



1 September 2015

Dear Parent/Guardian,

**Special Arrangements for the First Three School Days, Tropical Cyclones, Heavy Persistent Rain and Thunderstorms, Collection of Fees, General School Rules, ECA Matters, Parental Consent to Students' attending P.E. Lessons, Health Records and Application for Hong Kong Jockey Club Life-wide Learning Fund (P.L. No.1)**

Please be informed of the following items:

**1. SPECIAL ARRANGEMENTS FOR 1/9/2015, 2/9/2015 and 4/9/2015**

Special arrangements for the first three days of school are as follows:

**Tuesday, 1 September 2015**

Time	S1 – S6
08:15 – 08:25	Lining Up & Roll Call in the Playground
08:30 – 10:00	Hall Assembly: Principal's Address & Briefing on Discipline
10:00 – 10:30	Break
10:30 – 12:00	Class Period

**Wednesday, 2 September 2015**

Time	S1 – S6
08:15 – 08:25	Lining Up & Roll Call in the Playground
08:30 – 09:45	Hall Assembly: Briefing on Guidance
09:45 – 10:15	Break
S.2 – S.6 10:15 – 12:00	Class Period: Mutually agreed classroom rules (C/Ts & Asst. C/Ts)
S.1 10:15 – 11:00	
S.1 11:00 – 12:15	NCS Chinese Assessment

**Friday, 4 September 2015**

Time	S1 – S6
08:15 – 08:25	Lining Up & Roll Call in the Playground
08:30 – 10:00	Hall Assembly: Briefing on ECA & Social Services
10:00 – 10:30	Break
10:30 – 12:00	Class Period

**Monday, 7 September 2015**

The school will adopt the Regular Timetable on a weekly basis from Monday, 7 September 2015.

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**2. TROPICAL CYCLONES, HEAVY PERSISTENT RAIN AND THUNDERSTORMS**

Please note the following actions and arrangements in the event of tropical cyclones, heavy persistent rain and thunderstorms :

- a) Students should listen to the radio and television stations before 6:15 a.m. to see if there is an announcement of closure of schools by the Education Bureau. If such an announcement is made, students should stay home. However, if the announcement is made after 6.15 a.m. and students are on their way to school, they will be taken care of by teachers on duty in the school after they arrive until they are picked up by their parents/guardians or until the situation warrants a safe journey home.

- b) When the Education Bureau makes a public announcement of the re-opening of schools, parents/guardians should use their discretion in sending their children back to school. If it seems to them that local weather, road, slope, traffic or transport conditions have not by that time returned to normal, they should let their children stay home. A letter from the parent submitted to the school afterwards would be accepted as a valid leave for absence under such situations.
- c) When the school is in session and the Education Bureau makes a public announcement of immediate closure of schools due to rapidly deteriorating weather, the school will ensure that students will be taken to a safe place or to alert parents to accompany them home.
- d) In exceptional circumstances, the Education Bureau may announce the closure of schools in one or more districts. Students living in such districts need not go to school even if their schools are located elsewhere. Parents and students please note the name of the district in which they live. Please also note that our school is located in the TAI KOK TSUI district.
- e) For internal examinations, examination sessions affected by closure of schools due to tropical cyclones, heavy persistent rain or thunderstorms will be postponed. New arrangement will be posted on the school webpage and school intranet on that day. The examination dates for the affected subjects will also be announced when school resumes. For other subjects, the examination timetable will remain unchanged and all subjects will be examined on the scheduled dates. School may make alternative arrangements regarding internal tests or examinations for those students who cannot return to school or arrive late because of poor weather, road, slope, traffic or transport conditions. However, for public examinations, students have to listen to radio or television stations for announcements made by the relevant examination authorities.
- f) In general, school will be closed when typhoon signal No. 8 or above is hoisted or when the 'BLACK' or 'RED' warning of the rainstorm warning system is issued. For 'AMBER' warning, the school will operate as usual unless advised otherwise. But parents can decide at their discretion whether to send their children to school considering the weather and road conditions of their living areas.

