

1<sup>st</sup> September, 2021

Dear Parents / Guardians,

**2021-2022 New School Year Announcement (S.3)**

New school term of 2021 - 2022 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.
- (3) School time for September:
  1. September 2<sup>nd</sup>: School Commencement Ceremony (9:00 a.m. to 11:00 a.m.)
  2. September 3<sup>rd</sup> onwards: Normal school day starts (8:05am to 1:20pm)
- (4) Students have to pay the following fees on September 2<sup>nd</sup>:

	Payment Items	Fees
1.	Exercise books and Handbooks	\$71.8
2.	Visual arts subject materials	(Repeater) \$0.0
		\$34.1
3.	Teaching Materials (Chinese History)	\$50.0
4.	House fee (Remark 2)	\$10.0
5.	Student Union fee (Remark 3)	\$15.0
Total Fee:		(Repeater) \$146.8
		\$180.9

(Remark 1) Through providing activities on different popular topics, students can develop their potentials by learning in a fun way.

(Remark 2) 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 3) 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> ) Grantham subsistence allowance (September 13 <sup>th</sup> ) Low-income Working Family Allowance (September 17 <sup>th</sup> )
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 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 4<sup>th</sup>.

(10) Taking student photos:

Students can take student photos through the photography company arranged by our School (September 8<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 17<sup>th</sup>.

Thank you for your attention.

Yours faithfully,

Principal of Lock Tao Secondary School

## Class Timetable

Special Class Time	Standard Class Time	Monday	Tuesday	Wednesday	Thursday	Friday
<b>08:05-08:10</b>	<b>08:05-08:10</b>	Roll Call				
<b>08:10-08:40</b>	<b>08:10-08:50</b>		Morning Assembly		Morning Assembly	
<b>08:40-09:10</b>	<b>08:50-09:30</b>					
<b>09:10-09:25</b>	<b>09:30-09:50</b>	Recess				
<b>09:25-09:55</b>	<b>09:50-10:30</b>			Hall Assembly/ Class Period		
<b>09:55-10:25</b>	<b>10:30-11:10</b>			Hall Assembly/ Class Period		
<b>10:25-10:35</b>	<b>11:10-11:25</b>	Recess				
<b>10:35-11:05</b>	<b>11:25-12:05</b>					
<b>11:05-11:35</b>	<b>12:05-12:45</b>					
<b>11:35-11:50</b>	<b>12:45-13:50</b>	Recess/ Lunch				
---	<b>13:50-14:00</b>	Class Period				
<b>11:50-12:20</b>	<b>14:00-14:35</b>					
<b>12:20-12:50</b>	<b>14:35-15:10</b>					
<b>12:50-13:20</b>	<b>15:10-15:45</b>					
---	<b>15:45-15:55</b>	Recess				
	<b>15:55-16:30</b>					S.1 & S.2 Uniformed Groups & School Club Period



1<sup>st</sup> September, 2021

Dear Parents / Guardians,

**Self-improvement Scheme**

In order to nourish our students to develop a sense of self-encouragement as well as self-improvement, our School has implemented a 'Self-improvement Scheme'. Details are as follows:

(I) The Scheme in details:

- 1) Students are encouraged to apply for the Scheme of their own accord.
- 2) On top of the merits attained by representing our School through different competitions, the merits gained this year can replace the demerits. Once an application has been accepted, both will not be printed on the school result transcript.
- 3) The Plan can only be applied on a one-merit-to-one-demerit basis. If a student gets two demerits in a single incident, he or she is not qualified to apply for this Scheme. For instance, if one gets two demerits due to breaking the rule of 'Improper Behaviours in School', he or she cannot apply for the Scheme as it is not possible to replace two demerits with two merits.
- 4) Students concerned have to make application within the specific period. There is no limits on the number of demerits being offset.

(II) Application method: Within specific period, students concerned proactively ask the class teacher for the application form. After filling out the form, students concerned return the form to the class teacher for verification.

(III)

Period of application for F.6 students: 10/1/2022 - 14/1/2022\*

\*After 10/12/2021, all merits/demerits are not applicable to the 'Self-improvement Scheme'

Period of application for F.1 to F.5 students: 6/6/2022 - 20/6/2022\*

\*After 20/5/2022, all merits/demerits are not applicable to the 'Self-improvement Scheme'

Thank you for your attention.

