



SIR ELLIS KADOORIE SECONDARY SCHOOL (WEST KOWLOON)

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

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School Website: www.seksswk.edu.hk

Parents' Letter No. 3

3 October 2019

Dear Parent/Guardian,

First Term Pre-test After-school Tutorial Classes, Study Room, Coursework Marks, Intranet Account for Parents, Born To Be Happy Project, Provision of Subsidy for Purchasing Mobile Computer Devices and Dress Casual Day for the Community Chest

Please be informed of the following matters:

1. First Term Pre-test After-school Tutorial Classes (2019/2020)

The First Term Test will be conducted from 23 October to 1 November 2019. To help them prepare for the test – and in addition to the revision they do at home – students may also attend pre-test after-school tutorial classes organized by the school. These tutorial classes will be held from 16 to 22 October 2019 from 3:30 p.m. to 4:30 p.m., and will be conducted by members of the teaching staff. Your child / ward is welcome to attend the class(es) of his / her choice. For details of the classes, please refer to the attachment.

Let's join hands to work together to encourage our students, your children, to work hard to realize their academic potential!

Dates: 16, 18, 21 & 22 October 2019

Time: 3:30 pm – 4:30 pm

Subject Department	16 Oct 2019 (Wed)	18 Oct 2019 (Fri)	21 Oct 2019 (Mon)	22 Oct 2019 (Tues)
Chinese Language	Rm 202	Rm 202	Rm 202	Rm 202
Chinese for NCS students	Library	Library	Library	Library
English		Library (S1-S3)	Library (S1-S3)	Library (S1-S3)
Mathematics	Rm 401	Rm 401	Rm 401	Rm 401
Liberal Studies	Library (S5)		Library (S6)	Library (S4)
Life & Society	Library (S1-S3)	Library (S2)	Library (S1)	Library (S3)
Chemistry	Chem lab		Chem lab	Chem lab
Biology	Bio lab	Bio lab		Bio lab
Physics		Phy lab	Phy lab	
Integrated Science		Phy lab	IS lab 2	
BAFS	Library (S4)	Library (S5)	Library (S6)	
Economics	Library (S4-S5)	Library (S6)		
ICT	Rm 604	Rm 604		
Geography	Library	Library	Library	Library
THS	Library	Library	Rm 205	
HKDSE PED	Library	Library	Library	
European Languages	Library (French)	Library (Spanish)		

2. Study Room

In order to improve the academic performance of our students, a study room has been set up for students after school. Teaching assistants will be on duty in the study room during the times stated below to help students with problems they may encounter in their studies.

Details of the operation of the room are shown below:

Date: Every normal school day from 3 October 2019 to 9 June 2020
Time: 3:35 p.m. – 4:40 p.m.
Venue: Room 201

During the opening hours, students can go to the room to study at any time and can leave at any time. The time of students' arrival and departure will be recorded. Parents are welcome to send your child(ren)/ward(s) to study in the study room. If parents want to know whether your child(ren)/ward(s) has/have attended the homework supervision class, please feel free to contact Ms LEUNG Mi-po at 2576 1871.

3. Coursework Marks

In order to promote academic improvement and incorporate continuous assessment in learning, coursework marks are taken into account when assessing students' learning progress. Coursework marks constitute 25% of the total mark in both Half-yearly Examination and Yearly Examination for all academic subjects. Please refer to the following table:

Distribution of Marks

Allocation of Marks	Half-yearly Exam	Yearly Exam
Coursework Marks • Term test (10%) • Classroom Performance (10%) • Assignments (5%)	25%	25%
Examinations	75%	75%

Criteria for awarding marks to ASSIGNMENTS are suggested as follows:

Assignments may include homework, class work, project work, presentations, etc.

