



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

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**Parents' Letter No.1**

3 September 2018

Dear Parent/Guardian,

**Special Arrangements for the First Three School Days, Tropical Cyclones, Heavy Persistent Rain and Thunderstorms, Collection of Fees, Disciplinary Matters, ECA Matters, Parental Consent to Students' Attending P.E. Lessons, Health Records, Application for Hong Kong Jockey Club Life-wide Learning Fund, Handling Complaints Policy, S.1 Diversified Programmes and Special Announcement**

Please be informed of the following matters:

**1. SPECIAL ARRANGEMENTS FOR 3/9/2018, 4/9/2018 and 5/9/2018**

Special arrangements for the first three days of school are as follows:

**1) Monday, 3 September 2018**

| Time                       | S1 – S6  |
|----------------------------|--|
| 8:15 – 8:25 a.m.           | Lining up & Roll Call in the Playground  |
| 8:25 – 8:45 a.m.           | Proceeding to the Hall and Settle down   |
| 8:45 – 10:00 a.m.          | Hall Assembly<br>Principal's Address<br>Briefing on Discipline<br>Promotion of Reading |
| 10:00 – 10:30 a.m.         | Break  |
| 10:30 a.m. –<br>12:00 noon | Class Period<br>(CTs & ACTs)   |

**2) Tuesday, 4 September 2018**

| Time  | S1 – S6   |
|---|---|
| 8:15 – 8:25 a.m.  | Lining up & Roll Call in the Playground                             |
| <b>S.2 – S.6:</b><br>8:30 – 10:15 a.m.<br><b>S.1:</b><br>8:30 – 9:00 a.m. | Class Period:<br>Mutually agreed classroom rules<br>(CTs & ACTs)    |
| <b>S.1</b><br>9:00 – 10:15 a.m.   | NCS Chinese Assessment<br>(Room 109)                                |
| 10:15 – 10:45 a.m.  | Break   |
| 10:45 a.m. –<br>12:00 noon  | Hall Assembly<br>Briefings on Guidance and Healthy School Programme |

**3) Wednesday, 5 September 2018**

| Time                       | S1 – S6   |
|----------------------------|---|
| 8:15 – 8:25 a.m.           | Lining up & Roll Call in the Playground                                   |
| 8:30 – 10:00 a.m.          | Class Period<br>(CTs & ACTs)  |
| 10:00 – 10:30 a.m.         | Break   |
| 10:30 a.m. –<br>12:00 noon | Hall Assembly<br>'My Pledge to Act'<br>Briefings on ECA & Social Services |

Starting from **6 September 2018**, the school will adopt the regular timetable on a weekly basis.

## **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. 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>  |
|--|--|---------------------------------------|---|
| 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 \$66.3 to \$103.4 for the whole set |                                       | S.4-S.6 students are NOT required to purchase the whole set.  |
| Student Handbook                             | \$6.5  |                                       | -   |
| ECA Fund                                     | S.4-S.5 students                                 | First term: \$73<br>Second term: \$70 | For S.4-S.6 students only   |
|  | S.6 students                                     | \$143 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:

## **4. INSTALLATION OF CCTV CAMERAS IN CAMPUS**

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

## **5. ECA ENROLMENT PROCEDURE & ASSESSMENT CRITERIA (2018-2019)**

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 17 September 2018 (Monday) to 19 September 2018 (Wednesday). 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 ECA, 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><br>(Excellent)    | High attendance plus a prize in an inter-school competition or great contribution to the club |
| <b>B</b><br>(Very good)    | High attendance plus some contributions to the club   |
| <b>C</b><br>(Good)         | Over 70 % attendance  |
| <b>D</b><br>(Satisfactory) | Between 50% & 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.

## **6. APPLICATION FOR HONG KONG JOCKEY CLUB LIFE-WIDE LEARNING FUND**

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 Hong Kong Jockey Club Life-wide Learning Fund 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.

## **7. P.E. LESSONS AND PARENTAL CONSENT TO STUDENTS' ATTENDING P.E. LESSONS (Health Condition of Students)**

### **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.

## **8. HANDLING COMPLAINTS POLICY**

In order to strive for excellence and efficiency, and promote accountability and transparency, the school has established a school-based complaint handling mechanism which aims to handle complaints positively and provide prompt responses within an appropriate time frame. The 'Guideline for Handling School Complaints' has been uploaded on the school webpage for your reference.