Yours faithfully,

Principal of Lock Tao Secondary School



1<sup>st</sup> September, 2021

Dear Parents / Guardians,

**Application for Student Locker**

Our school provides the students in need to apply for lockers in which they can keep the things they do not have to bring back home to alleviate the weight issue of their school bags. It also provides students with self-management training opportunities on using lockers properly. They can make their own decisions to bring textbooks and exercise books back home for doing homework or studying according to their needs. The ability of their self-management can be developed. Students should abide by 'The Code of Practice on Using Student Lockers'. We hope you can regulate your child to use the locker properly.

Thank you for your attention.

Yours faithfully,

Principal of Lock Tao Secondary School

## 【The Code of Practice on Using Student Lockers】

1. The deadline of using locker is 2<sup>nd</sup> June, 2022.
2. The usage of the locker is restricted to store textbooks, exercise books and learning materials for class. No cellphones, money, food or drinks or other materials not for use in class are allowed.
3. The borrower of the locker must take full responsibility of the safety of the materials in the locker.
4. The right of using the locker is confined to specific students only. No lending to others, sharing or exchange without permission from our School are allowed.
5. The borrower of the locker must clear the things in the locker within specific period, otherwise our School reserves the right to confiscate the things inside the locker.
6. The locker must be locked at all time. Only using a key to unlock/lock is allowed (any combination locks are not allowed). Once any lockers being found unlocked, our School reserves the right to disqualify the right to use the locker of the student concerned.
7. The key of the locker must be kept carefully. It should not be given to other students. If a student loses his/her key, he/she must inform the class teacher. He/she must not handle the situation by himself/herself.
8. Students are only allowed to use the lockers during the 1st recess (9:30-9:45 a.m.), the 2nd recess (11:10-11:20 a.m.), lunch time (12:45-13:50 p.m.) or after school so that it will not disturb other students in class.
9. Our School will check the locker in front of the student when necessary. The student concerned must co-operate with our School.
10. Students must keep lockers clean and neat. It is not allowed to smear it or put any stickers onto the lockers. If any lockers are found damaged, students must inform the class teacher to follow-up.
11. Students should learn to take care of and protect the property of our School. If any students are found damaging the lockers with intention or due to improper usage, they will be severely punished, and have to make compensation.
12. If a student withdraws from our School, he/she has to clear the locker and inform the staff of our school office within 7 days after the withdrawal. Otherwise our School will take it as an overdue case.
13. One day before test week/examinations/long holidays (Christmas, Chinese New Year and Easter holidays), students concerned must bring all textbooks and exercise books back home to study. They can use the lockers soon after examinations.
14. Students concerned must follow the Code of Practice listed as above. Anyone who violates them may be penalized and deprived of the right to use the locker.



1<sup>st</sup> September, 2021

Dear Parents / Guardians,

**Students Bringing Mobile Phone and Items Not Related to Lessons to School**

The rapid development of information technology (IT) has facilitated the wide use of mobile phones and IT products in our society. To facilitate communication between students and their families beyond school hours, our school allows students to bring their mobile phones to school; however, to enable students to concentrate on their studies and to ensure safe and secure storage for their mobile phones, students have to switch off their mobile phones and lock them in the assigned locker when they come to school. Please find the details of monitoring students bringing mobile phone and mobile phone locker usage guidelines in the Appendix attached. Should there be any student using his/her mobile phone on campus or bringing along the mobile phone to the classroom without the permission of our school, he/she will be given a minor offence as punishment.

Unless prior approval is given, students are not allowed to bring along IT products (such as tablet computer, smartwatch etc) or other items not related to lessons to school. Any student violating the regulations will be given a demerit for the first attempt, two demerits for the second attempt, and a minor offence for frequent attempts.

Thank you for your attention.

