



**Parents' Letter No. 7**

6 October 2020

Dear Parent/Guardian,

**Distribution of Yearly Examination Report and Other Learning Experiences Report 2019/2020, Heavy Persistent Rain and Thunderstorms, CCTV, Publishing Photos and Videos of Student Activities, Collection of Fees, ECA Matters, Application for Student Activities Support Grant, Student Grant 2020/2021, Students' Attending P.E. Lessons and Disciplinary Matters**

Please be informed of the following matters:

**1. DISTRIBUTION OF YEARLY EXAMINATION REPORT AND OTHER LEARNING EXPERIENCES REPORT 2019/2020**

Due to various limitations brought about by Covid-19 pandemic, the Yearly Examination Report and Other Learning Experiences Report 2019/2020 will be distributed to students by the class teachers of current school year on 7-9 October 2020 for parents' signature and retention. If students are not able to collect the reports in class due to absence, they should collect them at the school office when they return to school.

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

Special actions and arrangements will be taken in the event of tropical cyclones, heavy persistent rain and thunderstorms. Please refer to **Appendix 1** for details.

**3. INSTALLATION OF CCTV CAMERAS IN CAMPUS**

To safeguard our students and strengthen the security in school, CCTV cameras have been installed around the campus.

**4. PUBLISHING PHOTOS AND VIDEOS OF STUDENT ACTIVITIES**

With the beginning of the new school term, we are keen to promote the varied activities that our students will be taking part in during the year in our school. We wish to highlight their success in these activities in our school publications, newsletters, school website and promotion materials. In this regard, we would like to obtain support and consent from the parents and guardians to publish photos and videos of student activities in school in the aforementioned publication materials. Unless parents/guardians submit a written objection to this, it will be assumed that consent has been given for the school to use photos of student activities in our school publications. Thank you for your attention and support to the school.

**5. COLLECTION OF FEES**

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

<b>Item</b>	<b>Amount</b>	<b>Remarks</b>
School-based Management fee	\$200 per student per annum	S.1-S.5 students: \$100 per term S.6 students: \$200 in one instalment
Parents-Teachers' Association Membership fee	\$70 per family per annum	In case brothers and/or sisters are also studying in this school, only one amount of \$70.00 will be collected from the <b>eldest sibling</b> .

Exercise Books	Ranging from \$65 to \$101 for the whole set		S.4-S.6 students are NOT required to purchase the whole set.
Student Handbook	\$7		-
ECA Fund	S.4-S.5 students	First term: \$78 Second term: \$70	For S.4-S.6 students only
	S.6 students	\$148 in one installment	

**Payment methods:**

- Handbook and Exercise Books: CASH only
- Other fees: In cash or by cheque\*

\* The cheque should be made payable to ‘**Sir Ellis Kadoorie Secondary School (West Kowloon)**’. Please write your child’s name, class and class number at the back of the cheque.

Please refer to **Appendix 2** for the total amount to be handed in to the class teacher at the beginning of the first term.

**6. ECA ENROLMENT PROCEDURE & ASSESSMENT CRITERIA (2020-2021)**

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, 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 12 October 2020 (Monday) to 23 October 2020 (Friday). Students may enroll in at least one and a maximum of two 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 extra-curricular activities, 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>Grade (Comment)</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 50% and 70 % 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.

## 7. APPLICATION FOR STUDENT ACTIVITIES SUPPORT GRANT

We encourage students to take part in extra-curricular activities in order to promote students' all-round development and help them 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 Student Activities Support Grant 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 Assistance" (CSSA), Full grant under "School Textbook Assistance Scheme" (STAS-Full) or with other financial difficulties are eligible for application. In this regard, parents are kindly requested to complete the attached **Reply Slip No. 1**. 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.

## 8. STUDENT GRANT (2020/21 SCHOOL YEAR)

A one-off student grant of \$2,500 will be provided in the 2020/21 school year for each secondary day-school student to alleviate parents' financial burden in defraying education expenses. The student grant will be non-means-tested. All students, as at the date of application, studying in secondary day-schools, offering local or non-local curriculum in Hong Kong, are eligible for the grant. (*Holders of student visa for entry into Hong Kong for studies and holders of Form of Recognizance issued by the Immigration Department are not within the scope of subsidy*).