Ratings	Descriptors
5	Always hands in assignments on time; produces work of excellent quality
4	Often hands in assignments; produces work of good quality
3	Sometimes hands in assignments; produces work of acceptable quality
2	Seldom hands in assignments; produces work of rather poor quality
1	Rarely hands in assignments in time; usually produces incomplete or unoriginal work
0	Never hands in any assignments despite much encouragement and constant reminders

General criteria for awarding marks to CLASSROOM PERFORMANCE are suggested as follows:

- bringing textbooks, workbooks, necessary equipment to class, etc.
- learning attitude (e.g. attentiveness, diligence, willingness to learn)
- participating in class discussions/activities/projects, etc.
- behaviour in classroom and effort made during the term

Ratings	Descriptors
9-10	Excellent performance, pays full attention all the time, participates frequently in all classroom activities, extremely cooperative, very positive and motivated to learn, a model student in class
7-8	Highly motivated to learn, pays attention almost all the time, participates in classroom activities, cooperative and willing to learn

5-6	Pays attention most of the time, quite willing to participate in classroom activities and ready to learn
3-4	Sometimes pays attention, has to be reminded to participate in classroom activities, much encouragement is needed
1-2	Lacks concentration, has to be reminded all the time to settle down, quite disruptive and
0	Very short concentration span, never participates in classroom activities, disruptive, uncooperative and restless

4. Account of School Intranet (e-Class) for Parents/Guardians

The school intranet (e-Class) plays an important role in facilitating communication between parents and the school. Each parent/guardian has an on-line e-Class account for assessing information such as assignments for students, parents' letters and details of ECA activities. The user name of the parents' account is **p + student's registration number**. The password is the **first 6 alphanumeric numbers** of student's Hong Kong identity card number.

5. Born To Be Happy Project: Breast Cancer Awareness Campaign

In order to enhance public awareness about breast cancer, our students and Kids4Kids would like to organize the above activity. You and your child/ward are cordially invited to join. The details of the activity are shown as follows:

Date: **13 Oct 2019 (Sunday)**

Time: **2:00 pm – 5:00 pm**

Venue: **School Hall, Sir Ellis Kadoorie Secondary School (West Kowloon)**

Contents: (1) Theme talk by Dr. LAU Stephine
 (2) Students' performances
 (3) Free doctor's consultation
 (4) Game booths with prizes
 (5) Light refreshments and souvenirs
 (6) Lucky draw

Fee: **FREE OF CHARGE**

In order to estimate the number of participants, please kindly complete the attached reply slip(s) and return the slip(s) to the class teacher via your child/ward **on or before 9 Oct 2019 (Wed)**.

Let's join the activity together and share the fun in this campaign. Thank you for your kind attention and support to the school. We look forward to seeing you in this meaningful event.

6. Provision of Subsidy for Purchasing Mobile Computer Devices

Since the 2014/15 school year, the Education Bureau has been establishing WiFi campus for all public sector schools. As the development of "Bring Your Own Device" may create financial burden on students from low-income families, the Community Care Fund starting from the 2018/19 school year for three years, will subsidise needy primary and secondary students studying in public sector schools to purchase mobile devices to facilitate the practice of e-learning.

Our schools are invited to participate in the programme and is going to arrange bulk purchase on behalf of the eligible students. Students who are receiving Comprehensive Social Security Assistance (CSSA) or full grant / half grant of the School Textbook Assistance Scheme are eligible to join the above captioned programme. Eligible students need to submit the proof of eligibility and parent

consent letter to the school.

Parents can visit the website <https://www.edb.gov.hk/ited/ccfap> for the details of the programmes. For any enquiry about this programme, please contact Mr. KWOK Wai-man or Mr. LI Ka-fai at 2576-1871.

7. Dress Casual Day for the Community Chest of Hong Kong 2019

On 11 October 2019 (Friday), the Community Chest of Hong Kong will organize a territory-wide Dress Casual Day and all kinds of organizations have been invited to participate. On this day, instead of school uniforms, students may wear casual clothes or their national costumes to school. The school requires that clothing and appearance should be clean, decent and modest. The following guidelines should be observed and students who fail to comply may be required to return home:

1. Clothes should fit properly;
2. Low cut, midriff, halter neck, off-the-shoulder, spaghetti strap tops and sari with short tops are **not** allowed;
3. Trousers should be in good condition;
4. Shorts, skirts and dresses should be of approximately knee length;
5. Shoe heels should **not** be higher than 1 inch; slippers are **not** allowed;
6. Hair should **not** be coloured in any way and should be tied up properly for girls;
7. The wearing of jewellery should **not** compromise safety in any way;
8. No ear rings for boys;
9. No piercings.

