 高血壓		
	Hearing defect 聽覺不健全		
	Tuberculosis 肺結核		
	Haemophilia 血友病		
	Anaemia 貧血		
	Other blood disease 其他血病		
	Mental Illness 精神病 (Please specify: _____)		
	Allergy to drugs 藥物敏感 (Please specify: _____)		
	Operation 手術 (Please specify: _____)		
	Others 其他		

2. Please tick the appropriate box

- \*He / She is healthy and able to take part in Physical Education lessons and physical activities.  
 \*He / She is not able to take part in Physical Education lessons. Relevant medical certificate is attached for your information and retention.

Reason: \_\_\_\_\_

- Please exempt \*him/her to take part in Physical Education lessons and physical activities from \_\_\_\_\_ to \_\_\_\_\_. Relevant medical certificate is attached for your information and retention. He/she can take part in Physical Education and physical activities afterwards.

**\*Please delete as inappropriate**

Parent/Guardian's Name : \_\_\_\_\_

Parent/Guardian's Signature : \_\_\_\_\_

(According to the Personal Data (Privacy) Ordinance, the information obtained from this form is only for the School's internal use only)

**(24) Overview of Co-curricular Activities****Overview of Co-curricular Activities**

Club	Club Advisor	Committee Members	Club Members	Day of Meeting	Time	Venue	Maximum Members
Student Union	*Mr. Hui Nam Chung Mr. Chiu Sung Hei	✓		Upon notification	/	206B	10
Matthew House	Mr. Zhuang Yi	✓		Upon notification	/	/	6
Mark House	Mr. Li Hin Jan	✓		Upon notification	/	/	6
Luke House	Ms. Ho Ka Wai	✓		Upon notification	/	/	6
John House	Mr. Ng Chak Ngai	✓		Upon notification	/	/	6
Students' Fellowship	*Ms. Chan Wai Yan Mr. Au Tse Chiu	✓	✓	Wed	1600-1700	Abiding Grace Lutheran Church	20
Junior Police Call	*Ms. Yiu Li Li Mr. Wong Ho Wai	✓		Upon notification	/	/	6
Community Youth Club and Volunteer Team	*Ms. Lau Man Yan Ms. Liu Wing Chi	✓		Upon notification	/	/	6
Library Club	Mr. Ngai Wing	✓	✓	Upon notification	/	Library	30
Chinese Club	Ms. Fong Ka Yi	✓		Upon notification	/	/	6
English Club	Ms. Li Lai Ying	✓		Upon notification	/	/	6
Boy Scout	*Ms Chan Ching Han Mr. So Kin Fung Ms. Chow Oi Lun	✓	✓	Monday Odd week	1600-1700	101	25
The Boys' Brigade, HK	*Ms. Chan Wai Yan Mr. Cheng Sum Yin	✓	✓	Monday Odd week	1600-1700	Abiding Grace Lutheran Church	25
Flag-Guards	*Mr. Lee Pui Yeung Mr. Ip Chi Ming	✓	✓	Monday Odd week	1600-1700	102	25
Lion Dance	Ms. Wong Chuk Kwan	✓	✓	Monday Even week	1600-1700	6/F Playground	20
Chinese Juggling	Ms. Tse Ping	✓	✓	Monday Even week	1600-1700	LG1	20
Chinese Kung Fu	Mr. Lai Ka Chun	✓	✓	Monday Even week	1600-1700	711	20

Club	Club Advisor	Committee Members	Club Members	Day of Meeting	Time	Venue	Maximum Members
Chinese Traditional Handicraft	Ms. Law Kwan Wai	✓	✓	Monday Even week	1600-1700	101	20
Chinese Calligraphy	Mr. Ho Kwan Piu	✓	✓	Monday Even week	1600-1700	102	20
Boys Junior Basketball Team	Mr. Ng Chak Ngai	✓	✓	Wednesday Thursday	1600-1800	Service Reservoir Hall	25
Boys Senior Basketball Team	Mr. Ko Yuk Hang	✓	✓	Monday Wednesday Saturday	1600-1800 1600-1800 1200-1500	Hall	30
Girls Basketball Team	Mr. Ko Yuk Hang	✓	✓	Friday	1600-1800	Hall	15
Table Tennis Team	*Mr. Wong Chi Yung Mr. Fan Kei Faat	✓	✓	Tuesday	1600-1730	Hall	20
Badminton Team	Mr. Choi Kam Wai	✓	✓	Tuesday	1600-1730	Hall	20
Dance Club	Ms. Lai Siu Ngai	✓	✓	Tuesday	1600-1730	711	12
Baking Club	Ms. Law Lai To	✓	✓	Friday	1600-1700	M02	15
Photography Club	*Mr. Lai Ka Chun Ms. Mok Nga Ching	✓	✓	Thursday	1600-1700	802	12
Boardgame and Amazing Brick Club	Mr. Fong Chong Sun Mr. Liu Ping Fai	✓	✓	Lunch Time	1300-1340	403	15
Visual Arts Club	Ms. Cheung Kwan Ha	✓		Upon notification	/	701	6
Campus TV	*Mr. Chiang Pak Weng Mr. Chan Kei Yam	✓	✓	Upon notification	/	712	15

Remarks: Those colleagues marked with “\*” are the Chief Club Advisor.

