



Letter to Parents No. 1 – 2023/24

Dear Parents/ Guardians,

2023/24 September Notice

To have a better understanding of our school's measures and facilitate home-school co-operation, parents please read the following circulars in detail:

- a. Guidance Notes for Parents 2023/24
- b. School Calendar 2023/24
- c. Special Timetable for the first TWO DAYS of School Year 2023/24
- d. Conduct Grade Assessment Policy
- e. Supplementary Information on School Rules
- f. Arrangement for Late Homework Submission
- g. Exercise Book Fees
- h. Miscellaneous Fees
- i. Student Association Membership Fee (S1 Only)
- j. Student Health Survey & Medical History of Student
- k. Adverse Weather Arrangements
- l. "One Student - One Uniform Group" Scheme
- m. Permission for Posting Photos/Videos
- n. eNotice
- o. Student Health Service
- p. 2023/24 Seasonal Influenza Vaccination School Outreach (Free of Charge) Programme – Secondary School Outreach & eHealth
- q. Blood Donation Day (S4 to S6 Only)
- r. Library Online Reading Platform Activation

The reply slip should be duly completed on or before 4.9.2023 (Monday).



Yours faithfully,

IU Kok-Kin
Principal

The notice will be uploaded to our school website for your reference.

1.9.2023

a. Guidance Notes for Parents 2023/24

1. School Hours

In order to meet the needs of students' learning, the lesson hours of this school year are as follows:

A.M. Session	8:15 a.m. – 12:40 p.m.
Lunch Time	12:40 p.m. – 1:55 p.m.
P.M. Session	1:55 p.m. – 3:45 p.m. (Some senior classes would have the 10 th period, from 3:55 p.m. to 4:30 p.m.) (S.1 and S.2 students would stay at school for revision and doing homework until 4:30 p.m. every Tuesday and Thursday with effective from 12.9.2023, Tuesday.)

Please refer to the Student's Handbook. To improve students' academic performances, the school may arrange after-school supplementary classes or extra-curricular activities (Applicable to whole-day schooling). Parents please arrange other after-school activities for students at or after 5:00 pm..

2. Precautionary Measures against upper respiratory tract infection and communicable diseases in school

Co-operation from parents and students are crucial and essential to maintain a clean and safe environment in the school. We call on your support to step up environmental hygiene in the household, and, on top of that, implement the following measures strictly:

- Take your child's temperature before he/she goes to school every day. Pay attention to the health condition of your child. He/She should stay away from school and consult a doctor immediately if symptom, especially fever, is detected. Since body temperature (surface temperature in particular) is more susceptible to changes in the surroundings, parents should take the daily temperature for each child by using the same method at around the same time of the day to minimise variation caused by different measurement methods or environment. If oral thermometer is used, temperature not higher than 37.5°C is considered normal.
- Parents should inform the school (☎ 2476 2357) in the morning if students have symptoms of cough, shortness of breath, breathing difficulty and sore throat, or need to stay in the hospital.
- Students with fever and upper respiratory tract infection symptoms should wear masks and seek medical advice as soon as possible. Students should take the sick leave instructed by the doctor, or stay at least 2 days after the symptoms disappear (whichever is longer) before returning to school and resuming classes.

In order to protect the health of students and prevent infectious diseases, we must remain vigilant at all times and strengthen personal hygiene and environmental cleanliness. The support of parents plays a vital role. Parents should remind your children to pay attention to personal hygiene and implement all measures to prevent infectious diseases.

Yuen Long Public Secondary School
School Calendar (5-Day Week) 2023/24

	Week	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Student Version
September 2023	1					1 ^	2	3	1/9 New School Year Begins 1/9 New School Year Arrangement
	2	4 ^	5	6	7	8 ^	9	10	4/9 New School Year Arrangement 8/9 SA AGM
	3	11	12	13 ^	14	15	16	17	13/9 Joint Inauguration of Student Leaders
	4	18	19	20	21	22	23	24	
	5	25	26	27	28	29	30 P		30/9 The day following the Chinese Mid-Autumn Festival
October 2023	6	2 P	3 ^	4	5	6 ^	7	8	1/10 National Day 2/10 The day following National Day 3/10 Special Arrangement - Day 1 6/10 Swimming Gala 13/10 PTA AGM cum S1 Parents' Day
	7	9	10	11	12	13 ^	14	15	19/10 Blood Donation Day 19/10 Special Arrangement - Day 5 20/10 1st Staff Development Day (School Holiday)
	8	16	17	18	19	20 ^	21 S	22	23/10 Chung Yeung Festival 25/10 Special Arrangement - Day 1 26/10-1/11 S1-S6 1st Term Uniform Test
	9	23 P	24	25 ^	26 +	27 +	28	29	
	10	30 +	31 +						
	November 2023	11	6	7	8 +	9 ^	10 ^	11	12
12		13	14	15	16	17 ^	18	19	
13		20	21	22	23	24	25	26	
14		27 ^	28 ^	29 ^	30 ^				27/11-1/12 ESTP Camp
December 2023		15	4	5	6	7	8 ^	9 ^	10
	16	11	12	13 ^	14 ^	15 ^	16	17	
	17	18	19	20 ^	21 ^	22 ^	23	24	
	18	25 P	26 P	27	28	29	30	31	
	January 2024	19	1 P	2	3	4	5 ^	6 #	7
20		8 #	9 #	10 #	11 #	12 #	13 #	14	
21		15 #	16 S	17 #	18 #	19 #	20 #	21	16/1 Teacher Symposium 2024 (School Holiday)
22		22 #	23 #	24 ^	25 ^	26 ^	27	28	24/1-26/1 Exam Paper Discussion
23		29 ^	30	31					29/1 2nd Term Begins

+ Uniform Tests
^ Special Events
Examinations

School Holidays
P Public Holidays
S Staff Development Day

Assembly : Tuesday (1st Term)
Thursday (2nd Term)

	Week	Mon	Tue	Wed	Thu	Fri	Sat	Sun	
February 2024	23				1	2	3	4	
	24	5	6	7	8	9	10	11	5/2-17/2 Lunar New Year Holiday
	25	12	13	14	15	16	17	18	
	26	19	20	21	22	23	24	25	22/2 Last School Day for S6 23/2 2nd Edutainment@YLPSS-Learning Experience Day
	27	26	27	28	29				26/2-27/2 Sports Days 28/2 Parents' Day (Whole School)
March 2024	28	4	5	6	7	8	9	10	2/3 S1 Admission Interview
	29	11	12	13	14	15	16	17	9/3 Alumni Day
	30	18	19	20	21	22	23	24	14/3 - 15/3 Art Move Days
	31	25	26	27	28	29	30	31	20/3-26/3 S1-S5 2nd Term Uniform Test
		25	26	27	28	29	30	31	27/3-6/4 Easter Holiday
April 2024	32	1	2	3	4	5	6	7	4/4 Ching Ming Festival
	33	8	9	10	11	12	13	14	11/4 HKDSE Chinese Language 12/4-13/4 HKDSE English Language
	34	15	16	17	18	19	20	21	15/4 HKDSE Mathematics 16/4 HKDSE Citizenship & Social Development
	35	22	23	24	25	26	27	28	23/4-24/4 TSA Speaking Assessments
	36	29	30						
May 2024	37	6	7	8	9	10	11	12	1/5 Labour Day 3/5 Special Day Arrangement - Day 3
	38	13	14	15	16	17	18	19	15/5 The Birthday of the Buddha 16/5 Special Day Arrangement - Day 3
	39	20	21	22	23	24	25	26	
	40	27	28	29	30	31			
June 2024	41	3	4	5	6	7	8	9	
	42	10	11	12	13	14	15	16	10/6 Tuen Ng Festival 11/6 3rd Staff Development Day (School Holiday)
	43	17	18	19	20	21	22	23	12/6-27/6 S1-S5 Yearly Exam 19/6-20/6 TSA Written Exam
	44	24	25	26	27	28	29	30	28/6-3/7 Exam Paper Discussion 28/6 S6 Graduation Ceremony
July 2024	45	1	2	3	4	5	6	7	1/7 HKSAR Establishment Day 4/7-12/7 KLA Learning Days
	46	8	9	10	11	12	13	14	
	47	15	16	17	18	19	20	21	11/7-12/7 S1 Registration 15/7 End of School Year Ceremony 16/7 Pre-S1 Attainment Test
	48	22	23	24	25	26	27	28	16/7-31/8 Summer Vacation 16/7-22/7 S5 Summer Enhancement Programme 17/7 Release of HKDSE Results
	49	29	30	31					

c. Special Timetable for the first TWO DAYS of School Year 2023/24

Date Time	1.9.2023 (Friday)	
8:15 a.m.	Preparatory Bell	
8:20 a.m. - 9:40 a.m.	S1 - S3	S4 - S6
	Flag-raising Ceremony & Assembly (Hall)	Class Period (Homeroom)
9:40 a.m. - 9:55 a.m.	Recess	
9:55 a.m. - 11:15 a.m.	S1 - S3	S4 - S6
	Class Period (Homeroom)	Flag-raising Ceremony & Assembly (Hall)
11:15 a.m. - 12:00 n.n.	S1	S2 - S6
	S1 Induction (Homeroom)	Class Period (Homeroom)
12:00 n.n. - 12:15 p.m.	Recess	
12:15 p.m. - 1:00 p.m.	S1	
	S1 Induction (Homeroom)	

