



July 10, 2024

Dear Parents,

### School Opening for the 2024-2025 Academic Year

The current school year is about to end. The summer holiday for our school will be from Monday, July 15, 2024 to Saturday, August 31, 2024. Please note the following important information:

- Promotion and Retention:** The list of students being promoted or retained for the next academic year will be determined based on their overall performance, attendance, and conduct throughout the current year, reviewed and decided upon by all teachers in the grade promotion / retention meeting. Please notify the school by writing a letter as soon as possible if a student has other plans, and kindly complete the relevant procedures.
- Summer Tutorials and Activities:** Before attending any summer tutorials or activities, parents are required to sign the notice issued by the school. Students must wear the proper summer school uniform (or as specified by the teacher-in-charge). Students are required to use their student ID to clock in at the lobby entrance, and clock out upon completion of the activities. If students forget to bring along their student ID, they should sign in and out at the counter. As the school will be undergoing renovation works during the summer, students attending summer tutorials or activities are advised to follow the safety instructions posted in the lobby to prevent any accidents.
- Textbook Purchase:** The report cards and booklist for the next academic year will be distributed on July 10, 2024 (Wednesday), the day of Year-end Completion Ceremony. The "Sup Retail (Hong Kong) Limited" bookstore offers a 10% discount for in-school textbook sales and a 5% discount for purchases at their physical store locations. Parents are free to purchase textbooks or reference books from other bookstores. **If students**

Class	S1 to S2	S2 to S3	S3 to S4	S4 to S5	S5 to S6
Online Order Deadline	17 July (Wed)	17 July (Wed)	7 Aug (Wed)	17 July (Wed)	17 July (Wed)

**need to place a textbook order, please do so through the online platform before the specified deadline:**

- School Uniform Purchase:** Starting from academic year 2021-2022, the uniform styles for all secondary schools under The Lok Sin Tong Benevolent Society Kowloon have been standardized. The school uniform supplier for our school is Wa Fung Uniform Company, whose retail store is located at 52 Cheung Sha Wan Road, Prince Edward, Kowloon (Exit E of Prince Edward MTR Station), with the telephone number 2749 9932. If you need to order school uniforms, please contact the uniform supplier directly. All students from S1 to S4 are required to wear the new school uniform, while students from S5 to S6 can choose to wear either the new or the old school uniform.



5. **School Library Opening Hours:** The school library will be open from July 15-19, July 22, July 29, August 5-8, August 12, August 19-23, and August 26-30, from 8:00 am to 3:00 pm. Students are welcome to visit the library to borrow books or do self-study.
6. **Elective Subject List:** The list of elective subjects for Secondary 3 students advancing to Secondary 4 will be released on the school website at 12:00 noon on July 31. Once a student has been assigned to an elective subject group approved by the school, they must study the corresponding subjects and cannot make changes arbitrarily.
7. **Class Allocation List:** The class allocation list for each form will be released on the school website at 2:00 pm on August 31.
8. **Good Use of Summer Break:** During the summer holiday, please encourage your child to make good use of their time by focusing on revision and further learning. They can also participate in summer activities that are beneficial for their physical and mental well-being. Please also pay attention to students' social circles and outdoor activities to prevent them from making undesirable friends or developing unhealthy habits.
9. **Summer Assignment:** Please ensure students complete all summer assignment as instructed by their teachers, and submit the work to the respective teachers.
10. **Proper Student Image:** Before the new school term starts, students should groom themselves properly and ensure that their school uniforms are complete and well-fitted (For example, girls' skirts should be knee-length, and boys should wear belts). The color, length, and style of their hair should also comply with the school's requirements. Parents can refer to the "Ideal Student Image" (you can scan the QR code on the right) to assist their children in maintaining a modest appearance. After school begins, the school will conduct comprehensive inspections of students' attire and grooming, and students who demonstrate excellent compliance will be commended.
11. **First Day of School:** The first day of the 2024-2025 school year is Monday, September 2nd. Students must return to school by 8:05 am, wearing the proper summer school uniform. They are required to report to their homeroom teachers. Students do not need to bring textbooks on the first day, but should prepare their school bags, stationery, and paper for use. The dismissal time on the first day is 11:00 am. After dismissal, new arrival students have to attend an orientation session, which will last approximately 30 minutes.





12. **Adaptation Day and Official Start of Classes:** September 3rd (Tuesday) will be the Adaptation Day for the new school year, with classes running from 8:05 am to 12:00 pm. Starting from September 4th (Wednesday), the school will resume normal full-day classes. The timetable for each class will be distributed on the first day of school.

13. **Registration Fees and Miscellaneous Charges:** Students must pay the following fees on Tuesday, September 3, either in cash or by cheque (Payable to: Lok Sin Tong Wong Chung Ming Secondary School Incorporated Management Committee).

	S1	S1 to S2	S2 to S3	S3 to S4	S4 to S5	S5 to S6
Non-standard item charges <sup>Note 1</sup>	270	270	270	270	270	270
Tuition Fee <sup>Note 2</sup>	-	-	-	155	155	310
Parent-Teacher Association Fee	30	30	30	30	30	30
Exercise book Fee	127.7	127.5	128.8	85.1	85.1	71.9
Club/Society Fee	10	10	10	10	10	10
Student Union Fee	15	15	15	15	15	15
Graduation Activity Fee	-	-	-	-	-	150
Class Association Fee	7.3	7.5	6.2	4.9	4.9	3.1
<b>Total Amount (\$)</b>	<b>460</b>	<b>460</b>	<b>460</b>	<b>570</b>	<b>570</b>	<b>860</b>

Note 1: Non-standard fee items include the maintenance fees for classroom computers and the photocopying fees for student handouts.

Note 2: For Secondary 4 to Secondary 6 students, the annual miscellaneous fee approved by the Education Bureau is \$310. Secondary 4 and Secondary 5 students need to pay the fee in two installments of \$155 each, while Secondary 6 students need to pay the full \$310 in one lump sum. (According to Education Bureau Circular No. 6/2008 on the Arrangements for Tuition Fees and Miscellaneous Fees, the "Guidelines on Collection of Miscellaneous Fees" have been uploaded to the Education Bureau website at <https://reurl.cc/b21Wd3>)

14. **Preparing Photographs:** Students promoting to Secondary 6 must prepare two passport-sized photographs (3cm x 4cm) for the registration of the Hong Kong Diploma of Secondary Education Examination (HKDSE). The photographs must be recent headshot portraits of the students wearing their school uniform (with the school badge visible).

Please note the above and parents are welcome to contact the school office at 2382 0002 if there are any questions.

Yours faithfully,



CHUI Sze-Ming  
Principal

Lok Sin Tong Wong Chung Ming Secondary School