

3<sup>rd</sup> September, 2018

Dear Parents / Guardians,

**2018-2019 New School Year Announcement (S.2)**

New school term of 2018 - 2019 has begun. Below are some important announcements for the new school year for your attention and follow-up.

- (1) Every notice (in printed version) issued by our School has been stamped before sending out.
- (2) Students must arrive at school on or before 8:05am every school day. For details, please refer to the attached timetable for your reference and ensure your children go to school on time.

1. Our School set up a 'Multiple Intelligences Periods' for S.1 students during the 7<sup>th</sup> to 9<sup>th</sup> periods every Friday. Through providing activities on different popular topics, students can develop their potentials and self-confidence by learning in a fun way. Every student needs to pay HK\$50.00 as activity fee. Moreover, our teachers will provide professional guidance to students on 'Cross-border Project Learning Excursion'. In each subject, students will be taught with relevant knowledge and skills that can foster the communication capabilities among students, broaden their vision, and at the same time, it serves as the preparation for Independent Enquiry Study (IES) on Liberal Studies of the Hong Kong Diploma of Secondary Education (DSE) Examination. Notice of detailed information will be delivered to you later.

2. In order to support 'Cross-border Project Learning Excursion', our School has made special arrangement for S.1 and S.2 students to undergo liberal studies activities during the 10<sup>th</sup> period on the following Thursdays:

	20/9/2018-24/1/2019	31/1/2019-30/5/2019
S.1	Liberal Studies End of lesson: 4:30pm	Homework Support End of lesson: 4:45pm
S.2	Homework Support End of lesson: 4:45pm	Liberal Studies End of lesson: 4:30pm

3. In order to strengthen the learning experience of our students and to enrich their life experience after school, a newly established 'School Club Activities Period' will be held during the 10<sup>th</sup> period every Friday. All S.1 and S.2 students are compulsory to attend. Contents and types include: interclass competition, seminars, school club activities and disciplinary team trainings, etc.

Remarks: (1) S.1 and S.2 students must attend the above activities.

Absentees are required to hand in leave letter or medical certificate with a health practitioner's signature, otherwise will be taken as absence.

(2) Any student who leaves our school during the activity without permission will be punished accordingly to our School regulations.

(3) School time for September:

1. September 4<sup>th</sup> (School Commencement Ceremony): 9:00 a.m. to 11:30 a.m.
2. September 5<sup>th</sup> to 14<sup>th</sup>: 8:05 a.m. to 1:20p.m.
3. September 17<sup>th</sup> onwards: Normal school day starts

(4) Students have to pay the following fees on September 4<sup>th</sup>:

	Payment Items	Fees
1.	Exercise books and Handbooks	\$75.0
2.	Visual arts subject materials	(Repeater) \$0.0
		\$51.0
3.	Folder for 'Cross-border Project Learning Excursion'	\$10.5
4.	Activity fees for 'Multiple Intelligences Periods'	\$50.0
5.	House fee (Remark 1)	\$10.0
6.	Student Union fee (Remark 2)	\$15.0
Total Fee:		(Repeater) \$160.5
		\$211.5

(Remark 1) House Fee : 'House' has been the unit of our School's extracurricular activities. Students are grouped under four Houses "Honesty", "Faith", "Goodness" and "Diligence". Each House member has to pay House fee as the running fee of each House.

(Remark 2) Student Union fee: Each student has to pay Student Union fee to facilitate student welfare.

(5) Details of uniform tests, examinations and assessment methods are as follows:

	1 <sup>st</sup> School Term	2 <sup>nd</sup> School Term	
Percentage of total marks of the whole year	40%	60%	
Percentage of total marks of school term	Examination	Tests	Examination
	100%	30%	70%

Moreover, in order to catch up with the existing trend of education of the emphasis on continuous assessment, the coursework mark is counted 40% in main subjects in each Term Test or Term Examination. It enables our students to study hard to attain better results. Quizzes, dictations, projects, science experiments, class participation, homework, etc, are counted as continuous assessment.

(6) Should your child has special needs on learning, you can contact the class teacher in September at 2602 1000.

(7) Applications for various allowances:

If a parent has financial difficulties, one can apply for textbook allowance or traffic allowance at Student Financial Assistance Agency. Please kindly fill in the application form and send it to the Student Financial Assistance Agency as soon as possible.

Class	Various allowances for application (Deadline)
S.1	Textbook allowance/Travelling allowance/ Internet fee allowance (September 10 <sup>th</sup> )
S.2	
S.3	In case you miss the deadline, you still can make application before the end of October. Low-income Working Family Allowance (September 17 <sup>th</sup> )
S.4	Textbook allowance/Travelling allowance/ Internet fee allowance (September 10 <sup>th</sup> )
S.5	
S.6	Grantham subsistence allowance (September 13 <sup>th</sup> ) Low-income Working Family Allowance (September 17 <sup>th</sup> )

(8) Application for MTR Student Travel Scheme:

Students can go to our School office to get application form for MTR Student Travel Scheme from September 3<sup>rd</sup> to 10<sup>th</sup>. Students have to fill in the forms and take the forms to our School office to have the forms stamped. Students are asked to submit the forms at the Lost Property & Student Travel Scheme Office at Tai Wai Station (Exit F, near the turnstiles) by themselves.

(9) Student Health Service:

S.1 to S.6 students are all qualified to apply for the Student Health Service under the Department of Health, so that their state of health can be followed. Qualified students (any student who has a Hong Kong ID card, with either parent having the Hong Kong ID card) enjoy the service free of charge. Application form must be filled in and submitted to the class teacher on or before September 7<sup>th</sup>.

(10) Taking student photos:

Students can take student photos through the photography company arranged by our School (September 11<sup>th</sup>). The size of the photo is 1 inch x 1 inch, with pastel blue as background, self-adhesive, at \$12 each dozen. Students can purchase more than one dozen. Students are free to take their student photos at other companies. When shooting, students must be in neat school uniform, with proper and decent appearance. Students must submit a dozen of photos to the class teacher on or before September 18<sup>th</sup>.

Thank you for your attention.

Yours faithfully,

Principal of Lock Tao Secondary School