



Letter to Parents No.23 – 2021/22

Dear Parents/ Guardians,

2021/22 August Notice (1)

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

- a. Year-end Arrangements
- b. Arrangement for the New School Year
- c. Textbook Ordering

The reply slip should be duly completed through eClass on or before 8.8.2022 (Monday).

Yours faithfully,



IU Kok-kin
Principal

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

1.8.2022

a. Year-end Arrangements

The Closing Ceremony of this school year is held on 12.8.2022 (Friday). Students should be back to school before 8:15 a.m. The schedule is shown as follows:

Time	Hall Assembly	Class Matters
8:15 - 8:25	Roll Call by Class Teachers	
8:25 - 9:25	S1 to S3	S4 to S5
9:25 - 9:45	Recess	
9:45 - 10:45	S4 to S5	S1 to S3

Summer holiday starts from 15.8.2022 (Monday) to 31.8.2022 (Wednesday). A letter to parents will be sent if there are any activities or supplementary classes during the summer holiday.

b. Arrangement for the New School Year

The schedule is shown as follows:

Date	Time
1.9.2022 (Thursday)	8:15 a.m. - 12:00 noon
2.9.2022 (Friday)	8:15 a.m. - 2:45 p.m.

Normal class timetable resumes from 5.9.2022 (Monday).

c. Textbook Ordering

Parents may order textbooks for 2022/23 from Kwong Ming Book Store. Details are as follows:

Bookstore	Kwong Ming Book Store
Book List and Textbook Order Form	The book list and textbook order form have been uploaded to the school website. Cross-boundary students (CBS) can download the book list and textbook order form.
Submission of Textbook Order Form	(1) Students return the order form to the collection box at the school office before 12.8.2022 (Friday) ; OR (2) Students return or fax the order form to Kwong Ming Book Store before 12.8.2022 (Friday)
Book Collection	S1-S3 : 29.8.2022 (Monday) S4-S6 : 31.8.2022 (Wednesday) If the EDB announces school suspension due to adverse weather conditions or other reasons, the date of book collection will be notified separately.
Time	10:00 a.m. – 3:00 p.m.
Venue	Covered Playground
Remarks	(1) Students do not need to pay deposit when they submit their book order form. (2) Students have to make full payment when they pick up their textbooks.

The school does not involve in the transaction between parents and the bookstore. It is optional for parents to buy textbooks from Kwong Ming Book Store or at any other stores.

Special arrangements for cross-boundary students (CBS)

1. If cross-boundary students cannot return their textbook order form or pick up their textbooks on the designated dates, they should **send email to bookorder@ylpss.edu.hk before 12.8.2022 (Friday) 4:00 p.m.** and indicate that they are “**cross-boundary students**” on their form. The school will help make the arrangement. The order cannot be changed or cancelled once it has been placed.
2. Book Collection:
 - a. CBS can collect books at the school on the abovementioned dates, or pick up at Kwong Ming Book Store before 4.9.2022 (Sunday).
 - b. If CBS fails to return to Hong Kong, they can use the delivery services arranged by the school. Details are as follows:
 - Download and complete “CBS Textbook Delivery Form” (Attachment 1), and email the completed form to **bookorder@ylpss.edu.hk**;
 - Parents should ask a relative or friend to pay for the textbooks at Kwong Ming Book Store. Delivery fee will be paid by the school first and collected from the parents concerned later.

For enquiries, please contact Mr. CHAN Chun-hung at 2476 2357.



Letter to Parents No.23 – 2021/22
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. Year-end Arrangements
- b. Arrangement for the New School Year
- c. Textbook Ordering

Signature of Parent/Guardian: _____

Name of Parent/Guardian: _____

_____.8.2022

CBS Textbook Delivery Form

Student's Name	
Class in 2021/22	
Class Number in 2021/22	
Quantity of Ordered Books	
Price of Ordered Books	
Address	

Remarks: To avoid loss or delay, the address must be clearly filled in.