Date Time	4.9.2023 (Monday)		
8:15 a.m.	Preparatory Bell		
8:20 a.m. - 8:40 a.m.	Roll Call & Class Period (Homeroom)		
8:40 a.m. - 9:25 a.m.	S1	S2 - S3	S4 - S6
	Class Period (Homeroom)	Assembly (Hall)	Class Period (Homeroom)
9:25 a.m. - 9:40 a.m.	Recess		
9:40 a.m. - 10:25 a.m.	S1	S2 - S3	S4 - S6
	S1 Induction (Homeroom)	Class Period (Homeroom)	Assembly (Hall)
10:25 a.m. - 11:10 a.m.	S1	S2 - S6	
	S1 Induction (Homeroom)	Class Period (Homeroom)	
11:10 a.m. - 12:25 p.m.	Lunch		
12:25 p.m.	Preparatory Bell		
12:30 p.m. - 12:45 p.m.	Roll Call & Class Period (Homeroom)		
12:45 p.m. - 1:45 p.m.	House Meeting	Class Period	
	Yuen House (Covered Playground) Long House (Hall)	(Homeroom)	
1:45 p.m. - 2:45 p.m.	Class Period	House Meeting	
	(Homeroom)	Middle House (Covered Playground) School House (Hall)	

d. Conduct Grade Assessment Policy

Aiming to reinforce students' self-discipline, self-reflection, and self-improvement, the Discipline Team encourages students to be kind and refrain from misbehaviour.

The conduct grade assessment system is as follows:

1. **General Performance** 【平時表現分】 30%
2. **Teachers' Assessment** 【上課表現分】 70%

At the beginning of each term, each student is awarded a base **General Performance** conduct score of 100 marks, which is subject to deduction when a student violates any school rule. A student who commits a serious offence may be given a black mark, a minor demerit, a major demerit, or class suspension. In addition, subject teachers will review students' **Teachers' Assessment** conduct marks, taking into account their **performance in lessons**, **learning attitude**, and **homework quality**.

Conduct grades are given half-yearly, assessed in the first term and assessed again in the second term. School-level promotion may be affected by poor conduct grades. To encourage students to right their wrongdoings, a **Self-Redemption Scheme** 【自新計劃】 is available. Students who are willing to improve themselves can participate in the scheme. For details of the scheme, please contact the discipline teachers.

Parents should be reminded to monitor their child's behaviour and encourage their child to comply with school rules so as to foster a good character. For any inquiries, please contact Mr. Lai Tak-wai at 2476 2357.

e. Supplementary Information on School Rules

1. About Safeguarding National Security Law

- (i) Students should not display words or objects involving contents that endanger national security.
- (ii) Students should not conduct any political propaganda activities in school.
- (iii) Students should not form groups in the name of the school to make known their political views and stance.
- (iv) Students should not wear any items that carry political message(s) on campus.

2. The Use of Mobile Devices in School

Supplement and revision of Section (6) of Part B of the School Rules are as follows:

VI. The use of mobile devices in school

1. During school hours, parents may contact students through the General Office at 24762357 in case of an emergency.
2. If the use of mobile devices (mobile phones/tablets) before and after school is considered necessary, parents/guardians must observe the followings:
 - On school campus, the phone must be switched off (vibrating mode is not acceptable).
 - Students may only use their mobile devices (mobile phones/tablets) for learning purposes with the teacher's permission.

Violation of this rule will result in the followings:

- (i) Parents / guardians concerned will have to collect the mobile device in person.
 - (ii) 3 conduct marks will be deducted after the first violation.
 - (iii) Student concerned will be given a Black Mark after a second violation.
 - (iv) A minor demerit will be given after a third violation and for each instance of further violation.
3. Students should keep their mobile devices carefully. If they are lost, please notify the school as soon as possible.
 4. Students are responsible for the safekeeping of their devices. The school will not be held liable for any loss, damage, or theft of students' personal devices.
 5. All records of violations will be counted at the end of each term.

Since the student handbook has not been updated, the relevant part of school rules is listed above. Parents are advised to read and collaborate with the school to improve the learning environment.

3. Uniform & Appearance

To maintain a simple school ethos and create a harmonious learning environment, students must wear plain-colored face masks (**white, light blue, or light green**) without any political messages, decorative designs, or patterns if it is necessary to wear them.

4. Handling Latecomers

Students who arrive at school after 8:15am or 1:55pm will be considered late. A Black Mark will be issued for every 5 late arrivals. Parents will receive regular SMS updates on their child's performance.

Latecomers will be required to attend "**Morning Service**" on the next school day. They must report to the discipline teachers at the main entrance at 7:45am and will be assigned duties. Students who are absent from the service without a valid reason will have 5 conduct marks deducted.

f. Arrangement for Late Homework Submission

Our school is committed to providing an environment for students to develop good learning attitudes and habits. We firmly believe that assignments can help students acquire and consolidate knowledge and let teachers know students' learning progress. Therefore, our school has the following arrangements for the submission of homework:



1. Students will receive **1 Black Mark** for every **5 late homework submissions**.
2. If S. 1 and S.2 students fail to hand in their homework on time, they must **attend the detention class in Room 309 immediately after school on the same day** until they finish the late assignments or 4:30 pm.
3. Late submission of homework is recorded in the first term from 11.9.2023 (Monday) to 19.12.2023 (Tuesday). Late submission of homework is recorded in the second term from 29.1.2024 (Monday) to 5.6.2024 (Wednesday). Late homework submission records in the first term will not be carried forward to the second term.

Parents' assistance plays an important role in implementing the homework policy. In addition to urging your child to complete their homework every day, our school would like to keep close contact with parents. Parents are welcome to contact their student's class teachers or subject teachers. We believe cooperation among parents and teachers can promote students' personal growth.

For enquiries, please contact Ms. FUNG Suk-kam at 2476 2357.

g. Exercise Book Fees

The following list shows the fees of Exercise Books for this school year.

	Small Exercise Book \$1.7	Big Exercise Book \$2.5	Single-line Paper \$2	Square Paper \$2	Student Handbook \$12	Total
S.1 to S.4*	10	6	1	1	1	\$48
* S.1 to S.4 students can purchase the following number of Exercise Books in order to have adequate amount of exercise books. If the students purchase the number of Exercise Books according to their need, please inform Class Teacher by 1/9.						
S.5	Students can purchase the number of Exercise Books according to their needs*, but <u>Student Handbook MUST be purchased.</u> Students please fill in an order of Exercise Books by Google Form at below <u>on or before 11 a.m. in 2/9</u> , and pay the fee (collected by Class Monitor/ Monitress) to the teacher-in-charge.					
S.6	S.5 https://forms.gle/2fHVbzc4kEt1SRoW8				S.6 https://forms.gle/PrZR8QUNf11rLmJc6	
						

For enquiries, please contact Mr. HO Ki-tak, Samuel at 2476 2357.

Note:

1. The next sale of Exercise Books will be held in February 2024.
2. S.1 to S.6 students will receive an envelope for collecting fees. For students who will pay in cash, please fill in the information and put the exact fee into the envelope. **There is no change.**
3. Students can also pay by cheque payable to "Yes Industrial Limited".

h. Miscellaneous Fees

At the beginning of the school year, the school charges fees for students' academic needs and extracurricular activities. The fees payable in this school year are as follow:

Form	Item	Amount (HK\$)
S1 to S6	School-based Management Fund (SBM Fund) \$250	250
S4 to S6	Extra-curricular Activity Fee (ECA Fee)	151

SBM Fund is mainly used in school special project development and school facility improvement. In recent years, our school has been using this fund in perfecting our electronic services, including the Award and Punishment Record on eClass and SMS messages to parents. It also benefits our students by purchasing school supplies. Fees will be collected through the electronic payment system in eClass, parents would be notified in due course.

i. Student Association Membership Fee (S1 Only)

The purpose of Student Association is to cultivate students' sense of responsibility, leadership and cooperation; to promote communication between the school and students; to enhance students' sense of belonging to the school and to strive for the welfare of students. In order to ensure sufficient operating funds to provide various types of activities and services for students at all levels, students should pay \$20 in cash to class teachers on or before 4.9.2023 (Monday). CBS should also pay in cash to class teachers through relatives or friends.

