



SIR ELLIS KADOORIE SECONDARY SCHOOL (WEST KOWLOON)

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Parents' Letter No. 11

1 March 2017

Dear Parent/Guardian,

Prize Giving Day, Collection of S6 Report Sheets & HKDSE Result Slips and Study Arrangements for S6

Please be informed of the following items:

1. Prize Giving Day

The school's "Prize Giving Day" is scheduled on Friday, 17 March 2017. As it is an important school function to appreciate students' achievement, there will be special arrangements on the following days:

(a) Rehearsal

Tuesday, 14 March

Time	Period	Arrangements
8:15 a.m. - 12:25 p.m.	1 st - 6 th Period	Normal lessons
1:45 p.m. - 3:30 p.m.	7 th - 9 th Period	※ Rehearsal for prizewinners and student helpers. (School Hall) ※ Normal lessons for other students.

(b) Ceremony

Friday, 17 March:

There will be normal lessons in the morning session.

The run-down of the day is as follows:

Time	Period	Arrangements
8:15 a.m. - 8:25 a.m.		Roll call (Classrooms)
8:25 a.m. - 12:25 p.m.	1 st - 6 th Period	Normal lessons
12:25 p.m. - 1:40 p.m.		Lunch break
1:40 p.m.		Roll call (Classrooms)
1:45 p.m. - 2:20 p.m.	7 th Period	※ Briefing for parents, prizewinners and student helpers. ※ Normal lessons for other students. ※ Light refreshments for guests/parents (1/F Culture Square).
2:20 p.m. - 3:45 p.m.	8 th - 9 th Period	Ceremony (School Hall)
3:45 p.m. - 4:30 p.m.		Talks for parents and students. {Please refer to (c) below.}

*** Parents of prizewinners will be invited to go to the school hall for the briefing at 1:45 p.m.**

(c) Talks for parents and students

Level	Talk	Target Audience	Location	Remarks
S.1-S.2	Healthy School Programme	Parents	Library	---
S.3	Senior Secondary Elective Subjects	Parents & Students	School Hall	All S.3 students must attend
S.4	Briefing on Applied Learning	Students	Room 111	All S.4 students must attend
S.5	Alumni Sharing on Multiple Pathways	Students	Room 109	All S.5 students must attend

To acknowledge your guidance and encouragement, parents with children who have excelled in the Half-yearly Examination 2016/2017 or prizewinners of competitions will be invited to attend the certificate-presentation ceremony.

It will be a great day for all of us. On behalf of the school, I would like to invite you once again to join us on 17 March 2017 to share our joy.

2. Collection of Report Sheets, HKDSE Result Slips & Leaving Certificates (S6 students only)

(a) Collection of Examination Report Sheets

Students should collect their Examination Report Sheets on 2 May 2017 (from 3:00 p.m. to 3:30 p.m.) in the following classrooms:

6A	Room 501
6B	Room 401
6C	Room 301
6D	Room 201
6E	Room 101

Examination Report Sheets for S.6 will also be ready for collection in the General Office from 4 May 2017 (9:00 a.m. – 12:00 noon; 2:00 p.m. – 5:00 p.m.; Monday to Friday).

(b) Collection of HKDSE Results Slips and Leaving Certificates

All S6 students should report to the School Hall by 9:00 a.m. on Wednesday, 12 July 2017 and details are as follows:

Time	Task/Activity	Venue
9:00 a.m. – 9:30 a.m.	Final Reminders	School Hall
9:30 a.m. – 10:30 a.m.	Collection of HKDSE Results Slip and Leaving Certificates	

Students are strongly advised to collect their result slips within the specified time. Starting from 13 July 2017, they can collect their slips from the General Office (9:00 a.m. – 12:00 noon; 2:00 p.m. – 5:00 p.m.; Monday to Friday).

Students have to collect the above documents in person. In case they need to collect them through their representative, an authorization letter showing the I.D. card number of the student and the representative must be produced.

3. Study Arrangements for S6

S6 students do not need to attend school after 1 March 2017. They should, instead, stay at home to prepare for their public examinations. However, to provide a more formal environment for students to do revision, **starting from 2 March 2017 to 2 May 2017 (except 16 & 17 March 2017)**, Rooms 401 & 501 will be opened as study rooms during normal school hours. The opening hours are from 8:30 a.m. to 4:30 p.m. The rooms will be closed during lunchtime.