Yours faithfully,

Principal of Lock Tao Secondary School



**Details of Monitoring Students Bringing Mobile Phone and Mobile Phone Locker Usage Guidelines**

- a. Each student will be assigned a mobile phone locker. Students must turn off their mobile phones, put them in the locker immediately when they come to school and take the phones when they leave the school.
- b. The usage of the locker is restricted to store one mobile phone and earphones (if any). No other thing can be put in the locker.
- c. Lockers are not transferable.
- d. A lock (Max. 3cm x 5cm) should be prepared by the students.
- e. Any student violating the regulations will be given a minor offence for the first attempt, two minor offences for the second attempt, and a major offence for frequent attempts.
- f. Our school will reserve the right to check the locker when necessary.





1<sup>st</sup> September, 2021

Dear Parents / Guardians,

**Grace Scheme**

Our School will be implementing a ‘Grace Scheme’, from October 4<sup>th</sup>, 2021 to June 20<sup>th</sup>, 2022. Details are as follows:

Objective: to provide a self-correcting opportunity to those who break the following rules of our School.

Any student who participates in the Scheme is required not to break any rules of our School for 15 days consecutively from October 5<sup>th</sup>, 2020 onwards. He/she can submit the application to the class teacher. There is no limit to the number of applications students may submit. (Item g, Item h and Item i are confined to first attempt only. Item j, Item k, Item l and Item m can be applied for twice within a school year, i.e., once in each school term (first school term and second school term).

- Items:
- (a) Being late for school
  - (b) Failure to submit homework
  - (c) Failure to bring textbook
  - (d) Leaving the textbook in the classroom after school
  - (e) Bringing items which are not for use in class to school
  - (f) Entering other classrooms without teacher’s permission
  - (g) School uniform / Appearance issue\* (Grace is given once in each school term: first school term and second school term)
  - (h) Failure to show the attendance by presenting the student card\*(Grace is given once in each school term: first school term and second school term)
  - (i) Using foul language.\* (Grace is given once in the school year)
  - (j) Misbehavior\* (Grace is given once in the school year)
  - (k) Bringing digital products or electronic gadgets to school\*(Grace is given once in the school year)
  - (l) Bringing mobile phone\*(Grace is given once in the school year)

Any students who want to have his/her rehabilitation on Item (g) to Item (l), he/she has to make application within the following application period:

	Items (g) and (h) School uniform or Appearance issue / Failure to show the attendance by presenting the student card	Items (i), (j), (k) and (l) Using foul language / Misbehavior / Bringing digital products or electronic gadgets to school / Bringing mobile phones /
S 1 to S 5	First Term: 3/1/2022 – 7/1/2022 Second Term: 2/6/2022 – 20/6/2022	2/6/2022 – 20/6/2022
S 6	14/2/2022 – 1/3/2022	

Thank you for your attention.

Yours faithfully,

Principal of Lock Tao Secondary School



樂道中學

LOCK TAO SECONDARY SCHOOL

Reference No.:006/21-22

1<sup>st</sup> September, 2021

Dear Parents / Guardians,

**Intranet Information, Email System and Student Smart Card**

In order to enable parents and students to receive updated information from our School as soon as possible, our School encourages parents and students to check our School's webpage (<http://locktao.edu.hk>) regularly. Our School's email system (Gmail) is not only a teaching platform, but also a communication tool between teachers and students and a tool for the delivery of messages. The school has already created email accounts for every student. The use these services will be taught in junior secondary technology education lessons. Students should login to the email system (Gmail) to check the messages in order to get the latest information about the school.

We have adopted the Smart School system from HKT to provide e-notice, e-payment and e-attendance services. After installing the HKT Smart School App and Tap & Go mobile applications, parents will read notices, make payments and check their child's attendance record using smartphones. This app does not only strengthen the communication between our School and parents, but also reduce the risk of students bringing large amount of cash to the School which eventually increases our School's management effectiveness.

The student's smart card is regarded as the identity card within the School. Every student should keep it carefully and bring it to school every day for taking attendance until he / she graduates and leaves the school. New students have to pay **\$30** for issuing the new smart cards. Afterwards, if a student require a re-issuance his / her smart card, he / she will have to pay **\$30**.

Thank you for your attention.