Student Association membership fee is paid once only, S1 repeaters and S2 or above are exempted.

For enquiries, please contact Ms. YUENG Lo-yu at 2476 2357.

j. Student Health Survey & Medical History of Student

Physical Education (PE) sustains its position in the school curriculum as it is "education through the physical" and important for students' whole-person development through providing a wide range of physical activities. Parents need to submit a parent letter and a medical certificate to school if students suffer from heart disease, bone fracture, Bronchial asthma, acute infection etc., We would follow doctors' advice to arrange appropriate amount of physical exertion for students with health problems. If the situation has changed, please contact class teacher as soon as possible. To have a better understanding of students' health, parents may complete attached "Medical History of Student" and "Student Health Confirmation".

For enquiries, please contact Mr. CHEUNG Chi-wan or Ms. YIP Ting-wai at 2476 2357.

Medical History of Student (Sample)

(Restricted - The information provided will only be used for the purpose of the student's health reference)

Part A :

Name of student :	CHAN Siu Ming	Name of Parent/Guardian :	CHAN Tai Ming
Sex :	M	Contact Number :	
Class :	S____()	Emergency Telephone Number :	

Part B : (for the completion of parent/ guardian on voluntary basis)

If the student has ever had the medical condition(s) below, please put a “×” in the appropriate box(es) and give details.

「×」	Name of Disease	Age detected	Details of Disease	Recommended treatment (if applicable)
	G6PD deficiency			
	Bronchial asthma			
	Epilepsy			
	Heart disease			
	Diabetes mellitus			
	Hearing defect			
	Haemophilia			
	Anaemia			
	Other blood disease			
×	Allergy to drugs		Allergy to Aspirin	
	Allergy to vaccines			
	Tuberculosis			
	Minor operation			
	Major operation			
	Others			

Collection of Personal Data

Purpose of Collection:

Personal data collected from your child is only used for handling matters relating to his / her health and safety. Though the provision of such data is done entirely on a voluntary basis, insufficiency of information may make the school unable to have a clear picture of your child's medical history. We may not be able to provide proper assistance to him / her in case of accident.

Access to Personal Data

According to Personal Data (Privacy) Ordinance, you have the right to access and correct the data supplied. Please contact the school if necessary.

Yuen Long Public Secondary School

Medical History of Student

(Restricted - The information provided will only be used for the purpose of the student's health reference)

Part A :

Name of student :		Name of Parent/Guardian :	
Sex :		Contact Number :	
Class :	S____()	Emergency Telephone Number :	

Part B : (for the completion of parent/ guardian on voluntary basis)

1. If the student has ever had the medical condition(s) below, please put a "×" in the appropriate box(es) and give details.

「×」	Name of Disease	Age detected	Details of Disease	Recommended treatment (if applicable)
	G6PD deficiency			
	Bronchial asthma			
	Epilepsy			
	Heart disease			
	Diabetes mellitus			
	Hearing defect			
	Haemophilia			
	Anaemia			
	Other blood disease			
	Allergy to drugs			
	Allergy to vaccines			
	Tuberculosis			
	Minor operation			
	Major operation			
	Others			

2. If the student is considered not suitable for participation in PE lessons or any other type of school activities, please specify and submit a medical certificate for school's reference.

3. Other supplementary information :

I acknowledge the receipt of the following circulars:

- * Completed the Part B of Medical History of Student.
- Not Applicable the Part of Medical History of Student.
- Completed the Recommended treatment (if applicable) of Medical History of Student.

Signature of Parent/Guardian : _____

Name of Parent/Guardian : _____

_____.9.2023

*Please put a ✓ in the appropriate .

Yuen Long Public Secondary School
Student Health Confirmation

To the Principal of Yune Long Public Secondary School,

My Child

- * will participate in Physical Education (PE) lesson and Eextra Curricular Activities (PE).
- will participate in Swimming Gala on 6.10.2023 (Friday).
- will participate in Sport Day on 26.2.2024 (Monday) and 27.2.2024 (Tuesday).
- will apply for exemption from participate in Physical Education (PE) lesson and extra-curricular activities (ECA).
- will provide a medical certificate to the class teacher.

Date of Exemption: From ____ . ____ .20 ____ to ____ . ____ .20 ____

Details of Exemption:

Name of Disease	Details of Disease	Recommended treatment (if applicable)	Remarks

Signature of Parent/Guardian : _____

Name of Parent/Guardian : _____

Name of Student : _____

Class : _____ ()

_____.9.2023

*Please put a ✓ in the appropriate .

k. Adverse Weather Arrangements

According to the guidelines of the Education Bureau, contingency measures under adverse weather made by the school are as follows:

1. If the weather is adverse on a school day, the Education Bureau will issue an announcement **at 6:15 a.m. on the same day**, instructing whether schools will be closed on that day. Parents can obtain information about the suspension arrangements on TV, radio, or the website of the Education Bureau.
2. In case of special circumstances, the Education Bureau may announce the suspension of schools in one or more regions. Students living in these areas do not need to return to school even if they study in a school in another area. (Our school belongs to Yuen Long District.)
3. When adverse weather warning signals are issued during class or when the class is about to start, the following measures apply:

Rainstorm Warning Signal	Corresponding Measures
Amber	School is to operate as usual unless advised otherwise by the Education Bureau. If the Education Bureau does not announce the suspension of classes, parents may consider whether allowing your children to return to school due to the weather or traffic conditions in the area where the students live. A parent letter to the class teacher on the next school day is required.
Red or Black	<p>For students who have set out for school:</p> <p>i. They should consider continuing to go to school or going home based on the road or traffic conditions.</p> <p>ii. For students who have arrived school: According to the announcement of the Education Bureau, classes are to be suspended. The school premises will be open and staffed until proper arrangements are made for students to return home.</p> <ul style="list-style-type: none"> ➤ Students are allowed to return home when the rain subsides, OR ➤ Students will stay at school until accompanied by parents or guardians. <p><i>(If the day of class suspension coincides with school tests or examinations, the affected assessments will be rescheduled while the others will continue to be held as scheduled.)</i></p> <p>iii. If the warning signal is issued during lesson time: Lessons will continue. Students will be allowed (based on the decision made by parents in this letter) to return home when the normal school hours end and under safe conditions.</p>
Tropical Cyclone Warning Signal No.8 or above	The Hong Kong Observatory will usually issue a warning two hours before the Tropical Cyclone Warning Signal No.8 or above is hoisted. After this warning is issued, students may choose to go home by themselves or wait for their parents to pick them up based on the decision made by parents in this letter.

4. If necessary, text messages about the corresponding measures under adverse weather will be sent to parents via the school's message system.

I. 'One Student - One Uniform Group' Schem

To enhance students' self-discipline, team spirit, and social service, our school is promoting the 'One Student - One Uniform Group' scheme. S1 students are required to join one of the school's uniform groups - The Boys' Brigade, Girl Guides, The Hong Kong Road Safety Patrol, Red Cross, Scout or Hong Kong Sea Cadet Corps.

The promotion period for each uniform group is arranged from 1.9.2023 (Friday) and 4.9.2023 (Monday).

All S1 students please scan the QR code below and complete the preference form for 'One Student - One Uniform Group' Scheme on or before 6:00 p.m. on 8.9.2023 (Friday).



<https://forms.gle/6mbnSeJgq7ydVvJS9>

All students are required to participate in all activities and meetings held by their uniform group. Please feel free to Mr Lo Chi Fai by phone at 2476 2357 for any enquiries.

m. Permission for Posting Photos / Videos

See the following sections for the arrangement of posting photos/videos:

To broaden students' horizons, promote their personal growth and whole-person development, we encourage students to get fully engaged in extracurricular activities. We would also invite parents to be involved. Photos and videos will be taken and recorded in these activities to capture precious moments. We may publish or repost these contents on the school website, publications, souvenirs, etc. to other students, alumni, and the public.

In order to demonstrate students' achievements, the Education Bureau will collect students' works relevant to the mainland study tours (including photos, short videos, student reflections, etc.) for educational and promotional purposes.

If you or your child has any enquiries about the above arrangements, please write to the respective class teacher on or before 8.9.2023 (Friday).

n. eNotice

In order to enhance efficiency and construct a sustainable campus, the school uses “eNotice” to let parents check letters to parents and sign reply slips instantly through mobile devices. To ensure that you can receive information issued by the school at once, please install and activate the “eClass Parent App” on your mobile phone and/or tablet and turn on notifications.