For the "Student Grant" Application Forms, there are Form A and Form B. Applicants should complete the form with **black or blue ball pen** and read carefully the "Notes to Complete this Form" and the "Declaration" before completing the "Student Grant" Application Form. The completed Application Forms must be submitted to EDB through the student's attending school.

**Form A** : Applicable to students who are newly admitted to a school in this school year.

In completing the application form, parents/guardians may refer to the reference information (including how to fill in bank account information correctly) uploaded onto the EDB website (<http://www.edb.gov.hk>>Students and Parents Related >Support and Subsidies>Student Grant).

**Form B** : Applicable to students who have been promoted to the next class level in the same school.

### 1. If there is no amendment of Form B, the named applicant should:

- put a "✓" in the confirmation box at the bottom part of the form,
- sign and date the application form.

上邊學生不是持學生簽證來港就學或持有人境事務處發出的擔保書（坊間一般稱為「行街紙」）。本人，並代表在表格內填報的學生，同意政府把其資料與教育局及／或入境事務處及／或其他政策局／部門及／或其代理人／承辦商所持有關於其個人資料進行核對，以便處理本人就該等計劃的申請及領款事宜。本人明白核對程序旨在確定填報的學生是否符合該等計劃的資格；如填報的學生不符合資格，將不能在該等計劃下領取款項。

The student specified above is **not** a holder of student visa for entry into Hong Kong for studies or a holder of recognizance form issued by the Immigration Department. I, and on behalf of the student specified in this Form, **consent** to the matching of the Data with the personal data held by the Education Bureau and/or the Immigration Department and/or other bureaux/departments and/or their agents/contractors in relation to my application and receipt of payment under such scheme(s), and understand that the matching procedure is conducted for ascertaining whether the student is eligible under such scheme(s) or not, and therefore I will not receive payment under such scheme(s) in case the student is ineligible.

請在此方格加上「✓」號，以茲確認本表格所列資料並沒有更改。如有更改，請漏空此格。  
Please "✓" in this box to confirm that there is no change of the pre-printed information on this Form. If there are changes, please leave this box blank.

申請人簽署 Signature of Applicant: \_\_\_\_\_ 日期 Date: \_\_\_\_\_

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a) points to the confirmation box. b) points to the signature and date lines.

- If some of the pre-printed information on Form B requires updating (information other than Student's Name in English, Name of Day-school and School Level), parents/guardians have to provide the amendment(s) in the space above the relevant information in BLOCK letters, leave the confirmation box blank.

**3. If Student's Name in English, Name of Day-school or School Level pre-printed on Form B requires amendment, parents/guardians of the students concerned should use Form A for application.**

The "Student Grant" Application Forms will be distributed to students on 6<sup>th</sup> October 2020. Parents have to return the completed Application Form to the class teacher by **20<sup>th</sup> October 2020.**

**9. STUDENTS' ATTENDING P.E. LESSONS**

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

- 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 the parent's/guardian's written request.

**b) Parental consent to 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 participating 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. 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.

**10. DISCIPLINARY MATTERS**

Students must observe and follow school rules and regulations. For the details of Safeguarding Students' Personal Belongings, Point System for Latecomers, Point System for Improper Uniform and Appearance and Disciplinary & Commendation Systems, please refer to **Appendix 3a, 3b & 3c.** Students are NOT allowed to use mobile phones in school. For details, please **read and sign** on P.10 of the student handbook.

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. Parents please sign on the reply slip which would be collected by class teachers;
- 2) **In person.** You will come to school to sign and collect the letter.

Please indicate your choice on **Reply Slip No. 3.**

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 **9 October 2020**. Thank you for your attention and support to the school.

