



2 Sep 2024

Dear parents,

School Opening Affairs and Reminders

As the summer holidays come to an end, our students are returning to school. Given the numerous school opening affairs and reminders, our school has issued this notice along with the attachments for your reference and handling of the relevant matters.

1. September 3 (Tuesday) will be the Orientation Day for the new school year, students are required to come from 8:05 am to 12:00 pm that day. Regular classes will commence from September 4 (Wednesday), and the class timetables for each class have been distributed on the first day of school.
2. Each student will receive a new version of the Student Handbook, which details the school's expectations for students, school life guidelines, assessment policies, and code of conduct. Parents should review this with their children and ensure they comply with the various rules.
3. All Form 1 students are required to have lunch at school and pre-order lunch boxes from the tuckshop. After completing the monthly menu with the student, parents can make the payment at any East Asia Bank or 7-Eleven convenience store, and submit the menu and receipt to the class teacher. Students living near the school who wish to have lunch at home can submit an application to the school for consideration.
4. The school has arranged for a professional photography company to take group and individual photos on September 20 (Friday). Students should return to school in their proper summer uniform and be neatly groomed. Students can freely order personal ID photos (1.5 x 2 inches) at the cost of \$20 (a dozen) or \$30 (2 dozen). Students should bring exact change as no change will be provided.
5. The attachments to this notice include: (1) Strengthening home-school communication; (2) Matters related to lateness, early dismissal, and leave of absence; (3) Charges for non-standard items, tuition fees, and miscellaneous fees; and (4) Other matters.

Please review the above information carefully. Sign the acknowledgment slip below and advise students to return it to the class teacher by September 6 (Friday) for filing. If you have any inquiries, please feel free to contact the class teacher at 2382 0002.

Best Wishes,



CHUI Sze-ming

Principal

Lok Sin Tong Wong Chung Ming Secondary School

【Reply Slip】

[Please submit to class teacher on or before 6 Sep (Fri)]

Dear Principal,

I have carefully read this circular and the attachments, and I am aware of and understand the contents. I will cooperate with the school to handle the relevant matters accordingly.

Parent's Signature : _____

Student's Name : _____

Class (N.o.) : _____ ()

_____ Sep 2024



Attachment 1

Strengthening Home-School Cooperation and Communication

At the beginning of the new school year, congratulations on your child's entry into a new stage of learning. We hope that through close collaboration between home and school, your child's performance in academics, conduct, activities, and services will reach new heights, laying a solid foundation for future development.

The school cares deeply about students' growth and values communication with parents. We provide the following means of contact:

1. **Parent Notices:** The school usually issues school-wide parent notices on Tuesdays *, including both e-notices and printed notices. Parents should regularly check these notices and sign them. (**Parent notices will mainly be distributed through eClass. Please pay attention.*)
2. **School Website:** Parents can visit our school website at <https://www.lstwcm.edu.hk>. The website is regularly updated with the latest school news, parent notices, and activity photos.
3. **Student Handbook:** Parents can use the "Home-School Communication" section in the Student Handbook to communicate with the school.
4. **Mobile Application:** Parents can receive instant messages and e-notices from the school through the eClass mobile application. They can also electronically sign those notices and make payments.
5. **Telephone Contact:** Parents can call the school during office hours (telephone number: 23820002) to report their child's absence, inquire about information, or contact teachers.
6. **Parent Meetings:** The school holds parent nights and parent days every year, providing opportunities for parents to meet with homeroom teachers. When necessary, homeroom teachers or social workers may invite parents for face-to-face meetings. Parents can also proactively make appointments to meet with teachers and social workers.
7. **Email:** The school welcomes parents to provide feedback and communicate with the principal or other teachers via email.
 - Principal's email: principal@lstwcm.edu.hk
 - Other teachers' email: contact@lstwcm.edu.hk
8. **Other Gatherings:** The school occasionally organizes parent gatherings, parent seminars, and various activities facilitated by the Parent-Teacher Association to promote communication between parents and teachers.

The school encourages parents to utilize the above methods to maintain contact with the school, homeroom teachers, subject teachers, or social workers. We also hope that parents can find time amidst their busy schedules to come and understand the school's situation and work together to enhance students' holistic development. With the new school year approaching, please read the revised version of the Student Handbook with your child, conduct regular checks, and encourage them to strive for academic excellence.