Students who wish to take part in the Dress Casual Day will be required to make a minimum donation of \$10 to the Community Chest. Participants will receive a special sticker and some coupons.

Kindly complete and return the reply slip, together with your donation, to the Donation Counter set up by the school's Love & Care and Service Ambassadors on **4, 8 and 9 October 2019** (lunch time: **1:00 pm – 1:30 pm** and after school: **3:40 pm – 4:10 pm**). I would like to thank you for your support of this worthwhile event.

Yours faithfully,

YEUNG KWONG Mong-ha
Principal

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

官立嘉道理爵士中學（西九龍）

二零一九至二零二零年度 第三號家長信撮要(詳情請參閱英文版)

1. 「第一次統測前課後研習班」(2019-2020)

本學年第一次統一測驗將於2019年10月23日至11月1日舉行，是次研習班旨在增強同學的學習能力及學科知識，為第一次統一測驗打好基礎。

「統測前課後研習班」將於2019年10月16日至10月22日下午3時30分至4時30分進行，研習班由本校老師指導，歡迎貴子女參加，以鼓勵他們努力溫習，準備統測。

2. 自修室

為提昇學生的學業表現，校方於本學年會安排開放自修室。自修室於二零一九年十月三日至二零二零年六月九日上課日的課後開放，地點為201室，時間由下午三時三十五分至下午四時四十分，並有本校教學助理當值以輔導功課，歡迎所有學生參加。

家長如有任何查詢，煩請致電本校(電話：2576 1871)與梁美寶老師聯絡。

3. 平時表現分

校方將會把學生平時表現分計算在考試成績之內，以鼓勵同學不斷力求上進及配合持續評估的教育理念。在上學期考試及學年考試中，平時分佔每科總成績的百分之二十五。詳情臚列如下：

分數分配表

計分項目	上學期考試	學年考試
平時分 • 統一測驗 (10%) • 課堂表現 (10%) • 習作 (5%)	共 25%	共 25%
考試分	75%	75%

習作的評分準則如下：

習作包括家課、堂課、專題研習和口頭匯報等。

評級	指標
5	經常依時繳交習作且質素優良。
4	時常繳交習作且質素良好。
3	間中繳交習作且質素一般。
2	很少繳交習作且質素差劣。
1	極少繳交習作，而且所交習作尚未完成或有抄襲成份。
0	即使老師不斷鼓勵及提醒，從不繳交習作。

課堂表現的評分準則如下：

- 是否帶齊課本、習作簿及文具上課。
- 學習態度是否表現積極（例如：專注度、勤奮、積極學習及願意嘗試等）。
- 在課堂上，是否積極參與討論、主動參加活動及製作專題研習報告。
- 在課堂內是否守法循規，力求上進。

評級	指標
9-10	表現優異、專注、積極參與課堂活動、態度合作正面及學習主動，是模範學生。
7-8	非常主動學習、專注度高、樂意參與課堂活動及表現合作。
5-6	經常表現專注、頗願意參與課堂活動。

3-4	間中欠專注、需要更多鼓勵和提醒才會參與課堂活動。
1-2	缺乏專注力、必須由老師提醒才能安定上課、偶有擾亂課堂秩序之行為。
0	只有短暫的專注力、從不參與課堂活動、表現不合作及經常擾亂課堂秩序。

4. 內聯網帳戶

本校已為每位學生家長設立內聯網帳戶，家長可通過學校內聯網，隨時於網上查閱有關學生課業、家長信和課外活動等資料。家長於內聯網的帳戶名稱是：**p+ 學生註冊號碼**，而密碼則為 **貴子弟香港身份証首六位號碼(英文字母包括在內)**。