If you are unable to sign the “eNotice” by the deadline, you can download the circular on the school website and return to the class teacher after signing it. Or you can fill in the “Correspondence from School and Letter to Parents” in the student’s handbook, indicate the number of the letter to parents and reply on the matter. Please sign and remind your child to submit his/her handbook to their class teacher for record.

If you forget your user ID or password for the “eClass Parent App”, please inform the class teacher by filling in the “Correspondence from School and Letter to Parents” in the student’s handbook to reset your user information.

For enquiries, please contact your class teacher at 2476 2357.

o. Student Health Service

To safeguard the physical and psychological health of students through health promotion and disease prevention services, enabling them to gain the maximum benefit from the education system and develop their full potential, Student Health Service of the Department of Health is inviting students to enroll for annual health assessment. **Yuen Long Student Health Service Centre** is designated for our students and its address is **1/F Yuen Long Jockey Club Health Centre 269 Castle Peak Road, Yuen Long**. Appointments will be arranged from November 2023 to October 2024. Please complete “Application & Consent Forms” from parents/guardians (including those who do not agree to enrol) and return to the school **before 8.9.2023 (Friday)** to facilitate the enrolment exercise.

Should you have any inquiries, please contact Ms. MAN So-shan, Susan at 2476 2357.

p. 2023/24 Seasonal Influenza Vaccination School Outreach (Free of Charge) Programme – Secondary School Outreach & eHealth

Our school has participated in the 2023/24 Seasonal Influenza Vaccination School Outreach (Free of Charge) Programme implemented by the Department of Health on 2.11.2023 (Thursday), Dr. LO Man Kin will send staff to the school for Quadrivalent Inactivated Seasonal Influenza Vaccines injection. The program is coordinated by Dr. LO Man Kin. Parents please return the form on or before 8.9.2023 (Friday).

Please refer to Part I to Part III for Information about Seasonal Influenza Vaccination. **Please kindly fill in Part IV (Consent Form) if consenting to vaccination, OR Part V (Refusal Form) if refusing vaccination. Consent forms filled in both parts at the same time will NOT be accepted.**

eHealth has gradually covered records of vaccinations under different Government Vaccination Schemes. Riding on the invitation to the 2023/24 Seasonal Influenza Vaccination Programme (the SIV Programme), the Department of Health would like to encourage parents and guardians as well as students aged 16 or above to register eHealth for their children or themselves free of charge and voluntarily, with a view to enjoying the benefits, including access to vaccination records via the App to save their time in managing paper vaccination records.

If parents or guardians consent to register for the eHealth, please complete the eHealth Leaflet cum Registration Consent Forms and return it to school **before 8.9.2023 (Friday)**. For enquiries about eHealth, please contact the staff of the eHR RO (Hotline: 3467 6300 Monday to Friday from 9 a.m. to 9 p.m. except public holiday; email: ehr@ehealth.gov.hk).

Should you have any inquiries, please contact Ms. MAN So-shan, Susan at 2476 2357.

q. Blood Donation Day (S4 to S6 Only)

The Blood Donation Day will be held on 19.10.2023 (Thursday). The Hong Kong Red Cross Blood Transfusion Service will send staff to the school to assist students in donating blood.

Giving blood saves lives. The blood you give is a lifeline in an emergency and the most precious gift for people who need long-term treatments. To enable your child to become a more empathetic and altruistic person, please motivate and encourage your child to donate blood to contribute to society and reply if they will participate in Blood Donation Day.

The details of blood donation are as follows:

1. Donors must be 16 years old or above on Blood Donation Day.
2. If donors are aged between 16 and 17 years old, they must obtain consent from parents, submit this eNotice and the “Parent/Guardian Consent To Blood Donation By Minors Aged 16 & 17” which will be distributed through the class teacher later.
3. Students who are 18 years old or above can decide whether or not to donate blood by themselves. They should first discuss with parents and choose the option “agree to donate blood” in the E-Notice.
4. Donors should have sufficient sleep, have breakfast and bring along their HKID card on Blood Donation Day. Regular donors should bring along their blood donor cards.
5. Registered students can observe their health conditions to decide whether or not to donate blood on Blood Donation Day.
6. Students who do not wish to donate blood can simply choose the option “do not agree my child to donate blood”.






Should you have any inquiries, please contact Ms. LEE Pui-ling or Ms. MAN So-shan at 2476 2357.

r. Library Online Reading Platform Activation

The school library is going to launch “School JoyRead Club” Online Reading Platform from Enrich Digital for teachers and students from September 2023.

“School JoyRead Club” e-book platform coordinates with over 40 local publishers and university and newspaper presses. It consists of more than 3000 copies of reading materials in electronic version which widely covers areas of Chinese and English fictions, social science, teaching and learning, parenting, leisure and living and many more. The company also provides e-reading platform for Hong Kong Public Library since 2021 and Macao Public Library since 2023.

We have already established an account for every teacher and student. The activation procedure is as follows:

1	<p>Students can scan the QR code on this notice or download the “SJRC” app from Google Play or App Store beforehand. Or go to www.sjrc.club by using browsers.</p>
	<div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;">   </div> <div style="text-align: center;">   </div> <div style="text-align: center;">  <p>SJRC website</p> </div> </div>
2	<p>Login name : yl_exxxx@ylpss.edu.hk (xxxx is a 4-digit number)</p> <p>Password : yl_exxxx (it contains letters, a symbol and numbers)</p> <p>We have reset the password, and students please ignore the email from SJRC about password and activation.</p>
<p>Important:</p> <ol style="list-style-type: none"> 1. After the account is activated, students must change the password. 2. The school has a total of 4,000 reading hours. Please fully utilize the reading hours and log out your account after reading. 3. The account should only be used by the students of this school, please do not share it with others. 	

This e-book platform can support computers, iPads and mobile phones. Students can read the same items at the same time. It overcomes the constraints of time, frequency and place. Hopefully, the introduction of this e-reading platform can bring a lot of convenience to reading and learning.

For enquiries, please feel free to contact the teacher librarian, Ms. LAU Wai-ye at 24762357.



Letter to Parents No.1 – 2023/24

Reply Slip

To the Principal of Yuen Long Public Secondary School,

i) I, the parent of _____ (Class: _____)(Class No.: _____), acknowledge the receipt of the following circulars:

- a. Guidance Notes for Parents 2023/24
- b. School Calendar 2023/24
- c. Special Timetable for the first TWO DAYS of School Year 2023/24
- d. Conduct Grade Assessment Policy
- e. Supplementary Information on School Rules
- f. Arrangement for Late Homework Submission
- g. Exercise Book Fees
- h. Miscellaneous Fees
- i. Student Association Membership Fee (S1 Only)
- j. Student Health Survey & Medical History of Student
- k. Adverse Weather Arrangements
- l. “One Student - One Uniform Group” Scheme
- m. Permission for Posting Photos/Videos
- n. eNotice
- o. Student Health Service
- p. 2023/24 Seasonal Influenza Vaccination School Outreach (Free of Charge) Programme – Secondary School Outreach & eHealth
- q. Blood Donation Day (S4 to S6 Only)
- r. Library Online Reading Platform Activation

ii)

Adverse Weather Arrangements

My child is now living in:

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

- 【1】 Yuen Long (including Yuen Long downtown and the suburbs, but excluding Tin Shui Wai)
- 【2】 Tin Shui Wai
- 【3】 Other areas in the New Territories
- 【4】 Hong Kong Island and Kowloon
- 【5】 Mainland China

I noticed the contingency measures under adverse weather. If the Education Bureau announces the suspension of classes during lesson time, taking into consideration the age of my child, _____ (Class: _____)(Class No.: _____), and the traffic conditions*, the following decision would be made:

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

【1】 I allow my children to return home by themselves when the rain subsides.

【2】 I in person escort my children home.

【3】 The guardian _____ (Name) _____ (ID Card No.)
_____ (Contact No.) will escort my children home.

Parents' Emergency Contact No. : _____ or _____

iii)

Blood Donation (S4 to S6 Only)

- I
- * agree my child to donate blood.
 - do not agree my child to donate blood.
 - Not Applicable.

On 19.10.2023 (Thursday), my child is

- * 18 years old or above.
- aged between 16 and 17.