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### **3. COLLECTION OF FEES**

Please be informed about the types of fees which will be collected in this school year:

- a) School-based Management Fee: \$280 (including electricity charge for classroom and hall air-conditioning, air-conditioner maintenance fees, etc.). For S1 to S5 students, the fee will be collected in two installments, the first in the first week in September and the second at the beginning of the second term. For S6 students, the fee will be collected in one installment in the first week in September.
- b) Parents-Teachers' Association membership fee: \$50.00 to be collected in the first week in September. In case of brothers and sisters studying in the same school, only one amount of \$50.00 will be collected.
- c) Exercise books: ranging from about \$79.9 to \$113.80 for the whole pack – to be collected in the first week in September. But for senior form students, they are **NOT** required to purchase the whole set.
- d) Student Handbook: \$6.5 per handbook to be collected in the first week in September.
- e) ECA Fund (S.4 to S.6 only): \$134.00 for the academic year. For S4 & S5 students, the fee will be collected in two installments (\$70 to be collected in the first week in September and \$64 at the beginning of the second term). For S6 students, the fee will be collected in one installment at the beginning of the term.

Please refer to the following table for the total amount to be handed in to the Class Teacher at the beginning of the first term:

### Secondary 1

	SBM Fee (1 <sup>st</sup> Term)	PTA Membership Fee	Exercise Books	Handbook	Total
Hindi Group	\$ 150	\$ 50	\$ 103.8	\$ 6.5	\$310.3
Urdu Group	\$ 150	\$ 50	\$ 97.8	\$ 6.5	\$304.3
French Group	\$ 150	\$ 50	\$ 113.8	\$ 6.5	\$320.3
Chinese Group	\$ 150	\$ 50	\$ 81.2	\$ 6.5	\$287.7

### Secondary 2

	SBM Fee (1 <sup>st</sup> Term)	PTA Membership Fee	Exercise Books	Handbook	Total
Hindi Group	\$ 150	\$ 50	\$ 102.5	\$ 6.5	\$309.0
Urdu Group	\$ 150	\$ 50	\$ 96.5	\$ 6.5	\$303.0
French Group	\$ 150	\$ 50	\$ 112.5	\$ 6.5	\$319.0
Chinese Group	\$ 150	\$ 50	\$ 79.9	\$ 6.5	\$286.4

### Secondary 3

	SBM Fee (1 <sup>st</sup> Term)	PTA Membership Fee	Exercise Books	Handbook	Total
Hindi Group	\$ 150	\$ 50	\$ 87.5	\$ 6.5	\$294.0
Urdu Group	\$ 150	\$ 50	\$ 81.5	\$ 6.5	\$288.0
French Group	\$ 150	\$ 50	\$ 97.5	\$ 6.5	\$304.0
Chinese Group	\$ 150	\$ 50	\$ 79.9	\$ 6.5	\$286.4

### Secondary 4

	SBM Fee (1 <sup>st</sup> Term)	PTA Membership Fee	Exercise Books	Handbook	ECA Fee (1 <sup>st</sup> Term)	Total
NCS Chi. & Hindi Gp.	\$ 150	\$ 50	\$ 94.1	\$ 6.5	\$ 70	\$370.6
NCS Chi. & Urdu Gp.	\$ 150	\$ 50	\$ 94.1	\$ 6.5	\$ 70	\$370.6
Chinese Group	\$ 150	\$ 50	\$ 93.7	\$ 6.5	\$ 70	\$370.2
NCS Chinese Group	\$ 150	\$ 50	\$ 90.1	\$ 6.5	\$ 70	\$366.6