Yours faithfully,

YEUNG KWONG Mong-ha  
Principal

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

官立嘉道理爵士中學 (西九龍)  
二零二零至二零二一年度第七號家長信撮要 (詳情請參閱英文版)

2020 年 10 月 6 日

各位家長/監護人:

派發 2019-2020 學年考試成績表及學生學習概覽、熱帶氣旋/暴雨警告信號、加裝校園閉路電視鏡頭、刊登學生活動相片、收取費用、課外活動招收會員及評估標準(2020-2021)、申請「學生活動支援津貼」事宜、體育課須知及家長同意學生上體育課(學生健康狀況)、學生訓導事宜

**1. 派發 2019-2020 學年考試成績表及其他學習經歷報告**

由於 2019 冠狀病毒病大流行帶來的種種限制，班主任將於本學年 2020 年 10 月 7 日至 9 日向學生派發 2019-2020 學年考試成績表及其他學習經歷報告，供家長簽名和保存。如學生因缺席而未能在課堂上領取，當他們返回學校時應盡快到學校辦事處取回。

**2. 熱帶氣旋、暴雨警告信號**

在熱帶氣旋、暴雨信號期間，學校會作出特別考慮及安排。有關詳情，請參閱英文版的附錄一。

**3. 加裝校園閉路電視鏡頭**

為保障學生安全及加強學校保安，學校已在校園內不同地方加裝閉路電視鏡頭。

**4. 刊登學生活動相片**

隨著新學期開始，學校會安排不同類型的活動讓學生參與，並希望在印刷刊物、通訊、學校網頁和其他宣傳材料中介紹他們在這些活動中的成就。校方希望獲得家長/監護人的支持和同意，讓學校可以發佈學生在學校活動的照片和錄像。除非對此提出書面異議，否則將假設已同意校方將有關相片和錄像作上述用途。感謝各位對學校的關注和支持。

**5. 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	每位同學每年 200 元正	中一至中五學生：每學期 100 元正 中六學生：一次過繳交 200 元正
家長教師會年費	每家庭每年 70 元正	若同學有兄弟姐妹同時在本校就讀，家長只需繳交一份會費 70 元正，由年長的子女繳交。
校簿費	整套校簿費為 65 元正至 101 元正	中四至中六同學不需要全套購買。
學生手冊	每本 7 元正	-
課外活動費	中四及中五級：上學期 78 元正 下學期 70 元正 中六級：一次過繳交 148 元正	只適用於中四至中六同學

繳款方式：

- 學生手冊及校簿費：現金
- 其他費用：現金 / 支票\*

\* 如以支票繳交款項，支票抬頭請寫：Sir Ellis Kadoorie Secondary School (West Kowloon)，支票背頁請寫上學生姓名，班別及班號。

學期初須繳付給班主任的款項總額，請參閱英文版的附錄二。

## 6. 課外活動招收會員及評估標準(2020-2021)

課外活動對促進學生的全人發展非常重要，本校每年都會為同學提供不同性質的課外活動，範圍包括學術、興趣、體育以至社區服務，本學年的學會名單及活動時間表，會在適當時候通過貴子女告知各位家長。

本校將於 2020 年 10 月 12 日(星期一)至 10 月 23 日(星期五)招收各學會會員，屆時同學可根據個人的興趣及需要，必須參加一個、最多兩個學會。各位家長可在同學挑選學會時給予指引，並鼓勵他們參與各學會的聚會和課外活動。

為對學生出席課外活動的肯定，貴子女在每個學會的課外活動表現將會被記錄在「其他學習經歷報告表」上，評估準則如下：

等級 (評語)	評估標準
A (優異)	同學積極參與學會各項活動，以及在校際比賽中獲取獎項，或對有關學會有重大的貢獻
B (優良)	同學積極參與學會各項活動，以及對有關學會有所貢獻
C (良好)	同學出席學會活動達百份之七十以上
D (尚可)	同學出席學會活動在百份之五十至百份之七十之間

注意：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。

要令課外活動計劃取得成功，家長對子女的鼓勵至為重要，請積極支持子女出席學會聚會和活動。

## 7. 申請「學生活動支援津貼」事宜

本校一向鼓勵同學多參與課外活動，以促進同學的全人發展及幫助他們建立正向的人生觀。鑒於部份同學家庭有經濟困難，本校特向教育局申請「學生活動支援津貼」，供現正領取「綜合社會保障援助」(綜援)、領取「學校書簿津貼計劃—全額津貼」(全津)或家庭有經濟困難的同學申請。請家長填寫附件一號回條，校方收集的資料只作批核津貼之用，絕不會向其他人透露相關內容。