While at school, students can also make arrangements to consult subject teachers about their revision. Students who would like to make use of this study arrangement are required to observe the following rules:

- Students must wear proper school uniform and bring their student identity card for registration at school reception.
- Students must observe all school rules and regulations. No eating or drinking is allowed in the study rooms.
- During lesson time, students must stay in the study room to do revision. They are not allowed to go to other areas of the school.
- Students must always take good care of their personal properties. Don't leave valuables unattended.

Yours faithfully,

YEUNG KWONG Mong-ha
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）

二零一六至二零一七年度第十一號家長信撮要

一、頒獎典禮

本校將於 2017 年 3 月 17 日(星期五)舉行「頒獎典禮」。

特別安排如下：

(1) 綵排

3 月 14 日(星期二)：

時間	課節	安排
8:15 a.m. - 12:25 p.m.	第一至六堂	照常上課
1:45 p.m. - 3:30 p.m.	第七至九堂	※ 得獎學生及工作人員綵排 (學校禮堂) ※ 其他學生照常上課

(2) 典禮

3 月 17 日(星期五)：

時間	課節	安排
8:15 a.m. - 8:25 a.m.	點名(班房)	
8:25 a.m. - 12:25 p.m.	第一至六堂	照常上課
12:25 p.m. - 1:40 p.m.	午膳	
1:40 p.m.	點名(班房)	
1:45 p.m. - 2:20 p.m.	第七堂	※ 家長、得獎學生及工作人員簡介 (學校禮堂) ※ 其他學生照常上課 ※ 嘉賓/家長享用茶點 (一樓文化廣場)
2:20 p.m. - 3:45 p.m.	第八至九堂	頒獎典禮 (學校禮堂)
3:45 p.m. - 4:30 p.m.	家長及學生講座 {請閱 (3)}	

*請得獎學生的家長於下午 1 時 45 分到學校禮堂聽取頒獎禮簡介。

(3) 家長及學生講座

級別	講座	對象	地點	備注
中一至中二	健康校園講座	家長	圖書館	---
中三	高中級選修科簡介會	家長及學生	學校禮堂	全體中三級學生必須出席
中四	應用學習簡介會	學生	111 室	全體中四級學生必須出席
中五	「多元出路」校友分享會	學生	109 室	全體中五級學生必須出席

「頒獎典禮」為展示學生學習成果的良機，希望閣下能撥冗蒞臨參觀。若貴子弟於上學期考試或公開比賽中取得優異成績，將另獲專函邀請家長/監護人出席典禮，與貴子弟共同分享喜悅。

二、中六學生領取校內成績表，香港中學文憑考試成績單及離校證明書的安排

(1) **校內成績表**：中六學生可於 2017 年 5 月 2 日下午 3 時至 3 時 30 分，到下列課室領取成績表：

6A	501 室
6B	401 室
6C	301 室
6D	201 室
6E	101 室

中六學生亦可由 2017 年 5 月 4 日開始，於辦公時間內(上午 9 時至中午 12 時正；下午 2 時至 5 時正)到校務處領取成績表。如需委託他人代領，受託人必須出示寫上該學生和受託人身分證號碼，並已簽署妥當的授權書。

(2) **香港中學文憑考試成績單及離校證明書**：

參加中學文憑考試的同學須於 2017 年 7 月 12 日(星期三)上午 9 時正到學校禮堂報到，有關詳情如下：

時間	活動	地點
上午 9:00 – 上午 9:30	提醒中六學生注意事項	學校禮堂
上午 9:30 – 上午 10:30	領取文憑試成績單及離校證明書	

校方強烈建議參加中學文憑考試的學生，在上述時間內親身領取考試成績單及離校證明書，若未能依時回校，由 7 月 13 日開始，學生仍可於辦公時間內(上午 9 時至中午 12 時正；下午 2 時至 5 時正)到校務處領取。如需委託他人代領，受託人必須出示寫上該學生和受託人身分證號碼，並已簽署妥當的授權書。

三、中六溫習室安排

由 2017 年 3 月 2 日起中六同學不用回校上課，同學應留在家中溫習，以準備中學文憑考試。校方將會在 **2017 年 3 月 2 日至 5 月 2 日** 開放 401 及 501 室給中六同學作為溫習之用。溫習室開放時間為上午 8 時 30 分至下午 4 時 30 分，午膳時間除外。同學回校時必須遵守以下規則：

- 穿著整齊校服及出示學生證到接待處登記。
- 遵守所有校規。溫習室內不准飲食。
- 不能擅自到其他課室騷擾同學上課或在校園內遊蕩。
- 妥善保管個人物品，不要將貴重物品隨便放置。