Yours faithfully,

Principal of Lock Tao Secondary School



1<sup>st</sup> September, 2021

Dear Parents / Guardians,

**Participation of Students in Physical Education Class and Various Sports Competitions**

Excellence in Moral, Intellectual, Physical, Interpersonal, Aesthetic and Spiritual Fields have been the visions of education of Our School to nourish our students. It has been embraced and supported by our students and their parents. However, some students may have their very individual state of health problems which seem not appropriate to be involved in physical training. If your child's state of health is suitable to participate in physical education class and any kinds of sports competitions, you can apply for an exemption with an attachment of medical certificate. Please kindly return the reply slip to the class teacher by September 8<sup>th</sup>.

The student being exempted will be arranged to a suitable environment to study during physical education class in the school year.

Thank you for your attention.

Yours faithfully,

Principal of Lock Tao Secondary School



1<sup>st</sup> September, 2021

Dear Parents / Guardians,

**Permission to publish students' works and images**

It has been a usual practice for teachers to select excellent works or images to publish them in our school publications or websites in order to enhance teaching and learning. As we believe that it could help promote students' creativity, encourage cooperative learning and honor the quality of their works. It also cultivates students' holistic development. Parents could also have a better understanding of students' school life.

In view of the above, we need to have your consensus. Parents who do not agree with the stated arrangement should choose to write a letter to school.

Thank you for your attention.

Yours faithfully,

Principal of Lock Tao Secondary School



1<sup>st</sup> September 2021

Dear Parents / Guardians,

**Arrangement of Having Lunch at School (Applicable to Whole-day face to face classes)**

In order to nourish our students over group spirit and encourage them to join the activities during lunch time, our School has decided that S.1 to S.3 students have to stay in our school to have lunch. We also encourage S.4 to S.6 student to follow suit. Please kindly pay attention to the followings:

- (1) Having got the consent from Parent-Teacher Association, Food Committee decided to employ Fit For Life Luncheon & Catering Services the lunch supplier of this school year, with each lunch costs at \$22. Students are free to pack their lunch to school, buy lunch at the tuckshop in our school or get their lunch delivered by their family members.
- (2) Our School provides storage and heating service for lunch (Quota: 50, on a first-come-first-served basis). Students are required to put their lunch boxes in the refrigerator between 7:45 am to 8:00 am in Room 208 (Late comer will not be entertained), and heat their lunch boxes in Room 208 within specific period (S.4 to S.6: 12 : 45 pm - 1:15 pm, S.1 to S.3: 1:00 pm - 1:15 pm). Food must be safe and healthy, so heating sushi, cup noodles or instant rice are not allowed so as to avoid any possibility of diarrhea, accidents or unhealthy diet. If any student does not follow the rules as mentioned above, our School will consider to depriving of one's rights of using the food storing and heating facilities.

To secure our students' safety and state of health, our School forbids our students to receive any food delivery service outside school.

Thank you for your attention.

Yours faithfully,

Principal of Lock Tao Secondary School



1<sup>st</sup> September, 2021

Dear Parents / Guardians,

**Use of e-notice and e-payment**

In this school year, our school will use the electronic notice and electronic payment system to strengthen communication with parents, and avoid the risk of students carrying a large amount of money to school. We hope that parents can cooperate and support the implementation. If parents are not able to use the system, please write a letter explaining the difficulties and submit it to the class teacher.

The arrangement of the electronic notice and electronic payment

<b>School Notice</b>	In the first two weeks, school notices will be distributed in paper form and electronic form. From the third week onwards, all school notices will be issued in the HKTE Smart School App and no paper form notices will be issued.
<b>Payment</b>	All electronic notices subjected to payment must be paid through the HKTE Smart School App.

To facilitate parents in installing and using the system, a briefing session on the HKTE Smart School App will be arranged in the non-Chinese speaking Parents' day. Further details will be disseminated in due course. For enquiries, please contact Mr. Masood at 2602 1000.

Yours faithfully,

Principal of Lock Tao Secondary School



樂道中學

LOCK TAO SECONDARY SCHOOL

Reference No. : 011/21-22

1<sup>st</sup> September, 2021

Dear Parents / Guardians,

**Using SMS for receiving school news**

To facilitate a better communication with parents in case students happen to have any sudden or important incidents, the school will send a message to the parents. Please provide your and your child's mobile phone numbers, complete and hand the attached form to your class teachers.

Thank you for your attention.

Yours faithfully,

Principal of Lock Tao Secondary School