



SIR ELLIS KADOORIE SECONDARY SCHOOL (WEST KOWLOON)

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Parents' Letter No. 4

15 October 2018

Dear Parent/Guardian,

First Term Test, School-based Management Fee and eClass Parent App

Please be informed of the following matters:

1. First Term Test

From 25 October 2018 to 1 November 2018 inclusive, apart from normal lessons, students will also be having their first term test on academic subjects. A copy of the first term test timetable for S1-S6 students is attached for your reference. The marks obtained in all subjects will be taken into account as part of the Half-yearly Examination subject scores. **A report sheet will be issued to you at Parents' Night & AGM of PTA on 16 November 2018.**

Please note that students are not allowed to be absent from term tests without valid reasons. If a student has to be absent for some official appointments, he/she must submit a written explanation from the parent, together with a copy of the supporting document (e.g. appointment letter from the Immigration Department), to seek approval from the Principal prior to the test. If a student is absent due to sickness, a medical certificate issued by an approved medical practitioner must be submitted on the day of returning to school. The student will be given zero mark for the subject(s) if he/she fails to produce a legitimate medical certificate or the supporting document as required.

Good academic results come from hard work. Please supervise your child/ward to do his/her revision and be well-prepared for his/her tests.

2. School-based Management Fee (SBM Fee) 2018/19

According to the Chief Executive's 2017 Policy Address, starting from the 2018/19 school year, a recurrent Air-conditioning Grant will be provided for schools to cover the related daily expenses, including electricity charges and routine maintenance costs. With such new grant available and to alleviate parents' financial burden, the School Improvement Team has unanimously agreed to **reduce** the collection of School-based Management Fee 2018/19 from \$280 to \$200. The use of the SBM fee is suggested as follows:

- to purchase electrical appliances, such as a refrigerator, microwave ovens, hairdryers, etc for students' use;
- to purchase a photocopier and paper for students' use;
- to pay for the printing of notes for students;
- to purchase water filters for the water fountains;
- to purchase spare uniforms of different sizes to meet students' urgent need;
- to pay for any urgent accidental maintenance.

The reduction and the use of SBM fee have also been discussed and endorsed by all members in the PTA meeting which was held on 5 October 2018. Should you have any enquiry or opinions about the decision, please contact the Principal **by writing on or before 1 November 2018**.

Please be reminded that this reduction of SBM fee is valid as long as the Air-conditioning Grant is available. If the government announces stoppage of the grant, the school reserves the right to review the amount of SBM fee to meet the necessary expenses.

3. eClass Parent App

To facilitate better communication between parents and school, we have launched a phone app – eClass Parent App. The App allows parents to see school calendar, their children’s attendance records, school instant messages, school notices, parents’ letters, etc. Please follow the attached installation instructions and install the eClass Parent App immediately to enhance home-school communication effectiveness.

To enable parents to have a better understanding of the functions of eClass Parent App, please attend the **briefing at Parents’ Night & AGM of PTA on 16 November 2018**.

Thank you for your support to the school.

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） 二零一八至二零一九年度第四號家長信撮要

(一) 上學期測驗

本校將於 2018 年 10 月 25 日至 11 月 1 日舉行上學期測驗。上學期的測驗成績會被計算在上學期考試成績之內，測驗時間表請參閱本通告的英文版。上學期測驗成績表將於 11 月 16 日舉行的家長晚會暨家長教師會周年大會派發。

所有學生必須依時應考，如因特別事故缺席，必須於測驗之前遞交家長信及證明文件向校長申請；學生如因病缺席，必須於回校上課首天提交醫生紙以茲證明，否則將被視為無故缺考，而無故缺考之科目將以「零分」計算。

(二) 校本管理費 2018/19

根據行政長官 2017 年施政報告，由 2018/19 學年起，政府會為學校提供經常「空調設備津貼」，以支付相關的日常開支，包括電費及日常維修保養費用。本校獲得津貼，為了減輕家長的負擔，在學校改善小組一致同意下，校本管理費 2018/19 將由 280 元減為 200 元。校本管理費的用途如下：

- 購買電器，包括雪櫃、微波爐、風筒等，以供學生使用；
- 購買一部影印機及紙張以方便學生影印；
- 支付學主筆記油印費用；
- 購買飲水機的過濾器；
- 購買不同尺碼校服以應付學生不時之需；
- 支付其他緊急的維修費用。

減收校本管理費以及校本管理費用途已經在二零一八年十月五日的家長教師會會議上經過討論和獲得通過，若閣下對此有任何查詢或意見，請於二零一八年十一月一日或以前以書面形式向校長表達。

請注意減收校本管理費只是當學校獲得「空調津貼」才生效，若政府宣佈停止撥款，學校保留權利重新審視校本管理費的金額以支付有需要的開支。

(三) eClass Parent App

為配合學校行政電腦化，及加強家校溝通，本校已使用手機應用程式 eClass Parent App，以便家長查看校曆表、子女的出席紀錄、學校宣佈及電子通告等。現附上安裝 eClass Parent App 各步驟摘要，敬希閣下閱讀，並安裝使用。

為了讓家長更了解 eClass Parent App 的功能，本校將於 11 月 16 日舉行的家長晚會暨家長教師會周年大會作簡介，敬希出席。