### Secondary 5

	SBM Fee (1 <sup>st</sup> Term)	PTA Membership Fee	Exercise Books	Handbook	ECA Fee (1 <sup>st</sup> Term)	Total
NCS Chi. & Hindi Gp.	\$ 150	\$ 50	\$ 94.1	\$ 6.5	\$ 70	\$370.6
NCS Chi. & Urdu Gp.	\$ 150	\$ 50	\$ 94.1	\$ 6.5	\$ 70	\$370.6
Chinese Group	\$ 150	\$ 50	\$ 93.7	\$ 6.5	\$ 70	\$370.2
NCS Chinese Group	\$ 150	\$ 50	\$ 90.1	\$ 6.5	\$ 70	\$366.6

### Secondary 6

	SBM Fee	PTA Membership Fee	Exercise Books	Handbook	ECA Fee	Total
NCS Chi. & Urdu Gp.	\$ 280	\$ 50	\$ 94.1	\$ 6.5	\$ 134	\$564.6
Chinese Group	\$ 280	\$ 50	\$ 93.7	\$ 6.5	\$ 134	\$564.2
NCS Chinese Group	\$ 280	\$ 50	\$ 90.1	\$ 6.5	\$ 134	\$560.6

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## 4. GUIDELINES FOR SAFEGUARDING STUDENTS' PERSONAL BELONGINGS

### a) Money

- Students are strongly advised not to bring large amounts of money to school.

### b) Valuables

- Students are strongly advised not to bring valuables to school.
- Valuables such as personal hi-fi devices (iPods, etc), electronic games and other such items are not permitted at school.
- Students found with such devices (whether in use or otherwise) will have them confiscated and retained by the school authority until the parent/guardian comes to school to recuperate the said item(s). Appropriate disciplinary action will be taken against the student concerned, e.g., detention class.

c) **Mobile phones**

Students are not allowed to bring mobile phones to school. If parents want them to bring mobile phones for whatever reasons, they must apply for approval from the school authority and follow all guidelines concerning bringing mobile phones to school. They are listed as follows:

- **Mobile phones must be switched off at all times on the school campus.**
- **Mobile phones must be put away at all time that it should not be seen under any circumstances.**
- **Failure to observe these regulations will result in the mobile telephone being confiscated and retained by the school authority for either two weeks or until it is claimed by the parent/guardian, and a black mark will be issued to the student concerned.**

d) **Storing and safeguarding personal belongings**

- Personal belongings should be clearly labeled (name & class) to facilitate return in case of loss.
- Each student will be provided with a locker to store personal belongings. He/she will be required to provide and use a padlock to secure his / her locker. Before the end of each term, at a time specified by the school authority, lockers must be cleared and padlocks removed. The school authority reserves the right to remove padlocks and clear the lockers of students who fail to do so within the specified time.
- Students are not allowed to use the desk compartments to store personal belongings. The school reserves the right to remove belongings left in desk compartments.
- While at school students are responsible for safeguarding their personal belongings, which should not be left unattended for any length of time.
- During P.E. lessons, students should deposit belongings such as wallets in the custody of the P.E. teacher(s).

The school will not be responsible for any loss or theft of students' personal belongings. Please remind your child / ward that the school premises are like any other public venue so the need to be vigilant about safeguarding his / her personal belongings is very important.

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5. **LETTERS ISSUED FOR DISCIPLINARY MEASURES**

Students must follow and observe school rules and regulations. For the details of school regulations and disciplinary & commendation systems, please refer to Appendix 1 to 3.

The school places great importance on effective home-school cooperation and aims to keep you informed about your child's / ward's all-round performance.

During the school year behavioural problems may arise and, in accordance with the school's disciplinary system, your child / ward may receive a disciplinary measure: a **black mark, a minor demerit or a major demerit** for which a letter will be issued.

For your convenience there are **two delivery options for letters issued for black marks**:

- 1) **Via your child / ward.** The class teacher will pass the letter to him / her and he / she will be required to sign for it. No parent signature will be required;
- 2) **In person.** You will come to school to sign and collect the letter.

Please indicate your choice on Reply Slip No.1.

**If, however, your child / ward receives a minor or a major demerit you will be invited to come to school for an interview** during which you will meet the teacher(s) concerned in order to discuss the case and strategies to help your child / ward to improve his / her performance. At the same time you will sign and collect the letter.