Signature of Parent/Guardian: _____

Name of Parent/Guardian: _____

_____.9.2023
*Please put a ✓ in the appropriate .



家長通函第 1 號 – 2023/24

敬啟者：

2023/24 學年九月份學校安排須知

為讓家長更了解學校各項措施及促進家校合作，請家長詳閱下列通告：

- 一、 2023/24 家長須知
- 二、 校曆表 2023/24
- 三、 2023/24 開課首兩天時間表
- 四、 操行等級評定政策
- 五、 校規補充資料
- 六、 關於遲交家課處理事宜
- 七、 校簿費用
- 八、 統一收費
- 九、 學生會會費（中一適用）
- 十、 學童健康狀況調查及學生病歷
- 十一、 關於惡劣天氣之上課安排
- 十二、 「一人一制服團隊」活動
- 十三、 刊載照片／影片安排
- 十四、 有關「電子通告」事宜
- 十五、 學生健康服務
- 十六、 2023/24 季節性流感疫苗學校外展（免費）計劃及醫健通
- 十七、 捐血日（中四至中六適用）
- 十八、 圖書館網上閱讀平台啟用

請家長於 2023 年 9 月 4 日（星期一）或之前填妥「家長綜合回條」。

此致

各位家長／監護人



元朗公立中學校長

余國健謹啟

上述通告將上載至本校網頁，歡迎家長瀏覽。

2023 年 9 月 1 日

一、2023/24家長須知

1 課堂時間

為配合學生學習的需要，本學年上課時間如下：

上午	上午 8:15 至 下午 12:40
午膳	下午 12:40 至 下午 1:55
下午	下午 1:55 至 下午 3:45 (部份高中班別設有第十節，上課時間為下午3:55 至 4:30。) (中一級、中二級學生由9月12日開始，逢星期二及星期四留校至下午4:30溫習及做功課。)

詳情請細閱學生手冊內的上課時間表。此外，為提升學生的學業成績及豐富學生的其他學習經歷，迎合學生未來的升學及就業需要，本校將於課後為學生安排各類的學習活動，敬請各位家長多鼓勵 貴子弟積極參與。如欲替 貴子弟安排個人課後活動，務請於下午 5:00 或以後，以配合本校課後學習活動需要。

2 預防上呼吸道感染及傳染病的措施

茲因本港常受上呼吸道感染威脅，為保障學生健康，本校籲請各位家長在新學年提醒貴子弟時刻保持個人及校園衛生，並請留意以下各項，並切實執行：

- 家長應每天在子女離家上課前為他們探熱。如學生有發燒情況，則不應上學。
(體溫隨年齡、每天時間及身體活動而有所變化。由於不同的體溫量度方法和儀器會有不同的正常體溫讀數範圍，所以家長應參照所採用的體溫量度儀器所附的資料及指示。一般來說，如果用口溫探熱器量度體溫，正常應不高於攝氏 37.5 度。)
- 如學生有不適或需留院觀察，家長需即時通知學校 (☎ 2476 2357)。
- 如學生患有上呼吸道感染徵狀，應戴上口罩並及早求醫，按照醫生的病假指示或直至徵狀消失及退燒後至少兩天 (以較長者為準) 才可回校復課。

要有效保障學生健康及預防傳染病，必須時刻保持警覺，加強個人衛生及環境清潔。家長的支持是重要的一環，謹此再次籲請各位家長，在新學年通力合作，時刻提醒貴子弟注意個人衛生，落實做好一切預防傳染病的措施。

元朗公立中學
校曆表 2023/24

學生中文版

	Week	Mon	Tue	Wed	Thu	Fri	Sat	Sun	
2023 九月	1					1 ^	2	3	1/9 開學禮 1/9 新學年安排
	2	4 ^	5	6	7	8 ^	9	10	4/9 新學年安排 8/9 學生會周年大會
	3	11	12	13 ^	14	15	16	17	13/9 學生領袖聯合就職禮
	4	18	19	20	21	22	23	24	
	5	25	26	27	28	29	30 P		30/9 中秋節翌日
2023 十月	6	2 P	3 ^	4	5	6 ^	7	8	1/10 國慶日 2/10 國慶日翌日
	7	9	10	11	12	13 ^	14	15	3/10 特別安排(星期一課堂) 6/10 水運會
	8	16	17	18	19	20 ^	21 S	22	13/10 中一家長日暨家長教師聯誼會會員大會 19/10 捐血日
	9	23 P	24	25 ^	26 +	27 +	28	29	19/10 特別安排(星期五課堂) 20/10 第一次教師發展日(學校假期)
	10	30 +	31 +						23/10 重陽節 25/10 特別安排(星期一課堂)
									26/10-1/11 中一至中六級上學期統一測驗
2023 十一月	11	6	7	8 +	9 ^	10 ^	11	12	8/11 頒獎典禮全校綵排 10/11 頒獎日
	12	13	14	15	16	17 ^	18	19	13/11 學校自決假期 17/11 中二及中三家長日
	13	20	21	22	23	24	25	26	
	14	27 ^	28 ^	29 ^	30 ^				27/11-1/12 多元智能躍進計劃
2023 十二月	15	4	5	6	7	8 ^	9 ^	10	2/12 中一收生資訊日
	16	11	12	13 ^	14 ^	15 ^	16	17	8/12 學校開放日 11/12 選舉日翌日
	17	18	19	20 ^	21 ^	22 ^	23	24	13/12 特別安排(星期一課堂) 14/12 學校拍照日
	18	25 P	26 P	27	28	29	30	31	15/12 第一次元朗公立中學學習體驗日 19/12 特別安排(星期五課堂)
									20/12 一班一活動日暨聖誕聯歡會 21/12 學校旅行 22/12-2/1 聖誕節及元旦假期
2024 一月	19	1 P	2	3	4	5 ^	6 #	7	4/1 特別安排(星期五課堂) 5/1-23/1 中一至中五級半年試及中六模擬試
	20	8 #	9 #	10 #	11 #	12 #	13	14	
	21	15 #	16 S	17 #	18 #	19 #	20	21	16/1 聯校教師研討會2024 (學校假期)
	22	22 #	23 #	24 ^	25 ^	26 ^	27	28	24/1-26/1 試卷評講日
	23	29 ^	30	31					29/1 下學期開始

+ 統一測驗
^ 特殊事項
考試

學校假期
P 公眾假期
S 教師發展日

早會: 星期二(上學期)
星期四(下學期)

	Week	Mon	Tue	Wed	Thu	Fri	Sat	Sun	
2024 二月	23				1	2	3	4	
	24	5	6	7	8	9	10 <i>P</i>	11	5/2-17/2 農曆年假
	25	12 <i>P</i>	13 <i>P</i>	14	15	16	17	18	
	26	19	20	21	22 ^	23 ^	24	25	22/2 中六級最後上課日 23/2 第二次元朗公立中學學習體驗日
	27	26 ^	27 ^	28 ^	29				26/2-27/2 陸運會 28/2 家長日(全校)
2024 三月	28	4	5	6	7	8	9 ^	10	2/3 中一級自行分配學位面試日 9/3 校友日
	29	11	12	13	14 ^	15 ^	16	17	14/3 - 15/3 藝術動感日
	30	18	19	20 +	21 +	22 +	23	24	20/3-26/3 中一至中五級下學期統一測驗
	31	25 +	26 +	27	28	29 <i>P</i>	30 <i>P</i>	31	27/3-6/4 復活節假期
	32	1 <i>P</i>	2	3	4	5 <i>P</i>	6	7	4/4 清明節
2024 四月	33	8	9	10	11 ^	12 ^	13 ^	14	11/4 中文科文憑試 12/4-13/4 英文科文憑試
	34	15 ^	16 ^	17	18	19	20	21	15/4 數學科文憑試 16/4 公民與社會發展科文憑試
	35	22	23 ^	24 ^	25	26	27	28	23/4-24/4 全港性系統評估—說話評估
	36	29	30						
	37	6	7	8 <i>P</i>	9	10	11	12	1/5 勞動節 3/5 特別安排(星期三課堂)
2024 五月	38	13	14	15 <i>P</i>	16 ^	17	18	19	15/5 佛誕 16/5 特別安排(星期三課堂)
	39	20	21	22	23	24	25	26	
	40	27	28	29	30	31			
	41	3	4	5	6	7	8	9	
2024 六月	42	10 <i>P</i>	11 <i>S</i>	12 #	13 #	14 #	15	16	10/6 端午節 11/6 第三次教師發展日(學校假期)
	43	17 #	18 #	19 #^	20 #^	21 #	22	23	12/6-27/6 中一至中五級年終考試 19/6-20/6 全港性系統評估—筆試
	44	24 #	25 #	26 #	27 #	28 ^	29	30	28/6-3/7 試卷評講日 28/6 中六級畢業禮
	45	1 <i>P</i>	2 ^	3 ^	4 ^	5 ^	6	7	1/7 香港特別行政區成立紀念日 4/7-12/7 學習領域研習日
2024 七月	46	8 ^	9 ^	10 ^	11 ^	12 ^	13	14	11/7-12/7 中一新生註冊 15/7 散學禮
	47	15 ^	16 ^	17 ^	18	19	20	21	16/7 中一入學前學科測驗 16/7-31/8 暑假 16/7-22/7 中五暑期增益班 17/7 文憑試放榜
	48	22	23	24	25	26	27	28	
	49	29	30	31					

