



Parents' Letter No. 2

17 September 2024

Dear Parents/Guardians,

Student Grant 2024/25, Principal's Meeting with Parents, List of Class Teachers and Assistant Class Teachers, and Handling Complaints Policy

Please be informed of the following matters:

1. Student Grant 2024/25

A one-off student grant of \$2,500 will be provided in the 2024/25 school year for each secondary day-school student to alleviate parents' financial burden in defraying education expenses. The student grant is 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)*

Starting from the 2024/25 school year, electronic submission (e-submission) of student grant applications will be expanded to private schools and kindergartens, covering all school types. Parents can apply for the grant for all eligible students by e-submission. To cater for the needs of individual parents, apart from making e-submission, parents can still opt to fill out the paper application form and submit it to the school for further processing. However, *only one application, either in electronic form (e-form) or paper form, can be submitted for each eligible student.*

E-Submission of Applications

Applicants must have an "iAM Smart+" account with a digital signing function. They may log in to the online service of "e-Submission of Student Grant Applications" via the "iAM Smart" App direct, or click the link (<https://stgsesweb.edb.gov.hk/>) to log in to the e-platform to submit e-applications.



The e-platform will open at 6:00 a.m. on 13 September 2024 and close after 11:59 p.m. on 2 October 2024. For more information on e-submission, please refer to the Parent's Guide.



Paper Applications

EDB will distribute the "Student Grant" paper application forms via schools starting from **9 October 2024**. Parents must complete the paper application forms and return to school through class teacher on or before **15 October 2024**.

2. Principal's Meeting with Parents

The Principal's First Meeting with Parents will be jointly hosted by the school and the PTA. During the meeting, parents will be able to find out more about our school. The details of the First Principal's Meeting with Parents are as follows.

Date: 27/09/2024 (Friday)

Time: 16:30 - 17:30

Venue: School Hall

Programme:

1. Welcome Speech
2. School events
3. eClass app /Alipay app
4. PTA Annual General Meeting
5. Parents' sharing
6. Q & A Session



As a parent/guardian of the school, you are cordially invited to attend this meeting. Please scan the QR code to complete the Google Form by Wednesday 25 September 2024.

<https://forms.gle/FcwdQHV4U81aYemaA>

3. List of Class Teachers and Assistant Class Teachers

Please be notified that a list of the class teachers and assistant class teachers of each class is available from our school homepage (<http://www.seksswk.edu.hk> → Our Staff) for your easy reference.

4. 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.

Yours faithfully,


LEE Tung-ching
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）
二零二四至二零二五年度
第二號家長信撮要(詳情請參閱英文版)

2024年9月17日

(1) 有關在2024/25學年為日校學生提供學生津貼的安排

於2024/25學年在日校就讀的中學生將獲一次性的2,500元學生津貼，以減輕家長在教育支出方面的財政負擔。有關學生津貼不設資產審查。所有於申請日在香港提供本地或非本地課程的中學日校就讀的學生皆可獲得有關津貼，(但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。)

由2024/25學年起，教育局將學生津貼電子申請推展至私立學校和幼稚園，即涵蓋所有類別的學校，家長可以為所有合資格的學生遞交電子申請。為照顧不同家長的需要，除遞交電子申請外，家長亦可將填妥的紙本申請表格交回學校辦理，惟每名合資格學生只可透過電子或紙本方式遞交一份申請。

電子申請

申請人必須持有具數碼簽署功能的「智方便+」戶口，經「智方便」應用程式直接登入「學生津貼電子申請」網上服務；或點擊連結 (<https://stgsesweb.edb.gov.hk/>) 登入電子申請平台遞交電子申請。

電子平台將於2024年9月13日上午6時正啟用，並於2024年10月2日晚上11時59分後關閉。如欲了解更多電子申請的資訊，請參閱家長指南。



紙本申請

教育局於2024年10月9日起會透過學校派發學生津貼紙本申請表格。請家長填妥「學生津貼」紙本申請表格，並於2024年10月15日或以前交回班主任，以便學校按教育局的申請程序處理。

(2) 第一次「校長與家長交流會」

為了讓家長更能了解本校，本校與家長教師會合辦「校長與家長交流會」。第一次交流會詳情如下：

日期：2024年9月27日（星期五）

時間：下午四時半至五時半

地點：學校禮堂

程序：

1. 歡迎辭
2. 學校活動
3. eClass 家長應用程式/支付寶應用程式
4. 家長教師會年度會員大會
5. 家長分享
6. 答問環節



誠邀各位家長/監護人參加這次交流會。請掃描二維碼填妥回條，截止日期為2024年9月25日（星期三）。

<https://forms.gle/FcwdQHV4U81aYemaA>

(3) 各班班主任及助理班主任名單

校方已將各班班主任及助理班主任的名單上載到學校網頁（<http://www.seksswk.edu.hk> → Our Staff），歡迎家長隨時瀏覽。

(4) 校本投訴機制

為追求卓越效率，增進問責透明，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，並在適當時間內儘早作出回應。有關的投訴指引已上載於本校網頁以供參考。

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。