



SIR ELLIS KADOORIE SECONDARY SCHOOL (WEST KOWLOON)

No. 22 Hoi Fan Road, Tai Kok Tsui, West Kowloon.

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4 July 2016

Dear Parent / Guardian,

Final Assembly, Concession Pass, Results of Streaming of Classes, Student Textbooks, Healthy School Programme, Special Arrangement for the First 3 Days in the Next Academic Year, Fees to be Collected (P.L. 16)

Please be informed of the following items:

1. Final Assembly

11 July 2016 is the last day of the school year. A final assembly has been arranged for S.1 to S.5 students. The school starts at 8:15 a.m. Students will be dismissed at 12:00 noon. The programme is listed as follows:

Date	Time	Activity
11.7.2016 (Monday)	8:15 a.m.	First Bell
	8:15 a.m. – 8:50 a.m.	Roll Call & Morning Assembly S.1 – S.3 (Covered-playground) S.4 & S.5 (Classroom)
	8:50 a.m. – 10:30 a.m.	Hall Assembly
	10:30 a.m. – 11:00 a.m.	Recess
	11:00 a.m. – 12:00 noon	Distribution of Report Sheets (Classroom)
	12:00 noon	Dismissal

2. Concession Pass

Students who have been given a **concession pass** will receive a letter of advice from the school. Parents / guardians please encourage your child / ward to work hard to meet the standard required by the school in the coming academic year.

3. Results of Streaming of Classes

The results of the streaming of classes will be released on 11 July 2016 (Monday) for S.4 and 24 August 2016 (Wednesday) for all other levels. The class lists will be posted on the display boards in the foyer, and also on the school webpage.

4. Student Textbooks

The textbook list for 2016-2017 will be distributed to students before the summer holidays. It can also be downloaded from the school website.

T.H. Lee Book Co., Ltd will offer discounts and provide the sale of textbooks to students. The use of this service is entirely at the discretion of students and their parents. Students are at liberty to purchase their textbooks wherever they wish.

If parents choose to order textbooks from this company, advanced ordering of textbooks must be made through an '**Order Form**'. Students who wish to make use of this service should place the completed Order Form in the '**COLLECTION BOX**' located at the school office (G/F) on or before **3:00 pm, 11 July 2016 (Mon)** for ordering or they may send it to one of T.H. Lee's branches located at Jordan, Causeway Bay or Kwai Hing on or before 13 July 2016.

Parents may also order the textbooks by using the new online ordering service as stated in the ordering form. Students must use their own names, **student ID numbers** and **passwords** as printed on individual order forms.

Parents should pay and collect the textbooks at school on **18-8-2016 (Thur) from 9:00 am to 1:00 pm** or at the designated branch from **19 August 2016 (Fri) to 21 August 2016 (Sun)**. **The order will be cancelled if the books are not collected within 3 days.**

Parents are advised to keep the receipts for future enquiries.

Important Dates:

Submission of Pre-order forms	on or before 11-7-2016 (3:00 p.m.) (at school office, G/F)	on or before 13-7-2016 (during business hours at bookstores)
Online ordering (if applicable)	on or before 16-7-2016	
Payment and Collection of textbooks (Cash or EPS)	18-8-2016 9:00 am to 1:00 pm (at school)	19-8-2016 to 21-8-2016 (during business hours at designated branches)

Discounts Offer:

Pre-order	8%
Without Pre-order	5%

5. Healthy School Programme

With the successful implementation of the Healthy School Programme this school year, our school will continue to introduce this programme in the coming school year (2016-2017). This joint-school Healthy School Programme aims at promoting a healthy lifestyle and anti-drug culture among our students. The programme is composed of two main parts: i) preventive activities and ii) drug testing (on a voluntary basis).

As a parent/guardian of the school, you are cordially invited to encourage your child / ward to participate in this programme. For details of the drug-testing, please refer to the 'drug testing protocol' on the school website.

6. Special Arrangements for the First Three Days in the Next Academic Year

The new school year begins on 1 September 2016 and on the first three days of the new school term, there will be special arrangements for students' registration, class affairs and whole school activities. On these three days, school starts at 8:15 a.m. and ends at 12:00 noon. All students are reminded to come back to school in proper summer uniform.

Parents are reminded to inform the school if your child/ward will not be able to attend school at the beginning of the term.