三、2023/24 開課首兩天時間表

日期 時間	9月1日(星期五)	
上午 8:15	預備鐘	
上午 8:20 - 9:40	中一至中三	中四至中六
	升旗禮及開學禮(禮堂)	班主任節(課室)
上午 9:40 - 9:55	小息	
上午 9:55 - 11:15	中一至中三	中四至中六
	班主任節(課室)	升旗禮及開學禮(禮堂)
上午 11:15 - 12:00	中一	中二至中六
	適應課程(課室)	班主任節(課室)
中午 12:00 - 12:15	小息	
下午 12:15 - 1:00	中一	
	適應課程(課室)	

日期 時間	9月4日(星期一)		
上午 8:15	預備鐘		
上午 8:20 - 8:40	點名及班務(課室)		
上午 8:40 - 9:25	中一	中二至中三	中四至中六
	班主任節(課室)	集會(禮堂)	班主任節(課室)
上午 9:25 - 9:40	小息		
上午 9:40 - 10:25	中一	中二至中三	中四至中六
	適應課程(課室)	班主任節(課室)	集會(禮堂)
上午 10:25 - 11:10	中一	中二至中六	
	適應課程(課室)	班主任節(課室)	
上午 11:10 - 12:25	午膳		
下午 12:25	預備鐘		
下午 12:30 - 12:45	點名及班務(課室)		
下午 12:45 - 1:45	社員大會	班主任節	
	元社(有蓋操場) 朗社(禮堂)	(課室)	
下午 1:45 - 2:45	班主任節	社員大會	
	(課室)	中社(有蓋操場) 學社(禮堂)	

四、操行等級評定政策

訓導的精神以改過遷善、克己自省、自我完善為基本概念，積極鼓勵學生向善及糾正同學偏差的行為。

本校學生之操行等第評定方法如下：

一、【平時表現分】佔 30% 及

二、【上課表現分】佔 70%。

每學期初，每位同學均有 100 分【平時表現分】，如發生違規行為則會按嚴重程度而扣減。嚴重違規者，訓導組老師將予記缺點、小過或大過處分，甚或停課。【上課表現分】則由各科任老師根據學生平日上課行為、學習態度及功課表現三項而評定。

各學生之操行等級上、下學期各計算一次。操行表現乃是每位學生升留級之考量標準之一項，操行等級欠佳者，甚或可能影響升級。為鼓勵同學改過向善，訓導組另設有【自新計劃】供曾嚴重違規同學改過遷善，提升操行等級，詳情請向訓導組老師查詢。

懇請家長多加注意貴子弟之品行表現，並督促貴子弟嚴格遵守校規，努力向善。如有查詢，請致電 2476 2357 向訓導主任黎德偉老師聯絡。

五、校規補充資料

1. 有關維護國家安全法

1. 學生不得在校內展示含有涉及危害國家安全內容的字句或物件。
2. 學生不得在校內進行政治宣傳活動。
3. 學生不得利用學校名義成立組織，以發表言論來宣示政治立場。
4. 學生不得配戴任何飾物來進行政治宣傳或宣示政治立場。

2. 行動裝置的使用

本學年校規乙部之(六)增補、修訂如下：

(六) 行動裝置的使用

1. 上課期間，家長如需要聯絡學生，可致電24762357，由學校員工轉達有關信息。
2. 如家長認為子女有需要攜帶行動裝置(手提電話/平板電腦)上學，必須遵守以下規則：
 - 在學校範圍內任何時間，除獲老師准許外，學生必須關掉電話(不可使用靜音功能)
 - 只可於老師批准下使用，作學習用途如有違反：
 - 家長/監護人須親自來校取回行動裝置。
 - 初犯者扣操行分3分。
 - 第二次記缺點一次。
 - 第三次或以後重犯，每次記小過一次。
3. 學生必須小心保管行動裝置，如有遺失，請盡快通知校方。
4. 學生應自行保管其裝置，若學生的自攜裝置有任何損失、損壞或被偷竊，學校不會承擔任何責任。
5. 所有違規使用行動裝置的紀錄，每學期結算一次。

由於未及通知印刷商修訂手冊中的校規內容，現把相關校規條文羅列如上，請家長詳細閱讀，並督促貴子弟遵守有關規定。

3. 校服儀容

為保持純樸的校風及營造和諧的學習環境，學生如需配戴口罩，顏色必須為淨色及不帶任何具有政治宣傳的文字、花紋及圖案，而規定的顏色為白、淺藍或淺綠色。

4. 有關學生遲到處分安排

同學在上午8時15分或下午1時55分之後回校作遲到論，每累積5次遲到將被記缺點一次。校方將透過e-Class通知有關家長學生遲到情況。

遲到同學須於下一個上學日出席「早晨服務」，在上午7時45分於學校正門向訓導老師報到，並按有關老師的指示值勤。遲到同學若無故缺席「早晨服務」，將會被扣操行分5分。

六、關於遲交家課處理事宜

本校致力培養學生建立良好學習態度，我們深信課業可幫助學生吸收及鞏固知識，並讓老師更了解學生的學習進度，故本校對學生呈交課業有以下規則：

1. 學生每遲交 5 次功課，將會被記 1 個缺點。學生如遲交 10 次功課，則會有 2 個缺點，如此類推。
2. [全日課堂適用]中一及中二學生如未能依時交功課，須即日留堂。學生須於放學後，到 309 課室出席留堂班，直至完成遲交的課業或自習至下午 4:30。
校方不接受學生以出席任何課外活動、收費訓練班、校隊訓練、其他個人活動或私人補習等緣故而缺席留堂班。學生如無故缺席留堂班將會被扣操行分，並須於翌日出席留堂班。
3. 每個學期的遲交家課紀錄乃獨立計算，即上學期遲交家課紀錄不會累積至下學期。本年度上學期遲交家課紀錄將從 2023 年 9 月 11 日（星期一）起至 2023 年 12 月 19 日（星期二）止；下學期遲交家課紀錄從 2024 年 1 月 29 日（星期一）起至 2024 年 6 月 5 日（星期三）止。

本校深信家校緊密合作才可提升此政策的效能，故家長除督促 貴子弟每天完成家課外，校方亦希望與各家長保持密切聯繫。本校歡迎家長與班主任或科任老師聯絡，共同為孩子的將來而努力。

如有查詢，請致電 2476 2357 與馮淑琴老師聯絡。

七、校簿費用

茲將 貴子弟本學年之校簿數量及費用表列如下：

	短單行簿 \$1.7	長單行簿 \$2.5	單行紙 \$2	原稿紙 \$2	學生手冊 \$12	總數
中一至中四*	10	6	1	1	1	\$48

*上述為建議訂購校簿數量。如同學欲按個人需要訂購更多的校簿，請於 1/9 當日告知班主任。

中五	校簿數量可按個人需要訂購，惟 <u>學生手冊必須購買</u> 。 請同學於 2/9 上午十一點或以前 ，在下列 Google Form 內填寫訂購數量，然後由班長收齊款項，轉交負責老師，以便辦理。					
中六	中五 https://forms.gle/2fHVbzc4kEt1SRoW8		中六 https://forms.gle/PrZR8QUNf1rLmJc6			

如有查詢，請致電 2476 2357 與何祈得老師聯絡。

註：

1. 下學期售賣校簿日期約為 2024 年 2 月。
2. 中一至中六的同學將獲發收款信封，同學若以現金付款，請填妥封上資料，並把款項放入信封內，不設找贖。
3. 同學若以支票付款，支票抬頭為「日升實業(香港)有限公司」。

八、統一收費

學年之初，本校因應學生的成長需要，就學業和課外活動發展兩方面收取費用。現將中一至中六級學生於本學年須繳交的費用詳列如下：

年級	項目	費用(HKS)
中一至中六	學校管理新措施認可費用	250
中四至中六	課外活動費	151

學校管理新措施認可費用主要用在發展學校特殊項目及改善學校設施。近年本校以此費用提升電子服務，例如 eClass 的獎懲記錄、發給家長的電話短訊；此外，添置了學校用品，惠及學生。稍後將經 eClass 內電子繳費系統收取費用，請家長留意。

九、學生會會費（中一級學生適用）

元中學生會宗旨為培養學生之責任感、領導才能及互助合作精神；促進校方與學生之間的溝通；提升學生對學校的歸屬感及為學生爭取福利。為確保有充裕的營運經費為各級同學提供各類型的活動及服務，每位中一同學均須繳交會費\$20。請學生於9月4日（星期一）把現金交予班主任。