## 6. ECA ENROLMENT PROCEDURE & ASSESSMENT CRITERIA (2015-2016)

It has been a long-established policy of the school to attach great importance to extra-curricular activities (ECA) with the aim of enhancing our students' holistic development. Every year the ECA Committee offers a wide range of club activities to students ranging from academic subjects and interests to sports and community services. A list of clubs and school teams, together with their meeting schedules, will be sent to you for your reference in due course via your child/ward.

The ECA enrolment period will be scheduled from 14 September 2015 (Monday) to 25 September 2015 (Friday). Students have to turn up at club meetings during the above period for enrolment. They may enroll in a maximum of three school clubs according to their own interests and needs. Please kindly discuss with your child/ward and give him/her advice for the enrolment and encourage him/her to take an active part in club meetings and other extra-curricular activities.

In order to give recognition to students' participation and effort in attending ECA, their performance in each of the ECA clubs will be assessed and recorded in their OTHER LEARNING EXPERIENCES (OLE) REPORTS according to the following criteria:

<b>Comment (Grade)</b>	<b>Assessment Criteria</b>
<b>A</b> (Excellent)	High attendance plus a prize in an inter-school competition or great contribution to the club
<b>B</b> (Very good)	High attendance plus some contributions to the club
<b>C</b> (Good)	Over 70 % attendance
<b>D</b> (Satisfactory)	Between 60% - 70 % attendance
<b>E</b> (Unsatisfactory)	Between 50% - 60 % attendance

Note: Membership will be cancelled if the attendance is below 50%.

To make the ECA scheme a success, your encouragement of your child/ward's participation in the meetings and activities is highly appreciated.

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## 7. P.E. LESSONS AND PARENTAL CONSENT TO STUDENTS' ATTENDING P.E. LESSONS (Health Condition of Students)

### a) **Regulations for P.E. lessons**

- For P.E. lessons, students must change into P.E. uniform at the beginning of the P.E. lesson in the changing room and change back into school uniform at the end of the lesson. Students having P.E. lessons in the last period of the session / day must change back into school uniform at the end of the lesson before leaving school.
- Students must change quickly and quietly in the changing rooms and not in the classrooms or special rooms.
- For a long period of exemption from P.E. lessons, a certificate from a qualified doctor and parent's/guardian's letter of application must be submitted.
- For exemption from a P.E. lesson, a student must obtain permission from the P.E. teacher by showing a parent's/guardian's letter in the handbook.

### b) **Parental Consent for students attending P.E. lessons**

In line with our school mission to provide an all-round education for our students, Physical Education as a cultural subject is offered to all S1 to S6 classes. However, parents are reminded to note that if your child / ward suffers health problems of any kind, you should decide after consultation with the doctor whether they are suitable for participation in P.E. lessons or other

sports-related extra-curricular activities.

To facilitate necessary arrangements and to ensure students' safety at school, we wish to be well informed of the health condition of your child / ward. In this regard, parents are kindly requested to complete the attached reply forms (Reply Slip No.2 ) in two parts. (**Part A is compulsory** while Part B is optional) The information collected will be strictly for school use and will not be divulged to other parties without the consent of the parents/guardians concerned. All reply slips should be returned to the Class Teachers on or before 4 September 2015.

Thank you for your co-operation.

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## **8. APPLICATION FOR HONG KONG JOCKEY CLUB LIFE-WIDE LEARNING FUND**

We encourage students to take part in extra-curricular activities in order to promote students' all-round development and help them to cultivate positive values and attitudes towards life. To provide assistance to parents who cannot support their children financially for these activities, the school has applied for the Hong Kong Jockey Club Life-wide Learning Fund from the Education Bureau. The Fund is to support financially-needy students to participate in life-wide learning activities organized by schools. Students who receive the Comprehensive Social Security Allowance or Full Grant for Textbooks are eligible for application. In this regard, parents are kindly requested to complete the attached Reply Slip No.3. The information collected will be strictly for school use and will not be divulged to other parties without the consent of the parents/guardians concerned. All reply slips should be returned to the Class Teachers on or before 4 September 2015.