## 9. DIVERSIFIED PROGRAMMES FOR S.1 STUDENTS

To nurture students' whole-person development at an early stage, diversified programmes will be arranged for all S.1 students. Details are tabulated below:

| S.1        |   |                         |                         |
|------------|---|-------------------------|-------------------------|
| Day (Time) | Monday (3:45 – 4:45)                      | Wednesday (3:45 – 4:45) | Thursday (12:50 – 1:35) |
| Activity   | 1. ECA<br>2. Chinese Culture Appreciation | Sports Training         | Mathematics Tutorial    |

The above programmes will start from 17 September 2018 (Monday). All S.1 students must participate according to the schedule.

## 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's 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**.

## 11. SPECIAL ANNOUNCEMENT

It is with deepest sorrow to inform you that our school librarian, Ms Luk Hang Sze Grace, passed away in the morning of 17 August 2018 due to cancer. Ms Luk was a conscientious teacher and librarian who devoted much effort and time to nurturing students' whole-person development. We will all miss her more than words can express. The School Crisis Management Team, the School Educational Psychologist, the School Social Worker and all teachers are rendering support and guidance to her family and students in need. A counter has been set up at school for students to express their feelings and condolences. Her sudden death may cause distress and anxiety in our students. Please be on the alert of your child's emotional reactions towards this incident. We hope that parents will pay special attention to their children at such difficult times. You are encouraged to talk with them about their worries and feelings, and show them care and support. If you have any concern, please contact your child's class teacher, the Guidance Mistress, Ms Ip, or the School Social Worker, Ms Wendy Wong, at 2576 1871. We are always ready to render additional support and provide resources.

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 5 September 2018. 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 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一號家長信撮要 (詳情請參閱英文版)**

**1. 3/9/2018、4/9/2018 和 5/9/2018 開學首三天特別安排**

開學首三天特別安排如下：

3/9/2018 (星期一)

| 時間            | 中一至中六               |
|---------------|---------------------|
| 08:15 – 08:25 | 在操場排隊及點名            |
| 08:30 – 10:00 | 開學禮：校長致辭、訓導組簡介及閱讀推廣 |
| 10:00 – 10:30 | 小息                  |
| 10:30 – 12:00 | 班主任課                |

4/9/2018 (星期二)

| 時間  | 中一至中六              |
|---|--------------------|
| 08:15 – 08:25                                 | 在操場排隊及點名           |
| 中二至中六<br>08:30 – 10:15<br>中一<br>08:30 – 09:00 | 班主任課：班規共識          |
| 中一<br>09:00 – 10:15                           | 中一級中文評估<br>(109 室) |
| 10:15 – 10:45                                 | 小息                 |
| 10:45 – 12:00                                 | 禮堂集會：輔導組簡介及健康校園簡介  |

5/9/2018 (星期三)

| 時間            | 中一至中六                 |
|---------------|-----------------------|
| 08:15 – 08:25 | 在操場排隊及點名              |
| 08:30 – 10:00 | 班主任課                  |
| 10:00 – 10:30 | 小息                    |
| 10:30 – 12:00 | 禮堂集會：公民教育、課外活動及社會服務簡介 |

**2. 暴雨警告信號生效時應注意事項:**

在暴雨期間，學校會就個別情況作出特別考慮及安排。有關詳情，請參閱附錄 1。

**3. 收取費用**

本學年學生須繳交以下費用：

| 項目      | 費用  | 備註                         |
|---------|---|----------------------------|
| 家長教師會年費 | 每家庭每年 70 元正                                       | 若同學有兄弟姊妹同時在本校就讀，家長只需繳交一份會費 |
| 校簿費     | 整套校簿費為 66.3 元至 103.4 元                            | 中四至中六同學亦可選擇分項購買            |
| 學生手冊    | 每本 6.5 元  |                            |
| 課外活動費   | 中四及中五級：上學期 73 元正<br>下學期 70 元正<br>中六級：一次過繳交 143 元正 | 中四至中六同學必須繳交                |

(就讀不同級別同學須繳交不同簿費，詳情請參閱英文版本的資料。)

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，支票抬頭請書：Sir Ellis Kadoorie Secondary School (West Kowloon)，支票背頁請寫上學生姓名，班別及班號。