7. Fees to be Collected

Please be informed in advance about the types of fees which will be collected in the next academic year:

- a) **School-based Management Fee: \$280** (including electricity charge for hall and classroom air-conditioning, air-conditioner maintenance fee, etc.)
- b) **Parents-Teachers' Association Membership Fee: \$50**
- c) **Exercise Books Fee: ranging from \$82 to \$133 for the whole pack.** Senior form students may **NOT** be required to purchase the whole set.
- d) **ECA Fee (S.4 to S.6 only): \$134, pending confirmation by EDB.**

Parents will be informed of the exact amount of fees to be paid at the beginning of the school year in September.

Thank you for your attention.

Yours faithfully,

LI Wing-leung
Principal

This Parents' Letter can be found on our school homepage (<http://www.seksswk.edu.hk/>)

官立嘉道理爵士中學（西九龍）
二零一五至二零一六年度十六號家長信撮要

1. 二零一五至二零一六年度結業典禮

2016年7月11日為本學年最後上課日，學生須於上午8時15分回校參加結業典禮，放學時間為中午12時，詳情如下：

日期	時間	項目
11.7.2016 (星期一)	上午 8:15 – 上午 8:50	點名及早會 中一至中三 (有蓋操場) 中四及中五 (課室)
	上午 8:50 – 上午 10:30	結業典禮 (禮堂)
	上午 10:30 – 上午 11:00	小息
	上午 11:00 – 中午 12:00	派發成績表 (課室)
	中午 12:00	放學

2. 試升

校方將發信勉勵所有試行升級的學生，請各家長督促子女在來年要加倍努力溫習，以達至本校對學生學業上的要求。

3. 編班名單

學生的編班名單將張貼在學校的正門大堂、及上載到學校網頁，有關詳情如下：

中四級：11.7.2016 (星期一)

其餘各級：24.8.2016 (星期三)

4. 學生課本

學校將於暑假前派發 2016-2017 年度書單，學生亦可在學校網頁下載。

天利行書局有限公司將為各學生提供課本折扣和訂購課本服務，惟家長可自由選擇是否經此書店訂購課本。

若家長有意經天利行訂購課本，請於 **2016年7月11日(星期一)下午3:00前**將填妥之「**訂購表格**」交到校務處內的「**訂購課本收集箱**」；家長亦可於7月13日前到天利行位於佐敦、銅鑼灣或葵興之門市部遞交表格。

關於本年度增設之網上訂購服務，學生必須使用自己的姓名及已預先編印在訂購表上之**個人編號**及**密碼**進行網上訂購，詳情請參閱訂購表格。

家長或學生請於 **2016年8月18日(星期四)上午9:00至下午1:00**到本校付款及領取已訂購之課本。如選擇於門市部取書，家長須於 **2016年8月19日(星期五)至2015年8月21日(星期日)**，前往已選定之門市部付款及取書，逾期作廢。

家長付款後，敬請保留收據以便將來查詢之用。

訂扣學生課本

重要日期:

交表日期	11-7-2016 下午 3:00 或之前 學校地下寫字樓收集箱	13-7-2016 於各分店營業時間內
網上截止訂購日期 (如適用)	16-7-2016	
付款及取書日期 (現金或 EPS 付款)	18-8-2016 上午 9:00 至下午 1:00 本校	19-8-2016 to 21-8-2016 於指定分店營業時間內

折扣優惠:

預訂	92 折
不預訂	95 折

5. 健康校園計劃

本校將於 2016 至 2017 年度繼續推行健康校園計劃。此計劃乃聯校活動，旨在向本校學生推廣健康生活方式及反吸毒文化。計劃分為兩部份：第一部份是預防性活動；第二部份是自願性校園驗毒。

校方希望家長鼓勵子女踴躍參與計劃中的各項活動，至於自願性校園驗毒的詳情，請於本校網頁參閱「自願性校園驗毒」計劃守則。

6. 開學首三天安排

新學年將於 2016 年 9 月 1 日(星期四)開始，開學首三天的上課時間為上午 8 時 15 分至中午 12 時，學生必須穿著整齊夏季校服回校上學。

如學生未能於 9 月 1 日回校上課，煩請各家長盡早以書面形式向校方申請。

7. 收取費用

學生須於 9 月繳交以下費用：

- a) 校本管理費：\$280 (支付課室冷氣費及維修費)
- b) 家長教師會年費：\$50
- c) 校簿費：校簿費為\$82 至\$133 (因應不同級別而定)，高年級學生可按個人需要自行購買
- d) 課外活動費：\$134 (只適用於中四至中六學生)