Please kindly fill in and sign the attached reply slips and the Health Declaration Form and return them together with the total amount of the fees to be collected to the respective class teacher via your child/ ward by 4 September 2015. Thank you for your attention and support to the school.

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第一號家長信撮要(詳情請參閱英文版)

**1. 1/9/2015、2/9/2015 和 4/9/2015 開學首三天特別安排**

開學首三天特別安排如下：

1/9/2015 (星期二)

時間	中一至中六
08:15 – 08:25	在操場排隊及點名
08:30 – 10:00	開學禮：校長致辭及訓導組簡介
10:00 – 10:30	小息
10:30 – 12:00	班主任課

2/9/2015 (星期三)

時間	中一至中六
08:15 – 08:25	在操場排隊及點名
08:30 – 09:45	禮堂集會：(輔導組簡介)
09:45 – 10:15	小息
10:15 – 11:00	班主任課：班規共識 (中一級)
10:15 – 12:00	班主任課：班規共識 (中二至中六級)
11:00 – 12:15	中一級中文評估

4/9/2015 (星期五)

時間	中一至中六
08:15 – 08:25	在操場排隊及點名
08:30 – 10:00	禮堂集會：課外活動及社會服務簡介
10:00 – 10:30	小息
10:30 – 12:00	班主任課

**2. 暴雨警告信號生效時應注意事項：**

- (ii) 在暴雨期間，同學應在早上六時十五分前留意電台或電視台的廣播。若教育局宣佈學校停課，同學應留在家中。若該宣佈在早上六時十五分後發出，而同學已在上學途中，他們可繼續前往學校，校方會安排足夠人手照顧抵達學校的同學，以確保他們的安全。同學亦應留在校內，直至安全情況下，才可回家。
- (iii) 若教育局在宣佈學校停課當日的較後時間宣佈復課，家長可自行決定是否讓子女回校上課。若路面或交通情況並不安全，家長可要求子女繼續留在家中，同學只須補交家長信，向學校解釋當日缺席事宜便可。
- (iv) 如停課宣佈在上課時間內發出，校方將安排同學留在安全的地方(通常是就讀的學校)暫避或通知家長前往學校接回子女。
- (v) 在特別情況下，教育局會宣佈部分區域的學校停課，同學若在該區居住也無須回校上課。請留意本校位於大角咀區。
- (vi) 若在校內考試期間宣佈停課，請留意學校內聯網上公佈的特別安排。同學須依照考試時間表的安排，在復課後繼續參加原定的考試。受停課影響而未舉行的考試，校方將另作補考安排。若同學因為天雨及交通擠塞而延誤回校參加考試，學校會就個別情況作出特別考慮及安排。參加公開考試的考生必須留意考評局通過電台或電視台公佈，以知悉所有特別安排。

- (vii) 若天文台懸掛 8 號或以上颱風信號、紅色或黑色暴雨警告時，學校將會停課。在黃色暴雨警告信號下，學校仍會繼續開放，家長可根據天氣情況自行決定是否讓同學回校上課。

### 3. 收取費用

本學年學生須繳交以下費用：

項目	費用	備註
校本管理費	上學期：150 元正 下學期：130 元正 中六同學必須一次過繳交 280 元正	以支付課室冷氣費及維修費用
家長教師會年費	50 元正	若同學有兄弟姊妹同時在本校就讀，家長只需繳交一份會費
校簿費	整套校簿費為 79.9 元至 113.8 元	中四至中六同學亦可選擇分項購買
學生手冊	每本 6.5 元	
課外活動費	中四及中五級：上學期 70 元正 下學期 64 元正 中六級：一次過繳交 134 元正	中四至中六同學必須繳交