本校學生會只收取一次會費，故中一重讀生及中二級或以上的學生均不用再次繳交。如有查詢，請致電 2476 2357 與楊璐瑜老師聯絡。

十、學童健康狀況調查及學生病歷

體育是「透過身體活動進行教育」，並透過多元化的體育活動，以達至全人教育的目標，倘學生基於特殊原因，如心、肺疾病、骨折、哮喘或急性感染等，須暫時停止上體育課及參與體育課外活動，敬希家長即以書面為貴子弟提出豁免申請，並附呈註冊醫生證明書，以備校方存案。而有關學生將被暫停參加任何體育活動，直至家長另行通知本校為止。及後若貴子弟的健康情況有變，請立即知會本校，以便照顧。為讓學校多了解學生的健康狀況，請家長填寫隨函所附之「學生病歷表」及「關於學童健康狀況調查事宜」，交回本校作紀錄。

如有查詢，請致電 2476 2357 與體育科張子宏老師或葉婷蔚老師聯絡。

學生病歷表(參考樣本)

(限閱文件一所提供的資料只用作與本校學生保健有關的事宜)

甲部：

學生姓名：	陳小明	家長／監護人姓名：	陳大文
性別：	男	住宅電話：	
班別：	S____()	緊急聯絡電話：	

乙部：由家長／監護人決定是否填寫

如學生曾患以下疾病，請在左邊方格內劃上「×」記號及列出詳情：

「×」	疾病名稱	患病時年齡	疾病資料	發病時，醫生建議的處理方法 (如適用)
	六磷酸葡萄糖脫氫酵素缺乏症			
	哮喘			
	羊癇			
	心臟病			
	糖尿病			
	聽覺不健全			
	血友病			
	貧血			
	其他血病			
×	藥物敏感		不可服用亞士匹靈	
	其他敏感			
	肺結核			
	小手術			
	大手術			
	其他			

收集個人資料聲明

收集目的：

本校收集 貴子弟的個人資料，只會用作處理有關學生的保健及安全事宜。雖然提供個人資料與否乃自願性質，但若家長所提供的資料不足，本校可能無法準確掌握 貴子弟的病歷，當意外發生時，校方不希望未能為 貴子弟提供適切的協助。

索閱個人資料：

根據《個人資料(私隱)條例》，家長有權要求索閱和修訂閣下所提供的資料。如有需要，請致電 2476 2357 與體育科張子宏老師或葉婷蔚老師聯絡。

元朗公立中學

學生病歷表

(限閱文件一所提供的資料只用作與本校學生保健有關的事宜)

甲部：

學生姓名：		家長／監護人姓名：	
性別：		住宅電話：	
班別：	S _____ ()	緊急聯絡電話：	

乙部：由家長／監護人決定是否填寫

1. 如學生曾患以下疾病，請在左邊方格內劃上「×」記號及列出詳情：

「×」	疾病名稱	患病時年齡	疾病資料	發病時，醫生建議的處理方法 (如適用)
	六磷酸葡萄糖脫氫酵素缺乏症			
	哮喘			
	羊癇			
	心臟病			
	糖尿病			
	聽覺不健全			
	血友病			
	貧血			
	其他血病			
	藥物敏感			
	其他敏感			
	肺結核			
	小手術			
	大手術			
	其他			

2. 倘認為學生不適宜上體育課或參加任何其他類型的學校活動，請具體說明理由並提交醫生證明書：

3. 其他補充資料：

本人 已知悉並填妥本表格之乙部。

已知悉本表格之乙部，但不填寫。

已填妥發病時，醫生建議的處理方法(如適用)。

此覆

元朗公立中學校長

家長簽署： _____

家長姓名： _____

2023年9月____日

* 請於適當的方格內加上「✓」號。

元朗公立中學
關於學童健康狀況調查事宜

本人

* 同意 敝子弟參加體育課及體育課外活動。

同意 敝子弟參加今學年於 2023 年 10 月 6 日(星期五)舉行水運會之比賽項目。

同意 敝子弟參加今學年於 2024 年 2 月 26 日(星期一)及 2 月 27 日(星期二)舉行的陸運會之比賽項目。

現為敝子弟申請豁免參加體育課及體育課外活動。茲附上醫生證明書供備案之用。

豁免日期：由 20____年____月____日至 20____年____月____日

豁免理由：

疾病名稱	疾病資料	發病時，醫生建議的處理方法(如適用)	備註

此覆
元朗公立中學校長

家長簽署：_____

家長姓名：_____

學生姓名：_____

班別／班號：_____ ()

2023 年 9 月_____日

* 請於適當的方格內加上「✓」號。

十一、關於惡劣天氣之上課安排

按教育局的指引，本校已制訂了有關惡劣天氣時的應變措施，詳情如下：

1. 如上課日天氣惡劣，教育局將於當日上午六時十五分發佈消息，指示學校是否於當日停課。家長可經電視、電台或教育局網頁得知有關停課安排。
2. 如遇特殊情況，教育局可宣佈某個或多個地區的學校停課。在該等地區居住的學生，即使在另一區的學校上學，亦無須回校上課。【本校所屬地區為元朗區】。
3. 當在上課或將上課時，天文台發出以下惡劣天氣警告，本校的應變措施如下：

暴雨警告訊號	學校上課安排
黃色暴雨警告	<ol style="list-style-type: none"> 1. 除教育局或學校有特別宣佈外，一般情況下，學校照常上課。 2. 如教育局沒有公佈停課，家長可因應學生居住區域之天氣或交通情況決定是否讓 貴子弟回校。 3. 如需請假，請致電2476 2375向校務處聯絡，並在下一個上課日將請假信呈予班主任存檔。
紅色 或 黑色暴雨警告	<ol style="list-style-type: none"> 1. 上學途中的學生： 需留意路面或交通情況決定繼續返校或回家。 2. 已返抵學校的學生： 學校將依照教育局的宣佈停課。校舍會繼續開放，並由老師照顧已返抵學校的學生。學校亦會作出以下安排： A. 在雨勢減弱時，讓學生自行回家，或 B. 讓 貴子弟留校，直至家長或監護人親自到校接回。 (停課當日如適逢校內測驗或考試，受影響之科目將會另定補考日期，其他科目則依照原定日期舉行。) 3. 上課期間內發出警告： 學校仍繼續上課，直至放學及安全情況下，方讓學生回家【根據本函家長之決定】，家長無須急於到校接子女回家。若家長未能到校，學生可繼續留校，直至在家長允許及安全情況下方可自行離開。
八號或以上烈風 或 暴風訊號	<p>一般情況下，天文台會於發出八號烈風或暴風訊號前兩小時發出預告。家長於此預告訊息發出後，可按本函家長之決定，讓學生自行回家，或由家長到校接學生回家。</p>

4. 如有需要，學校會透過校內短訊發佈系統向家長發出短訊，就各項關於惡劣天氣的應變措施作出指示。

十二、「一人一制服團隊」活動

為加強培育中一同學自律守己、團結互助及服務他人的精神，本校一向推行「一人一制服團隊」活動。中一同學須在本校六隊制服團隊中（基督少年軍、女童軍、交通安全隊、紅十字青年團、童軍及海事青年團），選擇參加其中一隊。

本校訂於 9 月 1 日（星期五）及 9 月 4 日（星期一）為中一同學安排各制服團隊的介紹。

請各中一同學於 9 月 8 日（星期五）下午 6:00 或以前，掃描以下 QR Code，填寫及遞交中一制服團隊意願表。



<https://forms.gle/6mbnSeJgq7ydVvJS9>

所有制服團隊安排之集會及活動，均屬校本課程一部分，同學必須依時出席。

如有查詢，請致電 2476 2357 與盧志輝老師聯絡。

十三、刊載照片／影片安排

以下為有關刊載照片／影片之安排：

本校鼓勵同學積極參與課外活動，讓學生擴闊視野，促進全人發展及個人成長；學校亦會邀請家長參與。活動期間，校方或會拍攝照片及影片，以記錄珍貴及難忘時刻。校方亦有機會刊登、轉載照片或影片於學校網頁、刊物及宣傳品等，與其他同學、校友及公眾人士分享。

另外，為展示學生學習成果，教育局會向學校收集學生與內地考察相關的作品（包括照片、短片、學生感言等），本校將授權教育局使用、修改或公開發佈所有或部分學生作品的內容作教育及推廣用途。

假如閣下或 貴子女對以上措施有任何查詢，煩請於 9 月 8 日（星期五）前以書面通知班主任。

十四、有關「電子通告」事宜

為提升效率及響應環保，學校會使用「電子通告」方式，讓家長透過手機、平板電腦等行動裝置即時查閱家長通告和簽收回條。為確保能即時接收學校發放的資訊，請家長在智能手機或平板電腦安裝和啟動「eClass Parent App」應用程式，並開啟通知功能。