Regarding Late Comers, Early leave, and Leave of Absence Matters

1. Our school requires students to return to school premises and attend classes on time every day, as punctuality is a fundamental responsibility of students. Students should not take leave casually unless absolutely necessary. The following are key points regarding the handling of late comers, applications for early leave, personal leave, or sick leave:

Matters	Process / Procedures
Late	<ul style="list-style-type: none">• Students arriving at school after 8:05 AM will be considered late.• If the time exceeds half of the morning (or afternoon) school time, it may be treated as an absence for the morning (or afternoon) session.• In cases where students frequently or significantly exceed the designated school time (e.g., exceeding one session), the school may arrange for the student to stay after school for counseling and will notify parents on the same day.
Early Leave	<ul style="list-style-type: none">• If a student needs to leave early due to certain circumstances (e.g., a follow-up medical appointment), they must submit a leave request letter in advance. Only with the school's approval can they fill out an "Early Departure Certificate" and leave the premises.• Under normal circumstances, junior secondary students should wait for their parents to arrive at the school before leaving.• In the case of early leave due to illness, students must obtain approval from the school and leave in the presence of their parents.• All students leaving early must submit the leave request letter upon their return to school.
Personal Leave	<ul style="list-style-type: none">• If a student needs to take personal leave, they must submit a leave request letter to the school three days in advance, providing detailed reasons for the absence. The school will decide whether to approve the request based on the actual circumstances.• In case of an emergency where advance notice is not possible, parents should also call the school to inform them. The student must complete the leave procedures within three working days after returning to school. Failure to do so may be treated as unauthorized absence and result in disciplinary action.
Sick Leave	<ul style="list-style-type: none">• If a student needs to take sick leave, parents are required to call the school office between 7:30 AM and 8:30 AM on the same day to report the absence.• For sick leave lasting two days or more, in addition to the leave request letter, a medical certificate must also be provided.• Students must complete the leave procedures within three working days after returning to school. If students fail to follow the specified procedures and requirements for leave without providing a valid explanation, it may be treated as unauthorized absence and result in disciplinary action.



2. Secondary 1 and Secondary 2 students are required to have lunch in school premises. If a student is taking leave, parents must notify the school and the tuck shop before 8:30 AM on the same day, so that the tuck shop can arrange for a refund of the prepaid meal.
3. Students must achieve an attendance rate of 80% or above throughout the year to be eligible for promotion to the next grade. If a Secondary 6 student's attendance rate falls below the standard, they may not be awarded a graduation certificate. Consistency in learning is crucial, and sporadic attendance can significantly impact a student's progress. The school places great importance on students' sense of responsibility towards their education and expects parents to cooperate and jointly supervise their children.
4. Parents are encouraged to motivate their children to cherish learning opportunities and not to permit or even condone casual leave-taking. Parents should also not allow their children to write leave request letters on their own. Since leave request letters are important official documents, they must be personally composed by parents.



Registration Fees and Miscellaneous Charges

	S1	S1 to S2	S2 to S3	S3 to S4	S4 to S5	S5 to S6
Non-standard item charges ^{Note 1}	270	270	270	270	270	270
Tuition Fee ^{Note 2}	-	-	-	155	155	310
Parent-Teacher Association Fee	30	30	30	30	30	30
Exercise Books	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
Total Amount(\$)	460	460	460	570	570	860

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>)



Other Matters

1. Students should not bring items unrelated to classroom learning back to school.

- Our school promotes a simple and austere campus culture and does not encourage students to bring items unrelated to classroom learning back to school. This is to ensure that students can focus on their classes without distractions.
- Parents are kindly advised to remind their children not to bring items unrelated to classroom learning back to school, such as unauthorized accessories, books, and electronic devices. If students violate the above regulations, the school reserves the right to temporarily retain such items and require parents to collect them. The school will not be responsible for any damage to the items.

2. Information on Elective Subjects for Form 3 to Form 4 Transition

- Available Elective Subjects for Form 4:

X1	Biology	Physics	Chinese History	Design and Technology,	Tourism	Business Management	Health Management
X2	Chemistry	Geography	History	Visual Arts	Information Technology	Economics	Physical Education

- **Allocation Criteria:** Our school will prioritize the allocation of elective subjects based on the overall average scores of each Form 3 student at the end of the academic year. The schedule for subject selection will be announced after the start of the new school year, and students and parents are encouraged to pay attention to the relevant information.

3. Student Personal Accident Insurance

- In addition to the comprehensive insurance plan provided by the government for the school, the school has also purchased "Student Personal Accident Insurance" from an insurance company to provide additional personal insurance coverage for our students.
- If your child is injured in an accident while participating in school activities and needs to file a claim with the insurance company, please notify the school in writing within one week of the accident and submit the relevant documents. Failure to do so may hinder the processing of the claim and affect the decision regarding compensation.