\*就讀不同級別同學須繳交不同簿費，詳情請參閱英文版本的資料。

### 4. 保管學生個人財物指引

同學不應攜帶大量金錢及貴重物品回校以免招損失。

另外，校方亦不許同學攜帶貴重物品回校。例如，電子遊戲機，平板電腦等。

家長如欲 貴子弟帶手提電話回校以便於溝通，必須事先申請。同時，同學在校期間必須關掉及不得使用手提電話。違者之手提電話將被沒收及要接受紀律處分。

(有關保管個人財物指引的詳情，請參閱英文版本。)

### 5. 有關「違規紀錄通知信」事宜

學生必須嚴守紀律，遵從校規。有關校規及獎懲制度的細節，請參閱英文版附錄 1 至 3；如有任何疑問，請向班主任或訓導主任查詢。

本校一向重視各同學的行為操守，如他們觸犯校規，而被記缺點、小過或大過，校方將會發出家長信以通知各位。由本學年開始，有關違規紀錄通知信的發出，將會有下列的安排：

如同學被記缺點， 家長可選擇以下其中一種收信方法：

1. 班主任將「違規紀錄通知信」先交予同學，再由他們轉交給家長，惟家長不用簽署。
2. 家長親身到校領取「違規紀錄通知信」。

如同學觸犯較嚴重的校規，而被記小過或大過，校方會邀請家長到校，由相關老師親手將「違規紀錄通知信」交予閣下，並讓各位清楚了解事情的始末及共同商議協助同學改過的方法。有關領取「違規紀錄通知信」的方法，煩請賜覆。



## 6. 課外活動招收會員及評估事宜 (2015-2016)

課外活動對促進學生的全人發展非常重要，本校每年均會為同學提供不同性質的課外活動。本校將於二零一五年九月十四日至九月二十五日招收各學會會員，屆時同學可根據個人的興趣及需要，選擇參加不同的學會。各家長可在同學挑選學會時給予指引及全力支持他們參與各學會的活動。有關學會名單及活動時間表將於稍後公佈，敬希留意。

貴子弟的課外活動表現將會被記錄在該學年的其他學習經歷報告表上，評估準則如下：

評語 (等級)	評估標準
優異 (A)	同學積極參與學會各項活動，對有關學會有重大的貢獻或在校際比賽中獲取獎項
優良 (B)	同學積極參與學會各項活動，以及對有關學會有所貢獻
良好 (C)	若同學出席學會活動達百份之七十或以上
尚可 (D)	若同學出席學會活動達百份之六十至百份之七十
劣 (E)	若同學出席學會活動達百份之五十至百份之六十

\*若同學出席學會活動少於百份之五十，其會員資格將被取消。

## 7. 體育課須知及學生身體狀況

本校重視學生在德、智、體、群、美五育的均衡發展，故體育科被列為必修課程。學生經常參與適量的體育運動，對身心健康有甚大裨益，惟家長必須留意，學生如患上某些疾病，可能需按醫生指示，暫時停止體育活動。

貴子弟如因健康理由，而醫生建議需要暫時停止體育活動，或於本學年豁免上體育課者，請在下列回條申明疾病名稱，並附上註冊醫生證明書，由貴子弟於二零一五年九月四日前交回班主任，以便校方存檔及作出相應配合。多謝合作。

## 8. 申請「賽馬會全方位學習基金」事宜

本校一向鼓勵同學多參與校內的課外活動以提昇全人發展及培養同學正面的人生觀。鑒於部份同學家庭有經濟困難，本校特向教育局申請「賽馬會全方位學習基金」，供現正領取綜合社會保障援助(綜援)或領取「書簿津貼全免」的同學申請。校方收集是項資料只作批核津貼之用，絕不會向其他人透露相關內容。煩請於二零一五年九月四日前將有關回條擲交回各班班主任。



SIR ELLIS KADOORIE SECONDARY SCHOOL (WEST KOWLOON)

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School Website: www.seksswk.edu.hk

**REPLY SLIP 1, Parents' Letter No.1**

**Parents' Letter (No. 1) & Letters issued for Disciplinary Measures**

To: Principal  
Sir Ellis Kadoorie Secondary School (West Kowloon)

I acknowledge receipt of Parents' Letter No. 1 and have noted the contents therein.