## 8. 學生津貼(2020/21 學年)

香港特別行政區政府在 2020/21 學年為中學日校學生提供一次性 2,500 元的學生津貼，以減輕家長在教育支出方面的財政負擔。學生津貼不設資產審查。所有在申請日在香港就讀於提供本地或非本地課程的中學日校的學生皆可獲得有關津貼。(持學生簽證來港就學及持有入境事務處發出擔保書(坊間一般稱為「行街紙」)的學生則不屬資助範圍)。

「學生津貼」申請表格分為表格 A 和表格 B。申請人應使用黑色或藍色原子筆填寫表格，在填寫「學生津貼」申請表前，請先細閱表格內的「須知事項」以及「聲明」。填妥的申請表格必須透過學生就讀的學校交回教育局。

**表格 A**：適用於本學年取錄的新生

家長／監護人在填寫申請表格時，請參閱已上載教育局網頁的參考資料(包括如何正確填寫銀行戶口資料)(<http://www.edb.gov.hk>>學生及家長相關>支援及資助>學生津貼)。

## 表格 B：適用於原校升讀的學生

### 1. 如果申請表格 B 沒有任何修改，申請人應：

- 在表格底部的指定確認方格內加上「✓」號，
- 在申請表格上簽署並註明日期。

a)

上述學生不是持學生簽證來港就學或持有人境事務處發出的擔保書（坊間一般稱為「行街紙」）。本人，並代表在表格內填報的學生，同意政府把其資料與教育局及／或入境事務處及／或其他政策局／部門及／或其代理人／承辦商所持有關於其個人資料進行核對，以便處理本人就該等計劃的申請及領款事宜。本人明白核對程序旨在確定填報的學生是否符合該等計劃的資格；如填報的學生不符合資格，將不能在該等計劃下領取款項。

The student specified above is **not** a holder of student visa for entry into Hong Kong for studies or a holder of recognition form issued by the Immigration Department. I, and on behalf of the student specified in this Form, **consent** to the matching of the Data with the personal data held by the Education Bureau and/or the Immigration Department and/or other bureaux/departments and/or their agents/contractors in relation to my application and receipt of payment under such scheme(s), and understand that the matching procedure is conducted for ascertaining whether the student is eligible under such scheme(s) or not, and therefore I will not receive payment under such scheme(s) in case the student is ineligible.

請在此方格加上「✓」號，以茲確認本表格所列資料並沒有更改。如有更改，請漏空此格。  
Please "✓" in this box to confirm that there is no change of the pre-printed information on this Form. If there are changes, please leave this box blank.

申請人簽署 Signature of Applicant: \_\_\_\_\_ 日期 Date: \_\_\_\_\_

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b)

- 如表格 B 所列部分資料需要更新（學生英文姓名、日校名稱及學校級別以外的資料），家長／監護人請在有關資料的上方位置以正楷作出修正，並漏空確認方格。
- 如表格 B 所列的學生英文姓名、日校名稱或學校級別需作更改，有關學生的家長／監護人需填寫表格 A 申請。

「學生津貼」申請表格將於 2020 年 10 月 6 日派發給學生。家長必須在 2020 年 10 月 20 日前將填妥的申請表交回班主任。

## 9. 學生上體育課事宜

### a) 體育課規則

- 如學生要長期豁免上體育課，必須提交合格醫生證明以及父母／監護人的申請信。
- 如學生要豁免上體育課，必須提交父母／監護人的申請信，以獲得體育科教師的批准。

### b) 家長同意學生上體育課

為了履行我們為學生提供全人教育的使命，本校為所有中一至中六學生提供體育課。惟家長必須留意，若子女有任何健康問題，應在諮詢醫生後決定是否適合參加體育課或其他跟體育相關的課外活動。

為方便校方安排並確保學生在學校的安全，我們希望對 貴子女的健康狀況有所了解，請家長填寫附件的回條（二號回條）兩部分。未經家長／監護人的同意，校方收集的資料將只作學校考量之用，絕不會向其他人透露。

