



SIR ELLIS KADOORIE SECONDARY SCHOOL (WEST KOWLOON)

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

Tel. No.: 2576 1871 Fax: 2882 4548

E-mail Address: sekss100@edb.gov.hk

School Website: <http://www.seksswk.edu.hk>

Parents' Letter No. 16

3 July 2018

Dear Parent / Guardian,

**Final Assembly, Concession Pass, Results of Streaming of Classes, Student Textbooks,
Recycling Used Textbooks, Healthy School Programme, Special Arrangement for the First 3 Days in the
Next Academic Year, Fees to be Collected**

Please be informed of the following items:

1. Final Assembly

10 July 2018 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 am. Students will be dismissed at 11:30 am. The programme is listed as follows:

Date	Time	Activity
10 July 2018 (Tuesday)	8:15 am – 8:50 am	Roll Call & Morning Assembly (Playground)
	8:50 am – 10:30 am	Hall Assembly
	10:30 am – 11:00 am	Recess
	11:00 am – 11:30 am	Distribution of Report Sheets (Classroom)
	11:30 am	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 10 July 2018 (Tuesday) for S.4 and 28 August 2018 (Tuesday) 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 2018-2019 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 **5:00 pm, 17 July 2018 (Tue)** 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 **17 July 2018**.

Parents may also order the textbooks by using the new online ordering service as stated in the order 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 **28-8-2018 (Tue) from 9:00 am to 1:00 pm** or at the designated branch from **21 August 2018 (Tue) to 23 August 2018 (Thur)**. **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 17-7-2018 before 5:00 pm (at school office , G/F)	or	on or before 17-7-2018 (during business hours at bookstores)
Online ordering (if applicable)	on or before 20-7-2018		
Payment and Collection of textbooks (cash or EPS)	28-8-2018 9:00 am to 1:00 pm (at school)	or	21-8-2018 to 23-8-2018 (during business hours at designated branches)

Discounts Offer:

Pre-order	8%
Without Pre-order	5%

5. Recycling Used Textbooks for Junior Levels

Recycling used textbooks not only saves money, it also helps other people and the environment. As the school year draws to a close, S.1-S.3 students are encouraged to donate their used textbooks to those in need. Collection boxes are placed at the school entrance from 29 June to 6 July 2018. Students who wish to get the used textbooks for next school year can approach Mr Kumar or Ms Wendy, the school social worker, on 9 & 10 July 2018. First come, first served. Please note that the school assumes no responsibility on the condition of the used textbooks.

6. 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 (2018-2019). 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).

Please encourage your child/ward to participate actively in various activities so as to lead a healthy lifestyle. The Protocol for School Drug Testing Scheme has been uploaded on the school webpage for your reference.

7. Special Arrangements for the First Three Days in the Next Academic Year (3, 4 and 5 September)

The new school year begins on 3 September 2018 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 am 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 in writing if your child/ward will not be able to attend school at the beginning of the term.

8. 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 maintenance and repair work of school facilities and air-conditioners, etc.)
- b) **Parents-Teachers' Association Membership Fee: \$70** per family.
- c) **Exercise Books Fee: ranging from \$66 to \$109 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): \$140, pending confirmation by EDB.**

Thank you for your attention.

Yours faithfully,

YEUNG KWONG Mong-ha
Principal

官立嘉道理爵士中學 (西九龍)
二零一七至二零一八年度十六號家長信撮要

1. 二零一七至二零一八年度結業典禮

2018年7月10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，放學時間為上午11時30分，詳情如下：

日期	時間	項目
7月10日 (星期二)	上午 8:15 – 8:50	點名及早會 (操場)
	上午 8:50 – 10:30	結業典禮 (禮堂)
	上午 10:30 – 11:00	小息
	上午 11:00 – 11:30	派發成績表 (課室)
	上午 11:30	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，日期如下：

中四級：10.7.2018 (星期二)

其餘各級：28.8.2018 (星期二)

4. 訂購學生課本

學校將於暑假前派發 2018-2019 年度書單給所有同學，同學亦可以在學校網頁下載各級書單。天利行書局有限公司將為各同學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 2018年7月17日(星期二)下午5:00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17日前到天利行位於佐敦、銅鑼灣或葵興之門市部交表。

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於網上訂購，詳情請參閱訂購表格。

家長或學生請於 2018年8月28日(星期二)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 2018年8月21日(星期二) 至 2018年8月23日(星期四)，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。

訂購學生課本之重要日期:

交表日期	17-7-2018 或之前 (下午 5:00 前) 學校地下寫字樓收集箱	或	17-7-2018 或之前 於各分店及營業時間內
網上截止訂購日期 (如適用)	20-7-2018		
付款及取書日期 (現金或 EPS)	28-8-2018 上午 9:00 至下午 1:00 校內	或	21-8-2018 至 23-8-2018 於指定分店及營業時間內

折扣優惠:

預訂	92 折
不預訂	95 折

5. 舊書回收活動

「課本重用」不但可以節省金錢，還可以幫助別人和保護環境。學年即將完結，校方鼓勵同學把舊課本捐贈予有需要的學弟妹。舊書回收箱會在本年 6 月 29 日至 7 月 6 日期間，設於學校正門。有興趣在下學年使用舊課本的學生，請在本年 7 月 9 至 10 日，聯絡 Kumar 老師或本校社工王安怡姑娘。舊課本先到先得，送完即止；惟其質素如有問題，校方概不負上任何責任。

6. 健康校園計劃

本校將於 2018 至 2019 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。

7. 開學首三天安排 (9 月 3 日, 4 日及 5 日)

新學年將於 2018 年 9 月 3 日(星期一)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 3 日回校上課,煩請各家長盡早以書面形式向校方申請。

8. 收取費用

學生須於 9 月繳交以下費用:

- 校本管理費: \$280 (支付學校設施及冷氣機維修保養費)
- 家長教師會年費: \$70
- 校簿費: 校簿費為 \$66 至 \$109 (因應不同級別而定), 高年級學生可按個人需要自行購買
- 課外活動費(只適用於中四至中六學生): \$140 (有待教育局確定)