I prefer to receive letters regarding disciplinary measures:

\*1) \_\_\_\_\_ Via my child / ward.

\*2) \_\_\_\_\_ In person.

I offer my full cooperation in ensuring that my child/ward strictly adheres to all school rules and regulations.

I understand that it may be necessary for my child/ward to attend the detention class or return home from school if he / she fails to comply with any of the regulations.

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

Parent's / Guardian's Name (IN BLOCK LETTERS): \_\_\_\_\_

Parent's/ Guardian's Contact Telephone Number: \_\_\_\_\_

Student's Name (IN BLOCK LETTERS): \_\_\_\_\_

Class & Class No.: \_\_\_\_\_ ( )

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

*\*Please tick (✓) your preferred delivery option*

✂-----

**回 條 (第一號家長信)**

本人已閱讀本通告及清楚所有內容；

並希望以下列途徑收取有關敝子弟的「違規紀錄通知信」。

(請在適當方格內加上「✓」號)

本人授權敝子弟代領。

本人親自到學校領取。

家長簽署：\_\_\_\_\_

家長姓名：\_\_\_\_\_

聯絡電話：\_\_\_\_\_

學生姓名：\_\_\_\_\_

班別及班號：\_\_\_\_\_ ( )

二零一五年\_\_\_\_月\_\_\_\_日



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**REPLY SLIP 2, Parents' Letter No.1**

**Parental Consent to Students' Attending P.E. Lessons & Health Condition of Students (2015/16)**

**PART A**

To: Principal  
Sir Ellis Kadoorie Secondary School (West Kowloon)

- My child/ward is healthy and suitable to participate in PE lessons and other sports-related extra-curricular activities.
- My child/ward is not suitable to participate in PE lessons and other sports-related extra-curricular activities until \_\_\_\_ (day) / \_\_\_\_ (month) / \_\_\_\_ (year) .  
(# Please provide a medical certificate)
- My child/ward is exempted from attending PE lessons in the current school year 2015/2016.  
(# Please provide a medical certificate)

# Attached herewith please find a valid medical certificate stating my child/ward is suffering from the following sickness:

\_\_\_\_\_.

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

Parent's / Guardian's Name (IN BLOCK LETTERS): \_\_\_\_\_

Parent's Contact Telephone Number: \_\_\_\_\_

Student's Name (IN BLOCK LETTERS): \_\_\_\_\_

Class & Class No.: \_\_\_\_\_ ( )

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

(Please '✓' the appropriate box.)



**家長同意書—體育課須知及學生身體狀況**

**甲部**

\*小兒/小女 \_\_\_\_\_ 就讀貴校 \_\_\_\_\_ 班，班號 \_\_\_\_\_

(請在適當的方格內加上「✓」號)

- 健康正常，可上體育課及參與各項體育活動。
- 須暫時停止體育課及體育活動至 \_\_\_\_\_ 年 \_\_\_\_\_ 月 \_\_\_\_\_ 日。( # 必須附上醫生證明書)
- 獲醫生證明於本學年豁免上體育課。( # 必須附上醫生證明書)

# 現附上醫生證明\*小兒/小女患有下列疾病：

\_\_\_\_\_。

家長簽署： \_\_\_\_\_

家長姓名： \_\_\_\_\_

聯絡電話： \_\_\_\_\_

二零一五年 \_\_\_\_\_ 月 \_\_\_\_\_ 日

Sir Ellis Kadoorie Secondary School (West Kowloon)

**PART B**

Medical History of Student

Name of Student: \_\_\_\_\_ Class: \_\_\_\_\_ Class No: \_\_\_\_\_  
(IN BLOCK LETTERS)