#### 4. 加裝校園閉路電視鏡頭

為保障學生安全及提升學校保安，學校已在校園內不同地方加裝閉路電視鏡頭，敬希家長垂注。

#### 5. 課外活動招收會員及評估標準

課外活動對促進學生的全人發展非常重要，本校每年均會為同學提供不同性質的課外活動。本校將於二零一八年九月十七日至九月十九日招收各學會會員，屆時同學可根據個人的興趣及需要，必須參加一至兩個學會。各家長可在同學挑選學會時給予指引及全力支持他們參與各學會的活動。有關學會名單及活動時間表將於稍後公佈，敬希留意。

貴子弟的課外活動表現將會被記錄在該學年的其他學習經歷報告表上，評估準則如下：

| 等級<br>(評語) | 評估標準                                |
|------------|-------------------------------------|
| A<br>(優異)  | 同學積極參與學會各項活動，對有關學會有重大的貢獻或在校際比賽中獲取獎項 |
| B<br>(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<br>(良好)  | 同學出席學會活動達百份之七十以上                    |
| D<br>(尚可)  | 同學出席學會活動達百份之五十至百份之七十                |

\*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。

#### 6. 申請「賽馬會全方位學習基金」事宜

本校一向鼓勵同學多參與校內的課外活動以提昇全人發展及培養同學正面的人生觀。鑒於部份同學家庭有經濟困難，本校特向教育局申請「賽馬會全方位學習基金」，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。校方收集是項資料只作批核津貼之用，絕不會向其他人透露相關內容。

#### 7. 體育課須知及學生身體狀況

本校重視學生在德、智、體、群、美五育的均衡發展，故體育科被列為必修課程。學生經常參與適量的體育運動，對身心健康有甚大裨益，惟家長必須留意，學生如患上某些疾病，可能需按醫生指示，暫時停止體育活動。

貴子弟如因健康理由，而醫生建議需要暫時停止體育活動，或於本學年豁免上體育課者，請在下列回條申明疾病名稱，並附上註冊醫生證明書，由貴子弟交回班主任，以便校方存檔及作出相應配合。

## 8. 校本投訴機制

本著追求卓越效率，講求問責透明，本校已設立「校本投訴處理機制」，以積極正面的態度處理投訴，並盡早或在適當時間內回應。有關的投訴指引已上載於本校網頁以供參考。

## 9. 中一學生多元化計劃安排

本校為中一學生安排了多元化的計劃，以促進學生全人發展，詳情如下：

| 中一   |                       |                       |                        |
|------|-----------------------|-----------------------|------------------------|
|      | 逢星期一<br>(3:45 - 4:45) | 逢星期三<br>(3:45 - 4:45) | 逢星期四<br>(12:50 - 1:35) |
| 活動項目 | 1. 課外活動<br>2. 認識中華文化  | 體育訓練                  | 數學小組輔導                 |

以上計劃由 2018 年 9 月 17 日（星期一）開始，有關同學必需依時參與。

## 10. 學生紀律及訓導事宜

學生必須嚴守紀律，遵從校規。同學在校期間必須關掉及不得使用手提電話。有關攜帶手提電話詳情，請參閱並簽妥學生手冊第八頁。有關校規及獎懲制度的細節，請參閱英文版附錄 3a, 3b 及 3c。

本校一向重視各同學的行為操守，如他們觸犯校規，而被記缺點、小過或大過，校方將會發出家長信以通知各位。由本學年開始，有關違規紀錄通知信的發出，將會有下列的安排：

如同學被記缺點，家長可選擇以下其中一種收信方法：

1. 班主任將「違規紀錄通知信」先交予同學，再由他們轉交給家長，家長簽署回條後請交回班主任。
2. 家長親身到校領取「違規紀錄通知信」。

有關領取「違規紀錄通知信」的方法，煩請賜覆。

## 11. 沉痛宣布

本校圖書館主任陸幸施老師不幸於二零一八年八月十七日因病與世長辭，本校全體教職員深感惋惜和難過。陸老師盡心教學，關顧學生的品德和學業，對促進和推廣學生閱讀，不遺餘力。對她的離世，老師和同學們皆沉痛哀悼。本校危機處理組、教育心理學家、學校社工及老師即時為有需要的學生提供輔導，本校亦會設悼念角，讓學生表達感受。請各家長在這段期間多留意貴子弟的表現，細心聆聽他們的傾訴，並給予適切的安慰和勸勉。如需要向校方尋求協助，請聯絡貴子弟的班主任，或本校輔導主任葉麗芬老師及學校社工王安怡姑娘(電話：25761871)。

煩請於二零一八年九月五日將有關回條、學生健康狀況申報表及費用交回各班班主任，多謝合作。





SIR ELLIS KADOORIE SECONDARY SCHOOL (WEST KOWLOON)

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

Dear Principal,

The content of your letter about the application for the “**Hong Kong Jockey Club Life-wide Learning Fund**” 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「賽馬會全方位學習基金」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.)