家長通函第 23 號 – 2021/22

敬啟者：

2021/22 學年八月份學校安排須知 (一)

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、 學年終結安排
- 二、 新學年開課安排
- 三、 購買新學年課本

請家長於 2022 年 8 月 8 日 (星期一) 或之前經 eClass 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。

2022 年 8 月 1 日

一、學年終結安排

本學年散學禮將於 8 月 12 日(星期五)舉行，當天上課時間照常為上午 8:15。散學禮安排如下：

時間	禮堂集會	處理班務及 派發成績表
8:15 - 8:25	班主任點名	
8:25 - 9:25	中一至中三	中四及中五
9:25 - 9:45	小息	
9:45 - 10:45	中四及中五	中一至中三

另外，本學年暑假將由8月15日（星期一）開始，至8月31日（星期三）結束。暑假期間，倘有活動或補課，將另行發信通知。

二、新學年開課安排

詳情如下：

日期	時間
9 月 1 日（星期四）	上午 8:15 - 中午 12:00
9 月 2 日（星期五）	上午 8:15 - 下午 2:45

自9月5日（星期一）起，學生將按常規時間表上課。

三、購買新學年課本

為了方便家長及學生購買 2022/23 學年課本，學校已安排書商提供到校售賣課本服務。詳情如下：

書商	光明書局
書單及課本訂購表	書單及課本訂購表已上載於學校網頁，跨境學生可下載書單及課本訂購表
遞交課本訂購表	(1) 2022 年 8 月 12 日（星期五）前把填妥之課本訂購表投放到校務處的「光明書局課本訂購表收集箱」內；或 (2) 2022 年 8 月 12 日（星期五）前親自把填妥之課本訂購表交回或傳真至光明書局。
取書日期	中一至中三：2022 年 8 月 29 日（星期一） 中四至中六：2022 年 8 月 31 日（星期三） （如因颱風、暴雨或其他因素而教育局宣佈停課，取書日期將另行通知）
時間	上午 10:00 – 下午 3:00
地點	學校有蓋操場
備註	(1) 學生遞交課本訂購表時，毋須繳付任何訂金。 (2) 學生於取書時，須悉數繳付已訂購課本之書價。

提供到校購買課本服務，只是為了方便家長及學生，本校不會參與任何交易，亦無牽涉任何利益。家長及學生可按自身需要，選用上述服務或自行到任何書店購買課本。

跨境生訂購課本特別安排

1. 跨境生如未能於上述日期親自遞交課本訂購表，必須於 **2022 年 8 月 12 日（星期五）下午 4:00** 前把填妥之課本訂購表 **電郵至 bookorder@ylpss.edu.hk** 代辦，課本訂購表上須註明「**跨境生**」，課本訂購表遞交後不可更改及取消。
2. 取書安排：
 - a. 跨境生回港後，可按取書日期回校取書或於 2022 年 9 月 4 日（星期日）前到光明書局取書。
 - b. 跨境生如未能回港，可選用學校速遞送書服務，詳情如下：
 - 下載及填妥「**跨境學生速遞送書服務表格**」（附件一），連同填妥之課本訂購表電郵至 **bookorder@ylpss.edu.hk**；
 - 請家長委託親友到光明書局繳付課本費用，而速遞課本之費用將由校方先行墊支，稍後向家長收取。

如有查詢，請致電 24762357 與圖書館主任陳振洪老師聯絡。



家長通函第 23 號 – 2021/22
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、 學年終結安排
- 二、 新學年開課安排
- 三、 購買新學年課本

此覆

元朗公立中學校長

家長／監護人簽署：_____

家長／監護人姓名：_____

2022 年 8 月 日

跨境學生速遞送書服務表格

學生姓名	
2021/22 學年 班別	
2021/22 學年 班號	
訂購課本數量	
訂購課本價值	
速遞送書地址	

備註：速遞送書地址必須填寫清楚，正確無誤，以免寄失或延誤。