如家長因事未能在期限內簽回「電子通告」，可於學校網頁下載並列印通告，簽署後交回班主任；或在學生手冊內「學校通訊欄」部分，填寫已詳閱家長通函第___號及回覆相關通告事宜。請家長簽署後，敦促 貴子弟遞交學生手冊讓班主任紀錄相關資料。

若家長日後忘記「eClass Parent App」的帳戶名稱或密碼，可於學生手冊內的「學校通訊欄」通知班主任，申請重設帳戶資料。

如有查詢，請致電 2476 2357 與班主任聯絡。

十五、學生健康服務

為促進及預防疾病服務，保障學生生理和心理健康，使他們可以充分發揮學習潛能，衛生署家庭及學生健康處邀請 貴子弟參與學生健康服務。學生將會在 元朗學生健康服務中心 接受健康檢查，該中心位於 元朗青山公路 269 號元朗賽馬會健康院 1 樓。學生將由 2023 年 11 月至 2024 年 10 月進行健康檢查。請家長／監護人於 2023 年 9 月 8 日（星期五）前填妥〈參加表格及同意書〉(包括不同意參加者)交回學校，以便學校為學生辦理參加手續。

如有查詢，可致電 2476 2357 與文素珊老師聯絡。

十六、2023/24 季節性流感疫苗學校外展（免費）計劃及醫健通

本校參加了由衛生署推行之 2023/24 季節性流感疫苗學校外展（免費）計劃，將於 2023 年 11 月 2 日（星期四）由盧民健醫生派員到校為學生注射四價滅活季節性流感疫苗。是次計劃由盧民健醫生統籌。隨函派發表格，請 貴子弟於 9 月 8 日（星期五）或之前交回表格。

注射疫苗的注意事項請參閱表格第一至第三部分。有意參加者，請填妥表格第四部分。無意參加者，請填妥表格第五部分。同時填寫兩部分之同意書將不獲受理。

醫健通已陸續加入政府各疫苗接種計劃下的疫苗接種紀錄。透過本次衛生署 2023/24 季節性流感疫苗接種計劃（流感疫苗接種計劃），衛生署鼓勵父母和監護人以及 16 歲或以上學生，為子女或本人免費登記醫健通，以將來得到包括使用應用程式取覽疫苗接種紀錄以節省整理紙本紀錄的時間等好處。

為此，衛生署為所有在校學童推出了一項特別的醫健通登記計劃，如家長或監護人同意 貴子弟參加計劃，請於 **2023 年 9 月 8 日（星期五）前**將隨流感疫苗接種計劃同意書派發的醫健通單張暨登記同意書交回學校，以便安排登記手續。是次計劃為自願性質，如有疑問，請聯絡醫健通諮詢中心職員（熱線：3467 6300，星期一至五上午 9 時至晚上 9 時，公眾假期除外；電郵：chr@ehealth.gov.hk）。

如有查詢，可致電 2476 2357 與文素珊老師聯絡。

十七、捐血日（中四至中六適用）

本校將於 2023 年 10 月 19 日（星期四）舉行捐血日，香港紅十字會輸血服務中心將派員到校進行捐血工作。

捐血不但可以救人，更可讓學生體驗關懷別人，回饋社群的精神，對培養積極的人生觀有莫大裨益。現懇請家長鼓勵子女踴躍參與捐血，並回覆會否參與捐血活動。重要事項臚列如下：

1. 捐血者必須於捐血日年滿十六歲。
2. 若年齡介乎十六至十七歲的學生，必須取得家長同意方可捐血，並須填妥及交回本函回條及經班主任派發的「十六及十七歲之捐血人士家長／監護人同意捐血書」。
3. 捐血日年滿十八歲或以上的學生，可自行決定捐血與否。若願意捐血，亦應先與家長商量及須在此電子通告簽署「同意」，以免家長擔心。
4. 捐血者於捐血日應有充足的睡眠，進食足夠的早餐及帶備身份證。如非首次捐血者，請帶備捐血咭。
5. 已登記捐血的學生，於捐血日可因應身體狀況或其他原因而不參與捐血。
6. 不參加捐血的學生只須在此電子通告簽署「不同意敝子弟參與捐血活動」。

如有查詢，請致電 2476 2357 與李佩玲老師或文素珊老師聯絡。

十八、圖書館網上閱讀平台啟用

本校圖書館於本學年推出網上閱讀平台供師生使用，邀請天窗文化集團為本校建立「金閣閣校園版」電子閱讀平台。

「金閣閣校園版」電子書庫與超過 40 家香港出版機構合作聯盟，蘊藏逾 3000 本電子書籍，當中包括本地著名出版社、大學出版社及報館，為讀者提供香港出版的優質圖書；雲集多種類型香港出版的中、英文電子書，包括社會科學、旅遊、生活百科、小說／散文、心理勵志、親子教養、語文學習、醫療、宗教、漫畫、繪本及兒童圖書等。「金閣閣」於 2021 年 8 月於香港公共圖書館推出電子閱讀平台，在 2023 年各澳門公共圖書館推出電子閱讀平台，廣受港澳市民歡迎。

啟動程序請參閱下表：

1	<p>同學可自行用手機/平版電腦掃描通告內的二維碼，在 Google Play / App Store 下載「金閣閣校園版」手機應用程式，或以電腦登入金閣閣網址： https://sjrc.club</p>
	     SJRC website
2	<p>負責老師已為同學預設密碼，同學只需要根據以下電郵地址及密碼開通。有關資料(電郵地址及密碼)如下：</p> <p>電郵地址: yl_exxxx@ylpss.edu.hk (xxxx 是數字)</p> <p>密碼：yl_exxxx (即是@之前所有英文、數字、符號)</p> <p>(同學可不必理會由金閣閣經電郵所發放的啟動密碼)</p>
<p>重要事項：</p> <ol style="list-style-type: none">1. 帳戶啟動後，請同學必須更改密碼。2. 全校的閱讀時數共 4000 小時，請同學珍惜善用，閱讀後便登出帳戶。3. 帳戶只供本校學生使用，請勿與其他人分享共用。	

「金閣閣校園版」最大的特色是全面支援電腦、平版電腦及手提電話，同學可同時閱讀同一本書籍、突破時間、人數和空間的限制。期望積極使用這個閱讀平台，為大家在自主學習帶來更多的便利。

如有查詢，請致電 24762357 與圖書館主任劉慧儀老師聯絡。



家長通函第 1 號 – 2023/24

家長綜合回條

敬覆者：

甲部、 本人為_____（_____班）（_____號）之家長，已知悉下列通告詳情：

- 一、 2023/24 家長須知
- 二、 校曆表 2023/24
- 三、 2023/24 開課首兩天時間表
- 四、 操行等級評定政策
- 五、 校規補充資料
- 六、 關於遲交家課處理事宜
- 七、 校簿費用
- 八、 統一收費
- 九、 學生會會費（中一適用）
- 十、 學童健康狀況調查及學生病歷
- 十一、 關於惡劣天氣之上課安排
- 十二、 「一人一制服團隊」活動
- 十三、 刊載照片／影片安排
- 十四、 有關「電子通告」事宜
- 十五、 學生健康服務
- 十六、 2023/24 季節性流感疫苗學校外展（免費）計劃及醫健通
- 十七、 捐血日（中四至中六適用）
- 十八、 圖書館網上閱讀平台啟用

乙部、

關於惡劣天氣之上課安排

本人子女現居：

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

【1】元朗（包括元朗市區及附近郊區，但不包括天水圍）

【2】天水圍

【3】新界其他地區

【4】港島及九龍

【5】中國大陸

本人已知悉有關在惡劣天氣情況下上學的應變措施。若教育局宣佈停課時，而敝子弟仍在學校，本人考慮敝子弟_____（_____班）（_____號）之年紀及回家路途之情況，作出以下之決定*：

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

【1】在雨勢減弱時，讓敝子弟自行回家。

【2】由本人親自到校陪同敝子弟回家。

【3】由監護人（姓名）_____到校接敝子弟回家，

其身份證號碼為：_____ 聯絡電話為：_____

本人的緊急聯絡電話為：_____ 或 _____

丙部、

捐血日（中四至中六適用）

- 本人 * 同意敝子弟參與捐血活動。
 不同意敝子弟參與捐血活動。
 非該級學生家長，此項不適用。

敝子弟於 2023 年 10 月 19 日（星期四）

- * 已年滿 18 歲或以上。
 介乎 16 至 17 歲。

此覆

元朗公立中學校長

家長／監護人簽署：_____

家長／監護人姓名：_____

2023 年 9 月 _____ 日

* 請於適當的方格內加上「✓」號。