5. 「天生就是快樂」社區服務計劃項目：乳癌防治運動

為了提升公眾對乳癌的防治意識，本校學生聯同童協基金會將舉辦上述活動，現誠邀閣下及貴子女參與，詳情如下：

日期：2019年10月13日(星期日)

時間：下午二時至五時

地點：官立嘉道理爵士中學禮堂

內容：(1) 講座(Dr. LAU Stephine 主講)

(2) 學生表演

(3) 免費諮詢醫生意見

(4) 有獎攤位遊戲

(5) 小食及紀念品

(6) 抽獎

費用：**全免**

為方便預計人數，請填妥下列回條，並著貴子女於2019年10月9日(星期三)前交回班主任。感謝閣下一直以來對本校的支持，期望閣下能參與這有意義的活動。

6. 資助流動電腦裝置

教育局於2014/15學年起為全港公營中小學校建立無線網絡校園。推行學生「自攜裝置」政策或會為低收入家庭的學生增加經濟壓力，因此關愛基金於2018/19學年起，資助有經濟需要的學生，購買流動電腦裝置以實踐電子學習。

本校獲邀參加這項目，並準備代合資格學生集體購買合適的裝置。學生如正領取綜合社會保障援助(綜援)，或學校書簿津貼計劃全額資助(全津)或半額資助(半津)皆符合資格申請。合資格學生需向學校提交受惠資格證明文件及家長同意書。

詳情請參閱網址 <https://www.edb.gov.hk/ited/ccfap>。如對此項目有任何查詢，歡迎致電2576-1871與郭威文老師或李家輝老師聯絡。

7. 公益金便服日 2019

為響應公益金一年一度的大型籌款活動，本校將於十月十一日（星期五）舉行「公益金便服日」。在過去數年，本校師生於本活動中均籌得相當的善款，希望各家長及同學能繼續踴躍參與，慷慨解囊。同學們只需捐出善款\$10或以上，便可貼上「公益金便服日」貼紙而無須穿著校服，輕輕鬆鬆穿便服或民族服上學去。惟同學服裝必須簡便樸素，不可奇裝異服、配戴任何飾物或染髮。同學須參照以下指引。如有違反，本校有機會要求貴子女回家更換合適衣服回校：

1. 衣服需合身；
2. 不接受低胸式性感衣著；
3. 鞋跟的高度不得高於一寸及不能穿拖鞋；不可穿任何露指鞋；
4. 如有配帶飾物，應以樸素為主
5. 男生不可穿戴耳環
6. 不能穿戴鼻環

參加是次活動的同學，請填妥回條，並於十月四日（星期五），十月八日（星期二）或十月九日（星期三）（下午 1:00 – 1:30 或 3:40 – 4:10）將善款連回條繳交予本校的關愛或服務大使。

Reply Slip – Provision of Subsidy for Purchasing Mobile Computer Devices
Parent/Guardian Consent Form

To: Principal (via Mr. Kwok Wai-man Wyman / Mr. LI Ka-fai)
Sir Ellis Kadoorie Secondary School (West Kowloon)

I hereby consent that my child participates in the 'Bring Your Own Device' policy implemented by the school to meet the needs of e-learning. I also will

1. allow my child to bring mobile computer device to the school for learning;
2. comply with the school's guidelines and regulations on using mobile computer device; and
3. encourage my child to use mobile computer devices properly for learning at home, including be aware of the internet safety, eye care and appropriate allocation of time for working and rest, as well as comply with relevant ethical and legal requirements.

Regarding the Community Care Fund Assistance Programme – Provision of Subsidy to Needy Primary and Secondary Students for Purchasing Mobile Computer Devices to Facilitate the Practice of e-Learning, I

(Please put a "✓" in the appropriate box)

do not need to apply for the captioned programme.