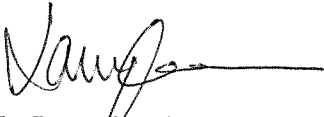
**(25) Application for Student's Locker**

1<sup>st</sup> September 2023

Dear Parents / Guardians,

As to reduce the weight of the school bags and to train students for tidying their school bags, bringing suitable textbooks and exercises for homework and assignments, the school will provide them with lockers. If students would like to borrow lockers, please fill in the reply slip and submit it to respective homeroom teachers on or before 13<sup>th</sup> September 2023 (Wednesday). "The Rules and Regulations of Using Student's Locker" are attached for appropriate and effective use of lockers. If there is any enquiry, please contact respective homeroom teachers through 2570 0331.

Yours faithfully,



Mr. Lee Kim Lim Larry  
Principal

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**Application for student's locker**

**Reply Slip**

**(Please return the reply slip to Homeroom teacher on or before 13<sup>th</sup> September 2023 (Wednesday))**

Dear Principal,

I acknowledge the receipt of this notice dated 1<sup>st</sup> September 2023. I \*allow / do not allow my child to apply for the locker, and will urge students to follow the rules and regulations of using student's locker, train students for utilizing the use of lockers and tidying their school bags.

Name of student: \_\_\_\_\_ Class: \_\_\_\_ ( )

Name of parent / guardian: \_\_\_\_\_

Signature of parent / guardian: \_\_\_\_\_

Contact number of parent / guardian: \_\_\_\_\_

Date: \_\_\_\_\_

\*Please delete as appropriate



## The Rules and Regulations of Using Student's Locker

### Regulations of using student's locker

1. Each students are allowed to apply for using the school locker. Applicant must fill in the statement and agree to the 'Regulations of using School Lockers'.
2. Only the applicant's personal materials can be stored in the locker. The locker must not be shared with other students.
3. Students should prepare for their own locks.
4. The lockers are the property of the School. Approval should be obtained from the School for using the lockers and a set of back-up keys have to be handed in to the School.
5. The lockers are the property of the School, students could not damage the lockers or change the appearance of the lockers, including putting on stickers, drawings or
6. If the locker is damaged or any personal materials are lost, students must report to their homeroom class teacher at once.
7. Lockers should not be used during class period.
8. Students should empty their lockers and remove the lock before examination period and long holidays, i.e., Christmas holiday, Lunar New Year holiday, Easter holiday and Summer holiday.
9. Report to homeroom teachers in case empty lockers are used without permission.
10. Lockers will be inspected, with the presence of the user, regularly in order to maintain the proper uses of the school regulations.
11. In case of emergency, lockers will be opened without any notification. For instance, users failed to comply with the 'Regulations of using School Lockers'.
12. Students should pay for the fee of repairing if the lockers are damaged.
13. School reserves the right of allowing the students to use the lockers.

### Inside the lockers

1. No dangerous or illegal items (such as flammable goods or items emitting bad smell) should be kept or stored due to safety and security reasons.
2. Because of hygienic issue, no shoes, clothes, food and drinks are allowed.
3. No valuable stuff, such as wallet, laptop, and mobile phones, should be stored in the locker. The School will not bear the responsibility for any damage or loss of such personal belongings.

### Termination of the usage of lockers

1. Graduates and students quitting the school should empty their lockers on or before their last day.
  2. Students must bring their school bags back to the School every day.
  3. Right of using lockers will be terminated if students failed to comply with the 'Regulations of using School lockers.'
  4. School reserves the rights to terminate of using the school lockers if student violates the above regulations.
- 

### Applicant's statement and declaration

I fully understand the above regulation of using school locker and agree to comply with the regulations once my application is successful. I also agree the School has the rights to check the locker and reserve my right in using the locker.

Name of applicant: \_\_\_\_\_ Class: \_\_\_\_ ( )

Signature of applicant: \_\_\_\_\_

Contact number of applicant: \_\_\_\_\_

Date: \_\_\_\_\_

**Notice to Parents No: 2324/001**

**Notes for the New School Year (2023-2024)**

**Reply Slip (Submit this slip to Homeroom Teacher on or before 4<sup>th</sup> September, 2023 (Monday))**

Dear Principal,

I received and agreed the Notes for the New School Year (2023-2024).

- (1) Arrangements for New Academic Year
- (2) New School Year Arrangement
- (3) Timetable
- (4) S1-4 Parent-Teacher Meeting
- (5) Financial Assistance Schemes (the School Textbook Assistance Scheme, Student Travel Subsidy and Subsidy Scheme for Internet Access Charges)
- (6) Permission to use students' creative work, photos and video clips taken during their learning activities
- (7) Parental Consent for Attending P.E. Lessons
- (8) Issues Related to Attendance
- (9) Student Code of Conduct, School Uniform & P. E. Uniform
- (10) Miscellaneous Fees
- (11) Homework Policy
- (12) Arrangements under Inclement Weather Conditions
- (13) Parent -- School Communication  
Name of Mobile Owner: \_\_\_\_\_ Mobile No.: \_\_\_\_\_
- (14) Application for Activation / Renewal of "Student Status" on a Personalised Octopus
- (15) Guidelines on Prevention of Influenza and Communicable Diseases in School
- (16) Student Activities Support Grant
- (17) Student Health Service
- (18) Staying at School for Lunch (S1-2) (Applicable for whole-day school)
- (19) English Extensive Reading Programme (S1-3)
- (20) Personal Data (Privacy) Ordinance
- (21) National Security Issue
- (22) Abiding Grace Lutheran Church Supporting Ministries
- (23) Student Health Record
- (24) Overview of Co-curricular Activities
- (25) Application for Student's Locker

Signature of Parent/ Guardian: \_\_\_\_\_

Name of Parent/ Guardian: \_\_\_\_\_

Name of Student: \_\_\_\_\_ Class: \_\_\_\_ ( )

Date: \_\_\_\_\_