## 10. 學生訓導事宜

學生必須嚴守紀律，遵從校規。有關保管學生個人物品、遲到積分制度、校服儀容不合規格積分制度、以及獎懲制度的細節，請參閱英文版的附錄 3a, 3b 及 3c。學生不准在校內使用手提電話，有關詳情請參閱及簽署學生手冊第 10 頁。

本校非常重視家校合作，讓家長了解子女各方面的表現。如學生在學年中出現行為問題，根據校規而被記缺點、小過或大過，校方將會發出家長信通知各位。



如學生被記缺點，家長可選擇以下其中一種途徑接獲通知：

1. **經由 貴子女**: 班主任將「違規紀錄通知信」交予學生，家長簽署回條後由學生交回班主任。
2. **親自領取**: 家長親身到校簽署及領取「違規紀錄通知信」。

有關領取「違規紀錄通知信」的方法，請在**三號回條**作出選擇。

煩請於 **2020 年 10 月 9 日** 將有關回條、學生健康狀況申報表及費用交回各班班主任，感謝各位對學校的關注和支持。

此家長信可於學校網頁(<http://www.seksswk.edu.hk/>)及 eClass 家長應用程式內查閱。



SIR ELLIS KADOORIE SECONDARY SCHOOL (WEST KOWLOON)

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

Tel: 2576 1871 Fax: 2882 4548

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

School Website: www.seksswk.edu.hk

**REPLY SLIP 1, Parents' Letter No. 7**

Dear Principal,

The content of your letter about the application for the “**Student Activities Support Grant**” 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’

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「學生活動支援津貼」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。

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：\_\_\_\_\_ ( )

\_\_\_\_\_年 \_\_\_\_\_月 \_\_\_\_\_日

\*請於正確選擇的方格內加上 ✓ 號。

(Note to class teacher: This reply slip should be forwarded to the ECA i/c.)



**REPLY SLIP 2, Parents' Letter No. 7**

**Parental Consent to Students' Attending P.E. Lessons & Health Condition of Students (2020/2021)**

**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 2020/2021. **(# 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 (2020/2021)**

**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：\_\_\_\_\_

\_\_\_\_\_年\_\_\_\_\_月\_\_\_\_\_日

(Note to class teacher: This reply slip should be forwarded to the PE HOD.)

Sir Ellis Kadoorie Secondary School (West Kowloon)

**PART B**

Medical History of Student (2020/2021)

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

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

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.)
2. 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: \_\_\_\_\_

(Note to class teacher: This reply slip should be forwarded to the PE HOD.)

官立嘉道理爵士中學 (西九龍)

乙部

學生健康狀況(2020/2021)

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. 7**

**Parents' Letter No. 7 & Letters issued for Disciplinary Measures**

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

I acknowledge receipt of Parents' Letter No. 7 and have noted the contents therein.

I prefer to receive letters regarding disciplinary measures\*:

- Via my child/ward.  
 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 (第七號家長信)**

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。

本人將全力配合校方以確保 本人子女嚴格遵守所有學校的規定及守則。

本人明白若 本人子女未能遵守學校的規則，他/她可能需要出席留堂班或離開學校返回家中。

家長簽署：\_\_\_\_\_

家長姓名：\_\_\_\_\_

聯絡電話：\_\_\_\_\_

學生姓名：\_\_\_\_\_

班別及班號：\_\_\_\_\_ ( )

\_\_\_\_\_ 年 \_\_\_\_\_ 月 \_\_\_\_\_ 日

(Note to class teacher: This reply slip should be forwarded to the Discipline i/c.)

**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 6:00 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 6:00 a.m. and students are on their way to school, they will be taken care of by teachers on duty in the school on their arrival 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 are taken care of in 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.