OR

hereby consent to apply for the captioned programme and submit the required personal data of my child to the Education Bureau for proceeding with the relevant procedures. In case of the cost of the device is higher than the subsidy amount, I will pay for the price difference. **A copy of the documentary proof of the following eligibility (Eligibility Certificate/ Notification of Result) is attached.**

- I am now receiving Comprehensive Social Security Assistance
- I am now receiving full grant under the School Textbook Assistance Scheme(2019/20)
- I am now receiving half grant under the School Textbook Assistance Scheme(2019/20)

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: _____

**回條 (資助流動電腦裝置)
家長／監護人同意書**

敬覆者：頃接來函，本人已得悉有關申請「自攜流動電腦裝置」事宜。

本人同意子女參與學校所推行的「自攜流動電腦裝置」政策，以配合電子學習的需要，並會：

1. 讓子女攜帶流動電腦裝置回校進行學習；
2. 遵守學校制定的流動電腦使用守則；及
3. 鼓勵本人子女在家正確使用流動電腦裝置進行學習，包括注意網路安全、眼睛健康、適當作息時間，並遵守道德紀律等。

就關愛基金援助專案—「資助清貧中小學生購買流動電腦裝置以實踐電子學習」，本人

(請在適當方格內加 ✓)

不需要申請上述項目。

或

同意學校代本人子女申請上述項目及將其個人資料交予教育局辦理相關手續。如流動電腦裝置的費用超過資助金額，本人會支付有關差額；現附上受惠資格證明文件副本(「資格證明書」或「申請結果通知書」)。

本人現正領取綜合社會保障援助

本人現正領取 2019/20 學年學校書簿津貼計劃全額津貼

本人現正領取 2019/20 學年學校書簿津貼計劃半額津貼

家長簽署：_____

家長姓名：_____

聯絡電話：_____

學生姓名：_____

班別及班號：_____ ()

2019年 ____月 ____日

Reply Slip

Dress Casual Day for the Community Chest of Hong Kong 2019

To: Principal

Sir Ellis Kadoorie Secondary School (West Kowloon)

Dress Casual Day

Yes, I would like my child to take part and enclose \$ _____ with this reply slip.

(Parent/Guardian should countersign next to any changes of the amount)

No, I would not like my child to take part.

Parent's/Guardian's Signature:

Parent's/Guardian's Name:

Contact phone no.

Student's Name:

(IN BLOCK LETTERS)

Class & Class No.:

(IN BLOCK LETTERS)

Date:

回 條

公益金便服日 2019

本人

同意 小兒/小女 參加十月十一日 (星期五) 之公益金便服日，並願捐出 _____ 元正。
(銀碼如有更改，家長必須在旁簽署作實。)

不同意 小兒/小女 參加十月十一日 (星期五) 之公益金便服日。

家長簽署： _____

家長姓名： _____

聯絡電話： _____

學生姓名： _____

班別及學號： _____ ()

2019 年 _____ 月 _____ 日

REPLY SLIP

Born To Be Happy Project: Breast Cancer Awareness Campaign

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

I acknowledge receipt of the invitation of Born To Be Happy Project: Breast Cancer Awareness Campaign and have noted the contents herein.

* Yes, I would like to join the activity. Please reserve _____ place(s) for me.

* No, I would **NOT** join the activity.

Parent's / Guardian's Name: _____ Signature: _____

Student's Name: _____ Class & Class No.: _____ ()

Contact Phone No.: _____

(Class teachers please return the positive Reply Slips along with the class list to the teacher i/cs, LCM/LPW)

* *Please "✓" the appropriate box(es)*

回條

「天生就是快樂」社區服務計劃項目：乳癌防治運動

官立嘉道理爵士中學校長：

本人已知悉本通告所有內容。

* 本人將會參加上述活動，並請預留 _____ 個座位，

* 本人不會參加上述活動。

*請於選擇的方格內加上✓號。

家長簽署： _____

家長姓名： _____

學生姓名： _____

班別及班號： _____ ()

2019 年 _____ 月 _____ 日