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**REPLY SLIP 2, Parents' Letter No.1**

**Parental Consent to Students' Attending P.E. Lessons & Health Condition of Students (2018/19)**

**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 2018/2019. (# 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**

**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

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)

- 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.)
- 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

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，<br>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           |      |      |
|              | 羊癇症          |      |      |
|              | 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：\_\_\_\_\_



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 3, Parents' Letter No.1**

**Parents' Letter No. 1 & Letters issued for Disciplinary Measures**

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

I acknowledge receipt of Parents' Letter No. 1 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 (第一號家長信)**

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。

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:**

- (i) 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。
- (ii) 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。
- (iii) 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。
- (iv) 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。
- (v) 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。
- (vi) 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   | To be confirmed                      | \$70                      | \$101.7               | \$6.5           | \$178.2      |
| Urdu Group    |                                      | \$70                      | \$97.2                | \$6.5           | \$173.7      |
| French Group  |                                      | \$70                      | \$97.4                | \$6.5           | \$173.9      |
| Spanish Group |                                      | \$70                      | \$97.4                | \$6.5           | \$173.9      |
| Chinese Group |                                      | \$70                      | \$102.0               | \$6.5           | \$178.5      |

**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   | To be confirmed                      | \$70                      | \$101.7               | \$6.5           | \$178.2      |
| Urdu Group    |                                      | \$70                      | \$97.2                | \$6.5           | \$173.7      |
| French Group  |                                      | \$70                      | \$97.4                | \$6.5           | \$173.9      |
| Spanish Group |                                      | \$70                      | \$97.4                | \$6.5           | \$173.9      |
| Chinese Group |                                      | \$70                      | \$102.0               | \$6.5           | \$178.5      |

**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   | To be confirmed                      | \$70                      | \$103.1               | \$6.5           | \$179.6      |
| Urdu Group    |                                      | \$70                      | \$98.6                | \$6.5           | \$175.1      |
| French Group  |                                      | \$70                      | \$98.8                | \$6.5           | \$175.3      |
| Spanish Group |                                      | \$70                      | \$98.8                | \$6.5           | \$175.3      |
| Chinese Group |                                      | \$70                      | \$103.4               | \$6.5           | \$179.9      |

**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. | To be confirmed                      | \$70                      | \$73                                 | \$95.7                | \$6.5           | \$245.2      |
| NCS Chi. & Urdu Gp.  |                                      | \$70                      | \$73                                 | \$97.7                | \$6.5           | \$247.2      |
| Chinese Group        |                                      | \$70                      | \$73                                 | \$98.3                | \$6.5           | \$247.8      |
| NCS Chinese Group    |                                      | \$70                      | \$73                                 | \$93.7                | \$6.5           | \$243.2      |

**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. | To be confirmed                      | \$70                      | \$73                                 | \$95.7                | \$6.5           | \$245.2      |
| NCS Chi. & Urdu Gp.  |                                      | \$70                      | \$73                                 | \$97.7                | \$6.5           | \$247.2      |
| Chinese Group        |                                      | \$70                      | \$73                                 | \$66.3                | \$6.5           | \$215.8      |
| NCS Chinese Group    |                                      | \$70                      | \$73                                 | \$93.7                | \$6.5           | \$243.2      |

**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. | To be confirmed | \$70                      | \$143          | \$79.7                | \$6.5           | \$299.2      |
| NCS Chi. & Urdu Gp.  |                 | \$70                      | \$143          | \$81.7                | \$6.5           | \$301.2      |
| Chinese Group        |                 | \$70                      | \$143          | \$66.3                | \$6.5           | \$285.8      |
| NCS Chinese Group    |                 | \$70                      | \$143          | \$77.7                | \$6.5           | \$297.2      |



## 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.8 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<br>(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.  |