**暴雨警告信號生效時應注意事項:**

- a) 在暴雨期間，同學應在早上六時正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正後發出，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。
- b) 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。
- c) 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。
- d) 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。
- e) 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。
- f) 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。



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**

	<b>SBM Fee (1<sup>st</sup> Term)</b>	<b>PTA Membership Fee</b>	<b>Exercise Books</b>	<b>Handbook</b>	<b>Total</b>
Hindi Group	\$100	\$70	\$93.9	\$7	\$100.9
Urdu Group			\$89.9	\$7	\$96.9
French Group			\$88.4	\$7	\$95.4
Spanish Group			\$88.4	\$7	\$95.4
Chinese Group			\$83.7	\$7	\$90.7

**Secondary 2**

	<b>SBM Fee (1<sup>st</sup> Term)</b>	<b>PTA Membership Fee</b>	<b>Exercise Books</b>	<b>Handbook</b>	<b>Total</b>
Hindi Group	\$100	\$70	\$91.3	\$7	\$98.3
Urdu Group			\$87.3	\$7	\$94.3
French Group			\$68.6	\$7	\$75.6
Spanish Group			\$68.6	\$7	\$75.6
Chinese Group			\$83.5	\$7	\$90.5

**Secondary 3**

	<b>SBM Fee (1<sup>st</sup> Term)</b>	<b>PTA Membership Fee</b>	<b>Exercise Books</b>	<b>Handbook</b>	<b>Total</b>
Hindi Group	\$100	\$70	\$69.2	\$7	\$76.2
Urdu Group			\$65.2	\$7	\$72.2
French Group			\$62.5	\$7	\$69.5
Spanish Group			\$63.7	\$7	\$70.7
Chinese Group			\$61.5	\$7	\$68.5

**Secondary 4**

	<b>SBM Fee (1<sup>st</sup> Term)</b>	<b>PTA Membership Fee</b>	<b>ECA Fee (1<sup>st</sup> Term)</b>	<b>Exercise Books</b>	<b>Handbook</b>	<b>Total</b>
NCS Chi. & Hindi Gp.	\$100	\$70	\$78	\$78.4	\$7	\$85.4
NCS Chi. & Urdu Gp.				\$74.4	\$7	\$81.4
Chinese Group				\$63.4	\$7	\$70.4
NCS Chinese Group				\$70.4	\$7	\$77.4

**Secondary 5**

	<b>SBM Fee (1<sup>st</sup> Term)</b>	<b>PTA Membership Fee</b>	<b>ECA Fee (1<sup>st</sup> Term)</b>	<b>Exercise Books</b>	<b>Handbook</b>	<b>Total</b>
NCS Chi. & Hindi Gp.	\$100	\$70	\$78	\$74	\$7	\$81
NCS Chi. & Urdu Gp.				\$70	\$7	\$77
Chinese Group				\$59	\$7	\$66
NCS Chinese Group				\$66	\$7	\$73

**Secondary 6**

	<b>SBM Fee</b>	<b>PTA Membership Fee</b>	<b>ECA Fee</b>	<b>Exercise Books</b>	<b>Handbook</b>	<b>Total</b>
NCS Chi. & Hindi Gp.	\$200	\$70	\$148	\$72.8	\$7	\$79.8
NCS Chi. & Urdu Gp.				\$66.8	\$7	\$73.8
Chinese Group				\$57.8	\$7	\$64.8
NCS Chinese Group				\$64.8	\$7	\$71.8

## DISCIPLINARY MATTERS

### GUIDELINES FOR SAFEGUARDING STUDENTS' PERSONAL BELONGINGS

#### a) Money

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

#### b) Valuables

- Students are strongly advised not to bring valuables to school.
- **Valuables such as personal electronic devices, 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 use mobile phones in 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. For details, please read and sign on P.10 of the student's handbook.

#### d) Storing and safeguarding of personal belongings

- Personal belongings should be clearly labeled with name and 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.

## **Sir Ellis Kadoorie Secondary School (West Kowloon)**

### **Point System for Latecomers**

1. Points will be recorded for each latecomer. The details are as follows:

**Morning Session:**

Duration of lateness	Points added
8:15am – 8:25am	1
8:26am – 9:50am	2
9:51am – 12:25pm	3

**Afternoon Session:**

Duration of lateness	Points added
1:40pm – 1:45pm	1
1:46pm – 3:30pm	2

*NOTE: School hours are determined by the school clock in the general office.*

**Actions to be taken for latecomers under the point system:**

Points accumulated	1	2	3	4	5	6
<b>Actions taken</b>						
<b>Remarks in handbook</b>	✓	✓	✓	✓	✓	✓
<b>Informing parent via phone</b>	✓	✓	✓	✓	✓	✓
<b>Verbal warning/ Issuing Black mark letter</b>	/	/	/	Verbal warning	/	Issue Black Mark letter

2. Only medical certificates will be accepted as evidence to waive the points entered. Parents' letters alone will normally not be accepted.