Date of Birth: \_\_\_\_\_ Sex: \_\_\_\_\_  
(DAY) / (MONTH) /

Parent's/Guardian's Name: \_\_\_\_\_ Contact Tel. No.: \_\_\_\_\_  
(IN BLOCK LETTERS)

1. I \* wish/do not wish to reveal the medical condition and history of my child / ward. (If you choose 'wish', go to 2 below.) (\*Delete the inappropriate item.)
3. If the student has ever had the following medical condition(s), please mark "✓" in the appropriate box(es) and specify details:

If any, please "✓"	Name of Disease	Age Detected	Details of Disease
	G6PD deficiency		
	Bronchial asthma		
	Epilepsy		
	Fits due to fever		
	Kidney disease		
	Heart disease		
	Diabetes mellitus		
	Hearing defect		
	Haemophilia		
	Anaemia		
	Other blood disease		
	Allergy to drugs		
	Allergy to vaccines		
	Allergy to food		
	Other allergies		
	Tuberculosis		
	Minor operation		
	Major operation		
	Others: _____		

3. Special needs required: \_\_\_\_\_

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

官立嘉道理爵士中學 ( 西九龍 )

乙部

學生健康狀況

學生姓名：\_\_\_\_\_ 班別：\_\_\_\_\_ 班號：\_\_\_\_\_ 性別：\_\_\_\_\_

出生日期：\_\_\_\_\_年\_\_\_\_月\_\_\_\_日 家長姓名：\_\_\_\_\_ 聯絡電話：\_\_\_\_\_

一) 本人 \*願意/不願意 透露敝子弟的健康狀況。( \*請刪去不適用者)

二) 如學生曾患以下疾病，請在最左的方格內加上「✓」及列出詳情：

如適用， 請“✓”	疾病	患病年份	疾病資料
	六磷酸葡萄糖脫氫素缺乏症		
	哮喘		
	羊癲症		
	高熱引致抽搐		
	腎病		
	心臟病		
	糖尿病		
	聽覺不健全		
	血友病		
	貧血		
	其他血病		
	藥物敏感		
	疫苗敏感		
	食物敏感		
	空氣污染敏感		
	其他敏感		
	肺結核		
	小手術		
	大手術		
	其他		

三) 所需之特別照顧：\_\_\_\_\_

日期：\_\_\_\_\_

家長/監護人簽署：\_\_\_\_\_



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**REPLY SLIP 3, Parents' Letter No.1**

Dear Principal,

The content of your circular about the application for the "Hong Kong Jockey Club Life-wide Learning Fund" has been noted.

- I would like to apply for the captioned fund in this academic year.
- My family is receiving Comprehensive Social Security Scheme
  - My son / daughter is receiving Full grant under the 'Student Financial Assistance Scheme'
  - My son / daughter is receiving Half grant under the 'Student Financial Assistance Scheme'
  - Other financial difficulties: \_\_\_\_\_
- I do NOT wish to apply for the captioned fund.

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

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

(IN BLOCK LETTERS)

Contact Phone No. \_\_\_\_\_

Student's Name: \_\_\_\_\_

(IN BLOCK LETTERS)

Class & Class No.: \_\_\_\_\_

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

\*Please "✓" the appropriate box.



敬覆者：頃接來函，本人已得悉有關申請「賽馬會全方位學習基金」事宜。

- 本人希望申請上述基金，
- 本人的家庭現正領取綜合社會保障援助。
  - 學生現正領取學生資助計劃**全額**津貼。
  - 學生現正領取學生資助計劃**半額**津貼。
  - 本人及家庭成員並不屬於上述類別，但有經濟困難如下：\_\_\_\_\_
- \_\_\_\_\_
- 本人不需申請上述基金。

家長簽署：\_\_\_\_\_

家長姓名：\_\_\_\_\_

聯絡電話：\_\_\_\_\_

學生姓名：\_\_\_\_\_

班別及班號：\_\_\_\_\_ ( )

二零一五年 \_\_\_\_月\_\_\_\_日

\*請於正確選擇的方格內加上 ✓ 號。