

3rd September, 2018

Dear Parents / Guardians,

2018-2019 New School Year Announcement (S.3)

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.

In order to enhance student's potential, boost their confidence as well as to promote life-wide learning, our school will conduct a "Multi-intelligence Learning Session" from the period of 7th to 9th on Fridays. It includes music appreciations, the elements of STEM education (Science, Technology, Engineering and Mathematics), cookery, handicrafts and career orientated activities, etc. Extra resources are needed, \$100 per each student is required as the activity fee.

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

- (4) Students have to pay the following fees on September 4th:

	Payment Items	Fees
1.	Exercise books and Handbooks	\$76.0
2.	Visual arts subject materials	(Repeater) \$0.0 \$41.0
3.	Activity fees for 'Multiple Intelligences Periods'	\$100.0
4.	House fee (Remark 1)	\$10.0
5.	Student Union fee (Remark 2)	\$15.0
Total Fee:		(Repeater) \$201.0 \$242.0

(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:

	1st School Term	2nd 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 new 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 th)
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 th)
S.4	Textbook allowance/Travelling allowance/ Internet fee allowance (September 10 th) Grantham subsistence allowance (September 13 th) Low-income Working Family Allowance (September 17 th)
S.5	
S.6	

(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 3rd to 10th. 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 7th.

(10) Taking student photos:

Students can take student photos through the photography company arranged by our School (September 11th). 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 18th.

Thank you for your attention.

Yours faithfully,

Principal of Lock Tao Secondary School