### **Point System for Improper Uniform and Appearance**

1. Points will be recorded for each item of improper uniform and appearance. **One point will be added for each item of improper uniform and appearance.** However, for **some more serious irregularities** in school uniform and appearance, **two points will be given.**

*Examples of serious irregularities in school uniform and appearance:*

- Improper hair colour or style
- Improper uniform style
- Improper shoe colour or style
- Make-up e.g. lipstick, eye liner, fingernail polish, eye shadow etc.
- Wearing inappropriate jewellery e.g. rings, necklace, bracelet etc.
- Wearing coloured contact lens

2. If a student is wearing improper clothing or jewellery, the improper items will be confiscated for 2 weeks. For some serious breaches of school uniform regulations, students will be sent home with parents' consent, to rectify their uniform and/ or appearance.
3. Once a student is found with a uniform and/ or appearance irregularity, the parent will be informed through the student handbook. Verbal warning will be given and the parent will be informed by class teacher via telephone when there are 4 points accumulated in the student's account.

*Under the Point System for Latecomers and Point System for Uniform and Appearance, a black mark will be entered into the student's record for every 6 points accumulated.*

*Then, 6 points will be deducted from the account of the student. The account will then start from the remaining balance. For instance, if the student has accumulated 7 points, 6 points will be converted into a black mark. The account of the student concerned will start from 1.*

**Students can apply for the Phoenix Scheme to remove the disciplinary record.**

### Phoenix Scheme – A Rehabilitation Program for Misbehaved Students

#### 1. Objectives

- To cultivate in students the importance of good discipline in school life
- To improve students' conduct and self-discipline
- To encourage students to accept responsibility and rectify their own misconduct and misbehavior
- To include a reflection element for the target students so as to minimize the possibility of relapse
- To instill in students a sense of belonging to the school

#### 2. Target Group

Target students to be covered by the Scheme are categorized as follows:

1 <sup>st</sup> Category	Latecomers or Improper uniform;
2 <sup>nd</sup> Category	Minor misbehavior (as classified by the Discipline Committee, e.g. black mark)
3 <sup>rd</sup> Category	More serious misbehavior (as classified by the Discipline Team, e.g. minor and major demerit)

#### 3. Application

- Application form could be obtained from the General Office. The duly completed form should then be returned to the teacher i/c of Phoenix Scheme.
- Whether the application is successful depends on the following criteria:

Target Students	Intensive reflection of the mistake	Principal's approval
1 <sup>st</sup> Category	✓	x
2 <sup>nd</sup> Category	✓	x
3 <sup>rd</sup> Category	✓	✓ (apply to the principal by parents via the discipline master / mistress)

#### 4. Service/Program/Criteria to be completed/attained by the target students<sup>#</sup>:

The conduct grade of the students concerned will not be adversely affected upon the satisfactory completion/attainment of the following related service/program/criteria:

Target Students	Rehabilitation Program to be attained	Monitored by
1 <sup>st</sup> Category	<ul style="list-style-type: none"> <li>• To come to school punctually for 10 consecutive school days with proper school uniform.</li> </ul>	Discipline Committee & Prefects
2 <sup>nd</sup> Category	<ul style="list-style-type: none"> <li>• To behave appropriately during class for 5 consecutive school days</li> <li>• To accumulate 14 points of service which assigned by the Discipline Committee within 1 month.</li> </ul>	Discipline Committee & Subject Teachers
3 <sup>rd</sup> Category	<ul style="list-style-type: none"> <li>• To behave appropriately during class for 10 consecutive school days</li> <li>• To accumulate 25 points of service which assigned by the Discipline Committee within 1 month.</li> </ul>	Discipline Committee & Subject Teachers

<sup>#</sup> *The details of this policy are subject to change upon the decision of the Discipline Committee*

## COMMENDATION AND DISCIPLINARY SYSTEM

It has long been the policy of the school to commend students who are well-behaved, who are good at their academic studies, who have outstanding achievements in extra-curricular activities or sports, or who have contributed services to the school. Commendation is made through the following means:

- a) prizes and awards distributed during school assemblies and major school functions;
- b) academic honours awarded on Annual Speech Day;
- c) credits, merits and major merits awarded for good services and contribution to the school (see (E) below);
- d) nominations made to sponsoring bodies for scholarships and awards;
- e) merit records kept in students' school records.

Simultaneously, the school has adopted a disciplinary system to encourage students to be more self-disciplined and to improve their behaviour both in and out of school. The disciplinary system operates at six levels:

### **(A) Verbal Warnings and Detentions**

Students who misbehave will be given verbal warnings and/or sent for detention. Examples of misbehaviour that warrant a verbal warning or a detention include the following items, but this list is not exhaustive:

- a) Spitting, littering, defacing school property;
- b) use of foul language;
- c) leaving school premises during recess;
- d) misbehaving during school assembly, playground lining-up or lesson time;
- e) kicking balls in the playground without permission;
- f) insolent behaviour such as disrespect to teachers or prefects;
- g) absence from after-school classes and activities without permission;
- h) bringing to school prohibited articles such as iPods, electronic games, etc.

### **(B) Black Marks**

If a student has accumulated six points for late arrival or improper uniform, he/she will be given a **black mark**. A black mark will also be given at the discretion of the Discipline Committee if a student has committed a more serious offence. If a student receives a black mark, the black mark will be recorded in his/her school record file and his/her parents will be notified.

### **(C) Minor Demerits**

A minor demerit is given at the discretion of the Discipline Committee if a student commits one of the following offences, but this list is not exhaustive:

- a) truancy;
- b) deliberate disruptive behaviour causing serious disturbance in school or in class;

- c) smoking, drinking or gambling;
- d) possession of offensive weapons or pornographic materials;
- e) deliberately damaging school property;
- f) unruly behaviour in public places while wearing school uniform;
- g) physical violence including fighting and bullying other students;
- h) throwing objects from heights;
- i) deliberately causing a disturbance to other students inside or outside school;
- j) acts of dishonesty including cheating in tests and examinations, forging signatures, amending marks on report sheets;
- k) unacceptable behaviour of an intimate nature such as petting.

If a student receives a minor demerit, the minor demerit will be recorded in his/her school record file and his/her parents will be notified and interviewed.

#### **(D) Major Demerits**

A major demerit is given at the discretion of the Discipline Committee if a student commits a serious offence such as the following items, but this list is not exhaustive:

- a) assault;
- b) threats of violence or extortion of money;
- c) stealing or shoplifting;
- d) sex offences;
- e) associating with triad activities or inducing others to do the same;
- f) committing criminal offences.

If a student receives a major demerit, the major demerit will be recorded in his/her school record file and his/her parents will be notified and interviewed.

#### **(E) Merit System**

The Merit System is a commendation scheme and is targeted at students in all levels. It aims to strengthen students' incentive to behave well, to encourage students to participate in school-based service and to reinforce students' sense of belonging to school. The types of merits are tabulated below:

<b>Types of Merit</b>	<b>Achievements</b>
Major Merit	Good behaviour throughout the school year; <b>and</b> being a good role model for others; <b>and</b> continuous (at least 1 school year) and excellent service in performing formal school duties in key posts which can demonstrate leadership, collaboration skills, etc.(e.g. IT prefect, chairman of clubs, school librarian, prefect); <b>or</b> winning prizes (1 <sup>st</sup> , 2 <sup>nd</sup> or 3 <sup>rd</sup> prize or equivalent) in inter-school competitions e.g. Speech Festival, Cricket Competition.
Merit	Good behaviour throughout the school term; <b>and</b> good service in school for a school term; <b>or</b> winning prizes in inter-school competitions.
Credit	Good behaviour throughout the school term; <b>or</b> good service / commendable behaviour recommended by teachers.

